Information & Communication Technology | Grade - 10 | Name and school: Kg/Dehi Malalpola M.V.

ICT Unit 6

Competency 6.0 : Solves everyday problems using word processing software.

Competency Level 6.3: Uses various formatting in word processing.

(1). Functions related to formatting texts and paragraphs by word processing software Consider the table below from A to E in column X Its text and paragraph formatting tools are numbered 1 through 5 in column Y, without the correct order.

X	Y
A - Font Color	(1)
B - Left Align	(2)
C - Right Align	(3)
D - Color the back of a selected paragraph	(4)
E - Grow Font	(5)

Select the icon to be used to perform the tasks in the X column from the Y column and write the corresponding number.

A - …………………………
B - …………………………
C - …………………………
D - …………………………..
E - …………………………..

(2). Indicate in brackets whether the following statements are true or false.

I. The spacing between lines in a paragraph can be increased. (…………………………………)
II. The spacing between letters in a text cannot be changed. (…………………………………)
III. Multiple level lists can be added to a main list. (…………………………………)
IV. Cannot resize or format an image. (…………………………………)
V. Page numbers can be included in a document. (…………………………………)

(3). Specify how to insert a border into a document.

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