	Education, Sabaragamuwa Province/Weekly School Department of Education, Sabaragamuwa Province/Weekly School Department of Education, Sa	baragamuwa eekly School
		epartment of
		baragamuwa
	Province/ Weekly School Department of Education, Sabaragamuwa Province/ Weekly School Department of Education, Sabaragamuwa Province/ We	eekly School
	Information & Communication Technology	
(	Province/ Weekly School Department of Education Sabarazamuwa Province/ Weekly School Departmen Kg/Dehi Gurugal	la K.V.

## ICT Unit 6

**Competency 6.0** : Solves everyday problems using word processing software.

Competency Level 6.3: Uses various formatting in word processing.

Figure 1 below shows a document formatted using word processing software.



Figure 1

Tools needed to perform the formatting / tasks shown in letters A to G From the labels 1-17 in Figure 2

A	
В	
С	

D - ..... E - ..... F - .... G - ....



Figure 2

(2). Create the document shown in Figure 1 above using word processing software.(You can use an appropriate picture for "B")