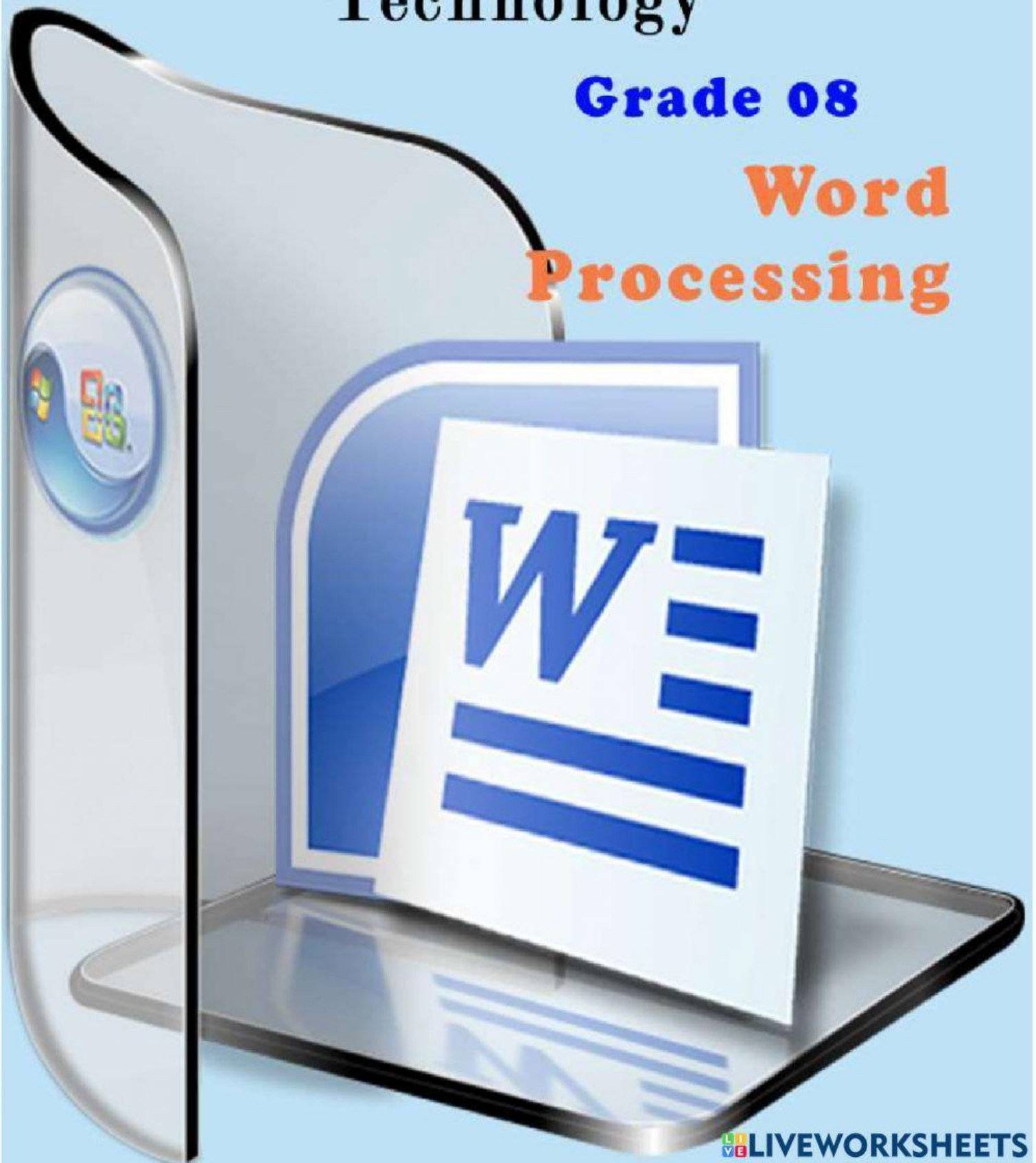
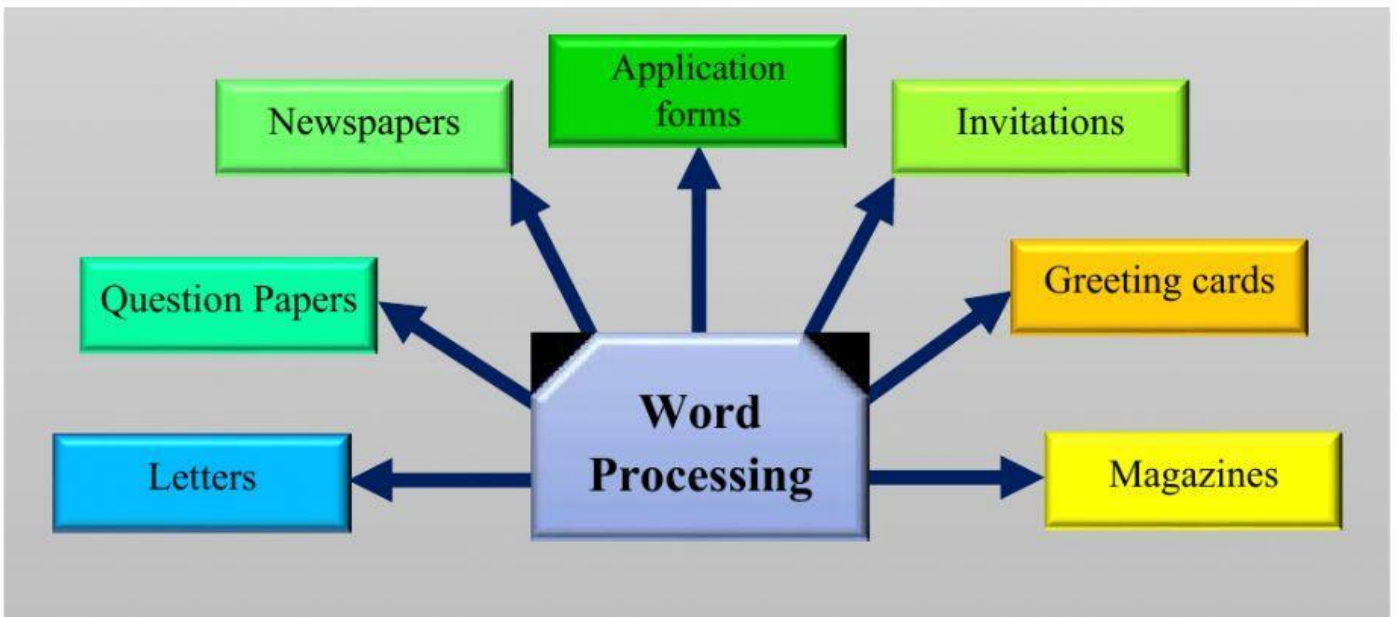
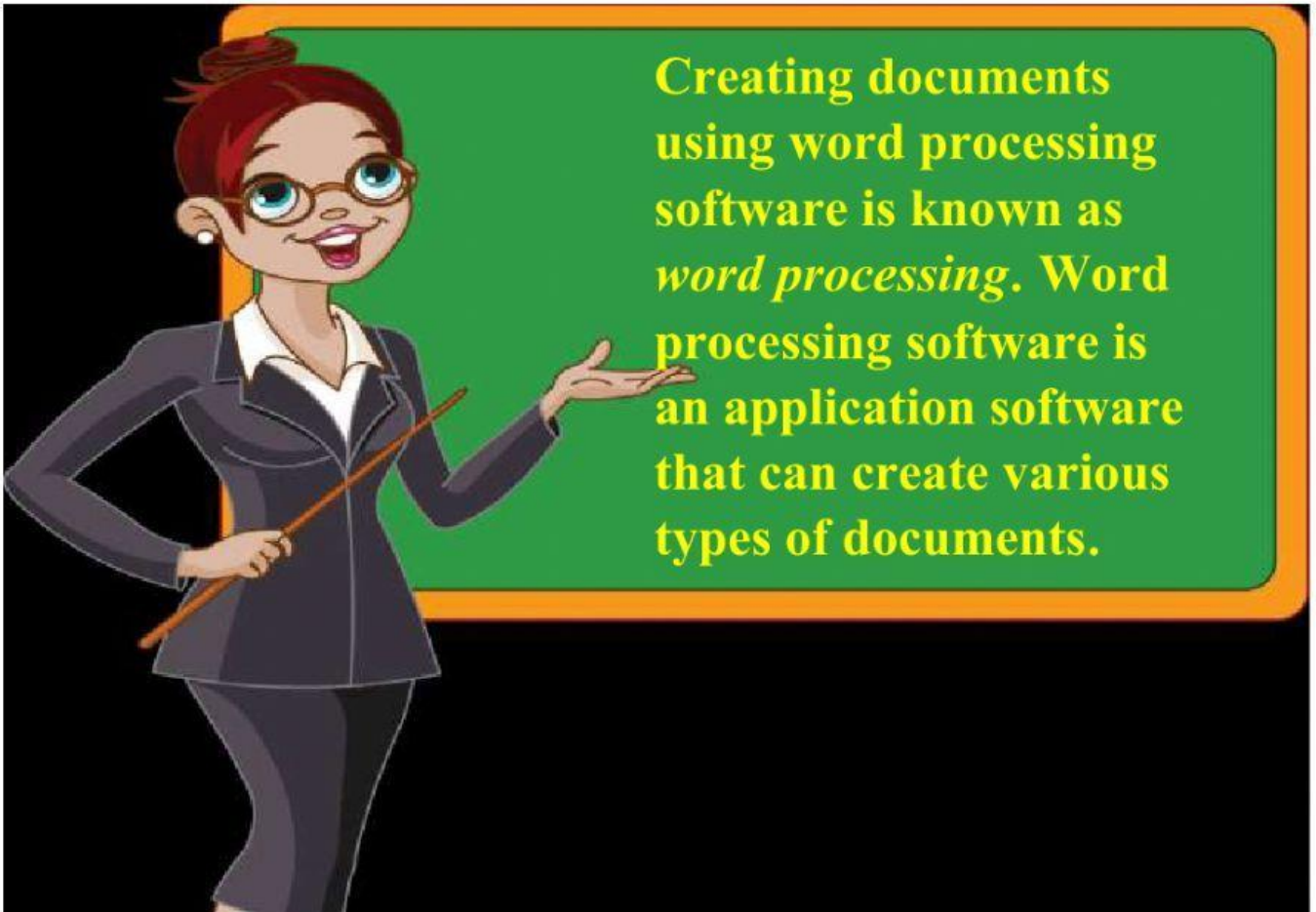


Information & Communication Technology

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

Common Tools

New

To open new document

Open

To open a saved document

Print

To print a document



Save

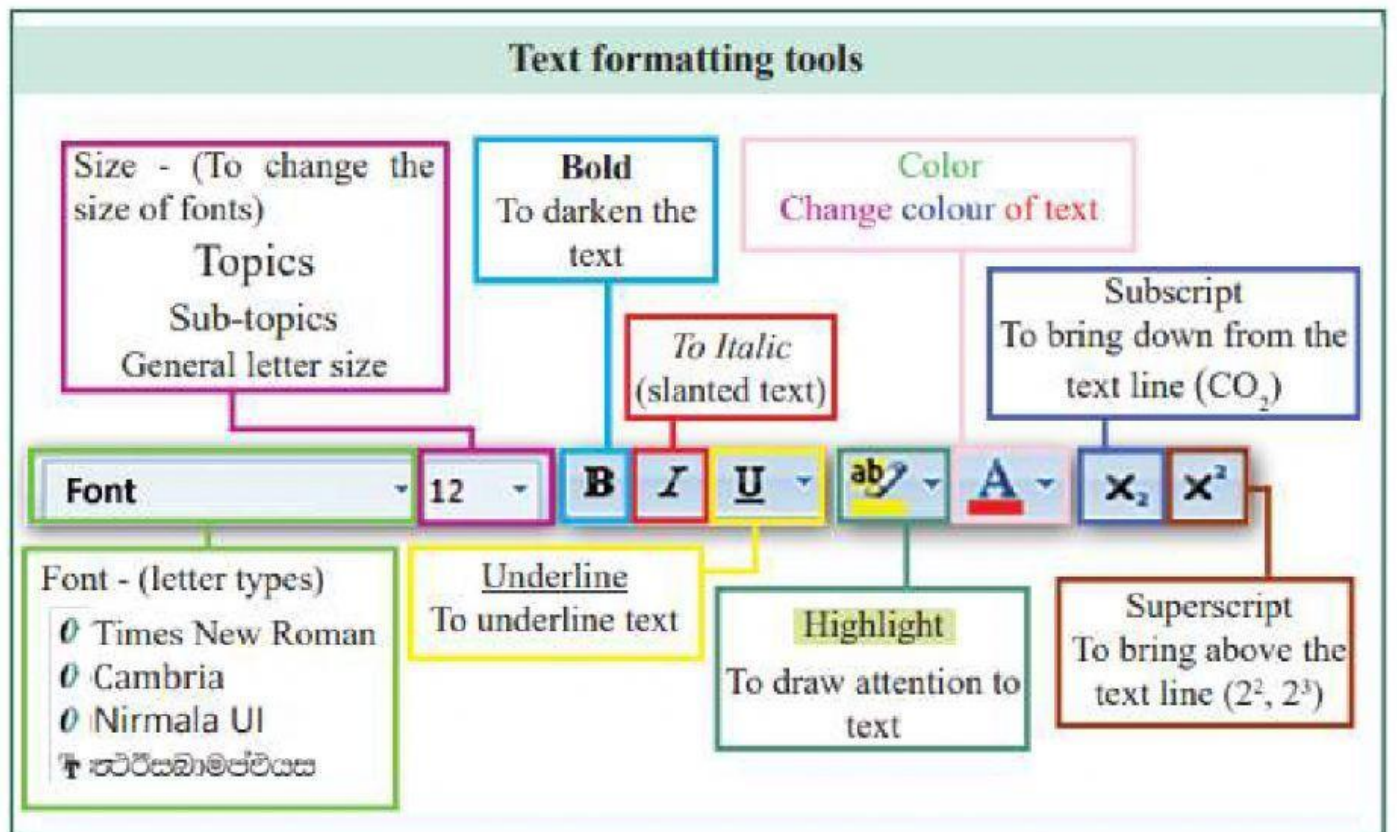
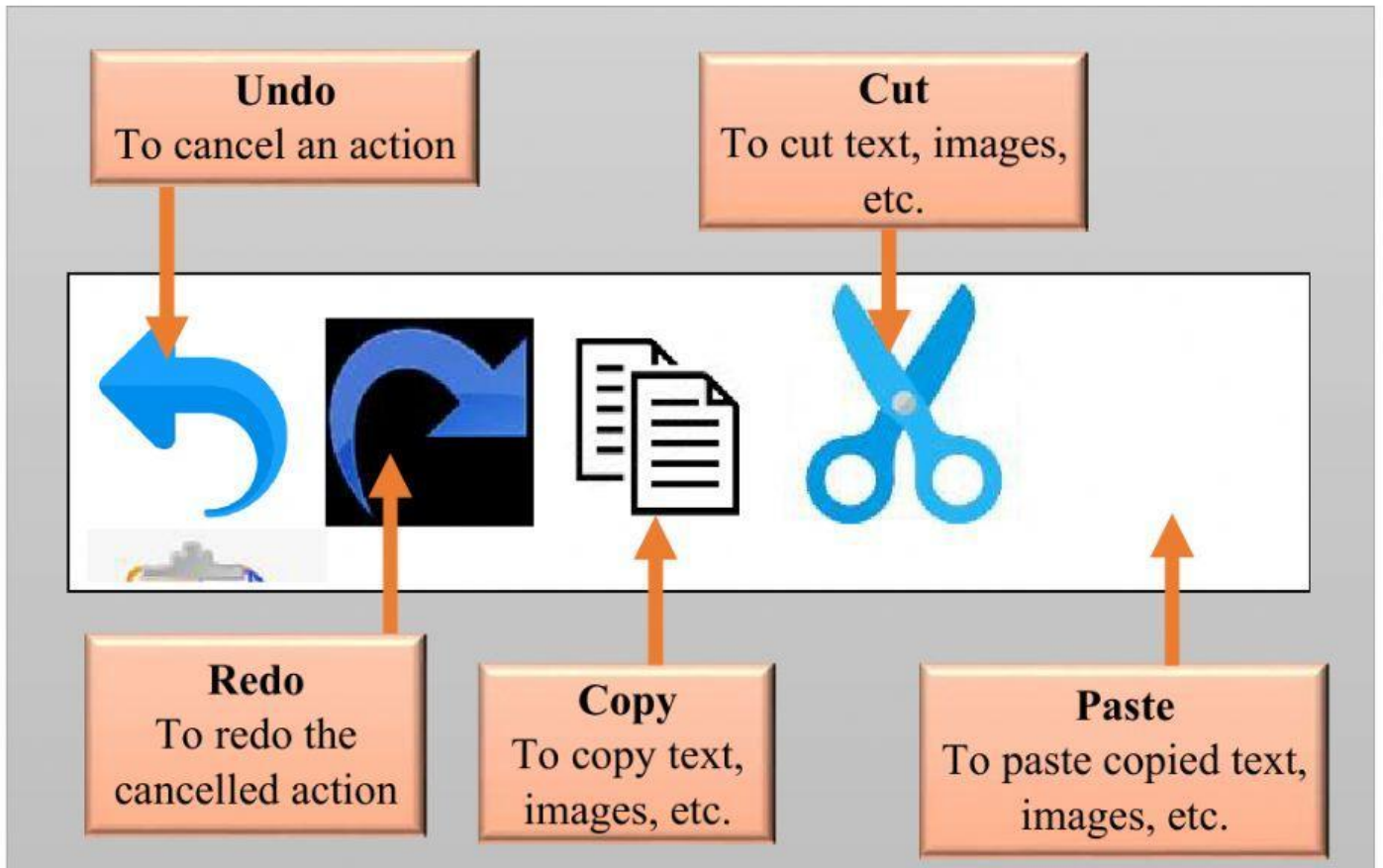
To save a document

Save As

To save a document in a different name

Print Preview

To preview document before printing



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.

The document contains the following text with formatting annotations:

- 1. Points to the underlined title "My Country".
- 2. Points to the italicized text "Sri Lanka".
- 3. Points to the bold text "Indian Ocean".
- 4. Points to the text "It is a small island.".
- 5. Points to the highlighted text "Sri Jayawardhanapura Kotte".
- 6. Points to the Sinhala text "පිදුරුතලා".
- 7. Points to the red text "Mahaweli".
- 8. Points to the superscripted text "4th".

1. _____
3. _____
5. _____
7. _____

2. _____
4. _____
6. _____
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.
