04 Word Processing

Activity 4.1

01. Consider the following statements. Put ¨ ✓ ¨ for correct statements and ¨ ✗¨ for incorrect statements.

(i) Word processing is a computer hardware based operation ( )

(ii) Open office write is a word processing software ( )

(iii) MS Word is the very first word processing software created ( )

(iv) Linux is not a word processing software ( )

02. What is word processing?

....

....

Activity 4.2

01. Clearly explain the term word processing software.

....

....

....

....

02. List five advantages of using a software for word processing.

- ....
- ....
- ....
- ....
- ....

03. Identify the following word processing software

A. Microsoft Office Word

B. Open Office Writer

C. Corel Word Perfect

D. iWork Pages

E. Libre Office Writer
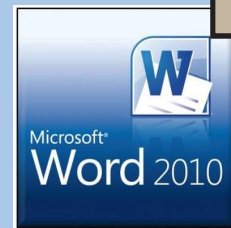
Activity 4.3

01.   I am a rabbit.
            I like CARROTS.

What are the keys used to type the above sentences?

Example :-   **Key** A Character **A**
....

- ....
- ....
- ....
- ....
- ....
- ....

02. What are the outputs obtained when typing the following keys?

Shift + D = ...

E → Enter → B = ...

Caps → B I G = ...

D → Caps → M = ...

Shift → K → Shift + H = ...

Activity 4.4

01. List the advantages of using the keyboard appropriately.

- ....
- ....
- ....
- ....

02. Write five steps to be followed when using the keyboard correctly

- ....
- ....
- ....
- ....
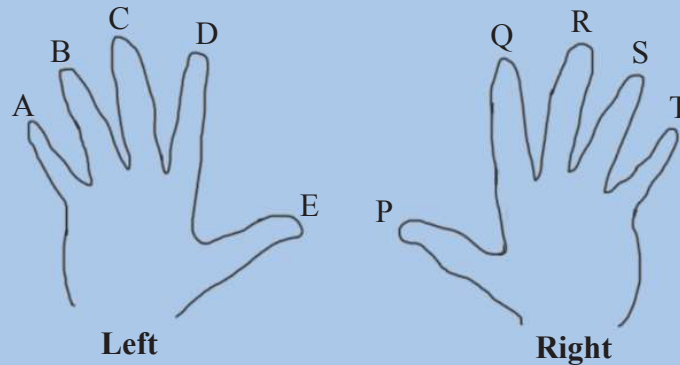- ....

01. Write the English letter/letters according to the finger/ fingers used to type the following keys.

Left   **Right**

| J | .... | S | .... |

| Shift | .... | Space bar | .... |

| % | .... | ? | .... |

| T | .... | B | .... |

02. What is touch typing ?

....

....

03. List three advantages of practicing the touch typing

● ....

● ....

● ....

Activity 4.6

01. Write the importance of using a software for touch typing

....
....
....
....

02. Write five softwares used for touch typing.
    (Get the help from your teacher)

- ....
- ....
- ....
- ....
- ....

03. Create a model of a keyboard and practice the touch typing

Count the number of keys are typed within a minute with the help of your teacher in the computer lab or using the model of the keyboard created above. (Practice this as a game with your friends during your free time)
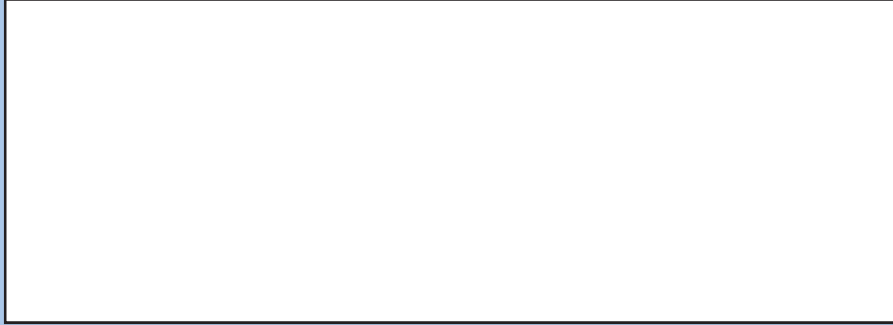
04. Practice following sentences by touch typing

  i. I am in Grade Seven
 ii. This is my new Book
iii. We will play Basketball
iv. I come to school by car
 v. How's the weather

Activity 4.7

01. Draw a image of a sinhala keyboard in your exercise book.
(Get the help of your teacher for this task)

02. Write the key or key combination used in English keyboard to type the following sinhala letters based on the sinhala keyboard.

Example : ඒ ⟶ Shift + W   ෂ ⟶ ....

ම ⟶ ....   ව ⟶ ....

ද ⟶ ....   කු ⟶ ....

ණ ⟶ ....   සා ⟶ ....

�ළ ⟶ ....   ඒ ⟶ ....

03. Practice the following sentences given in sinhala by typing
    i. අපේ ජාතික පක්ෂියා වලිකුකුළා ය.
    ii. අධ්‍යාපන අමාත්‍යාංශය
    iii. උදෑසන ආහාරය
    iv. ක්‍රීඩා උත්සවයේ න්‍යාය පත්‍රය
    v. පලතුරු හොඳින් සෝදා ආහාරයට ගන්න

04. Draw a image of a Tamil keyboard in your exercise book.
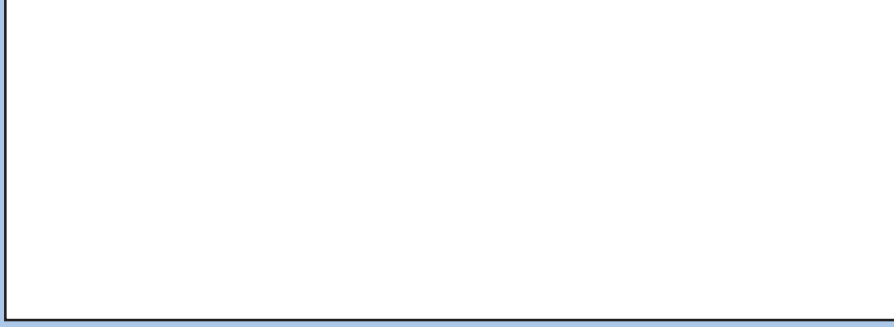
05. Write the key or key combination used in English keyboard to type the following tamil letters based on the tamil keyboard

Example : யு ⟶ [A] ....   இ ⟶ ....

ர ⟶ ....   ச் ⟶ ....

ங ⟶ ....   சா ⟶ ....

ற ⟶ ....   ஒ ⟶ ....

ண ⟶ ....   டி ⟶ ....

06. Practice the following sentences given in tamil by typing

    i. இலங்கை எங்கள் நாடு
   ii. கல்வி அமைச்சு
  iii. காலை ஆகாரம்
  iv. விளையாட்டுப் போட்டிகள் நடைபெறும்
   v. பழங்களை நன்றாகக் கழுவி சாப்பிடுங்கள்

07. If you have internet facility in your school, type the sentences mentioned in question 03 and 06 using (Get help from your teacher)