

TEACHER GUIDE

ANSWERS AND MARKS

GRADE 8 · INFORMATION AND COMMUNICATION TECHNOLOGY

UNIT 3 Word Processing



! FOR THE TEACHER ONLY

This booklet has the answers to every exercise in the Unit 3 Student Workbook, in the same order. The exercise letters match the workbook.

i WHAT IS IN THIS GUIDE

- **Marks and pacing** - every exercise and its marks
- **Class marks record** - one page to copy for each class
- **Practicals at a glance** - what to check in 3.1 - 3.10, the card rubric, an oral quiz, a practical test
- **Answers** - chapters 1 to 4, in the same order as the workbook
- **Unit 3 Test** - the marking scheme and the common mistakes
- **Extra** - textbook links, homework ideas and notes

★ BEFORE THE FIRST LESSON

- ☐ Every computer opens MS Word (or LibreOffice Writer) with the Home and Insert tabs.
- ☐ A shared folder has five or six pictures for Practical 6.
- ☐ The projector works, so you can show each tool first.

"The student who makes the card learns more than the student who watches."

- THE KING OF ICT

TEACHER GUIDE

Marks and Pacing

You decide how much class time each part needs

Chapter	Exercise	Marks
Chapter 1	A Complete the mind map	6
	B Put the steps in order	5
	C Name the tool	12
	D Match them	6
	E True or false	6
	F Be the spell checker	5
	G Answer these	4
	H Which tool would you use?	6
Chapter 2	A Which tool did I use?	8
	B Subscript or superscript?	6
	C Fill in the blanks	8
	D Topic, sub-topic or general text?	4
	E Read the notice	5
	F Answer these	4
	G Match them	8
	H Draw the icon	6

Chapter	Exercise	Marks
Chapter 3	A Name the alignment	4
	B Draw the alignment	4
	C Bullets or numbering?	5
	D Fill in the blanks	6
	E Which tool would you use?	5
	F Word search	10
	G Make your own lists	4
Chapter 4	A Name the object	7
	B Which object would you use?	6
	C Read the graph	4
	D Tool families	10
	E Choose the correct answer	10
	F Draw a column chart	6
	G Label the invitation card	5
	H Crossword	10
End	Unit 3 Test	40
TOTAL		235

! SUGGESTED SHAPE OF ONE CHAPTER

READ	Teach the chapter pages. Students read with you and underline the key words.
DO	The practical tasks on real computers, in pairs.
WRITE	The written exercises. Walk around and help.
MARK	Mark the work together. Fill the tick boxes.

★ TEACHING TIPS

- Before Practical 6, copy five or six pictures (flowers, the school, sports) into a shared folder.
- Show Undo and Redo on the projector with a big mistake. Students love to see the text come back.
- Ask pairs to swap seats and spell-check each other's sentence in Practical 2.



TEACHER GUIDE

Class Marks Record

Copy this page for each class

No	Student name	Ch 1 (50)	Ch 2 (49)	Ch 3 (38)	Ch 4 (58)	Test (40)	Total (235)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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17							
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24							
25							
26							
27							
28							
29							



TEACHER GUIDE

Practicals at a Glance

Workbook activities 3.1 to 3.10 and the project

Activity	Students make	Check that ...
3.1	My First Document	it is saved in Documents with the right name, and they can open it again.
3.2	A corrected sentence	no red wavy lines are left; Copy, Cut and Paste worked; they can say what Undo and Redo did.
3.3	English Day Notice	the title is Cambria 28, bold and underlined; the date is italic and blue; the place is highlighted.
3.4	Formulas	CO ₂ and H ₂ O use subscript; 2 ² , 2 ³ and 10 ² use superscript.
3.5	English Day Programme	heading centred and shaded; numbered items; bullets; justified paragraph with 1.5 spacing; name on the right.
3.6	Picture and clip art	the picture was made smaller from a corner, so it is not stretched.
3.7	Star and text box	the star is drawn and the text box was moved to a new place.
3.8	Word Art title	the Word Art says English Day and is at the top of the page.
3.9	Timetable	the table has 4 columns and 3 rows; the first row is bold.
3.10	Column chart	four sports and their votes; the chart shows four bars.

Project rubric - My Invitation Card (optional practical mark)

Invitation card - what to look for	Marks
A Word Art title (English Day)	2
A picture or clip art	2
A text box with the date and the place	2
A shape (star, border, arrow ...)	1
Centred, neat and easy to read	1
No spelling mistakes (Spell check was used)	1
Saved as My Invitation Card	1
Total	10

Textbook links

Workbook	Textbook (Grade 8, Unit 3)	Activities
Chapter 1 - Word processing and common tools	pages 34 - 36	3.1, 3.2
Chapter 2 - Making text look good	page 36	3.3, 3.4
Chapter 3 - Alignment, spacing and lists	page 37	3.5
Chapter 4 - Inserting objects	page 37	3.6 - 3.10
Unit 3 in One Page	page 38 (Summary)	-

★ TEACHING TIP

- Bring real invitation cards, newspapers and certificates. Ask: which tools made this?



? QUICK ORAL QUIZ - START OR END A LESSON WITH IT

Ask the class ...	Answer
1. Which tool takes back your last action?	Undo
2. Which tool shows the page before printing?	Print Preview
3. Cut or Copy: which one moves the text?	Cut
4. Which tool makes the text slanted?	Italic
5. Is the 2 in H ₂ O a subscript or a superscript?	Subscript
6. Which alignment touches both sides?	Justify
7. Bullets or numbering for the steps of a task?	Numbering
8. Which tool colours the background of a paragraph?	Shading
9. Which object makes artistic letters for a title?	Word Art
10. Which object has rows and columns?	Table

> PRACTICAL TEST - 20 MINUTES, 20 MARKS (OPTIONAL)

Use it after the unit, in the computer room. Read the steps aloud or write them on the board. Mark on the screen, or from a printout.

Step	The student must ...	Marks
1	Type the heading SPORTS MEET . Make it bold, size 28 and centred (or use Word Art).	3
2	Type the date and the place on two lines. Make the date italic.	2
3	Insert a picture or clip art of a sport. Make it smaller from a corner.	3
4	Type three events as a numbered list: 100m race, long jump, relay.	2
5	Type the things to bring as a bulleted list: water, a cap, shoes.	2
6	Insert a table with 3 columns and 3 rows: House, Colour, Captain.	3
7	Add shading to the heading or to the first row of the table.	2
8	Run Spell check. There must be no red wavy lines.	1
9	Save the file as Sports Meet with your name.	2
	Total	20

★ TEACHING TIPS

- For subscript and superscript, ask the science and maths teachers for real examples.
- Put the best invitation cards on the notice board. It makes the whole class try harder.
- Say "Ctrl + S" at the end of every practical, until the class says it with you.

i MY NOTES



ANSWERS

Chapter 1

Word processing and common tools

A Complete the mind map

6 marks

Any six of these. 1 mark each:

letters, question papers, newspapers, application forms, invitations, greeting cards, magazines, certificates.

Also accept other real documents: notices, posters, reports, CVs.

B Put the steps in order

5 marks

The numbers the student writes, from the top of the list down:

1. **5 - Click Save.**
2. **1 - Click File.**
3. **4 - Type a name for the file.**
4. **2 - Click Save As.**
5. **3 - Choose a folder, like Documents.**

C Name the tool

12 marks

1. Save	2. Undo	3. Print	4. Copy
5. New	6. Spell check	7. Cut	8. Print Preview
9. Open	10. Redo	11. Paste	12. Save As

D Match them

6 marks

1. Open → C	2. Save As → F	3. Print Preview → D
4. Undo → E	5. Redo → A	6. Spell check → B

E True or false

6 marks

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



F Be the spell checker**5 marks**

1. scool → school	2. Fryday → Friday	3. studant → student
4. beautifull → beautiful	5. libary → library	

1 mark for each word found and written correctly.

G Answer these**4 marks****1. What is word processing? (2 marks)**

Creating documents (letters, cards, notices...) using word processing software is called word processing. 2 marks for this idea.

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

Cut removes the text from the old place (it moves). Copy keeps the text in the old place and makes a second one. 2 marks for a clear difference.

H Which tool would you use?**6 marks**

1. Start a new, empty document → **New**
2. Keep your work in the computer → **Save**
3. Keep a second copy of your letter with a new name → **Save As**
4. See how the page will look before you print it → **Print Preview**
5. Take back a word that you deleted by mistake → **Undo**
6. Find the spelling mistakes in your essay → **Spell check**

ANSWERS**Chapter 2****Making text look good****A Which tool did I use?****8 marks**

1. Bold	2. Italic	3. Underline	4. Highlight
5. Subscript	6. Superscript	7. Font	8. Size

B Subscript or superscript?**6 marks**

1. H ₂ O (water) - Subscript	2. 5 ² - Superscript	3. CO ₂ - Subscript
4. 10 ³ - Superscript	5. O ₂ (oxygen) - Subscript	6. 2 ⁴ - Superscript



C Fill in the blanks

8 marks

1. Bold	2. Italic	3. Underline	4. font
5. size	6. Highlight	7. colour	8. select

D Topic, sub-topic or general text?

4 marks

1. Topic (SCHOOL TRIP - the biggest letters)
2. Sub-topic (Our trip to Kandy)
3. General text (the paragraph)
4. Size

E Read the notice

5 marks

1. Bold (big size is also correct)
2. Italic
3. Subscript
4. Highlight
5. Underline

F Answer these

4 marks

1. Why do we use the Highlight tool? (2 marks)
To draw attention to important words or sentences (like a highlighter pen). 2 marks.
2. Write one example of subscript and one example of superscript. (2 marks)
Subscript: CO₂, H₂O or O₂. Superscript: 2², 5³ or 10². 1 mark each.

G Match them

8 marks

1. Bold → E	2. Italic → B	3. Underline → D	4. Font colour → H
5. Highlight → G	6. Subscript → F	7. Superscript → A	8. Size → C

 TEACHING TIPS

- Use Tool families as a quick game: you say a tool, the class says its family.
- Students who finish early can colour the pictures, or help a friend without touching the mouse.
- Check that the computers show the Home and Insert tabs before the lesson starts.



H Draw the icon

6 marks

1 B	2 <i>I</i>	3 <u>U</u>	4 x_2	5 x^2	6 ab 
Bold	Italic	Underline	Subscript	Superscript	Highlight

1 mark for each clear drawing. Small differences are fine: B for Bold, a slanted I for Italic, U with a line for Underline, x with a small 2 below (subscript) or above (superscript), ab with a marker pen for Highlight.

ANSWERS

Chapter 3

Alignment, spacing and lists

A Name the alignment

4 marks

1. Center	2. Justify	3. Align Left	4. Align Right
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B Draw the alignment

4 marks

1 	2 	3 	4 
Align Left	Center	Align Right	Justify

1 mark for each box: the lines start on the left, sit in the middle, end on the right, or touch both sides (Justify - only the last line may be shorter).

C Bullets or numbering?

5 marks

1. The steps to save a document → **Numbering**
2. Things to bring for the English Day → **Bullets**
3. Names of fruits you like → **Bullets**
4. The steps to make a cup of tea → **Numbering**
5. The winners: first, second and third place → **Numbering**

D Fill in the blanks

6 marks

1. Align Left	2. Center	3. Justify
4. Align Right	5. line spacing	6. shading



E Which tool would you use?

5 marks

1. Put the school name in the middle of the line → **Center**
2. Make a list of steps, in order → **Numbering**
3. Put a light colour behind a heading → **Shading**
4. Make more space between the lines → **Line spacing**
5. Make the lines touch both sides of the page → **Justify**

F Word search

10 marks

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

Word	Starts at	Direction
PRINT	row 9, col 8	across
UNDO	row 4, col 1	down
COPY	row 11, col 8	across, backwards
BOLD	row 2, col 2	down
ITALIC	row 12, col 2	across
FONT	row 4, col 8	slanting down
JUSTIFY	row 4, col 6	down
BULLETS	row 1, col 2	across
SHADING	row 2, col 5	slanting down
CENTER	row 11, col 2	up

G Make your own lists

4 marks

1. Write a numbered list of **THREE** steps to open a saved document. (2 marks)
1. Click File. 2. Click Open. 3. Find the document and click Open. (Accept any correct steps in the correct order.) 1 mark for numbers 1, 2, 3; 1 mark for sensible steps.
2. Write a bulleted list of **THREE** things in your school bag. (2 marks)
Any three things, each line starting with a bullet (dot). 1 mark for the bullets; 1 mark for three items.

★ TEACHING TIPS

- For Draw the icon, let students look at the real toolbar first, then close the screen and draw from memory.
- Before Draw a column chart, count real votes for favourite fruits in your class and use those numbers too.
- Show Topic, Sub-topic and General text on a real textbook page: the chapter title, a section title, a paragraph.



ANSWERS

Chapter 4

Inserting objects

A Name the object

7 marks

1. Text box	2. Table	3. Pictures	4. Word Art
5. Chart (graph)	6. Shapes	7. Clip Art	

B Which object would you use?

6 marks

1. Add a photo of your school → **Picture**
2. Write a fancy title for a greeting card → **Word Art**
3. Show the class timetable → **Table**
4. Show the marks of five students as bars → **Chart (graph)**
5. Draw a star or an arrow → **Shapes**
6. Put a small box of text anywhere on the page → **Text box**

C Read the graph

4 marks

1. Who read the most books? → **Kasun (9 books)**
2. How many books did Fathima read? → **7**
3. Who read the fewest books? → **Nimal (4 books)**
4. How many books did the four friends read altogether? → **26 (6 + 9 + 4 + 7)**

D Tool families

10 marks

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



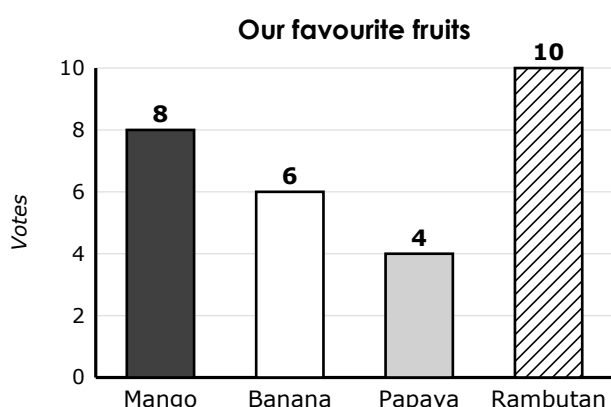
E Choose the correct answer

10 marks

1. (b) MS Word	2. (c) Chart
3. (b) Undo	4. (c) Center
5. (a) Word Art	6. (c) Print Preview
7. (b) subscript	8. (b) numbering
9. (a) table	10. (c) Italic

F Draw a column chart

6 marks



1. 1 mark for each bar with the correct height (Mango 8, Banana 6, Papaya 4, Rambutan 10).

2. Any sensible title, for example *Our favourite fruits*. 1 mark.

3. Rambutan (10 votes). 1 mark.

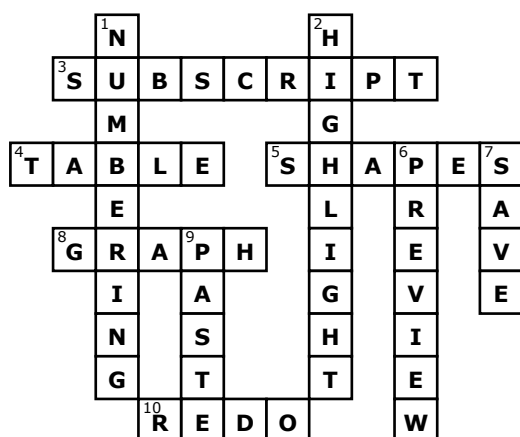
G Label the invitation card

5 marks

1. Word Art	2. Picture (or Clip Art)	3. Text box
4. Shape	5. Table	

H Crossword

10 marks



Across: 3 SUBSCRIPT, 4 TABLE, 5 SHAPES, 8 GRAPH, 10 REDO

Down: 1 NUMBERING, 2 HIGHLIGHT, 6 PREVIEW, 7 SAVE, 9 PASTE

TIP: For the crossword, let pairs race. The first pair to finish reads the answers aloud.



MARKING SCHEME

Unit 3 Test

Total 40 marks

1 Choose the correct answer

8 marks (1 each)

1. (a) word processing	2. (b) Save As
3. (b) Redo	4. (a) font
5. (c) 5 ²	6. (d) Justify
7. (c) Bold	8. (b) table

2 Fill in the blanks

8 marks (1 each)

1. application	2. Copy	3. Paste	4. Preview
5. Bold	6. Highlight	7. bullets	8. table

3 Name the tool

8 marks (1 each)

1. Bold	2. Paste	3. Center	4. Word Art
5. Undo	6. Numbering	7. Subscript	8. Table

4 Answer these

16 marks

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

Any four: letters, question papers, newspapers, application forms, invitations, greeting cards, magazines, certificates (also notices, posters, reports). 1 mark each.

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

Cut removes the text from the old place so it can be pasted somewhere else (it moves). Copy keeps the text in the old place and makes a second one. 2 marks.

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

Any three, 1 mark each: Bold - makes text dark; Italic - makes text slanted; Underline - draws a line under text; Font - changes the type of letters; Size - changes the size; Font colour - changes the colour; Highlight - draws attention; Subscript - below the line; Superscript - above the line.

★ TEACHING TIP

- Ask students to bring a printed invitation card or certificate and name the objects on it.



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

Bullets start each line with a dot; we use them when the order does not matter.

Numbering starts each line with a number; we use it when the order matters (steps). 1 mark for the difference, 1 mark for each correct example.

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)

Any four sensible answers, 1 mark each, for example: Word Art for the title; a picture or clip art to make it attractive; a text box for the date and place; Center to put the text in the middle; Bold or a bigger size for important words; shapes for a border; Spell check before printing.

i WHAT STUDENTS USUALLY GET WRONG

- They mix up **Save** and **Save As**. Save As gives a new name or a new place.
- They mix up **Undo** and **Redo**. Undo goes back. Redo goes forward again.
- They think **Cut** and **Copy** are the same. Cut moves the text; Copy makes a second one.
- They mix up **subscript** (down: CO₂) and **superscript** (up: 2³).
- They call Justify "Center". **Justify** makes the lines touch both sides.
- They click a formatting tool before they **select** the text.
- They stretch a picture from the side. Drag a **corner** to keep its shape.

★ HOMEWORK AND EXTRA PRACTICE

- Find three printed documents at home (a bill, a card, a newspaper). Write the tools that made them.
- Make a birthday card for a family member on the computer.
- Write five formulas or maths powers that need subscript or superscript.
- Draw a page that uses all four alignments. Label each one.
- Fast learners: make a class timetable table with shading in the first row.

★ TEACHING TIPS

- In Make your own lists, check that the numbered list really needs an order and the bulleted list does not.
- Remind students to use Print Preview before they print. It saves paper and ink.
- Let one student say a formatting tool and another student show it on the projector computer.

