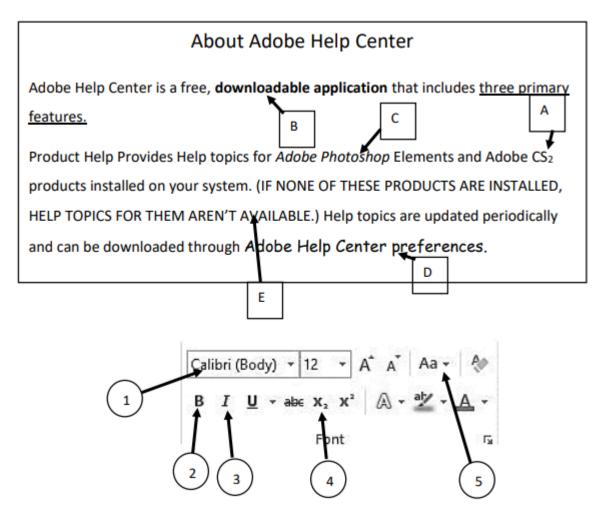
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1. Write the number of the tool used to format the texts A to E. (Write the letter in front of the number)



- 2. Mention one function of each short cut keys which is used in word processing software.
 - 1.) Ctrl+ P
 - 2.) Ctrl + C
 - 3.) Ctrl + V
 - 4.) Ctrl + N
- 3. Write down one task of each tool.

