



Department of Education, Sabaragamuwa province- Weekly School

Information & Communication Technology

Week-13

Grade 7

Translated by –K.K.Nilusha Prasangani

4. Word Processing

1. What is word processing?

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2. List five advantages of using a software for word processing.

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3. Name the word processing software?

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4. The keys in the keyboard can be divided into several groups. Name them,

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5. Write the function for above groups.

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