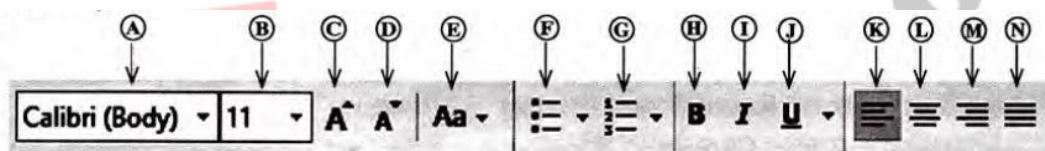


## Grade 10 | Word Processing Software | Essay Paper

1. A document was created with a word processing software and it was formatted as indicated by numbers 1 to 4 below. (2016)

Before formatting	After formatting
Green IT	Green IT ← <span style="float: right;">1</span>
Green IT is the study and practice of environmentally sustainable computing or IT.	<b>Green IT</b> ← is the study and practice of environmentally sustainable computing or IT. <span style="float: right;">2</span>
Some of the green IT approaches includes:	Some of the green IT approaches includes:
Product longevity	•Product longevity ← <span style="float: right;">3</span>
Materials recycling	•Materials recycling
Source: <a href="https://en.wikipedia.org/wiki/Green_computing">https://en.wikipedia.org/wiki/Green_computing</a>	Source: <a href="https://en.wikipedia.org/wiki/Green_computing">https://en.wikipedia.org/wiki/Green_computing</a> ← <span style="float: right;">4</span>

Some formatting tools available in a Word Processing software are shown below with labels A to N.



Identify the tool(s) used for the formatting tasks indicated by the numbers 1 to 4. Write down the number assigned to the formatting task and the relevant label(s) of the tool(s).

(Note: No marks will be given if more formatting tools than necessary are given in your answer.)

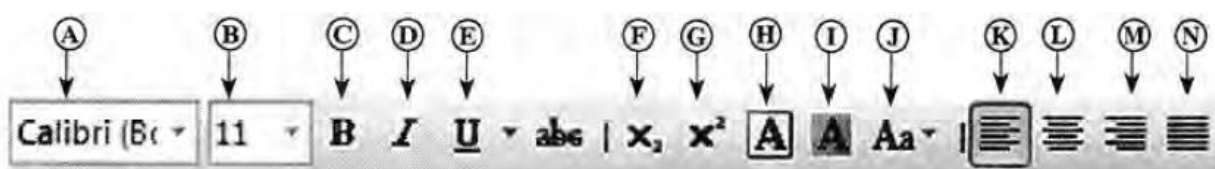
2. The document given below was created using a Word Processing software and it was formatted as indicated by labels 1 to 4. Assume that the font size of the document has not been changed. (2017)

Before formatting	After formatting
Covalent Bonds	Covalent Bonds ← <span style="float: right;">1 and 2</span>
Electron sharing between atoms is another method of forming bonds among them. By sharing of electrons like this, the atoms acquire the noble gas configuration. Joining of atoms by sharing electrons between a pair of atoms is referred to as a covalent bond.	Electron sharing between atoms is another method of forming bonds among them. By sharing of electrons like this, the atoms acquire the noble gas configuration. Joining of atoms by <u>sharing electrons between a pair of atoms</u> is referred to as a covalent bond. <span style="float: right;">3</span>
Sharing of electrons between atoms of the same kind gives rise to homoatomic molecules. e.g. hydrogen (H <sub>2</sub> ), fluorine (F <sub>2</sub> ), oxygen (O <sub>2</sub> ), nitrogen (N <sub>2</sub> )	Sharing of electrons between atoms of the same kind gives rise to homoatomic molecules. e.g. hydrogen (H <sub>2</sub> ), fluorine (F <sub>2</sub> ), oxygen (O <sub>2</sub> ), nitrogen (N <sub>2</sub> ) <span style="float: right;">4</span>

(Source: Science text book grade 10, p174)

Some formatting tools available in Word processing software are shown below with labels A - N.

Identify the tool used by each of the formatting tasks indicated by the labels 1 to 4. Write down the number assigned to the formatting tasks 1 to 4 and the relevant label of the tool. (Note: No marks will be awarded if more formatting tools than necessary are given in your answer.)



3. Consider the following phrase before and after formatting using word processing software:  
(Assume that the font size of the phrase has not been changed.) (2018)

Before formatting → Essential 21st Century Skills for Today's Students

After formatting → *Essential 21<sup>st</sup> Century Skills for Today's Students*

Write down the word processing software tools required for the above formatting.

4. Some formatting done to a word-processed text is shown below: (2019)








Randenigala ← (A)      ← (B)      ← (C)

With a catchment area of 2,330 km<sup>2</sup>, it is one of the *largest* reservoirs in Sri Lanka. Some of its measurements are as follows:

(D) {

- Length of the dam – 485 m
- Surface area of the reservoir – 13.5 km<sup>2</sup>

Following are some tools of a word processing software:

Formatting icon							
Label	(P)	(Q)	(R)	(S)	(T)	(U)	(V)

Identify the formatting tools, indicated by the labels P - V required to do the formatting tasks indicated by the labels A - D. Write down the label of each formatting task and its matching tool icon label.








5. Segment of a word-processed text document is shown below with some formatting done. (2020)

**1** and **2** → **Mahaweli River** ← **3**

The Mahaweli River is a 335 km long river, ranked as the longest river in Sri Lanka. It has a drainage basin of 10,448 km<sup>2</sup> which is the largest in the country, which covers almost one-fifth of the total area of the island.

Source : [https://en.wikipedia.org/wiki/Mahaweli\\_River](https://en.wikipedia.org/wiki/Mahaweli_River) ← **4**

Following are the icons of some formatting tools in a word processing software:

Icon of the formatting tool							
Icon Label	(P)	(Q)	(R)	(S)	(T)	(U)	(V)

Identify the icons of formatting tools, indicated by the labels P - V which are required to do the formatting tasks indicated by the labels 1 - 4. Write down the label of each formatting task 1 - 4 and its matching icon label of the formatting tool.