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	dy School Department of Education, Sat Education, Sabaragamuwa Province/ Wei wa Province/ Weekly School Departs	Zonal Education Office	,Rathnapura.

• Following figure shows a text document formatted using a word processing software.Elements formatted are labeled A to E.



Write down how you could complete following tasks using the necessary tools from those labeled in following figure.Write the relevant tool number(s) in front of the question number.

- 1. Center, bold, change font size to 30 of the document title shown by label A
- 2. Format text shown by label B to Capital letters.
- 3. Justify the paragraph shown by label C.
- 4. Make the word shown by label D as a hyperlink.
- 5. Insert a bulleted list shown by label E.

