



Education Province/ Weekly School Department of Education, Sabaragamuwa Province/ Weekly School Department of Education, Sabaragamuwa

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Information & Communication Technology

Grade - 10

Name and school: Kg/Dehi Malalpola M.V.

## ICT Unit 6

Write the task in front of each icon below.

The screenshot shows the Microsoft Word ribbon with the following tabs visible: File, Home, Insert, Page Layout, References, Mailings, Review, and View. The Home tab is currently selected, showing various icons for clipboard operations (Cut, Copy, Paste), font selection (Font dropdown, size 11, bold, italic, underline, superscript, subscript, font color), and paragraph alignment (List dropdown, Alignment, Indentation, Spacing). The Font tab is also partially visible, showing more font options like font style and orientation. The ribbon also includes sections for Page Layout, References, Mailings, Review, and View.

Icon / Icons	Task / Tasks
Iskoola Pota (Bc)	
11	
<b>I</b> <i>I</i> <u><b>U</b></u>	
A	
<sup>x<sub>2</sub></sup> <sup>x<sup>2</sup></sup>	
Text	
Table	
Picture	
Clip Art	
Shapes	
SmartArt	
Chart	
Screenshot	
Hyperlink	
Bookmark	
Cross-reference	
Header	
Footer	
Page Number	
Text Box	
Quick Parts	
WordArt	
Drop Cap	
Paste	
Cut	
Copy	
↑ ↓	

 Table	
 Picture	
 Clip Art	
 Shapes	

(2). Write down the actions to be followed to perform these tasks using word processing software.

- Get a new page.

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 .....  
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- Saving a document.

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- Opening a document.

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