



# සබරගමු පළාත් අධ්‍යාපන දෙපාර්තමේන්තුව - සනී පාසල

Information & Communication Technology

Grade - 10

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## ICT Unit 6

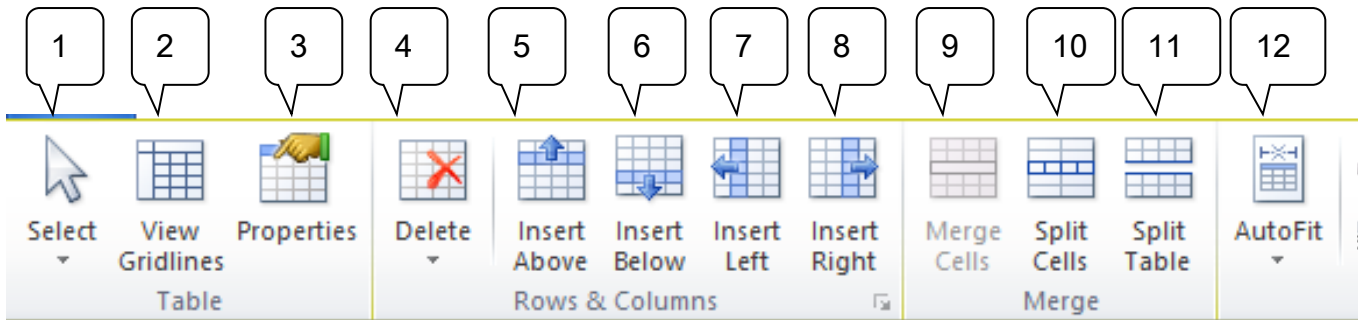
**Competency 6.0** : Solves everyday problems using word processing software.

**Competency Level 6.4:** Uses table layout settings in word processing software.

(1). Write down the steps that add a table to an article.

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(2). Below is a tab with some of the tools used to create table formats. Write the number of the tool that can be used to perform the action on the left side of the table below on the right side of the table.



Tool Matching	Tool Number
Delete unnecessary lines in a table	
Insert extra columns into a table	
Combining a range of cells to obtain one cell	
Dividing one cell in a table into several cells	
Automatic change of column width	

(3). What are the 2 ways to change the width of the columns automatically? Explain the difference between them.

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