Department of Education,Sabaragamuwa/weekly school

week- October 2

Subject-General Information Technology

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Grade-12

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

About Adobe Help Center

Adobe Help Center is a free, **downloadable application** that includes <u>three primary</u> <u>features.</u>

B   C   A

Product Help Provides Help topics for *Adobe Photoshop* Elements and Adobe CS$_2$ products installed on your system. (IF NONE OF THESE PRODUCTS ARE INSTALLED, HELP TOPICS FOR THEM AREN'T AVAILABLE.) Help topics are updated periodically and can be downloaded through Adobe Help Center preferences.

D

E

Calibri (Body) ▾ 12 ▾ A˄ A˅ Aa ▾ A

1

B *I* <u>U</u> ▾ abc X$_2$ X^2 A ▾ ab ▾ A ▾

Font

2   3   4   5

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.

1.   ▤   2. ▤