Information and communication Technology

Grade 10

Word Processing Software

1. Name some types of documents you can edit using word processing software

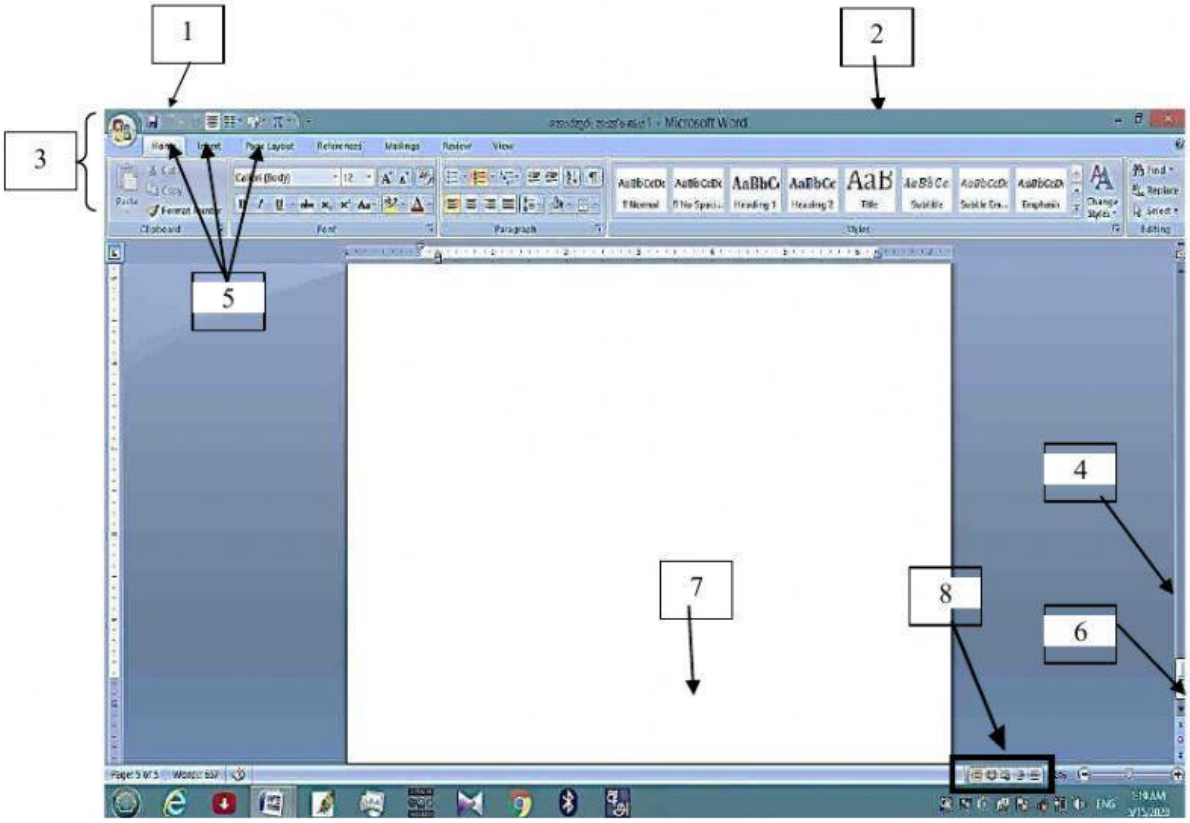
   1) .....

   2) .....

   3) .....

   4) .....

2. The following is an interface to a word processing software. Name the numbered elements.



LIVEWORKSHEETS

Quick Access Toolbar	Option bar	Scroll bar	View ruler button
View Button	Document page	Title bar	Tabs

1) ..... 5) .....

2) ..... 6) .....

3) ..... 7) .....

4) ..... 8) .....

Below are some of the word processing software given under column A. Select the companies that produced them from column B.

A	B
Software Name	Company
1. Libre Office Writer	A. Source Gear Corporation
2. Open Office Writer	B. Microsoft Office Corporation
3. AbiWord	C. Adobe System Incorporated
4. King soft Office Writer	D. Corel
5. Microsoft Office	E. The Document Foundation(Open Source)
6. Word Perfect	F. King Soft
7. LyX	G. Apple
8. Frame Maker	H. The LyX Project
9. iwork Pages	I. Apache Software Foundation (Open Source Software)

LIVEWORKSHEETS

3. Write down what the following shortcut keys are used for.

1) Ctrl+S - ……

2) Ctrl+X - ……

3) Ctrl+A - ……

4) Ctrl+HOME- ……

5) Ctrl+O - ……

6) Ctrl+V - ……

7) Ctrl+H - ……

8) Ctrl+END - ……

9) Ctrl+V - ……

10) Ctrl+C - ……

LIVEWORKSHEETS