Department of Education Sabaragamuwa Province – Weekly school

Information and communication Technology

Week – 10.05.2021

Grade 8

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Unit 3 - Word Processing

Nimali opened Microsoft Office Word 2013 on her computer as the word processing software, and got a new page to create a document. She moved the cursor to the desired location on the new page and typed the document using the keyboard. There, she used different tools for different purposes.

1) Obtaining a new page to create a document
2) Copying letters, pictures, etc.
3) Cut out letters, pictures, etc.
4) Pasting copied or cut out pictures, etc.
5) Correcting the spelling mistakes of words and the grammar mistakes of sentences
6) Redoing the canceled action.
7) Canceling an action which has already doen.
8) Saving the document
9) Saving a saved document under an another name
10) Opening the saved document
11) Previewing the document before printing
12) Printing the document

Identify the tools in the following diagram which was used by Nimali to complete the above task. Number each of those tasks according to the numbers. And write the name of each tool.
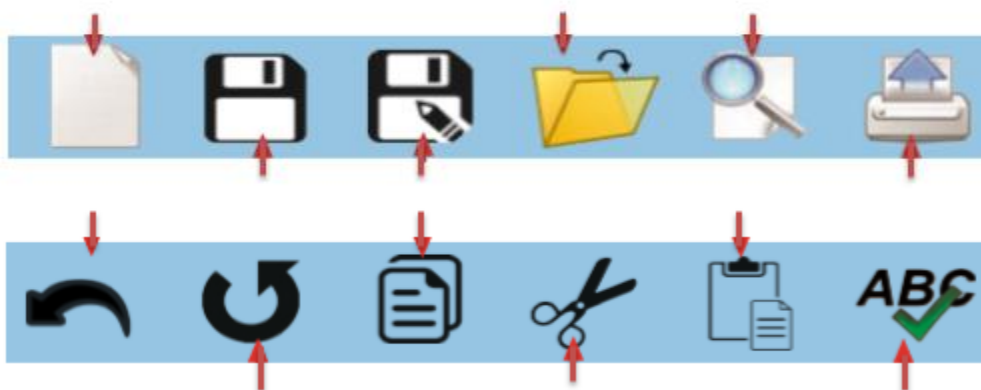
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