



Provincial Department of Education-Sabaragamuwa

Subject: General Information Technology

Week-August - 2

Grade - 12

Prepared by:-Thilina Senadheera-R/Convent

Competency 4.0- Uses Application software in day to day activities

Competency Level 4.1- Uses the word processing software in day to day activities

1. Open your word processing software and create a word file formatted as below

*He was an old man who fished alone in a skiff in the Gulf Stream  
and he had gone eighty-four days now without taking a fish.*

**Ernest Hemingway:** The Old Man and the Sea (1952)



1. Ernest Hemingway
2. Margaret Atwood
3. Joseph Boyden