



Department of Education, Sabaragamuwa/weekly school

week- December - 2

Subject-General Information Technology

Grade-12

Prepared by -  
Zonal Education Office, Rathnapura.

1. The following are some of the commands and tools used in word processing software. Briefly describe what they can do.

- 1.) UNDO
- 2.) COPY
- 3.) FIND
- 4.) SORT
- 5.) CHANGE CASE

2. What can be done using the following shortcut keys?

- 1.) Ctrl + P
- 2.) Ctrl + N

3. Fill the blanks in the following statement related to electronic presentation software.

- 1.) The presentation can be viewed as slide show by pressing the ..... Key.
- 2.) Pressing key ..... Within a slide show will display the white screen.
- 3.) ..... is an example for electronic presentation software.