

Worksheet
Class Six
ICT

Chapter 4: Word Processing

Write the answer of the following questions

1. What is Word Processor?
2. What is need to press to type in capital letters?
3. What will you do to start a new paragraph?
4. What is needed to press to delete something in MS Word?
5. What is Open Office Writer?
6. What is processing?
7. Where do you click to close a file using office button?
8. Where do you click to save a written document using office button?
9. Which software is used for writing on the computer?