



## Department of Education Sabaragamuwa Province – Weekly school

Information and communication Technology

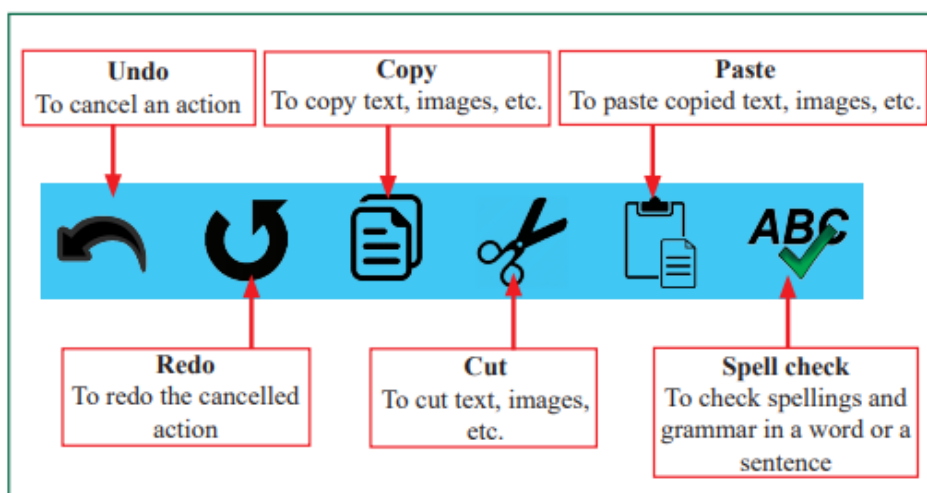
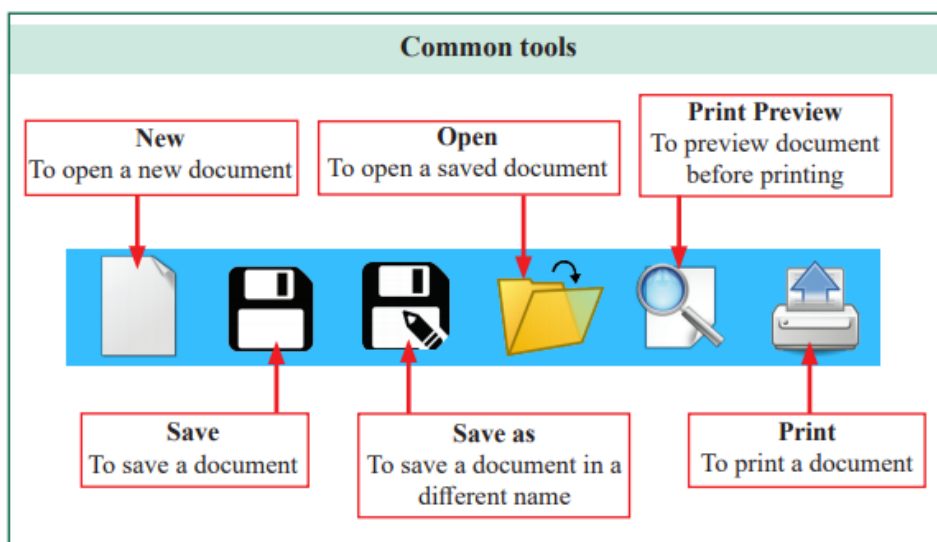
Week - 11

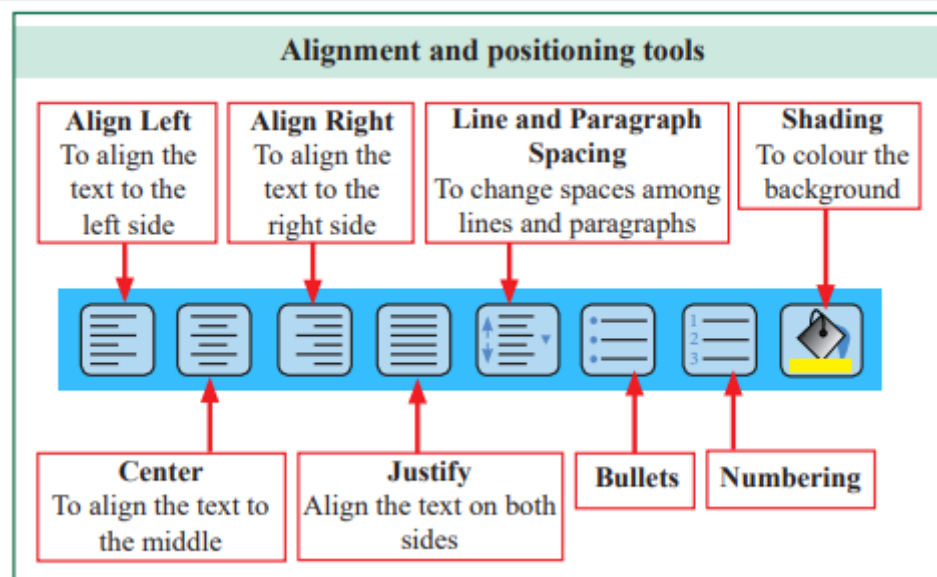
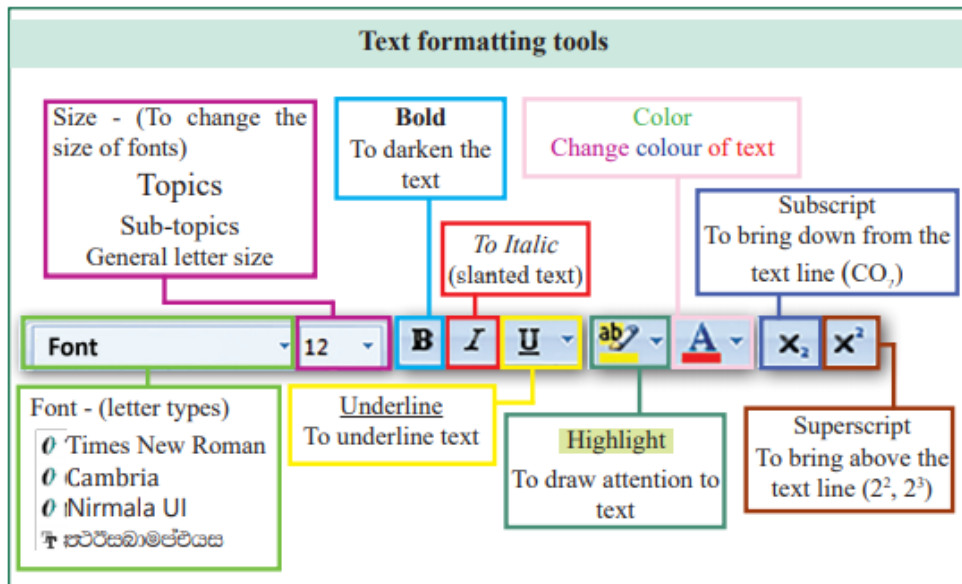
Grade 8

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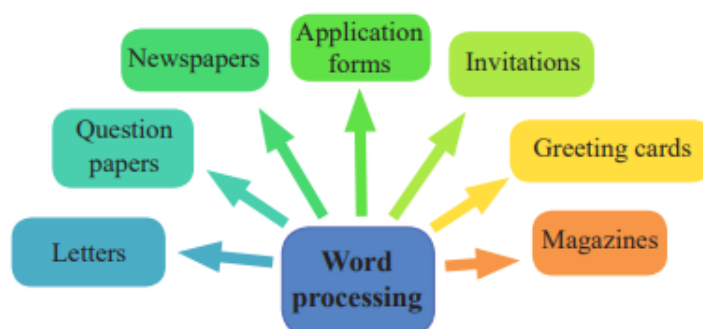
### Unit 3 Word Processing

Go to word processing software and complete the assignment using the tools described below.





Following documents can be prepared by using the tools which described above in word processing software.



Create following documents using word processing software.

- I. An official letter
- II. A small part of a question paper with two or three questions which received in a previous exam
- III. Part of an article in a newspaper / magazine
- IV. An application
- V. An invitation
- VI. A greeting card