

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.

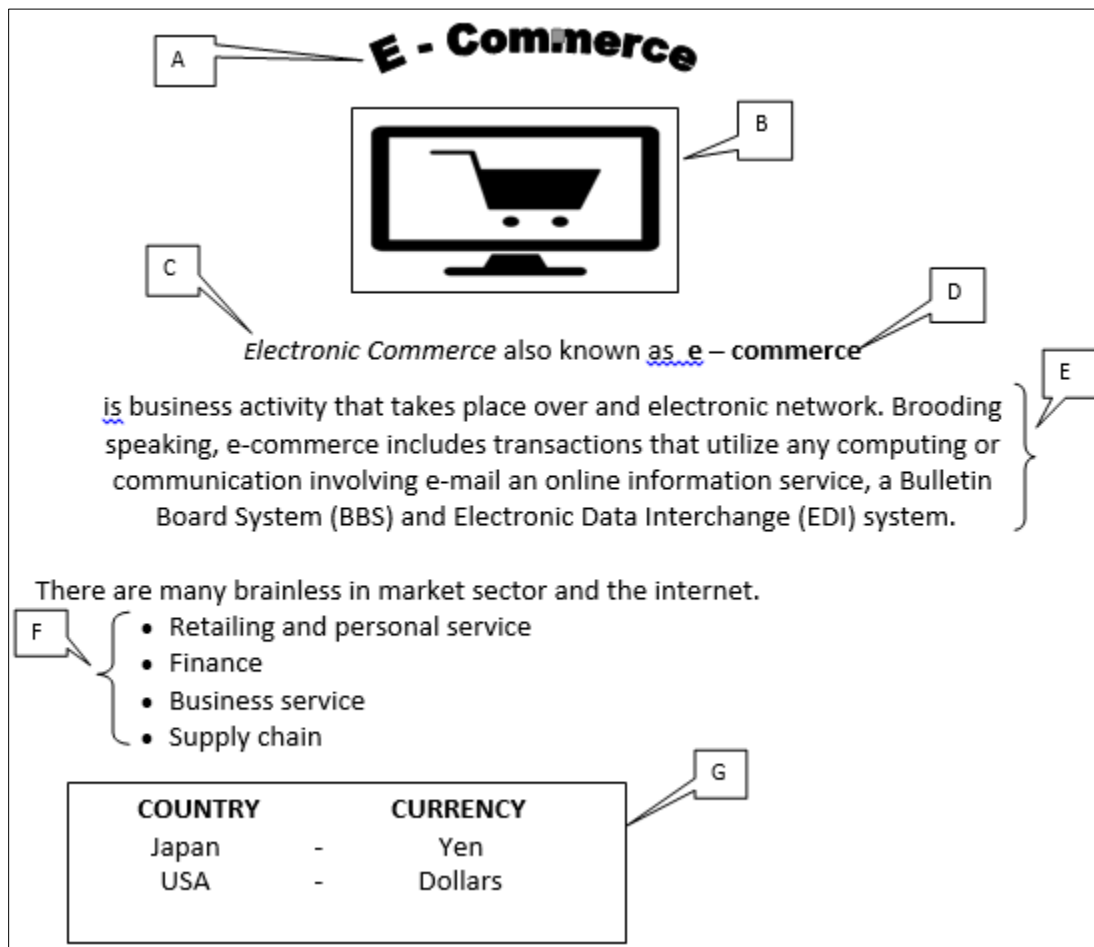


Figure 1

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

- A -
B -
C -

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

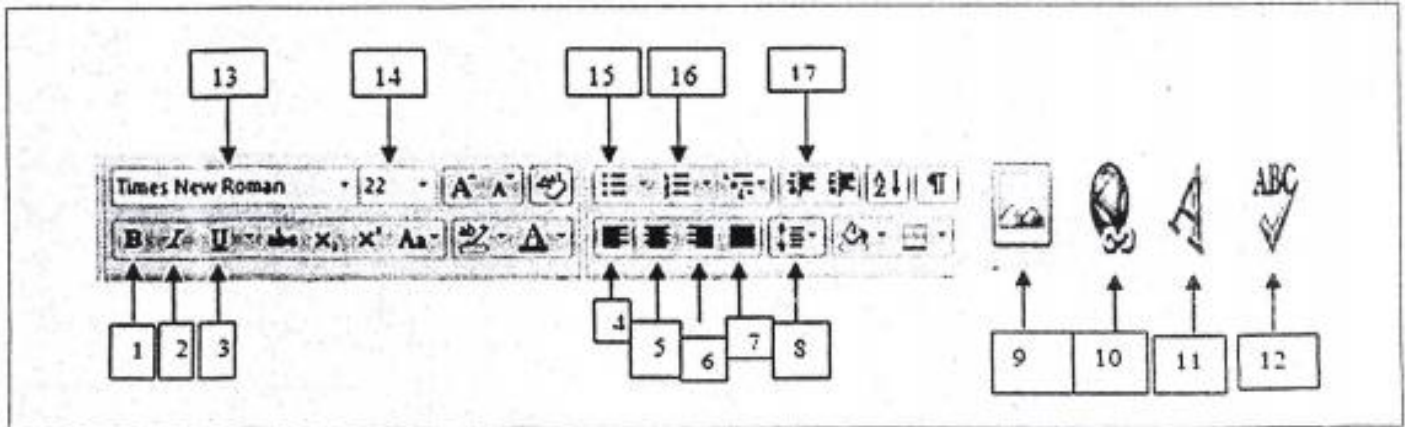


Figure 2

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