FORMATIVE TEST
Subject: ICT
Topic: Word Processing Software
Grade: 3

DEVOTED TO CHRIST
ROMANS 12: 1 - 2

SDH
SEKOLAH DIAN HARAPAN
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Name:

((Week 4 (April 22, 2024))

Fill the answer in the blank area.

1. What is word processing software used for? **(5 points)**

2. List three names of word processing software. **(5 points)**

- ...

- ...

- ...

3. How can you change the font size of your text in a word processing document? **(10 points)**

4. Describe the difference between "bold" and "italic" text formatting options in word processing software. **(10 points)**

5. What does the term "spell check" refer to in word processing software? How can it help you? **(20 points)**

6. How can you align text in a word processing document? **(25 points)**

7. Explain what "copy and paste" means in the context of word processing. **(25 points)**