



Department of Education, Sabaragamuwa/weekly school

week- April 2

Subject-General Information Technology

Grade-12

Prepared by -
Zonal Education Office, Rathnapura.

A part of a letter which is processed using the word processing software is given below.

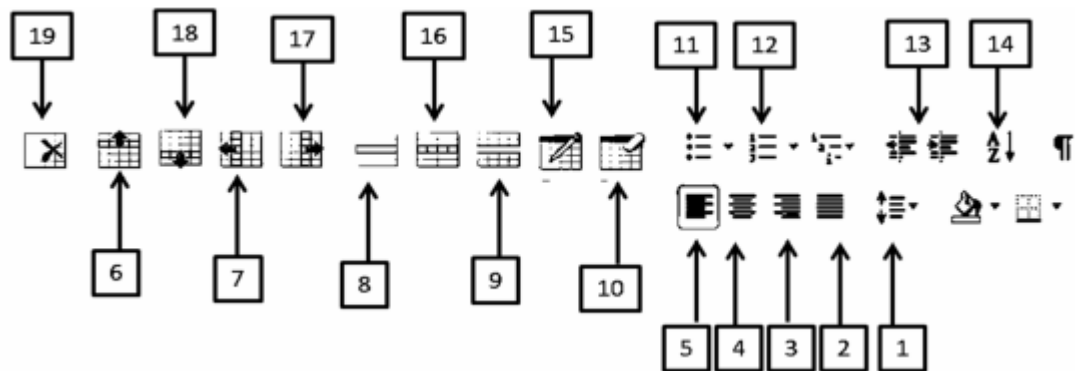
Insert a table **A**

In Microsoft Word, you can insert a table by in three ways: choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table. **C**

- Choose from a gallery of preformatted table templates. **B**
- Use the Table

D Student details			
Name	School	Gender	Date of birth
A.A. Ruvinda bandara	Sumangala M.V	male	2000.06.20
P.A. Ashoka Basnayaka	Vijayaba N.C	male	2000.10.23
D.M.Hemathilaka	U.B.Wanninayaka Model School	Female	2000.08.06

A part of a formatting tool in MS word software ribbon is given below. Study it and answer the questions.



Mention the label number for the following formatting tools. (No marks will be given for more icons including the correct answer)

1. Aligning the topic which is labeled/named as in to the center.
2. Formatting the paragraph which is named as B.
3. Processing the line which is labeled as D in the above table.

4. To insert a new record below the record of A.A.Ruvinda Bandara.
5. To separate the column Gender into two parts as Male and Female.
6. To make the list which is named as C.