

ICT

INFORMATION AND COMMUNICATION TECHNOLOGY

GRADE 8



UNIT 3

Word Processing

Student Workbook



"The King of ICT"

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STUDENT DETAILS

Name:

School:

Institution:

Contact:

BEFORE WE START

What This Unit Is About

Read this page with your teacher

i AT THE END OF THIS UNIT YOU WILL BE ABLE TO

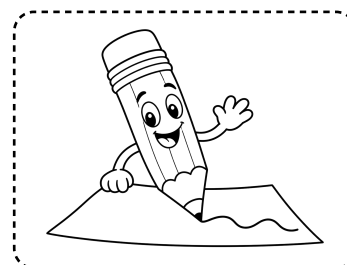
- ☐ Say what word processing is, and name documents we can make with it.
- ☐ Create, save, open, close and print a document.
- ☐ Use Undo, Redo, Cut, Copy, Paste and Spell check.
- ☐ Change the font, size and colour of text, and make it bold, italic or underlined.
- ☐ Highlight text, and write subscripts and superscripts like CO₂ and 2³.
- ☐ Align text, change the line spacing, add shading and prepare lists.
- ☐ Insert pictures, clip art, shapes, text boxes, Word Art, tables and graphs.

! THREE RULES FOR THE COMPUTER ROOM

- **Always** save your work, and give the file a clear name.
- **Never** open, change or delete another student's file.
- **Never** eat or drink near the computer.

i HOW TO USE THIS BOOK

Each chapter has three parts. First you **read** the chapter with your teacher. Then you **do** the practical task on a real computer. Last you **write** the exercises in this book. Colour the small pictures when you finish your work early.



Colour me!

THE WORDS YOU WILL LEARN

Word processing	Document	Save As	Print Preview
Undo / Redo	Cut / Copy / Paste	Spell check	Font
Bold / Italic	Underline	Highlight	Subscript
Superscript	Justify	Line spacing	Shading
Bullets	Numbering	Clip Art	Word Art
Text box	Table	Chart (graph)	Insert

"Your ideas deserve a beautiful page. Word processing gives them one."

- THE KING OF ICT



CHAPTER 1

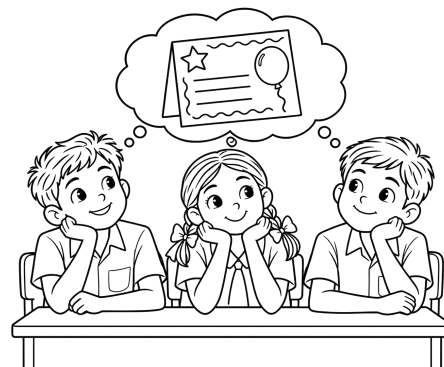
Word Processing and Common Tools

? THREE FRIENDS, ONE PROBLEM

"Our teacher wants invitation cards for the English Day. My handwriting is not nice and clear."

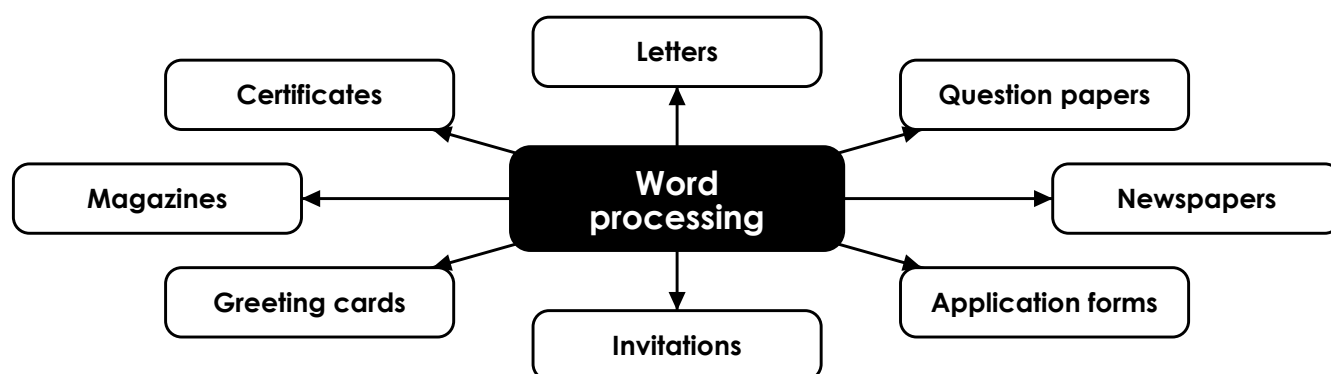
"I made a souvenir by hand, but my pictures are not attractive."

Their friend smiles: "**We only need a computer with word processing software!**"



3.1 What is word processing?

Creating documents using **word processing software** is called **word processing**. Word processing software is an **application software**. Examples: **MS Word**, **LibreOffice Writer** and **Google Docs**. We can make many documents with it:



3.2 Common tools - working with files

These tools work with the whole document. We find most of them in the **File** menu.

Icon	Tool	What it does
	New	Opens a new, empty document.
	Open	Opens a document that was saved before.
	Save	Saves (keeps) the document in the computer.
	Save As	Saves the document with a different name, or in a different place.
	Print Preview	Shows how the pages will look before we print them.
	Print	Prints the document on paper.

3.3 Common tools - editing

These tools help us to change and correct our work.

Icon	Tool	What it does
	Undo	Cancels (takes back) the last action.
	Redo	Does again the action that was cancelled.
	Cut	Removes the selected text or picture, so we can paste it in another place.
	Copy	Makes a copy of the selected text or picture.
	Paste	Puts the cut or copied text or picture in a new place.
	Spell check	Checks the spelling and grammar of words and sentences.

CUT OR COPY?

Cut moves the text. It goes away from the old place.

Copy keeps the text in the old place and makes a second one.

After **Cut** or **Copy**, click **Paste** to put the text in the new place.

SHORTCUT KEYS

Keys	Tool	Keys	Tool
Ctrl + N	New	Ctrl + Y	Redo
Ctrl + O	Open	Ctrl + X	Cut
Ctrl + S	Save	Ctrl + C	Copy
Ctrl + P	Print	Ctrl + V	Paste
Ctrl + Z	Undo	F7	Spell check

DO IT - PRACTICAL 1 (WORKBOOK ACTIVITY 3.1)

Do this on a computer with MS Word or LibreOffice Writer. **Ask your teacher first.**

1	Open the word processing software. Click Blank document . This is a New document.
2	Type your name, your school and your grade on three lines.
3	Click File , then Save As . Choose the Documents folder.
4	Type the file name My First Document . Click Save .
5	Click File , then Close . The document closes.
6	Click File , then Open . Find My First Document and open it again.
7	Click File , then Print . Look at the Print Preview . Print only if your teacher says so.

"Type it. Check it. Save it. Then be proud of it."

- THE KING OF ICT



> DO IT - PRACTICAL 2 (WORKBOOK ACTIVITY 3.2)

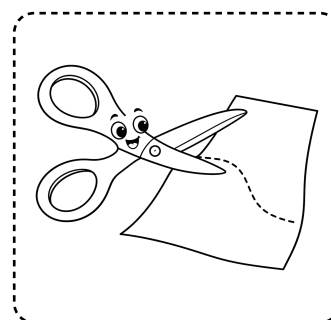
1	Type this sentence, with the mistakes: Our scool English Day is on Fryday.
2	Wrong words have a red wavy line. Click Review , then Spelling and Grammar (or press F7). Correct the words.
3	Select the words English Day . Click Copy . Click at the end of the sentence. Click Paste .
4	Select the word Our . Click Cut . Click at the end of the line. Click Paste . The word moved!
5	Click Undo . What happened? Now click Redo .
6	Press Ctrl + S to save your work.

i WRITE WHAT YOU SAW

Colour of the wavy line _____

What did Undo do? _____

What did Redo do? _____

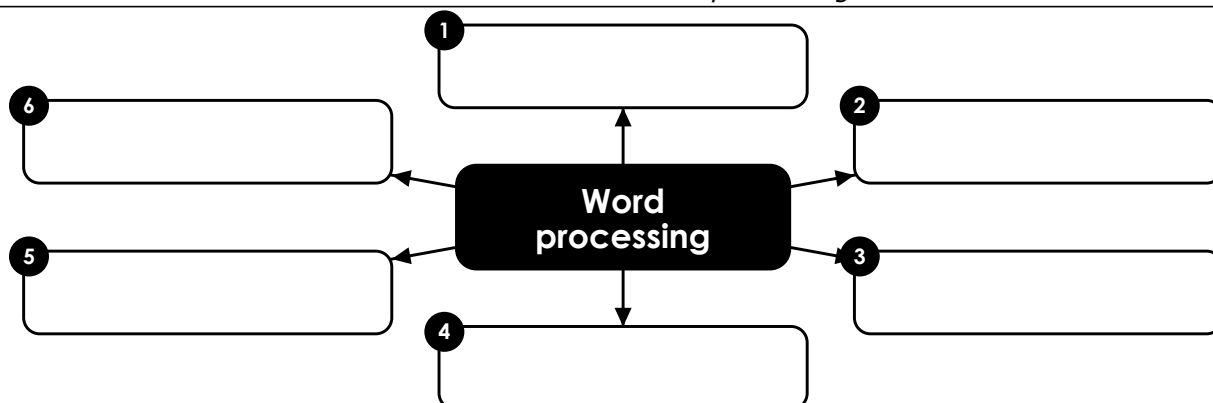


Colour me!

A Complete the mind map

6 marks

Write SIX documents that we can make with word processing software.



B Put the steps in order

5 marks

You want to save a new document with a name. Number the steps 1 to 5.

- ☐ Click **Save**.
- ☐ Click **File**.
- ☐ Type a name for the file.
- ☐ Click **Save As**.
- ☐ Choose a folder, like **Documents**.



C Name the tool

12 marks

Write the name of each tool on the line under it. Use the words in the box.

WORD BANK

New
Undo

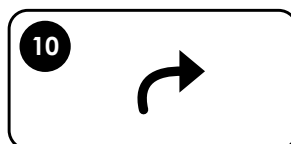
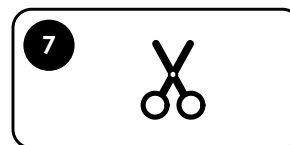
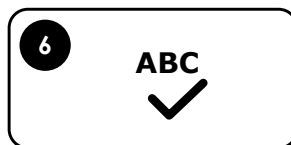
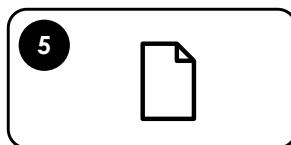
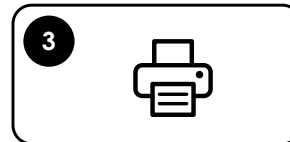
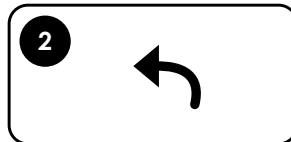
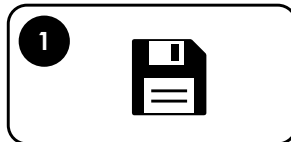
Open
Redo

Save
Cut

Save As
Copy

Print Preview
Paste

Print
Spell check



D Match them

6 marks

Write the correct letter in the box.

A - The tool		B - What it does
1. Open		A. Does again the action that was cancelled.
2. Save As		B. Checks the spelling and grammar.
3. Print Preview		C. Opens a document that was saved before.
4. Undo		D. Shows how the page will look before printing.
5. Redo		E. Cancels the last action.
6. Spell check		F. Saves the document with a different name.

E True or false

6 marks

Write T or F in the box.

- ☐ Word processing software is an application software.
- ☐ We use Print Preview to print a document on paper.
- ☐ Save As can save a document with a different name.
- ☐ Undo brings back the action that you cancelled.
- ☐ After we cut a word, it goes away from its old place.
- ☐ Spell check can find spelling and grammar mistakes.



F Be the spell checker

5 marks

Find the FIVE spelling mistakes. Underline them. Write the correct words below.

Our scool will hold the English Day on Fryday. Every studant will make an invitation card on the computer. The cards will look beautifull. We will print them in the library.

1. 2. 3. 4. 5.

G Answer these

4 marks

Write full sentences.

1. What is word processing? (2 marks)

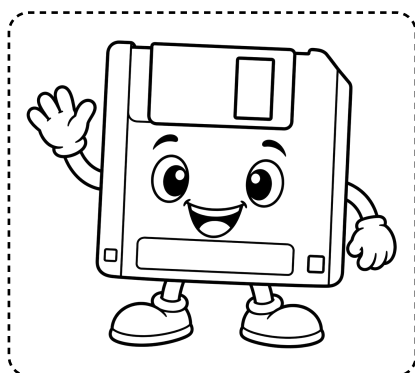
2. Write one difference between Cut and Copy. (2 marks)

H Which tool would you use?

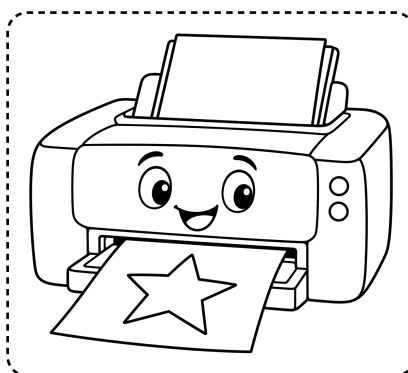
6 marks

Write the name of the tool.

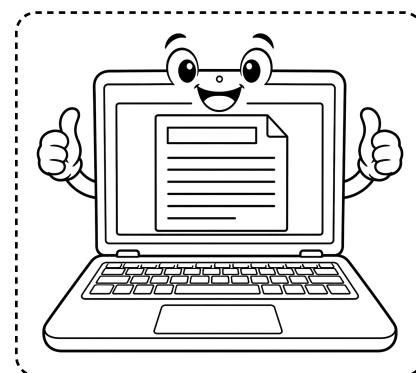
You want to ...	Tool
Start a new, empty document	
Keep your work in the computer	
Keep a second copy of your letter with a new name	
See how the page will look before you print it	
Take back a word that you deleted by mistake	
Find the spelling mistakes in your essay	



Colour me!



Colour me!



Colour me!

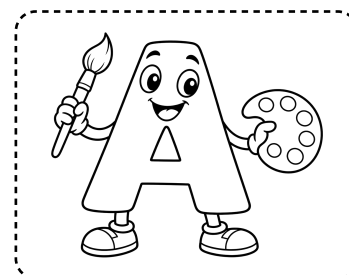
CHAPTER 2

Making Text Look Good

? WHY DO WE FORMAT TEXT?

"My poster has the same letters everywhere. Nobody reads it!"

Formatting changes how letters, words and sentences look. Then the important words **stand out** and the page is easy to read.



Colour me!

3.4 Text formatting tools

These tools are on the **Home** tab. **Select** the text first, then click the tool.

Icon	Tool	What it does	Example
	Font	Changes the type (style) of the letters.	Times New Roman, Cambria, Nirmala UI
	Size	Changes the size of the letters.	Topic Sub-topic normal text
	Bold	Makes the text dark and thick.	Sri Lanka
	Italic	Makes the text slanted.	<i>Sri Lanka</i>
	Underline	Draws a line under the text.	<u>Sri Lanka</u>
	Font colour	Changes the colour of the text.	COLOUR ← colour it!
	Highlight	Draws attention to the text, like a highlighter pen.	Sri Lanka
	Subscript	Brings the text down, below the line.	CO ₂ H ₂ O
	Superscript	Brings the text up, above the line.	2 ² 2 ³

3.5 Subscript and superscript

SUBSCRIPT (x ₂)	SUPERScript (x ²)
Brings the text down , below the line. We use it in science .	Brings the text up , above the line. We use it in maths .
CO ₂ H ₂ O O ₂	2 ² 5 ³ 10 ²



> DO IT - PRACTICAL 3 (WORKBOOK ACTIVITY 3.3)

Make a notice for the English Day. **Ask your teacher first.**

1	Type ENGLISH DAY . On the next lines type: Date: Friday, 25th May and Place: School Hall .
2	Select ENGLISH DAY . Change the font to Cambria and the size to 28.
3	Click Bold , then Underline .
4	Select the date. Click Italic . Change the font colour to blue.
5	Select the place. Click Highlight .
6	Save the file as English Day Notice .

> DO IT - PRACTICAL 4 (WORKBOOK ACTIVITY 3.4)

1	Type: CO₂ H₂O 2² 2³ 10²
2	Select the 2 in CO ₂ . Click Subscript (x_2). Do the same for H ₂ O.
3	Select the last 2 in 2 ² . Click Superscript (x^2).
4	Do the same for the 3 in 2 ³ and the 2 in 10 ² .
5	Now you have CO ₂ , H ₂ O, 2 ² , 2 ³ and 10 ² . Save your work.

A Which tool did I use?

8 marks

Look at the text before and after. Write the formatting tool that was used.

WORD BANK

Bold
Subscript

Italic
Superscript

Underline
Font

Highlight
Size

No	Before	After	Tool used
1	Sri Lanka	Sri Lanka	
2	Sri Lanka	<i>Sri Lanka</i>	
3	Sri Lanka	<u>Sri Lanka</u>	
4	Sri Lanka	Sri Lanka	
5	H ₂ O	H ₂ O	
6	10 ²	10 ²	
7	Sri Lanka	Sri Lanka	
8	Sri Lanka	Sri Lanka	



B Subscript or superscript?

6 marks

Look at the small number. Tick the correct box.

The number	Subscript	Superscript
H ₂ O (water)	☐	☐
5 ²	☐	☐
CO ₂	☐	☐
10 ³	☐	☐
O ₂ (oxygen)	☐	☐
2 ⁴	☐	☐

C Fill in the blanks

8 marks

Use the words in the box.

WORD BANK

font size Bold Italic Underline Highlight colour select

- The tool makes the text dark.
- The tool makes the text slanted.
- draws a line under the text.
- Times New Roman is the name of a
- Topics are bigger than other text. We change the
- draws attention to words, like a highlighter pen.
- We can change the of the text from black to red.
- We must the text before we format it.

D Topic, sub-topic or general text?

4 marks

The size of the letters shows what each part of the page is.

1

SCHOOL TRIP

2

Our trip to Kandy

3

We went to Kandy by bus. We saw the Temple of the Tooth and the Kandy Lake. Then we had lunch in the park and sang songs on the way home.

Write **Topic**, **Sub-topic** or **General text** for each numbered part.

-
-
-
- Which tool do we use to make the letters bigger or smaller?



E Read the notice

5 marks

This notice was made with word processing software.

★ **1** **SCIENCE DAY** ★

2 *Friday, 25th May*

3 Come and see how plants make O₂ !

4 Bring your water bottle!

5 Only for Grade 8

Write the tool used for each numbered part.

1.
2.
3.
4.
5.

F Answer these

4 marks

Write full sentences.

1. Why do we use the Highlight tool? (2 marks)

2. Write one example of subscript and one example of superscript. (2 marks)

G Match them

8 marks

Write the correct letter in the box.

A - The tool		B - What it does
1. Bold		A. Brings the text above the text line.
2. Italic		B. Makes the text slanted.
3. Underline		C. Changes the size of the letters.
4. Font colour		D. Draws a line under the text.
5. Highlight		E. Darkens the text.
6. Subscript		F. Brings the text down from the text line.
7. Superscript		G. Draws attention to the text.
8. Size		H. Changes the colour of the text.



H Draw the icon

6 marks

Draw the icon of each tool in its box.

1	2	3	4	5	6
Bold	Italic	Underline	Subscript	Superscript	Highlight

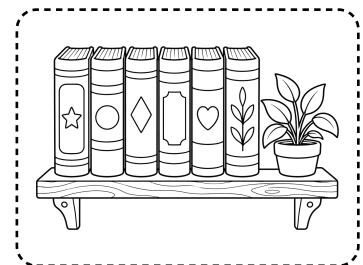
CHAPTER 3

Alignment, Spacing and Lists

? WHICH PAGE LOOKS BETTER?

"My poem looks untidy. Some lines are here and some are there!"

Alignment and positioning tools put the text in the right place. They also add space, colour and lists.



Colour me!

3.6 Aligning text

Alignment decides where the lines of a paragraph sit: on the left, in the middle, on the right, or on both sides.

Align Left	Center	Align Right	Justify
Lines start at the left side.	Lines are in the middle.	Lines end at the right side.	Lines touch both sides.

3.7 Spacing and shading

i LINE AND PARAGRAPH SPACING



Changes the space between the lines and between the paragraphs. **1.0** is single spacing. **2.0** is double spacing.

i SHADING



Colours the **background** of the text or the paragraph.

This heading has shading.

"Mistakes are fine. That is why the Undo button was made."

- THE KING OF ICT



3.8 Preparing lists

A list is easy to read. We can start each line with a dot or with a number.

BULLETS	NUMBERING
Each line starts with a dot or a small picture. We use bullets when the order does not matter .	Each line starts with a number . We use numbering when the order matters , like steps.
Things to bring: • a pen • a book • a water bottle	To save a document: 1. Click File. 2. Click Save As. 3. Type a name. Click Save.

> DO IT - PRACTICAL 5 (WORKBOOK ACTIVITY 3.5)

1	Type the heading ENGLISH DAY PROGRAMME . Click Center .
2	Type four items on four lines: Welcome speech, Poems, Drama, Prize giving. Select them. Click Numbering .
3	Type: Bring: pen, book, water bottle - each on its own line. Select them. Click Bullets .
4	Type a short paragraph about the day. Click Justify . Change the line spacing to 1.5 .
5	Type your name at the end. Click Align Right .
6	Select the heading. Click Shading and choose a light colour. Save your work.

A Name the alignment

4 marks

Write *Align Left*, *Center*, *Align Right* or *Justify* under each picture.

1

2

3

4

B Draw the alignment

4 marks

Draw five lines of text in each box to show the alignment.

1

2

3

4

Align Left

Center

Align Right

Justify



C Bullets or numbering?

5 marks

Tick the best one for each list.

List	Bullets	Numbering
The steps to save a document	☐	☐
Things to bring for the English Day	☐	☐
Names of fruits you like	☐	☐
The steps to make a cup of tea	☐	☐
The winners: first, second and third place	☐	☐

D Fill in the blanks

6 marks

Use the words in the box.

WORD BANK

Align Left Align Right Center Justify line spacing shading

- The lines start at the left side when we use
- A heading in the middle of the line uses
- makes the lines touch both the left and the right side.
- The date of a letter is often on the right side. We use
- We change the space between the lines with
- colours the background of a paragraph.

E Which tool would you use?

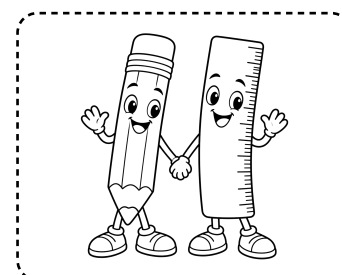
5 marks

Write the name of the tool.

You want to ...	Tool
Put the school name in the middle of the line	
Make a list of steps, in order	
Put a light colour behind a heading	
Make more space between the lines	
Make the lines touch both sides of the page	

"Neat work opens doors. Make every page your best page."

- THE KING OF ICT



Colour me!



F Word search

10 marks

Find the 10 words. They go across, down and slanting - forwards and backwards.

R	B	U	L	L	E	T	S	E	N	D	D
U	B	P	Y	S	E	P	S	C	R	U	N
M	O	P	H	B	H	G	B	P	D	D	G
U	L	A	W	W	J	A	F	A	Y	M	O
N	D	S	C	W	U	S	D	O	U	G	S
D	R	H	L	S	S	N	S	I	N	Y	G
O	E	A	K	W	T	K	C	L	N	T	N
H	T	Y	K	C	I	T	O	M	L	G	S
K	N	Y	M	K	F	Y	P	R	I	N	T
D	E	G	R	M	Y	N	U	K	G	K	N
W	C	N	S	Y	P	O	C	M	W	U	M
O	I	T	A	L	I	C	G	R	S	S	C

FIND THESE WORDS - TICK EACH ONE

- | | | | | |
|--------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------|
| ☐ PRINT | ☐ UNDO | ☐ COPY | ☐ BOLD | ☐ ITALIC |
| ☐ FONT | ☐ JUSTIFY | ☐ BULLETS | ☐ SHADING | ☐ CENTER |

G Make your own lists

4 marks

Write each list on the lines.

Write a **numbered** list of THREE steps to open a saved document.

1. _____
2. _____
3. _____

Write a **bulleted** list of THREE things in your school bag.

- _____
- _____
- _____

"A problem is only a puzzle that you have not solved yet."

- THE KING OF ICT



Colour me!



CHAPTER 4

Inserting Objects

? MAKE IT BEAUTIFUL

"Can I put a picture of our school on the invitation card?"

Yes! We can **insert** pictures, shapes, tables and more. We find these tools on the **Insert** tab.



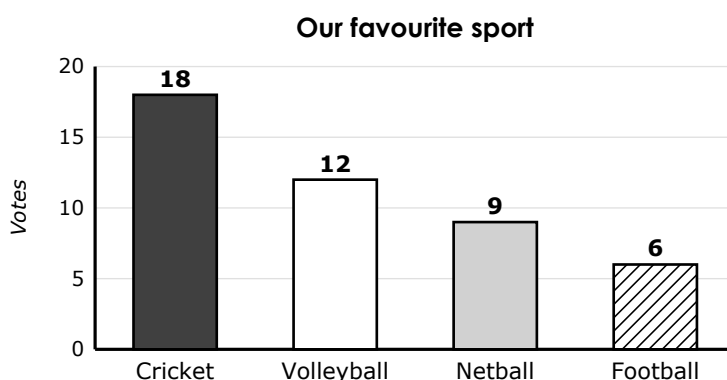
3.9 Objects we can insert

Icon	Object	What it is
	Pictures	A photo or a picture that is saved in the computer.
	Clip Art	Small ready-made pictures and drawings.
	Shapes	Lines, arrows, circles, stars and boxes.
	Text box	A box for text. We can move it anywhere on the page.
	Word Art	Artistic (fancy) letters for titles.
	Table	Rows and columns of boxes, like a timetable.
	Chart (graph)	Shows numbers as a picture, for example as bars.

3.10 Inserting a graph (chart)

A **chart** shows numbers as a picture. It is easy to compare the numbers. Grade 8 voted for their favourite sport:

Sport	Votes
Cricket	18
Volleyball	12
Netball	9
Football	6



"Practise today. Lead tomorrow."

- THE KING OF ICT



> DO IT - PRACTICAL 6 (WORKBOOK ACTIVITY 3.6) - PICTURES AND CLIP ART

1	Click Insert , then Pictures . Open the folder your teacher shows you.
2	Choose a picture of a flower. Click Insert . Drag a corner of the picture to make it smaller.
3	Click Insert , then Clip Art (in new versions: Online Pictures or Icons). Add a small drawing.

> DO IT - PRACTICAL 7 (WORKBOOK ACTIVITY 3.7) - SHAPES AND A TEXT BOX

1	Click Insert , then Shapes . Choose a star. Drag on the page to draw it.
2	Click Insert , then Text Box . Draw a box and type Welcome! Drag it to a new place.

> DO IT - PRACTICAL 8 (WORKBOOK ACTIVITY 3.8) - WORD ART

1	Click Insert , then WordArt . Choose a style you like.
2	Type English Day . Move it to the top of the page.

> DO IT - PRACTICAL 9 (WORKBOOK ACTIVITY 3.9) - A TABLE

1	Click Insert , then Table . Choose 4 columns and 3 rows .
2	Type a small timetable: Day, Period 1, Period 2, Period 3. Make the first row Bold .

> DO IT - PRACTICAL 10 (WORKBOOK ACTIVITY 3.10) - A GRAPH (CHART)

1	Click Insert , then Chart . Choose Column . Click OK .
2	A small sheet opens. Type four sports and the votes of your class. Close the sheet and look at the graph.

★ PROJECT - MY INVITATION CARD

Make an invitation card for the English Day on the computer. Use **Word Art**, a **picture**, a **text box**, a **shape** and **Center**. Check the spelling. Save it as **My Invitation Card**. Print it only if your teacher says so.

"Ask the question today. Stay a beginner if you do not."

- THE KING OF ICT



A Name the object

7 marks

Write the name under each picture. Use the words in the box.

WORD BANK

Pictures

Clip Art

Shapes

Text box

Word Art

Table

Chart
(graph)

1



2



3



4



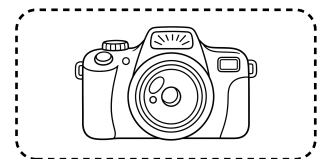
5



6



7



Colour me!

B Which object would you use?

6 marks

Write the name of the object.

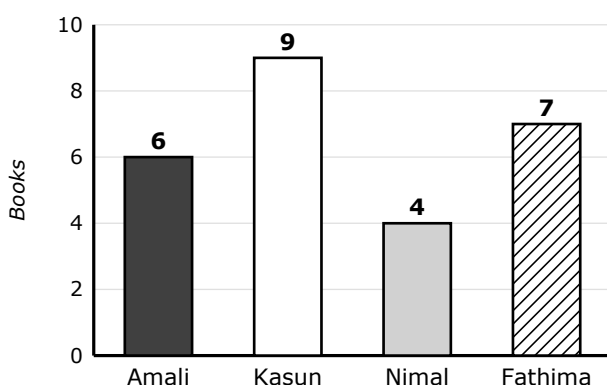
You want to ...	Object
Add a photo of your school	
Write a fancy title for a greeting card	
Show the class timetable	
Show the marks of five students as bars	
Draw a star or an arrow	
Put a small box of text anywhere on the page	

C Read the graph

4 marks

Four friends counted the books they read in one month.

Books we read in May



1. Who read the most books?

2. How many books did Fathima read?

3. Who read the fewest books?

4. How many books did the four friends read altogether?



D Tool families

10 marks

Tick the family of each tool. The textbook puts the tools in these four families.

Tool	Common tools	Text formatting	Alignment and positioning	Insert objects
Save	☐	☐	☐	☐
Bold	☐	☐	☐	☐
Justify	☐	☐	☐	☐
Word Art	☐	☐	☐	☐
Undo	☐	☐	☐	☐
Superscript	☐	☐	☐	☐
Bullets	☐	☐	☐	☐
Table	☐	☐	☐	☐
Highlight	☐	☐	☐	☐
Print Preview	☐	☐	☐	☐

E Choose the correct answer

10 marks

Underline your answer.

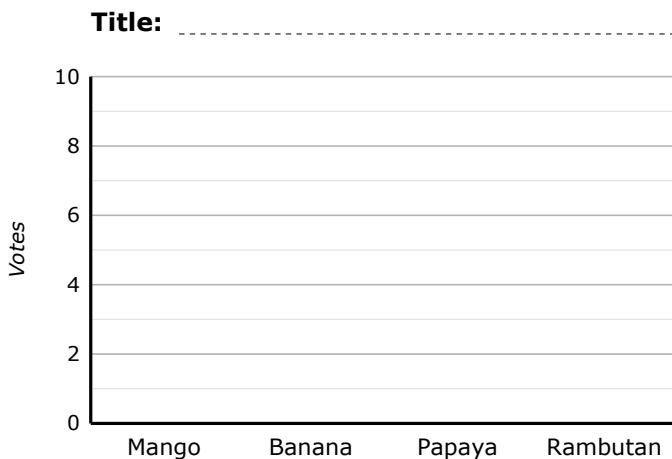
- Which one is a word processing software?
(a) MS Paint (b) MS Word (c) Calculator (d) Media Player
- Which object shows numbers as bars?
(a) Text box (b) Word Art (c) Chart (d) Clip Art
- Which tool cancels your last action?
(a) Redo (b) Undo (c) Cut (d) Paste
- Which tool puts the text in the middle of the line?
(a) Align Left (b) Justify (c) Center (d) Align Right
- Artistic letters for a title are made with
(a) Word Art (b) Clip Art (c) Table (d) Shapes
- Which tool shows how a page will look before printing?
(a) Print (b) Save (c) Print Preview (d) Open
- The 2 in H₂O is written with
(a) superscript (b) subscript (c) bold (d) italic
- A list of steps, in order, is best made with
(a) bullets (b) numbering (c) shading (d) highlight
- Rows and columns are found in a
(a) table (b) text box (c) picture (d) shape
- Which tool makes the text slanted?
(a) Bold (b) Underline (c) Italic (d) Font colour



F Draw a column chart

6 marks

Use the table. Draw the chart on the grid.



Grade 8 voted for their favourite fruit:

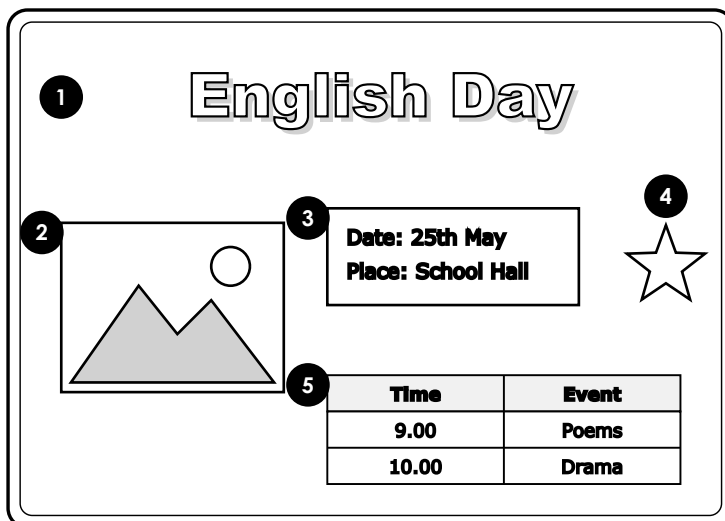
Fruit	Votes
Mango	8
Banana	6
Papaya	4
Rambutan	10

1. Draw one bar for each fruit. (4 marks)
2. Write a title for your chart. (1 mark)
3. Which fruit got the most votes? (1 mark)

G Label the invitation card

5 marks

Write the object: Word Art, Picture, Text box, Shape or Table.

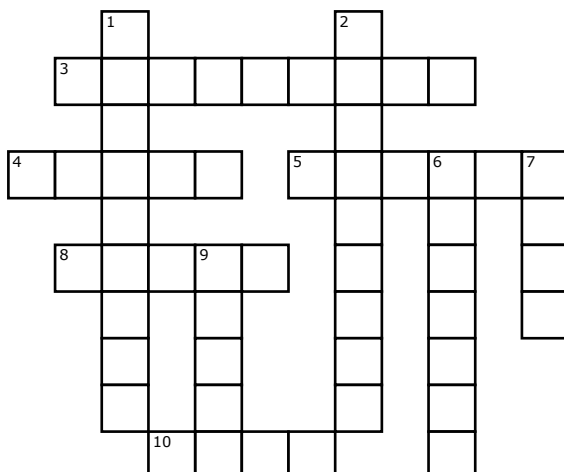


1.
2.
3.
4.
5.

H Crossword

10 marks

All the words are in this unit. Write one letter in each square.



ACROSS

3. The 2 in CO₂ is written with this (9)
4. Rows and columns of boxes (5)
5. Lines, arrows, circles and stars that we can insert (6)
8. Shows numbers as a picture, for example as bars (5)
10. Does again the action that was cancelled (4)

DOWN

1. Starts each line of a list with a number (9)
2. Draws attention to text, like a marker pen (9)
6. Print ____ shows the pages before printing (7)
7. Keeps your document in the computer (4)
9. Puts cut or copied text in a new place (5)



REVISION

Unit 3 in One Page

Read this the night before the test

Topic	The key facts
Word processing	Creating documents using word processing software (an application software). Examples: MS Word, LibreOffice Writer.
Documents	Letters, question papers, newspapers, application forms, invitations, greeting cards, magazines, certificates.
File tools	New · Open · Save · Save As · Print Preview · Print.
Editing tools	Undo · Redo · Cut · Copy · Paste · Spell check.
Cut or copy?	Cut moves the text. Copy makes a second one. Then Paste puts it in place.
Text formatting	Font · Size · Bold · Italic · Underline · Font colour · Highlight.
Sub / Superscript	Subscript goes below the line: CO ₂ . Superscript goes above the line: 2 ³ .
Alignment	Align Left · Center · Align Right · Justify (touches both sides).
Spacing / Shading	Line spacing changes the space between lines. Shading colours the background.
Lists	Bullets: the order does not matter. Numbering: the order matters, like steps.
Insert objects	Pictures · Clip Art · Shapes · Text boxes · Word Art · Tables · Charts (graphs).
Select first	Select the text first, then click the tool.

★ TICK WHEN YOU CAN DO IT

- ☐ I can create, save, open and close a document.
- ☐ I can use Undo, Redo, Cut, Copy, Paste and Spell check.
- ☐ I can make text bold, italic, underlined, bigger or coloured.
- ☐ I can write CO₂ and 2³ on the computer.
- ☐ I can align text and make lists with bullets and numbering.
- ☐ I can insert a picture, a shape, a text box, Word Art and a table.
- ☐ I can make an invitation card on my own.

"Read every question twice. Then answer like a king."

- THE KING OF ICT



Colour me!



WORD POWER

Unit 3 Word List

Twenty-five words you must know

Word	What it means
Word processing	Creating documents using word processing software.
Application software	A program that does one special job. For example MS Word.
Document	A letter, notice, card or any other work made on the computer.
Save As	Saves a document with a new name or in a new place.
Print Preview	Shows how the pages will look before printing.
Undo / Redo	Undo cancels the last action. Redo does it again.
Cut	Removes text or a picture, so we can paste it in a new place.
Copy	Makes a second copy of text or a picture.
Paste	Puts cut or copied text or a picture in a new place.
Spell check	Finds spelling and grammar mistakes.
Font	The type (style) of the letters, like Times New Roman.
Bold / Italic	Bold letters are dark and thick. Italic letters are slanted.
Highlight	A colour behind text, to draw attention to it.
Subscript	Small text below the line, like the 2 in CO ₂ .
Superscript	Small text above the line, like the 3 in 2 ³ .
Justify	The lines touch both the left and the right side.
Line spacing	The space between the lines of a paragraph.
Shading	A colour behind a paragraph or a heading.
Bullets	Dots or small pictures at the start of each line of a list.
Numbering	Numbers at the start of each line of a list.
Clip Art	Small ready-made pictures and drawings.
Word Art	Artistic (fancy) letters for titles.
Text box	A box of text that we can move anywhere on the page.
Table	Rows and columns of boxes (cells).
Chart (graph)	A picture that shows numbers, for example as bars.

"Every expert was once a beginner who refused to give up."

- THE KING OF ICT

"A king is not born. A king is made, one practice at a time."

- THE KING OF ICT



Colour me!



END OF UNIT

Unit 3 Test

Time: 45 minutes

Total: 40 marks

Name _____

Class _____

Marks

1 Choose the correct answer

8 marks

Underline your answer.

1. Creating documents with word processing software is called
(a) word processing (b) programming (c) networking (d) drawing
2. Which tool saves a document with a new name?
(a) Save (b) Save As (c) Open (d) New
3. Which tool brings back an action that you cancelled?
(a) Undo (b) Redo (c) Copy (d) Cut
4. Times New Roman is the name of a
(a) font (b) size (c) colour (d) shape
5. Which one has a superscript?
(a) CO₂ (b) H₂O (c) 5² (d) O₂
6. Which alignment makes the lines touch both sides?
(a) Align Left (b) Center (c) Align Right (d) Justify
7. Which one is NOT an object that we insert?
(a) Picture (b) Table (c) Bold (d) Text box
8. A class timetable is best made with a
(a) chart (b) table (c) shape (d) Word Art

2 Fill in the blanks

8 marks

One word in each blank.

1. Word processing software is an software.
2. makes a second copy of the selected text.
3. We use to put cut or copied text in a new place.
4. We see the pages before printing with Print
5. The tool makes the text dark and thick.
6. draws attention to text, like a highlighter pen.
7. Each line of a list can start with a dot. These dots are called
8. A has rows and columns.



3 Name the tool

8 marks

Write the name of each tool under it.

1 B	2 	3 	4 
5 	6 	7 x_2	8 

4 Answer these

16 marks

Write in the space given.

1. Write FOUR documents that we can make with word processing software. (4 marks)

2. Write the difference between Cut and Copy. (2 marks)

3. Write THREE text formatting tools. Say what each one does. (3 marks)

4. Write the difference between bullets and numbering. Give one example of a list for each. (3 marks)

5. You are making an invitation card for the English Day. Write FOUR tools or objects you would use. Say why you would use each one. (4 marks)
