



Department of Education, Sabaragamuwa/weekly school

week- December - 1

Subject-General Information Technology

Grade-12

Prepared by -
Zonal Education Office, Rathnapura.

- The following is an advertisement prepared using word processing software. Answer the questions asked in the box labeled A to E.

VACANCY

POST OF CLERK

A well established Public Quoted Company has an immediate vacancy for a Clerk.

Qualifications/ Experience required.

- Educational Qualifications: G.C.E. Advance Level
- Experience in Accounting Packages will be an added advantage
- Computer literacy with Email, MS Office (Specially MS Excel), Web browsing ability
- Fluency in English

Please apply with names and contact telephone numbers of two non related to the address shown below to reach us within 7 days of this advertisement.

**Deputy General Manager (HR & Admin),
Lake House Printers & Publishers PLC,
No. 41, W.A.D. Ramanayake Road, Colomco 02.
Email: lakehouseadmin@lhpl.com**

1. What are the text formatting to get the title of A.
2. What is the tool to get a list as B?
3. What is the method of aligning paragraph C?
4. A red line is drawn under the word labeled D. What is the reason for it? What is the tool can be used to fix it?
5. What is the tool used to enter the email address specified in E?