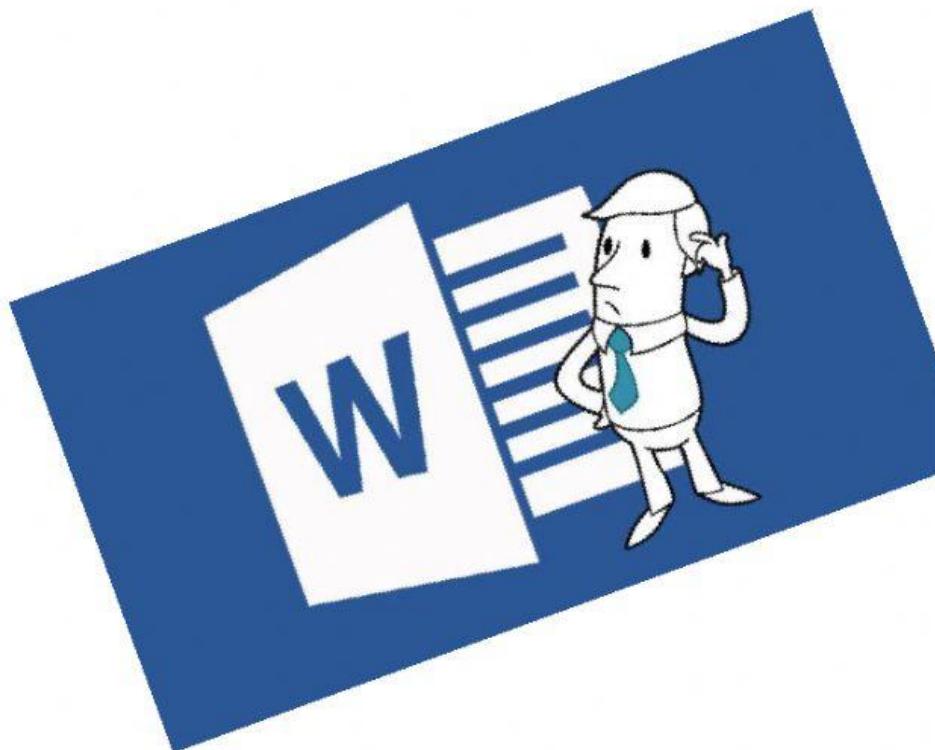


INFORMATION AND COMMUNICATION TECHNOLOGY



Grade 08

UNIT 03

WORD PROCESSING



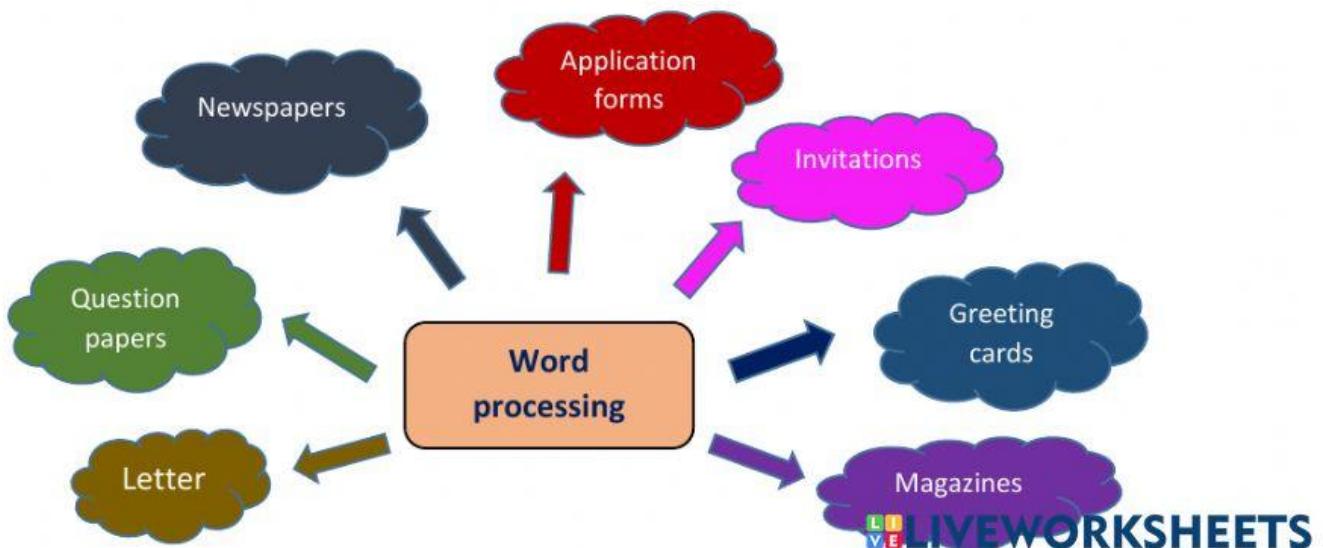
What word processing is?



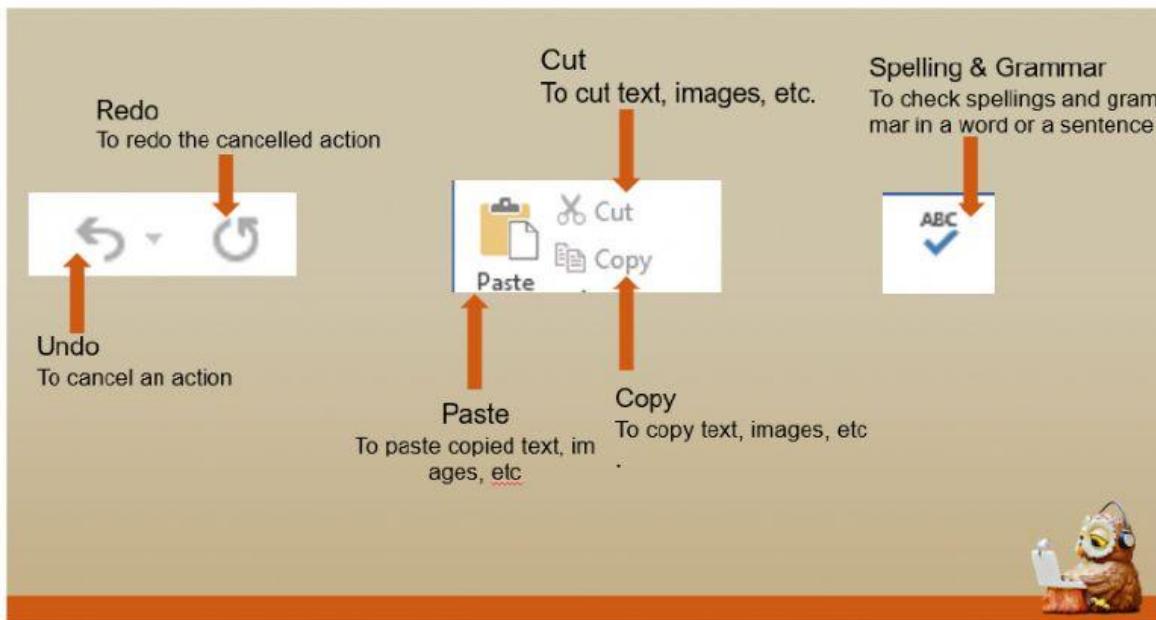
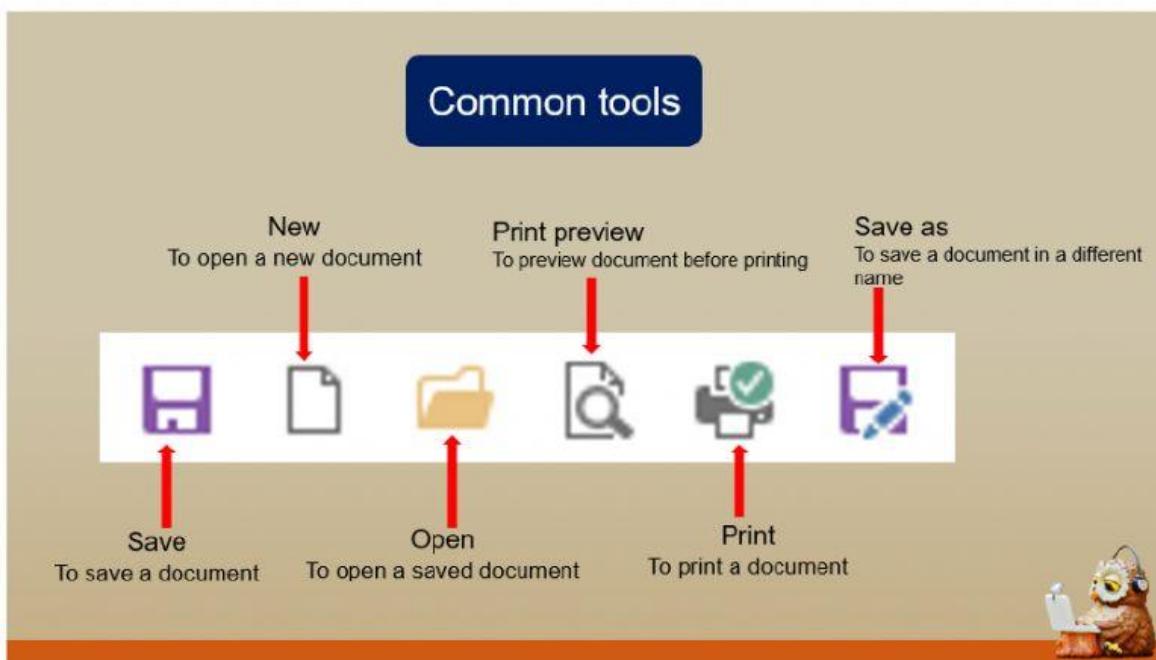
Creating documents using word processing software is known as word processing.

#126187536

Word processing software is an application software that can create various types of documents. Some examples are



There are many tools for creating documents using Word Processing software. Some of them are shown below;



Text Formatting Tools

Font



Size

(To change the size of fonts) Topics
Sub-topics General letter size

Italic -(slanted text)

B *I* U

Superscript

To bring above the
text line



Color

Change colour of text



Bold

To darken
the text

Underline

To underline text

Subscript- To bring down from
the text line

Highlight - To draw attention to text



Alignment and Positioning Tools

Center

To align the tex
t to the middle



Justify

Align the text on both
sides



Bullets

To color the back
ground



Align left

To align the text
to the left side



Align right

To align the text
to the right side

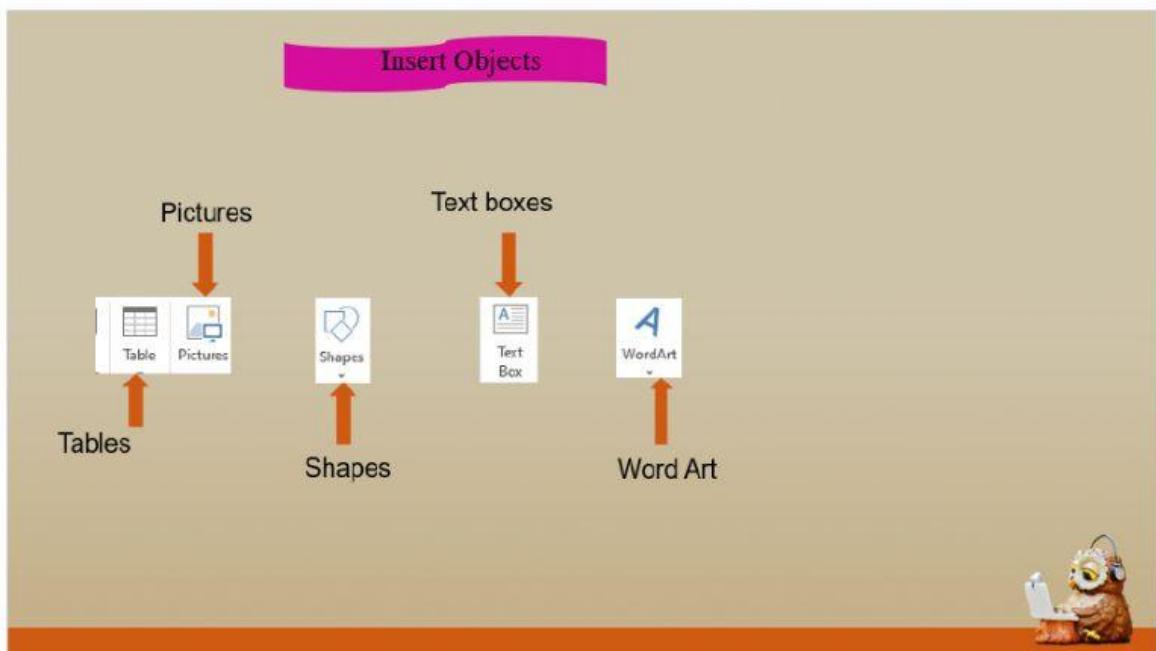
Line and paragraph spacing

To change spaces among lines an
d paragraphs



Numbering



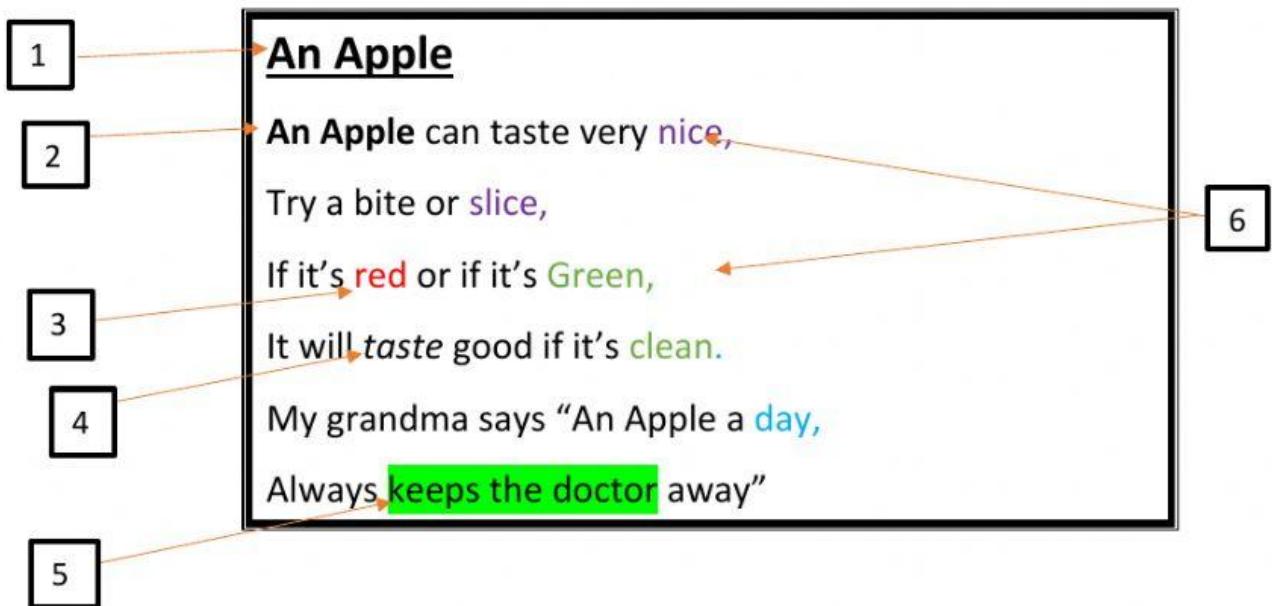


Activity 1.

Wordwall activity

Activity 2.

Study the given below document well. Then write the suitable tools used for Formatting.



1.
2.
3.
4.
5.
6.

Activity 3.

Write the alignment correctly.

1.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

2.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

3.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

4.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

5.....

Save trees and protect Mother Earth from global warming.

Don't destroy the greenery and don't spoil the scenery. Save Mother Earth