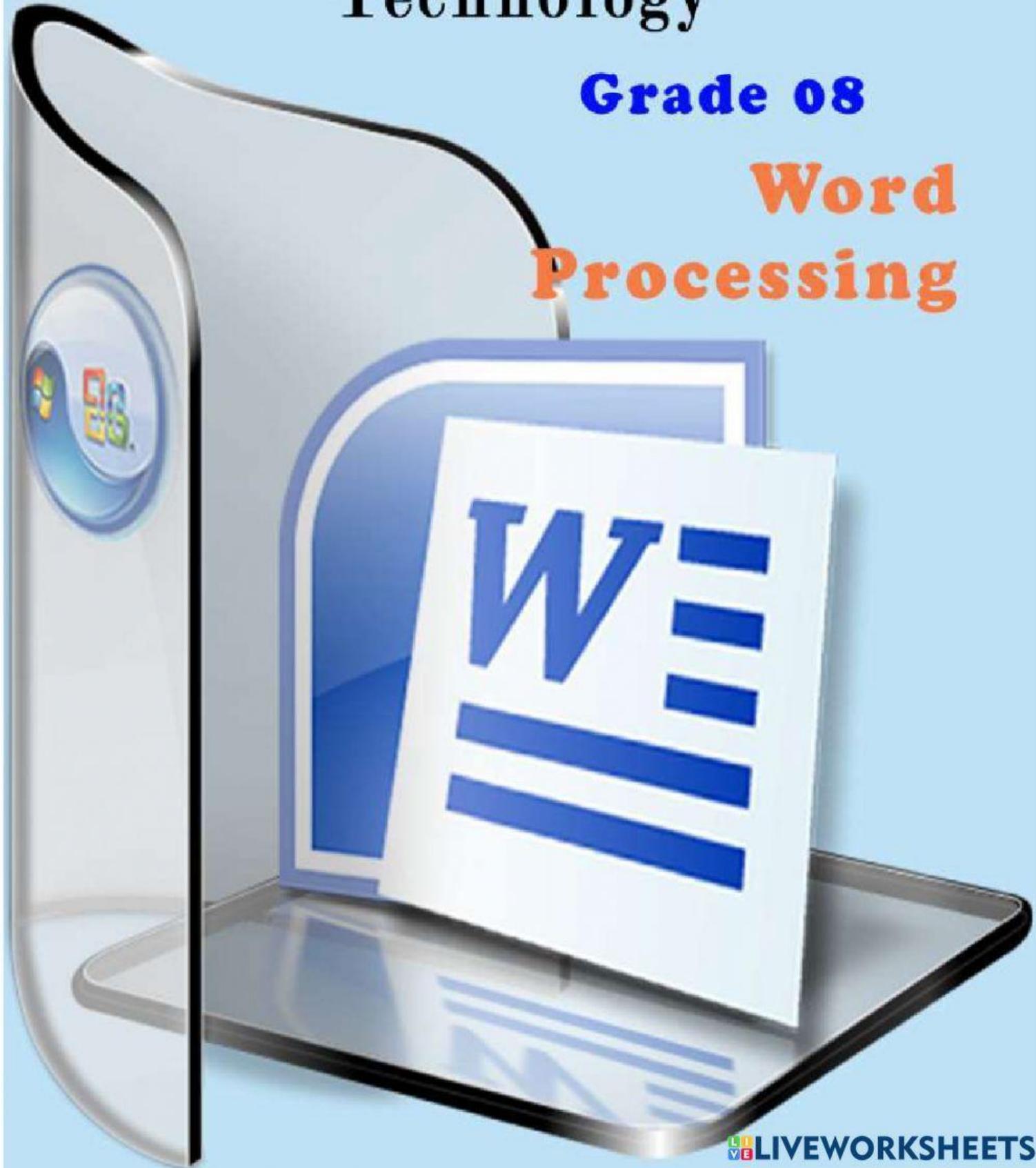
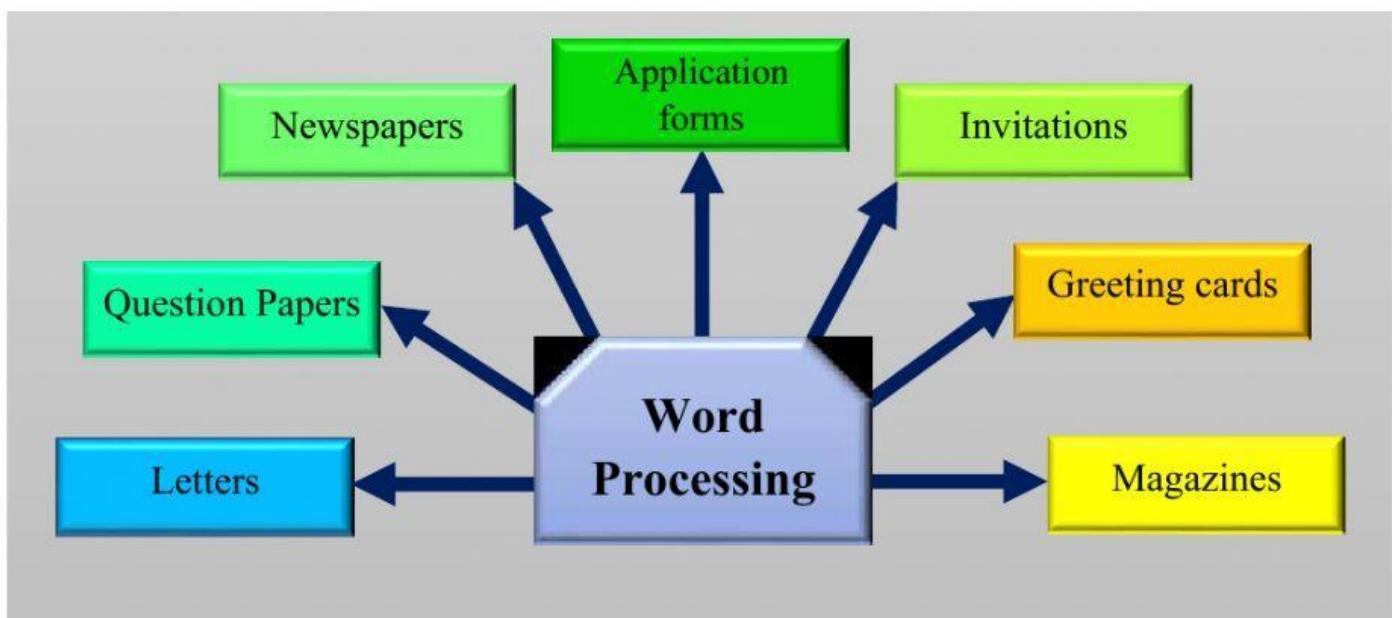
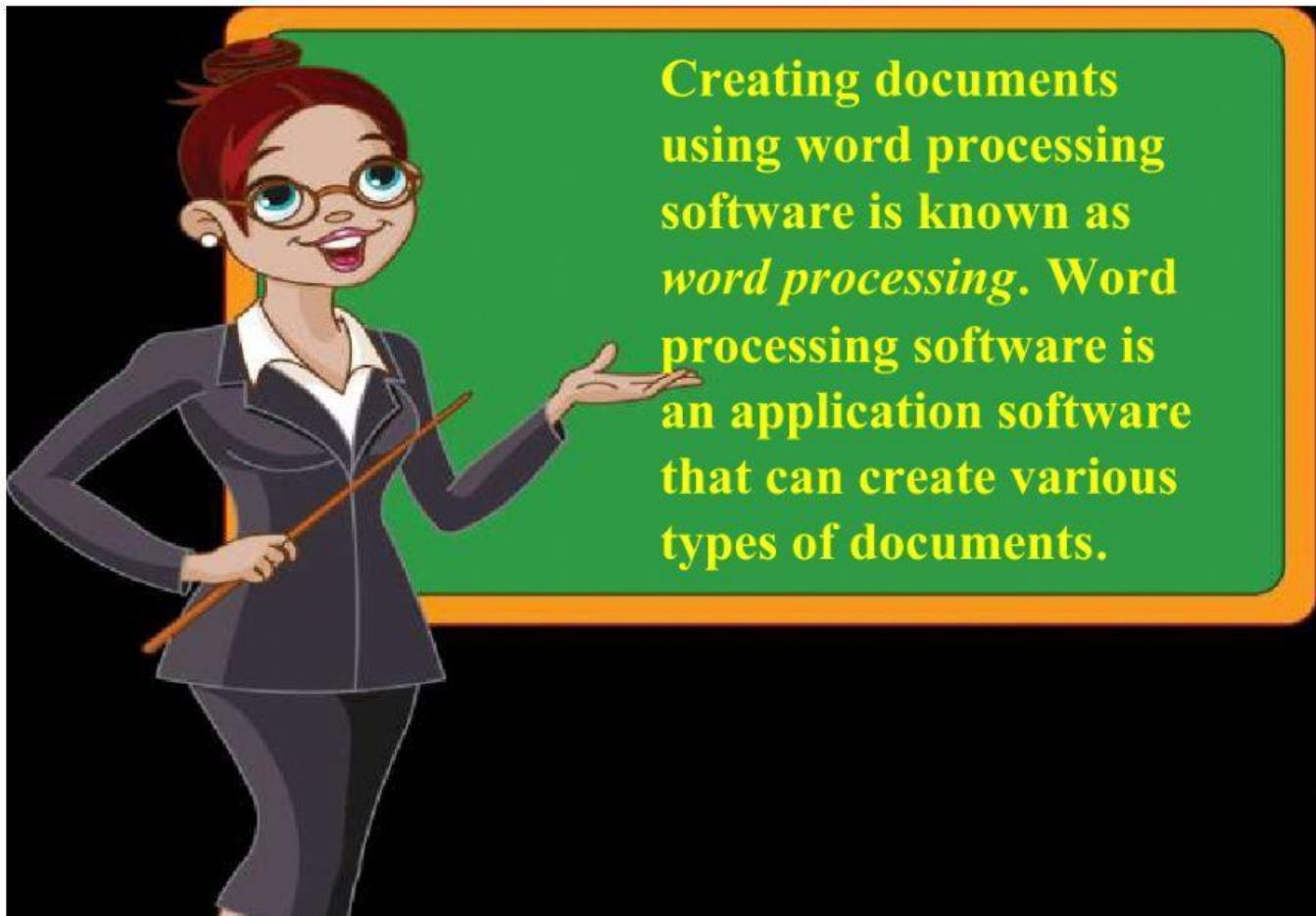


Information & Communication Technology

Grade 08

**Word
Processing**





Activity 01

Fill in the blank. Creating documents using word processing software is known as _____.

Names 5 various type of document by using word processing software.

1. _____

2. _____

3. _____

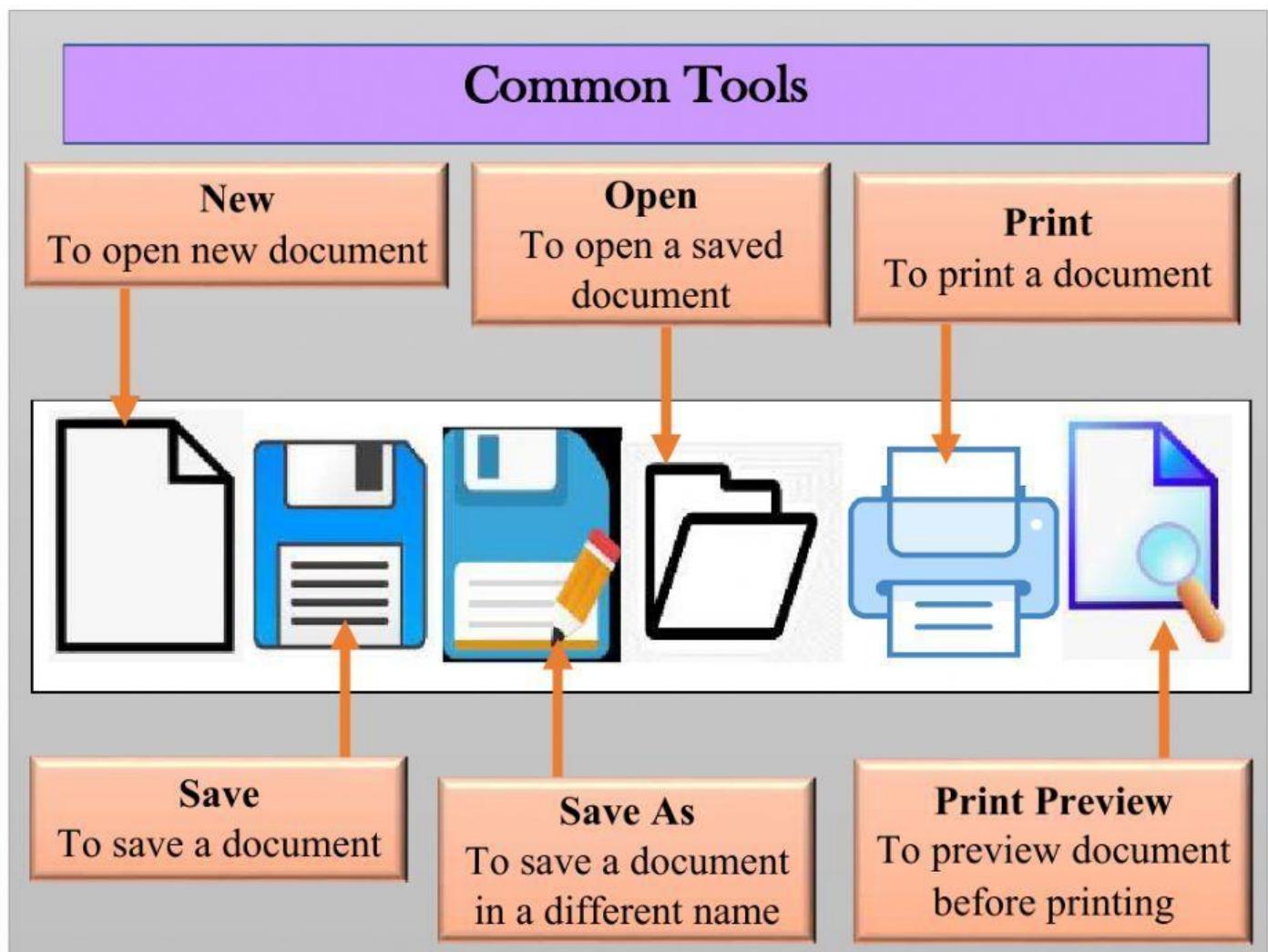
4. _____

5. _____

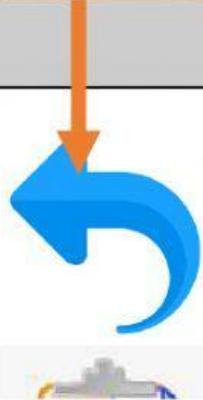
Word Processing Tools

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

- ✿ Common tools
- ✿ Text formatting tools
- ✿ Alignment and positioning tools
- ✿ Insert objects



Undo
To cancel an action



Cut
To cut text, images, etc.



Redo
To redo the cancelled action



Copy
To copy text, images, etc.



Paste
To paste copied text, images, etc.



Text formatting tools

Size - (To change the size of fonts)

Topics

Sub-topics

General letter size

Bold
To darken the text

Color
Change colour of text

Subscript
To bring down from the text line (CO_2)

Font

12

B

I

U

ab

A

x₂

x²

Font - (letter types)

Times New Roman

Cambria

Nirmala UI

Malayalam

Underline
To underline text

Highlight
To draw attention to text

Superscript
To bring above the text line ($2^2, 2^3$)

Alignment and positioning tools

Align Left

To align the text to the left side

Align Right

To align the text to the right side

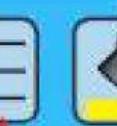
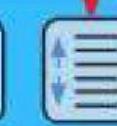
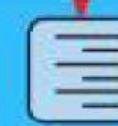
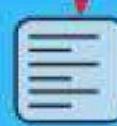
Line and Paragraph

Spacing

To change spaces among lines and paragraphs

Shading

To colour the background



Center

To align the text to the middle

Justify

Align the text on both sides

Bullets

Numbering

Insert objects

Pictures

Shapes

Text boxes



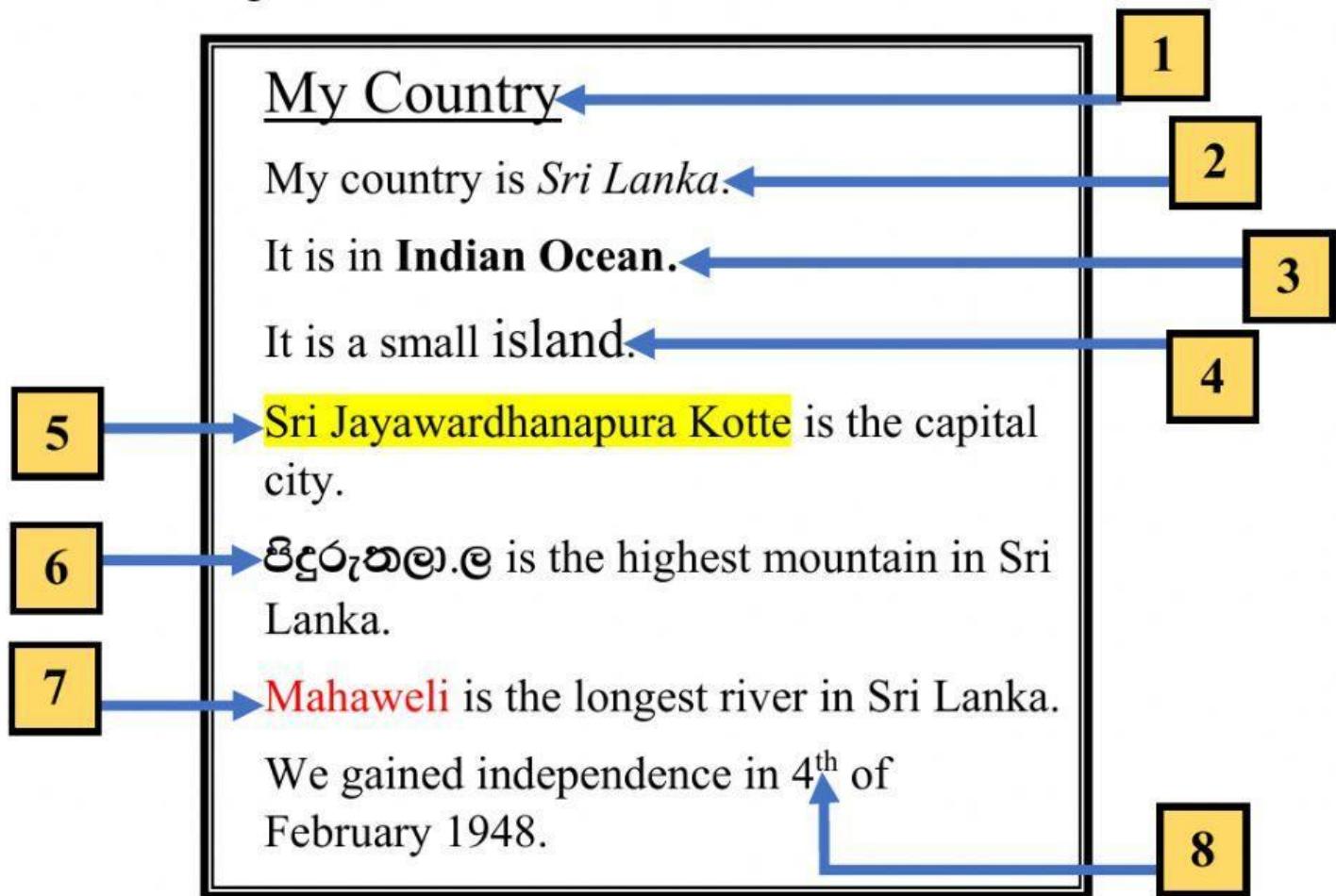
Clip Art - To insert images

Word Art - To insert artistic letters

Tables

Activity 02

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



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Activity 03

Write the Text alignment & positioning tools correctly.

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

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

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

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

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