G.C.E. O/L Grade 10 ICT

Lesson 6: Word Processing

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6.1 Word Processing Software: Features and the GUI

A **word processor** is application software used to **create, edit, format, save and print text documents** such as letters, reports, CVs, notices and assignments. Popular examples are **Microsoft Word** (part of Microsoft 365), **LibreOffice Writer** (free and open source) and **Google Docs** (online, in a web browser). In this note you will learn what word processing is, its main **features**, and the parts of the **word processor window (GUI)**: title bar, quick access toolbar, ribbon, tabs, groups, rulers, status bar, zoom and views.

1. What is word processing?

Word processing means using a computer to **type, edit, format, store and print text**. Unlike a typewriter, you can fix mistakes, move text and change its look **before** printing, and save the file to use again.

Software	Type	Where it runs
Microsoft Word	Proprietary (Microsoft 365 subscription)	Windows, macOS, web, phone
LibreOffice Writer	Free and open source	Windows, macOS, Linux
Google Docs	Free online (Google account)	Web browser, phone app

2. Functions and features

Enter and edit text
Type, delete, insert, copy, cut and paste text; Undo mistakes.

Format
Change font, size, colour, alignment, spacing, bullets.

Insert objects
Pictures, shapes, tables, charts, headers, footers, page numbers.

Proofing
Spelling and grammar check, thesaurus, word count.

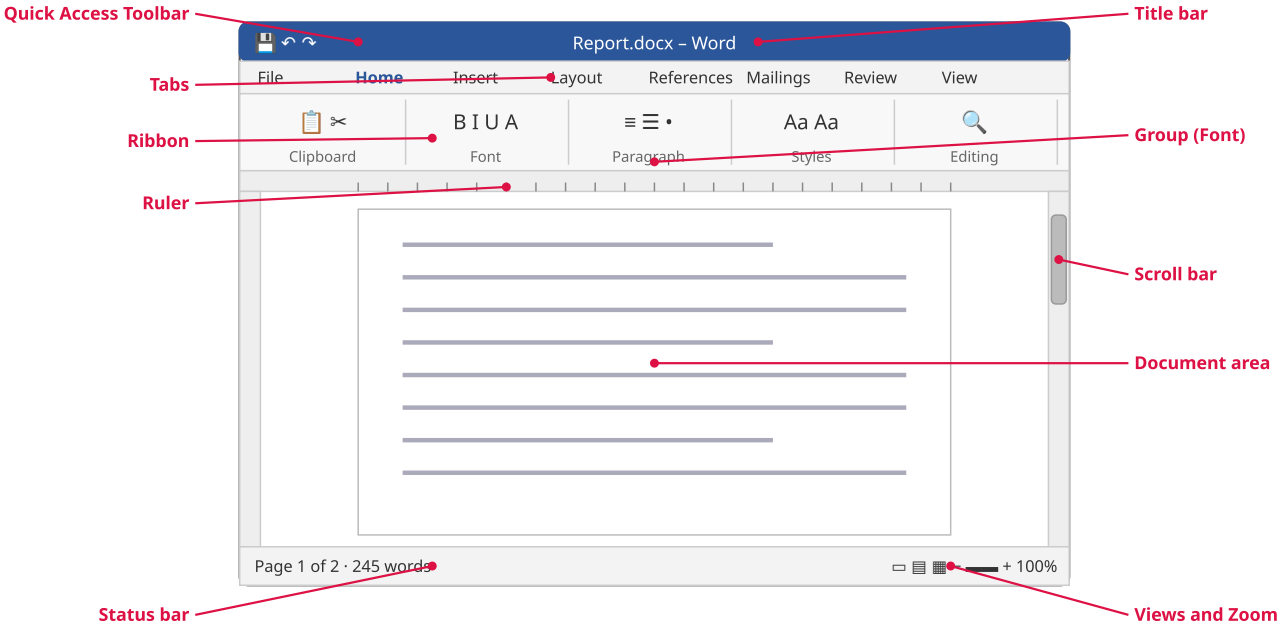
Save and share
Save in many formats (.docx, .odt, .pdf), cloud saving, share links.

Print and Mail Merge
Page setup, print preview, printing; personalised letters by Mail Merge.

WYSIWYG (What You See Is What You Get): the document on the screen looks the same as the printed page.

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3. The word processor window (GUI)



Parts of the Microsoft Word window. LibreOffice Writer and Google Docs have similar parts (Google Docs uses menus and a toolbar instead of a ribbon).

Part	What it does
Title bar	Shows the document name and program name, e.g. Report.docx – Word.
Quick Access Toolbar	Small toolbar with common buttons: Save, Undo, Redo. You can add more.
Ribbon	The wide strip of commands below the title bar.
Tabs	Pages of the ribbon: File, Home, Insert, Layout, References, Mailings, Review, View.
Groups	Related commands inside a tab, e.g. Font, Paragraph and Styles groups on the Home tab.
Rulers	Horizontal and vertical scales to set margins, indents and tab stops.
Document area	The white page where you type. The blinking line is the cursor (insertion point).
Status bar	Bottom bar: page number, word count, language, spelling status.
Zoom	Slider to make the page look bigger or smaller (e.g. 100%). It does not change the printed size.
Views	Ways to see the document: Print Layout, Read Mode, Web Layout, Outline, Draft.

> 💡 Exam tip: Zoom only changes how big the page looks on screen – the font size and printout stay the same.

4. Useful keyboard shortcuts

Shortcut	Action	Shortcut	Action

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Ctrl+B	Bold	Ctrl+Z	Undo
Ctrl+I	Italic	Ctrl+Y	Redo
Ctrl+U	Underline	Ctrl+S	Save
Ctrl+C	Copy	Ctrl+P	Print
Ctrl+X	Cut	Ctrl+F	Find
Ctrl+V	Paste	Ctrl+H	Replace

💡 On a Mac use Cmd (⌘) instead of Ctrl. Google Docs and LibreOffice Writer use the same shortcuts.

5. New in 2026: cloud, collaboration and AI

NEW 2026 **Microsoft 365 Copilot**, **Gemini in Google Docs** and other **AI writing assistants** can draft, summarise or rewrite text. Use them responsibly: **check facts**, **do not copy AI text as your own homework**, **do not paste personal data**, and say when you used AI.

- **Real-time collaboration**: several people edit the same document at the same time (Google Docs, Word for the web). Click **Share** to invite others.
- **Comments**: add notes in the margin without changing the text (Review → New Comment).
- **Track Changes**: records every insertion and deletion so the owner can **Accept** or **Reject** them (Google Docs: Suggesting mode).
- **Version history**: go back to an older copy of the document.

Key Words

Word processor – Application software to create, edit, format, save and print text documents.

WYSIWYG – What You See Is What You Get – the screen looks like the printout.

Title bar – Top bar showing the document and program name.

Quick Access Toolbar – Small customisable toolbar with Save, Undo and Redo.

Ribbon – Strip of commands arranged in tabs and groups.

Tab – A page of the ribbon such as Home, Insert or Layout.

Group – A set of related commands in a tab, e.g. Font group.

Ruler – Scale used to set margins, indents and tab stops.

Status bar – Bottom bar showing page number, word count and language.

Zoom – Makes the page look bigger or smaller on screen only.

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Track Changes – Records edits so they can be accepted or rejected.

Cursor – Blinking line showing where the next character will appear.

Sample Q&A

1. What is a word processor? Name two examples.

> **Answer:** Application software for creating, editing, formatting, saving and printing text documents. E.g. Microsoft Word, LibreOffice Writer, Google Docs.

2. What is the difference between a tab and a group?

> **Answer:** A tab is a page of the ribbon (e.g. Home); a group is a set of related commands inside a tab (e.g. Font group).

3. What does the status bar show?

> **Answer:** Page number (Page 1 of 2), word count, language, and in Word the views and zoom slider.

4. Does zooming to 200% make the printed text bigger?

> **Answer:** No. Zoom only changes how the page looks on screen; the printout stays the same.

5. Give two benefits of real-time collaboration.

> **Answer:** Group members can edit together from different places; there is one up-to-date copy, with comments and version history.

6. State two rules for using an AI writing assistant responsibly.

> **Answer:** Check facts because AI can be wrong; do not submit AI text as your own work; do not paste personal data; say that you used AI.

MCQ

1. Which of these is a word processor?

A. Windows 11
B. Microsoft Excel
C. LibreOffice Writer
D. Google Chrome

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2. Which word processor runs in a web browser and is free with a Google account?

A. Notepad
B. Google Docs
C. PowerPoint
D. Paint

3. The bar that shows ‘Report.docx – Word’ is the…

A. Title bar
B. Status bar
C. Ribbon
D. Ruler

4. Save, Undo and Redo buttons are usually on the…

A. Vertical ruler
B. Status bar
C. Document area
D. Quick Access Toolbar

5. Font, Paragraph and Styles are examples of…

A. File formats
B. Groups on the Home tab
C. Views
D. Tabs

6. Which part shows the word count?

A. Quick Access Toolbar
B. Ruler
C. Title bar
D. Status bar

7. Margins and indents can be changed by dragging markers on the…

A. Ruler
B. Zoom slider
C. Title bar
D. Scroll bar

8. Changing zoom from 100% to 150% will…

A. Make the page look bigger on screen only
B. Add a new page
C. Increase the font size
D. Print bigger text

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9. Which shortcut makes selected text italic?

A. Ctrl+Y
B. Ctrl+U
C. Ctrl+I
D. Ctrl+B

10. Ctrl+Z is used to…

A. Zoom
B. Undo the last action
C. Save
D. Redo

11. Which feature lets a teacher see and Accept or Reject a student's edits?

A. Zoom
B. Word count
C. Track Changes
D. Print Preview

12. Which is the most responsible use of an AI writing assistant?

A. Submit its essay as your own
B. Paste your friends' phone numbers into it
C. Trust every fact it gives
D. Ask it for ideas, then check facts and write in your own words

Structured Questions

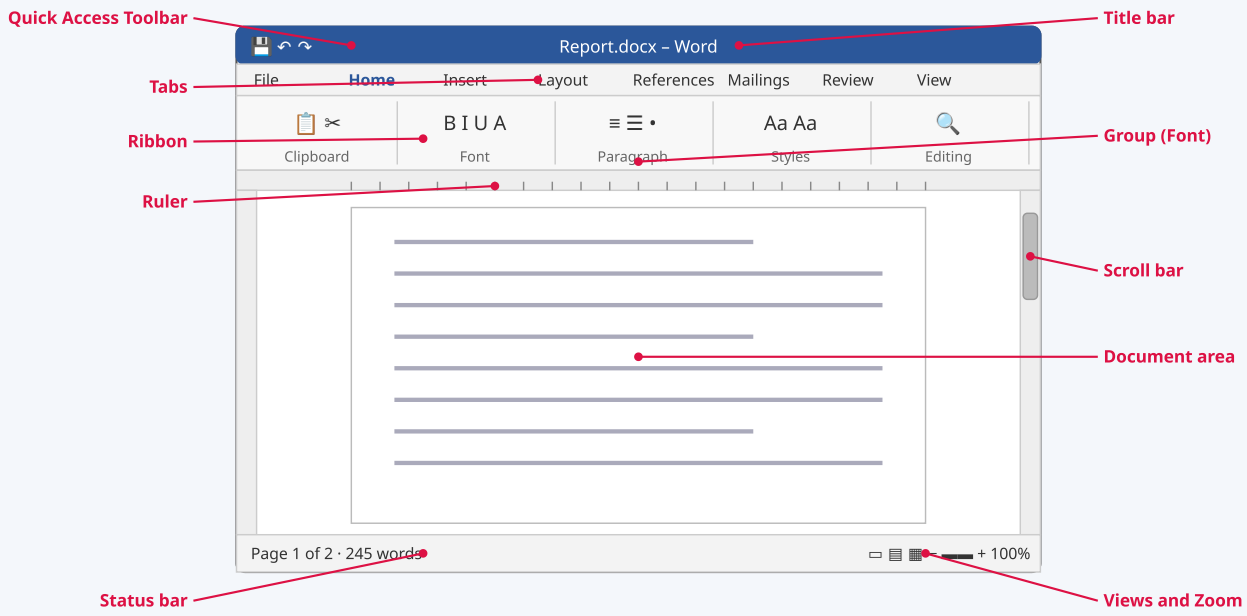
1. (i) Define a word processor. (2 marks)
(ii) Name one proprietary and one free word processor. (2 marks) *(4 marks)*

> (i) Application software used to create, edit, format, save and print text documents. (ii) Proprietary: Microsoft Word; free: LibreOffice Writer or Google Docs.

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2. Label the parts A–E of the Word window: A top bar with file name, B buttons Save/Undo, C strip of commands, D bottom bar with word count, E scale above the page. *(5 marks)*

A Title bar, B Quick Access Toolbar, C Ribbon, D Status bar, E Ruler.



Model diagram: labelled word processor window.

3. Write the shortcut for: (i) Bold (ii) Copy (iii) Paste (iv) Save. *(4 marks)*

(i) Ctrl+B (ii) Ctrl+C (iii) Ctrl+V (iv) Ctrl+S.

4. Name three views of a document in Word and say when to use Print Layout. *(4 marks)*

Print Layout, Read Mode, Web Layout (also Outline, Draft). Print Layout shows pages exactly as they will print – used for most editing.

5. Four students write a group report. Name two features that help them work together and explain one. *(4 marks)*

Real-time collaboration (Share link – all edit together in Google Docs/Word for the web); comments; Track Changes/Suggesting; version history.

Summary

- A word processor creates, edits, formats, saves and prints text documents.
- Examples: Microsoft Word, LibreOffice Writer (open source), Google Docs (online).
- WYSIWYG: the screen looks like the printout.
- GUI: title bar, Quick Access Toolbar, ribbon with tabs and groups, rulers, document area, status bar.
- Zoom changes only the screen view; views: Print Layout, Read Mode, Web Layout.
- Shortcuts: Ctrl+B/I/U, C/X/V, Z/Y, S, P, F, H.

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- Collaboration: Share, comments, Track Changes, version history.
- Use AI assistants (Copilot, Gemini) responsibly: check facts, own your work, protect personal data.

MCQ answer key – 6.1

1. **C** – Writer is LibreOffice's word processor.
2. **B** – Google Docs is online.
3. **A** – The title bar shows the file and program name.
4. **D** – The QAT holds common commands.
5. **B** – They are groups inside the Home tab.
6. **D** – Bottom status bar: Page 1 of 2, 245 words.
7. **A** – The ruler has margin and indent markers.
8. **A** – Zoom is a display setting.
9. **C** – I = Italic.
10. **B** – Ctrl+Z Undo, Ctrl+Y Redo.
11. **C** – Track Changes records edits.
12. **D** – AI can be wrong; your work must be your own.

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6.2 Create, Open, Save and Close Documents

Every piece of work in a word processor starts with a **new document** (blank or from a **template**) and ends with **saving** and **closing** it. In this note you will learn how to create, open, save, **Save As** and close documents in **Microsoft Word**, **LibreOffice Writer** and **Google Docs**, the common **file formats** (.docx, .odt, .pdf, .rtf, .txt) and how **AutoSave** and **cloud saving** protect your work.

1. Create a new document

Task	MS Word	LibreOffice Writer	Google Docs
New blank document	File → New → Blank document (Ctrl+N)	File → New → Text Document (Ctrl+N)	docs.new or + Blank
From a template	File → New → choose a template	File → New → Templates	Template gallery
Open	File → Open (Ctrl+O)	File → Open (Ctrl+O)	File → Open / Google Drive
Save	Ctrl+S	Ctrl+S	Saved automatically
Save As / copy	File → Save As (F12)	File → Save As (Ctrl+Shift+S)	File → Make a copy
Close	File → Close (Ctrl+W)	Window → Close (Ctrl+W)	Close the browser tab

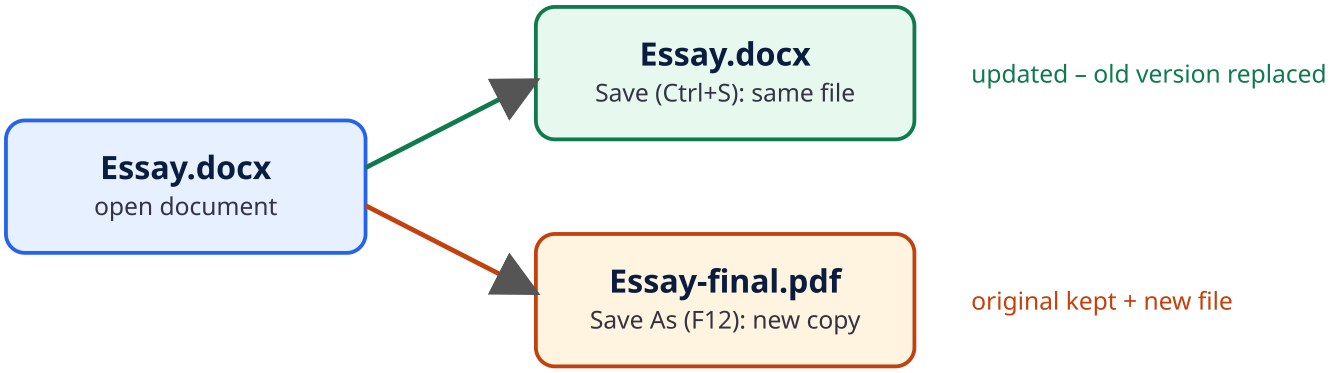
A **template** is a ready-made document with a design and layout (e.g. letter, CV, certificate, newsletter). You only fill in your own text. You can also save your own design as a template (.dotx in Word, .ott in Writer).

2. Save and Save As

Save (Ctrl+S)
Stores changes in the **same file with the same name and place**. The first time, it asks for a name and location.

Save As (F12)
Saves a **new copy** with a **different name, location or file format**. The original file stays unchanged.

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Save updates the same file; Save As makes a new copy with a new name, place or format.

💡 Example: Nimal saves 'Essay.docx'. Later he uses Save As to make 'Essay-final.pdf' to send to the teacher. Now he has two files.

3. File formats

Extension	Name	Use
.docx	Word Document (Office Open XML)	Default for MS Word; keeps all formatting.
.odt	OpenDocument Text	Default for LibreOffice Writer; open standard.
.pdf	Portable Document Format	Looks the same on every device; for sharing and printing, hard to edit.
.rtf	Rich Text Format	Basic formatting that almost any word processor can open.
.txt	Plain text	Text only – no fonts, colours, pictures or tables (Notepad).

NEW 2026 **Export to PDF**: Word – File → Export → Create PDF/XPS (or Save As → PDF); Writer – File → Export as PDF; Google Docs – File → Download → PDF document (.pdf).

4. AutoSave and cloud saving

- **AutoSave** (Word with OneDrive, Google Docs) saves every few seconds – the switch is at the top-left of Word.
- **AutoRecover** (Word) / **AutoRecovery** (Writer) keeps a backup copy if the computer crashes or power fails.
- **Cloud saving**: files are stored on OneDrive, Google Drive or Dropbox, so you can open them on any device and share them.
- Cloud needs Internet; keep a local backup for important work and use a strong password.

5. Closing

When you close a document with unsaved changes the program asks **Save / Don't Save / Cancel**. Choosing Don't Save loses the changes made since the last save.

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Key Words

Template – A ready-made document design you fill in with your own text.

Save – Stores changes in the same file, name and place.

Save As – Saves a new copy with a different name, place or format.

.docx – Default Microsoft Word file format.

.odt – OpenDocument Text – LibreOffice Writer's default format.

.pdf – Fixed-layout format that looks the same everywhere.

.rtf – Rich Text Format with basic formatting, opens almost anywhere.

.txt – Plain text with no formatting.

AutoSave – Automatic saving every few seconds to the cloud.

AutoRecover – Backup copy used to restore work after a crash.

Cloud saving – Storing files online, e.g. OneDrive or Google Drive.

Export to PDF – Making a PDF copy of a document for sharing or printing.

Sample Q&A

1. What is a template? Give two examples.

> **Answer:** A ready-made document design that you fill in. E.g. letter, CV, certificate, newsletter.

2. Differentiate Save and Save As.

> **Answer:** Save updates the same file; Save As creates a new copy with a new name, location or format and keeps the original.

3. Why send an assignment as PDF?

> **Answer:** It looks the same on every device, keeps fonts and layout, and is hard to change by accident.

4. Which format keeps text only, without formatting?

> **Answer:** .txt (plain text).

5. How does AutoSave help?

> **Answer:** It saves the document automatically every few seconds, so little work is lost if the computer crashes.

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6. Give one advantage and one disadvantage of cloud saving.

> **Answer:** Advantage: open from any device and share easily. Disadvantage: needs Internet; privacy risk if the password is weak.

MCQ

1. Which shortcut creates a new document?

A. Ctrl+O
B. Ctrl+W
C. Ctrl+P
D. Ctrl+N

2. A ready-made CV design you only fill in is a…

A. Template
B. Macro
C. Header
D. Font

3. To keep ‘Letter.docx’ and also make ‘Letter2.docx’, use…

A. Close
B. Save As
C. Undo
D. Save

4. Default file format of Microsoft Word is…

A. .xlsx
B. .txt
C. .odt
D. .docx

5. Default file format of LibreOffice Writer is…

A. .docx
B. .pdf
C. .pptx
D. .odt

6. Which format looks the same on every device and is best for sending a final copy?

A. .pdf
B. .txt
C. .odt
D. .rtf

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7. A .txt file cannot store…

A. Letters
B. Numbers
C. Bold text and pictures
D. Spaces

8. Which format has basic formatting and opens in almost any word processor?

A. .zip
B. .rtf
C. .mp3
D. .exe

9. In Google Docs, how is a document saved?

A. Automatically to Google Drive
B. Only by pressing F12
C. To a floppy disk
D. It cannot be saved

10. In LibreOffice Writer, PDF is made with…

A. Format → PDF
B. Tools → Word Count
C. File → Export as PDF
D. Insert → PDF

11. Which feature restores your work after a power cut?

A. Bullets
B. AutoRecover
C. Word count
D. Zoom

12. Which is a disadvantage of cloud saving?

A. Easy sharing
B. Files open on any device
C. It needs an Internet connection
D. Automatic backup

Structured Questions

1. (i) What is a template? (2 marks)
(ii) Give two documents a school could make from templates. (2 marks) *(4 marks)*

> (i) A ready-made document with a design and layout that you fill in. (ii) Certificates, letters, newsletters, timetables.

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2. Explain the difference between Save and Save As with an example. *(4 marks)*

> Save stores changes in the same file. Save As makes a new copy with another name/place/format, e.g. Essay.docx → Essay.pdf, the original stays.

3. Match each extension to its use: .docx, .odt, .pdf, .txt. *(4 marks)*

> .docx – Word document; .odt – LibreOffice Writer document; .pdf – fixed layout for sharing/printing; .txt – plain text without formatting.

Extension	Use
.docx	MS Word
.odt	LibreOffice Writer
.pdf	Share / print
.txt	Plain text

4. Write the steps to export a Word document as PDF. *(3 marks)*

> File → Export → Create PDF/XPS → choose folder and name → Publish (or File → Save As → type PDF → Save).

5. Explain AutoSave and cloud saving, and give one safety tip. *(4 marks)*

> AutoSave saves automatically every few seconds; cloud saving stores files on OneDrive/Google Drive to use on any device. Tip: strong password and 2-step verification; keep a backup.

Summary

- New document: Ctrl+N (Word, Writer) or docs.new (Google Docs).
- Templates are ready-made designs: letters, CVs, certificates.
- Open: Ctrl+O. Close: Ctrl+W – answer Save / Don’t Save / Cancel.
- Save (Ctrl+S) updates the same file; Save As (F12) makes a new copy.
- Formats: .docx (Word), .odt (Writer), .pdf (fixed), .rtf (basic), .txt (plain).
- Export to PDF to share a final copy.
- AutoSave and AutoRecover protect against lost work.
- Cloud saving (OneDrive, Google Drive) = any device + sharing, but needs Internet.

MCQ answer key – 6.2

1. **D** – N = New.
2. **A** – Templates give ready designs.
3. **B** – Save As makes a new copy.
4. **D** – Word uses .docx.

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5. **D** – OpenDocument Text.
6. **A** – PDF keeps the layout fixed.
7. **C** – Plain text has no formatting.
8. **B** – Rich Text Format.
9. **A** – Docs saves to Drive automatically.
10. **C** – Writer: File → Export as PDF.
11. **B** – AutoRecover keeps a backup.
12. **C** – Others are advantages.

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6.3 Formatting Text, Pictures and Shapes

Formatting means changing how a document **looks** without changing its words. Good formatting makes a document easy to read. In this note you will learn **text formatting** (font, size, bold, italic, underline, colour, highlight, case), **paragraph formatting** (alignment, line spacing, bullets and numbering, indents), how to **insert and format pictures** (wrap text, resize, crop, alt text) and how to **insert and format shapes** (fill and outline) in Word, Writer and Google Docs.

1. Text (character) formatting

First **select** the text (drag or double-click a word), then use the **Home** → **Font** group (Writer: Format → Character; Google Docs: toolbar).

Format	Example / how
Font (typeface)	Calibri, Times New Roman, Arial; Sinhala: Iskoola Pota, Noto Sans Sinhala
Font size	Measured in points (pt): body 11–12 pt, heading 16–24 pt
Bold / Italic / Underline	**Bold** Ctrl+B, Italic Ctrl+I, Underline Ctrl+U
Font colour	Changes the colour of the letters (A with a coloured bar)
Highlight	Colours the background behind text, like a highlighter pen
Change case	UPPERCASE, lowercase, Sentence case, Capitalize Each Word (Shift+F3 in Word)
Subscript / Superscript	H_2O, x^2

2. Paragraph formatting

Alignment
Left (Ctrl+L), Centre (Ctrl+E), Right (Ctrl+R), Justify (Ctrl+J) – justify makes both edges straight.

Line spacing
Space between lines: 1.0 (single), 1.15, 1.5, 2.0 (double). Also space before/after paragraphs.

Bullets and numbering
Bullets (•) for lists in any order; numbering (1, 2, 3 / a, b, c) for steps in order.

Indents
Move a paragraph away from the margin: left, right, first-line and hanging indent (ruler or Increase Indent button).

💡 Use **Styles** (Heading 1, Heading 2, Normal) for headings – then Word can make a Table of Contents automatically.

Format Painter (paintbrush icon) copies formatting from one piece of text to another.

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3. Pictures (graphics)

- **Insert**: Insert → Pictures → This Device / Online Pictures (Writer: Insert → Image; Docs: Insert → Image).
- **Resize**: drag a **corner** handle so the picture keeps its shape (aspect ratio). Dragging a side handle stretches it.
- **Crop**: cut away unwanted edges (Picture Format → Crop).
- **Wrap Text**: decides how text flows around the picture.
- Picture styles, borders, brightness and rotation are also on the Picture Format tab.



Common text-wrapping options. Others: Tight, Through, In front of text.

> NEW 2026 **Alt text** (alternative text): right-click a picture → View Alt Text and describe it, e.g. 'Students planting trees in the school garden'. Screen readers read it aloud to blind users. Word can suggest alt text automatically – always check it.

4. Shapes

Insert → Shapes (Writer: Insert → Shape; Docs: Insert → Drawing → Shape). Drag on the page to draw. Hold **Shift** to draw a perfect circle or square.

Format	Meaning
Shape Fill	Colour, gradient or picture inside the shape
Shape Outline	Colour, thickness (weight) and dash style of the border
Shape Effects	Shadow, glow, 3-D
Add text	Right-click → Add Text to type inside a shape
Group	Join several shapes so they move together

Key Words

Font – The design (typeface) of the letters, e.g. Arial.

Font size – Size of letters measured in points (pt).

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Highlight – Colour behind the text like a marker pen.	**Alignment** – Position of lines: left, centre, right or justify.
Justify – Alignment that makes both left and right edges straight.	**Line spacing** – Space between lines of text, e.g. 1.5.
Indent – Distance of a paragraph from the margin.	**Change case** – Switching between UPPERCASE, lowercase and Sentence case.
Crop – Cutting off unwanted edges of a picture.	**Wrap text** – How text flows around a picture or shape.
Alt text – A description of a picture read by screen readers.	**Shape fill** – Colour or pattern inside a shape.

Sample Q&A

1. What is the difference between font colour and highlight?

> **Answer:** Font colour changes the letters; highlight colours the background behind the letters.

2. Name the four alignments and their shortcuts.

> **Answer:** Left Ctrl+L, Centre Ctrl+E, Right Ctrl+R, Justify Ctrl+J.

3. When should you use numbering instead of bullets?

> **Answer:** When the order matters, e.g. steps of a method or ranking.

4. How do you resize a picture without stretching it?

> **Answer:** Drag a corner handle (keeps the aspect ratio).

5. Why add alt text to pictures?

> **Answer:** So screen readers can describe the picture to people who are blind or have low vision; it improves accessibility.

6. What are shape fill and shape outline?

> **Answer:** Fill is the colour inside the shape; outline is the colour, thickness and style of its border.

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MCQ

1. Font size is measured in…

A. Points (pt)
B. Pixels per inch
C. Centimetres only
D. Kilobytes

2. Which makes text look like it was marked with a yellow pen?

A. Bold
B. Font colour
C. Underline
D. Highlight

3. Which alignment makes both edges of a paragraph straight?

A. Right
B. Left
C. Justify
D. Centre

4. Ctrl+E is used to…

A. Edit
B. Centre align
C. Erase
D. Export

5. ‘ict notes’ → ‘ICT NOTES’ is done with…

A. Line spacing
B. Highlight
C. Change Case – UPPERCASE
D. Bold

6. Steps of a science experiment are best shown with…

A. Bullets
B. Highlight
C. Wrap text
D. Numbering

7. Double line spacing is…

A. 1.15
B. 0.5
C. 2.0
D. 1.0

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8. To keep a picture's shape while resizing, drag a…

A. Scroll bar
B. Corner handle
C. Rotation handle
D. Side handle

9. Removing unwanted edges of a photo is called…

A. Cropping
B. Grouping
C. Wrapping
D. Merging

10. Text flows around all four sides of a picture with the wrap option…

A. In line with text
B. Square
C. Top and bottom
D. Behind text

11. Alt text mainly helps…

A. Printers print faster
B. Spelling check
C. Pictures load in colour
D. Screen reader users with visual impairments

12. The colour inside a shape is set with…

A. Shape Fill
B. Shape Outline
C. Font colour
D. Highlight

Structured Questions

1. A notice says 'SPORTS MEET'. List four text formats you could use to make the title stand out. *(4 marks)*

> Larger font size (e.g. 28 pt), bold, a bright font colour, centre alignment (also a different font, highlight, UPPERCASE).

2. Explain the difference between bullets and numbering with one example each. *(4 marks)*

> Bullets – items in any order, e.g. things to bring: pen, ruler, calculator. Numbering – ordered steps, e.g. 1 Open Word 2 Type 3 Save.

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3. Name and describe three text wrapping options. *(3 marks)*

In line with text – picture sits like a big letter in the line; Square – text goes around the box; Top and bottom – text only above and below; Behind text – picture under the text.



Model diagram: wrap options.

4. (i) What is alt text? (2 marks)
(ii) Write good alt text for a photo of a school cricket team holding a trophy. (2 marks) *(4 marks)*

(i) A short description of a picture that screen readers read to blind users. (ii) 'School under-15 cricket team smiling and holding the winners' trophy.'

5. Describe how to draw a blue circle with a thick red border in Word. *(4 marks)*

Insert → Shapes → Oval; hold Shift and drag; Shape Format → Shape Fill → Blue; Shape Outline → Red, Weight → 3 pt.

Summary

- Select text first, then format it.
- Text: font, size (pt), bold/italic/underline, colour, highlight, case.
- Alignment: left, centre, right, justify (Ctrl+L/E/R/J).
- Line spacing 1.0, 1.15, 1.5, 2.0; indents move paragraphs from the margin.
- Bullets for any order; numbering for ordered steps.
- Pictures: insert, resize with corner handles, crop, wrap text.
- Add alt text to every picture for accessibility.
- Shapes: insert, fill (inside), outline (border), effects, add text.

MCQ answer key – 6.3

1. **A** – E.g. 12 pt.
2. **D** – Highlight colours the background.
3. **C** – Justify (Ctrl+J).

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4. **B** – E = cEntre.
5. **C** – Change Case.
6. **D** – Order matters → numbering.
7. **C** – Single 1.0, double 2.0.
8. **B** – Corner handles keep the aspect ratio.
9. **A** – Crop tool.
10. **B** – Square wraps around the box.
11. **D** – Accessibility feature.
12. **A** – Fill = inside, outline = border.

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G.C.E. O/L Grade 10 ICT · Lesson 6

6.4 Tables in Word Processing: Merge and Split Cells

A **table** arranges information in **rows** (across) and **columns** (down). Each box is a **cell**. Tables are used for timetables, mark sheets, price lists and forms. In this note you will learn how to **insert a table**, change **column width and row height**, **insert and delete** rows and columns, **merge and split cells**, and add **borders and shading** in Word, Writer and Google Docs.

1. Parts of a table

Row
A horizontal line of cells (across).

Column
A vertical line of cells (down).

Cell
The box where a row and a column meet.

Header row
The first row with column headings, often bold and shaded.

Example: a 3-column × 4-row mark sheet has **3 × 4 = 12 cells**. (Columns are said first: '3 × 4 table' = 3 columns, 4 rows in Word's Insert Table grid.)

Name	ICT	Maths
Nimal	78	65
Sara	91	84
Kasun	65	72

2. Insert a table

Software	Steps
MS Word	Insert → Table → drag the grid, or Insert Table... and type columns and rows
LibreOffice Writer	Table → Insert Table (Ctrl+F12)
Google Docs	Insert → Table → choose the size

> 💡 Press **Tab** to move to the next cell; pressing Tab in the last cell adds a new row.

3. Column width and row height

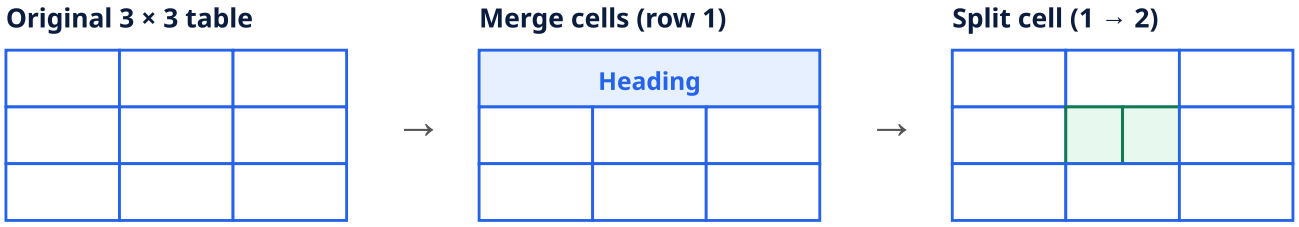
- Drag the border line between columns or rows.
- Table Layout → Cell Size: type exact width/height (e.g. 3 cm).
- **AutoFit**: AutoFit Contents, AutoFit Window, Fixed Column Width. **Distribute Columns/Rows** makes them equal.

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4. Insert and delete

Right-click a cell → **Insert** → Rows Above / Rows Below / Columns Left / Columns Right. Right-click → **Delete** → Delete Cells / Rows / Columns / Table. (Pressing Delete key only clears the text, not the cells.)

5. Merge and split cells



Merge: join two or more cells into one. Split: divide one cell into more cells.

Merge joins the 3 cells of row 1 into one heading cell; Split divides one cell into 2 columns.

Action	Word	Writer	Google Docs
Merge	Select cells → Table Layout → Merge Cells	Table → Merge Cells	Right-click → Merge cells
Split	Table Layout → Split Cells → number of columns/rows	Table → Split Cells	Right-click → Split cell

💡 Merge the top row to make a table title, e.g. ‘Grade 10 Term Test Marks’.

6. Borders and shading

- **Borders**: lines around cells – choose style, colour and width (Table Design → Borders; Writer: Table Properties → Borders).
- **Shading**: background colour of cells (Table Design → Shading; Docs: Cell background colour).
- **Table Styles** apply ready-made borders and shading in one click.
- Tick **Repeat Header Rows** so the heading appears on every page of a long table.

Key Words

Table – Information arranged in rows and columns.

Row – A horizontal line of cells.

Column – A vertical line of cells.

Cell – The box where a row and column meet.

Header row – First row holding column headings.

Merge cells – Join two or more cells into one cell.

Split cells – Divide one cell into several cells.

Column width – How wide a column is.

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Row height – How tall a row is.	**AutoFit** – Automatically sizes columns to contents or window.
Borders – Lines drawn around cells or the table.	**Shading** – Background colour filled in cells.

Sample Q&A

1. How many cells are in a table with 5 columns and 4 rows?

> **Answer:** 5 × 4 = 20 cells.

2. What is the difference between merge and split?

> **Answer:** Merge joins several cells into one; split divides one cell into several.

3. How do you add a row below the current one?

> **Answer:** Right-click → Insert → Insert Rows Below (or press Tab in the last cell for the last row).

4. Pressing the Delete key on a selected row – what happens?

> **Answer:** Only the text is cleared; the row stays. Use Delete → Delete Rows to remove it.

5. What are borders and shading?

> **Answer:** Borders are lines around cells; shading is background colour inside cells.

6. Give two ways to change a column width.

> **Answer:** Drag the column border; type the width in Table Layout → Cell Size; or AutoFit.

MCQ

1. A box in a table where a row and column meet is a…

A. Margin
B. Tab
C. Field
D. Cell

2. A table with 4 columns and 6 rows has how many cells?

A. 24
B. 46
C. 10
D. 20

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3. Columns run…

A. Around the page
B. Horizontally (across)
C. Vertically (down)
D. Diagonally

4. Joining three cells of the top row into one is…

A. Shading
B. Split cells
C. Merge cells
D. AutoFit

5. Dividing one cell into two columns is…

A. Merge cells
B. Borders
C. Delete table
D. Split cells

6. In Word, Merge Cells is on the…

A. Mailings tab
B. Home tab
C. Table Layout tab
D. View tab

7. Pressing Tab in the last cell of a table…

A. Deletes the table
B. Adds a new row
C. Merges all cells
D. Prints the table

8. The background colour of a cell is called…

A. Border
B. Shading
C. Font colour
D. Outline

9. Which makes all columns the same width?

A. Distribute Columns
B. Split Table
C. Merge Cells
D. Text Direction

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10. In LibreOffice Writer, a table is inserted with…

A. Ctrl+T
B. Ctrl+F12
C. F7
D. Ctrl+M

11. To remove a whole column you should use…

A. Shading → None
B. Merge Cells
C. The Delete key only
D. Delete → Delete Columns

12. To show the header row on every page of a long table, use…

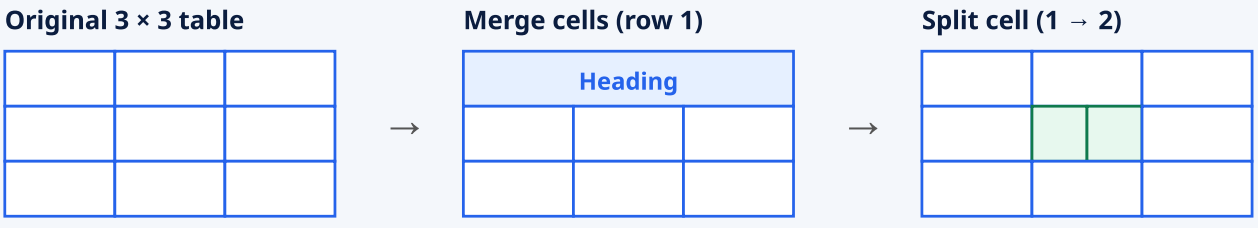
A. Repeat Header Rows
B. Sort
C. AutoFit Window
D. Split Table

Structured Questions

1. (i) Define row, column and cell. (3 marks)
(ii) How many cells are in a 6 × 3 table? (1 mark) *(4 marks)*

> (i) Row – horizontal line of cells; column – vertical line of cells; cell – box where row and column meet. (ii) 6 × 3 = 18.

2. Draw a 3 × 3 table and show (a) the top row merged and (b) the middle cell split into two. *(4 marks)*

> See diagram: the top row becomes one wide cell; the centre cell becomes two narrow cells.
>
> 
>
>
> Merge: join two or more cells into one. Split: divide one cell into more cells.
>
> Model diagram: merge and split.

3. Write the steps to insert a 4-column, 5-row table in MS Word and add a row at the end. *(4 marks)*

> Insert → Table → Insert Table → Columns 4, Rows 5 → OK. Click the last cell and press Tab (or right-click → Insert → Rows Below).

4. A class timetable must have a title across the top, bold headings with grey shading and thin borders. Explain how to do this. *(4 marks)*

> Select the top row → Merge Cells and type the title; select the header row → Bold, Shading → grey; select table → Borders → All Borders, ½ pt.

5. Give two uses of tables in a school and explain why tables help. *(3 marks)*

> Timetables, mark sheets, attendance, price lists. Tables arrange data neatly so it is easy to read and compare.

Summary

- A table has rows (across), columns (down) and cells.
- Cells = columns × rows.
- Insert: Word Insert → Table; Writer Ctrl+F12; Docs Insert → Table.
- Resize by dragging borders, Cell Size, AutoFit or Distribute.
- Right-click → Insert / Delete rows and columns; the Delete key only clears text.
- Merge = many cells → one; Split = one cell → many.
- Borders are lines; shading is cell background colour.
- Table Styles and Repeat Header Rows save time.

MCQ answer key – 6.4

1. **D** – Cell.
2. **A** – 4 × 6 = 24.
3. **C** – Rows across, columns down.
4. **C** – Merge joins.
5. **D** – Split divides.
6. **C** – Layout tab of Table Tools.
7. **B** – Handy shortcut.
8. **B** – Shading fills cells.
9. **A** – Distribute = equal sizes.
10. **B** – Table → Insert Table (Ctrl+F12).
11. **D** – Delete key clears text only.
12. **A** – Repeat Header Rows.

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G.C.E. O/L Grade 10 ICT · Lesson 6

6.5 Spelling, Grammar, Page Setup and Printing

Before you hand in or print a document you must **proofread** it and **set up the page**. In this note you will learn how to use the **spelling and grammar check**, **Find and Replace**, **page setup** (paper size A4/Letter/Legal, margins, orientation), how to choose a **printer**, and the **print options** – number of copies, page range such as **1-3,5**, current page – and **print preview**, in Word, Writer and Google Docs.

1. Spelling and grammar check

- A **red wavy line** = possible spelling mistake; a **blue (double) line** = possible grammar or style problem.
- Right-click the word to choose a suggestion, **Ignore**, or **Add to Dictionary** (for names like 'Kurunegala').
- Full check: Word – Review → Editor / Spelling & Grammar (**F7**); Writer – Tools → Spelling (F7); Docs – Tools → Spelling and grammar.
- Set the correct **language** (English (UK), Sinhala) or the checker marks good words as wrong.

> 💡 The checker cannot find every mistake: 'their' instead of 'there' or a wrong date may not be marked. Always read it yourself too.

2. Find and Replace

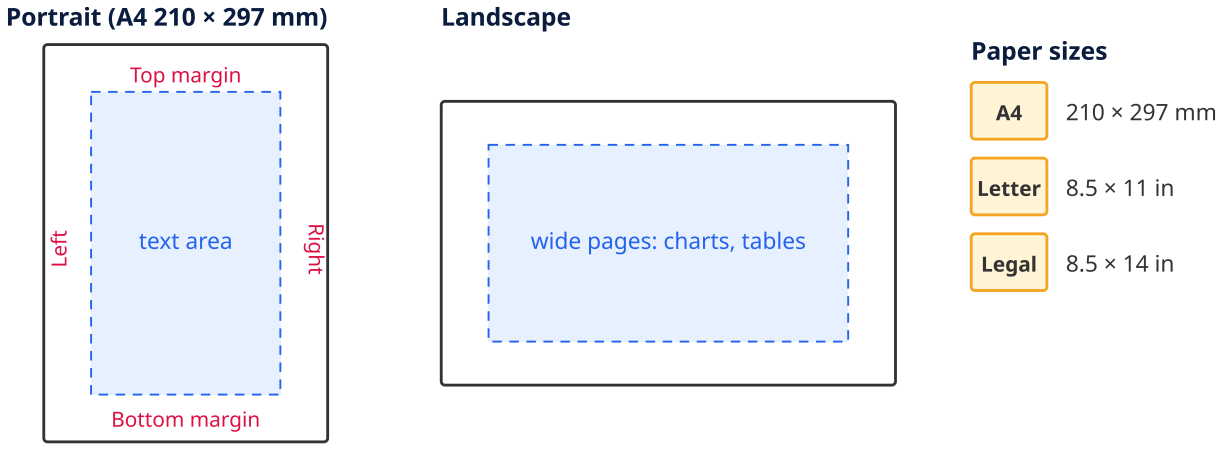
Find (Ctrl+F)
Searches for a word and highlights every place it appears.

Replace (Ctrl+H)
Finds a word and changes it to another: **Replace** one at a time or **Replace All**. Example: replace 'Colombo 07' with 'Colombo 7'.

Options: **Match case** (only 'ICT', not 'ict') and **Find whole words only** ('cat' but not 'education'). Google Docs: Edit → Find and replace (Ctrl+H).

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3. Page setup



Margins are blank spaces around the text area. Portrait is tall; landscape is wide.

Setting	Meaning / example	Where (Word)
Paper size	A4 (210 × 297 mm) – used in Sri Lanka; Letter (8.5 × 11 in) and Legal (8.5 × 14 in) – used in the USA	Layout → Size
Margins	Space between the text and the edge of the paper: top, bottom, left, right (Normal = 2.54 cm)	Layout → Margins
Orientation	Portrait (tall) for letters; Landscape (wide) for wide tables, charts, certificates	Layout → Orientation

LibreOffice Writer: Format → Page Style → Page. Google Docs: File → Page setup.

4. Printing

Open the print screen with **Ctrl+P** (File → Print). Word shows **Print Preview** on the right – check the layout before wasting paper.

Option	Example
Printer	Choose the printer, e.g. ‘Lab-Laser-01’ or ‘Microsoft Print to PDF’
Copies	Copies: 30 – one for each student
Print All Pages	Every page of the document
Print Current Page	Only the page where the cursor is
Custom page range	**1-3,5** prints pages 1, 2, 3 and 5 (4 pages)
One-sided / two-sided	Print on both sides to save paper
Collated	Prints full sets 1,2,3 1,2,3 instead of 1,1 2,2 3,3

> 💡 Exam tip: count pages in a range carefully. ‘2-4,7,9-10’ = 2,3,4,7,9,10 = 6 pages. With 3 copies = 18 sheets (one-sided).

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NEW 2026 Instead of printing, use **Export to PDF** or 'Microsoft Print to PDF' and share the file – it saves paper and ink.

Key Words

Spelling and grammar check – Tool that marks and corrects spelling and grammar mistakes (F7).	**Add to Dictionary** – Teaches the checker a correct word such as a name.
Find – Searches for a word in the document (Ctrl+F).	**Replace** – Changes a found word to another word (Ctrl+H).
Match case – Find only words with the same capital letters.	**Page setup** – Settings for paper size, margins and orientation.
A4 – Paper size 210 × 297 mm.	**Margin** – Blank space between the text and the paper edge.
Portrait – Tall page orientation.	**Landscape** – Wide page orientation.
Page range – Pages to print, e.g. 1-3,5.	**Print preview** – Shows how pages will look when printed.

Sample Q&A

1. What do red and blue wavy lines mean?

> **Answer:** Red – possible spelling mistake; blue – possible grammar/style problem.

2. Difference between Find and Replace?

> **Answer:** Find only locates a word; Replace locates it and changes it to another word.

3. Which pages print for the range 1-3,5?

> **Answer:** Pages 1, 2, 3 and 5 (4 pages).

4. When would you use landscape orientation?

> **Answer:** For wide content: big tables, charts, certificates, posters.

5. What is a margin?

> **Answer:** The blank space between the text and the edge of the paper (top, bottom, left, right).

6. Why use print preview?

> **Answer:** To check layout and page breaks before printing, saving paper and ink.

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MCQ

1. Which key starts the spelling and grammar check in Word?

A. F7
B. F5
C. F1
D. F12

2. A red wavy line under a word means…

A. The word is bold
B. It is a hyperlink
C. Track changes is on
D. Possible spelling mistake

3. Your village name is marked wrong but it is correct. Choose…

A. Delete
B. Add to Dictionary
C. Replace All
D. Cut

4. Shortcut for Find and Replace is…

A. Ctrl+R
B. Ctrl+H
C. Ctrl+G
D. Ctrl+F12

5. To change every ‘colour’ to ‘color’ at once, click…

A. Replace All
B. Find Next
C. Cancel
D. Replace

6. The paper size most used in Sri Lankan schools is…

A. Letter
B. Legal
C. A4
D. A0

7. Which paper size is the longest?

A. A5
B. Legal (8.5 × 14 in)
C. Letter (8.5 × 11 in)
D. A4 (297 mm ≈ 11.7 in)

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8. A wide certificate should use…

A. Read Mode
B. Draft view
C. Landscape
D. Portrait

9. Blank space around the edge of the page is the…

A. Gutter only
B. Header
C. Indent
D. Margin

10. Page range ‘1-3,5’ prints how many pages?

A. 4
B. 5
C. 2
D. 3

11. Printing ‘2-4’ with 5 copies, one-sided, uses how many sheets?

A. 5
B. 20
C. 15
D. 10

12. Print Current Page prints…

A. All pages
B. The last page
C. The first page
D. The page where the cursor is

Structured Questions

1. (i) What does a spelling and grammar checker do? (2 marks)
(ii) Give one mistake it may not find. (1 mark) *(3 marks)*

> (i) Marks possible spelling (red) and grammar (blue) mistakes and suggests corrections. (ii) A real but wrong word, e.g. ‘their’ for ‘there’, or a wrong fact/date.

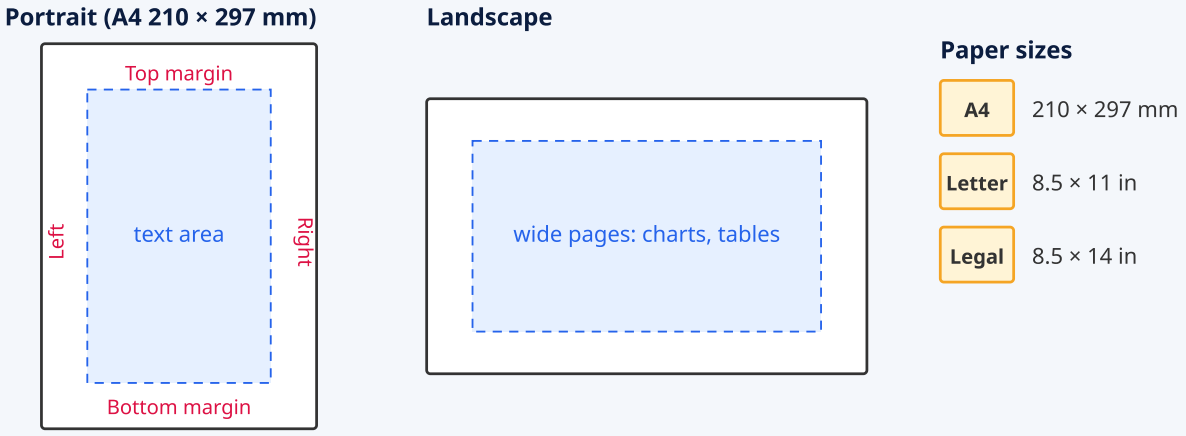
2. A report has the name ‘Kamal’ 25 times but it should be ‘Kamala’. Explain the fastest way to correct it. *(3 marks)*

> Ctrl+H → Find what: Kamal → Replace with: Kamala → tick Find whole words only → Replace All.

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3. Draw a page and label the four margins. State when to use portrait and landscape. *(4 marks)*

Top, bottom, left, right margins around the text area. Portrait – letters, essays; landscape – wide tables, charts, certificates.



Model diagram: margins and orientation.

4. A teacher needs 40 copies of pages 1, 2, 3 and 6 of a worksheet. (i) Write the page range. (ii) How many sheets (one-sided)? (iii) Name one way to save paper. *(4 marks)*

(i) 1-3,6 (ii) 4 × 40 = 160 sheets (iii) Print two-sided, print preview first, or share as PDF.

5. List four options in the Print dialog. *(4 marks)*

Printer selection, number of copies, page range (all / current / custom), one/two-sided, collated, orientation, paper size.

Summary

- Red line = spelling, blue line = grammar; F7 runs a full check.
- Add to Dictionary for correct names; still proofread yourself.
- Find Ctrl+F, Replace Ctrl+H, Replace All; Match case, whole words.
- Paper: A4 210 × 297 mm, Letter 8.5 × 11 in, Legal 8.5 × 14 in.
- Margins: top, bottom, left, right. Orientation: portrait (tall) / landscape (wide).
- Print: Ctrl+P – printer, copies, all / current / custom pages.
- 1-3,5 = pages 1, 2, 3, 5. Sheets = pages × copies.
- Use print preview and PDF to save paper.

MCQ answer key – 6.5

1. **A** – F7.
2. **D** – Red = spelling.
3. **B** – Adds the word permanently.

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4. **B** – Ctrl+F Find, Ctrl+H Replace.
5. **A** – Replace All changes all.
6. **C** – A4 210 × 297 mm.
7. **B** – 14 in is the longest.
8. **C** – Landscape is wide.
9. **D** – Margins.
10. **A** – 1,2,3,5.
11. **C** – 3 pages × 5 = 15.
12. **D** – Current = cursor page.

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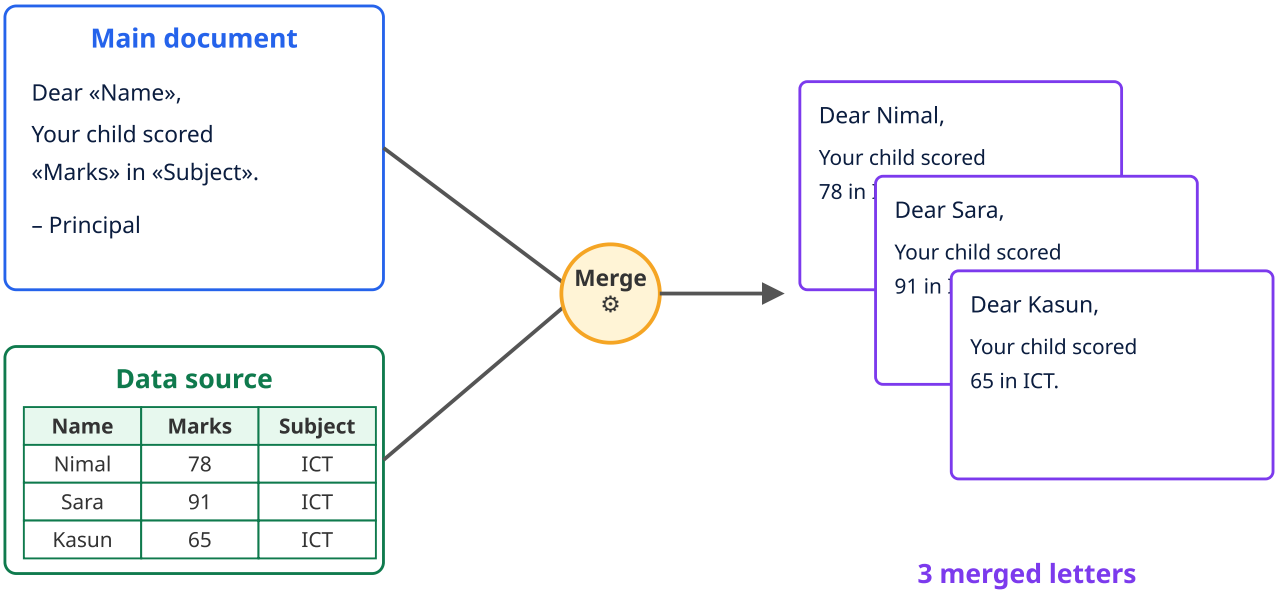
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6.6 Mail Merge

Imagine the principal must send the same letter to **400 parents**, each with the parent's own name and the child's marks. Typing 400 letters would take days. **Mail Merge** does it in minutes: it combines one **main document** (the letter) with a **data source** (a list of names and details) to make many **personalised** letters, envelopes or labels. In this note you will learn the document types, the main document, the data source, **merge fields**, the **steps** of Mail Merge, and its **outputs**.

1. What is Mail Merge?

Mail Merge is a word processor feature that **combines a main document with a data source** to produce **many personalised documents** automatically. The common text is typed **once**; only the changing details (name, address, marks) come from the data source.



Main document (with merge fields) + data source (one record per row) → one merged letter for each record.

2. The three parts

Main (common) document
Holds the text that is the **same** for everyone, plus **merge fields** where details will go.

Data source
A table of the **changing** details: each **column is a field** (Name, Address, Marks) and each **row is a record** (one person). Can be a Word table, Excel sheet (.xlsx), CSV file, Outlook contacts or an Access database.

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Merge fields
Placeholders such as «Name» or «Marks» in the main document. During the merge each one is replaced with data from a record.

Name	Address	Marks
Nimal Perera	12, Lake Rd, Kandy	78
Sara Fernando	5, Temple St, Galle	91
Kasun Silva	8, Main St, Matara	65

This data source has **3 fields** (columns) and **3 records** (rows), so the merge makes **3 letters**.

3. Document types (outputs)

Type	Example
Letters	Results letters to parents, invitations, certificates
Envelopes	Each envelope printed with a different address
Labels	Address labels, name tags, book labels on one sheet
E-mail messages	Personalised e-mails sent through Outlook
Directory	One list of all records, e.g. a class phone list

4. Steps of Mail Merge (MS Word)

- **1. Select document type**: Mailings → Start Mail Merge → Letters / Envelopes / Labels.
- **2. Type the main document** (the common text).
- **3. Select recipients** (data source): Type a New List, Use an Existing List (Excel/CSV) or Outlook Contacts.
- **4. Insert merge fields**: Insert Merge Field → «Name», «Marks», or Address Block / Greeting Line.
- **5. Preview results** to check each letter (use the arrows to move between records).
- **6. Finish & Merge** → Edit Individual Documents (new file), Print Documents, or Send Email Messages.

> 💡 Word also has a **Step-by-Step Mail Merge Wizard** (Mailings → Start Mail Merge). LibreOffice Writer: Tools → Mail Merge Wizard. Google Docs needs an add-on (or Gmail ‘mail merge’ in Google Workspace).

5. Advantages

- Saves time – type the letter once.

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- Fewer mistakes – details come straight from the list.
- Each letter looks personal.
- The same data source can be reused for letters, envelopes and labels.

> NEW 2026 Data sources contain **personal data** (names, addresses, marks). Keep them private, share only with permission, and check every merged letter before sending.

Key Words

Mail Merge – Combining a main document with a data source to make many personalised documents.	**Main document** – The document with the common text and merge fields.
Data source – The list of changing details used in the merge.	**Merge field** – A placeholder like «Name» replaced by data.
Field – One column of the data source, e.g. Address.	**Record** – One row of the data source – details of one person.
Merged document – The final output with one copy per record.	**Recipients** – The people in the data source who receive the documents.
Preview Results – Shows real data in place of the fields before finishing.	**Finish & Merge** – Final step: edit, print or e-mail the merged documents.
Labels – Small stickers printed many per sheet, e.g. address labels.	**Envelope** – Mail Merge output with an address printed on each envelope.

Sample Q&A

1. What is Mail Merge?

> **Answer:** A feature that combines a main document with a data source to produce many personalised documents.

2. Name the two documents needed for Mail Merge.

> **Answer:** The main (common) document and the data source.

3. What is a merge field? Give an example.

> **Answer:** A placeholder in the main document that is replaced by data from each record, e.g. «Name».

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4. Difference between a field and a record?

> **Answer:** A field is one column (one type of detail); a record is one row (all details of one person).

5. Give three outputs of Mail Merge.

> **Answer:** Letters, envelopes, labels (also e-mails, directories).

6. Give two advantages of Mail Merge.

> **Answer:** Saves time; fewer typing mistakes; letters look personal; data source can be reused.

MCQ

1. Mail Merge combines a main document with a...

A. Printer driver
B. Spell checker
C. Data source
D. Template

2. The text that is the same in every letter is in the...

A. Main document
B. Label
C. Record
D. Data source

3. «Name» in a letter is a...

A. Record
B. Header
C. Template
D. Merge field

4. In a data source, one row is called a...

A. Cell range
B. Record
C. Margin
D. Field

5. In a data source, one column (e.g. Address) is a...

A. Envelope
B. Page
C. Record
D. Field

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6. A data source has 25 records. How many letters does the merge make?

A. 50
B. 25
C. 5
D. 1

7. Which can NOT be used as a data source?

A. An Excel sheet
B. A Word table
C. A CSV file
D. A JPG photo

8. In MS Word, Mail Merge commands are on the…

A. Insert tab
B. Design tab
C. Mailings tab
D. Review tab

9. The FIRST step of Mail Merge in Word is…

A. Select the document type
B. Preview Results
C. Print
D. Finish & Merge

10. Which step lets you check letters with real data before finishing?

A. Preview Results
B. Select Recipients
C. Insert Picture
D. Start Mail Merge

11. Printing many addresses on one sticker sheet uses Mail Merge for…

A. Directory
B. Letters
C. Labels
D. Tables

12. In LibreOffice Writer, Mail Merge is found at…

A. Table → Merge Cells
B. Tools → Mail Merge Wizard
C. Format → Mail Merge
D. View → Mail Merge

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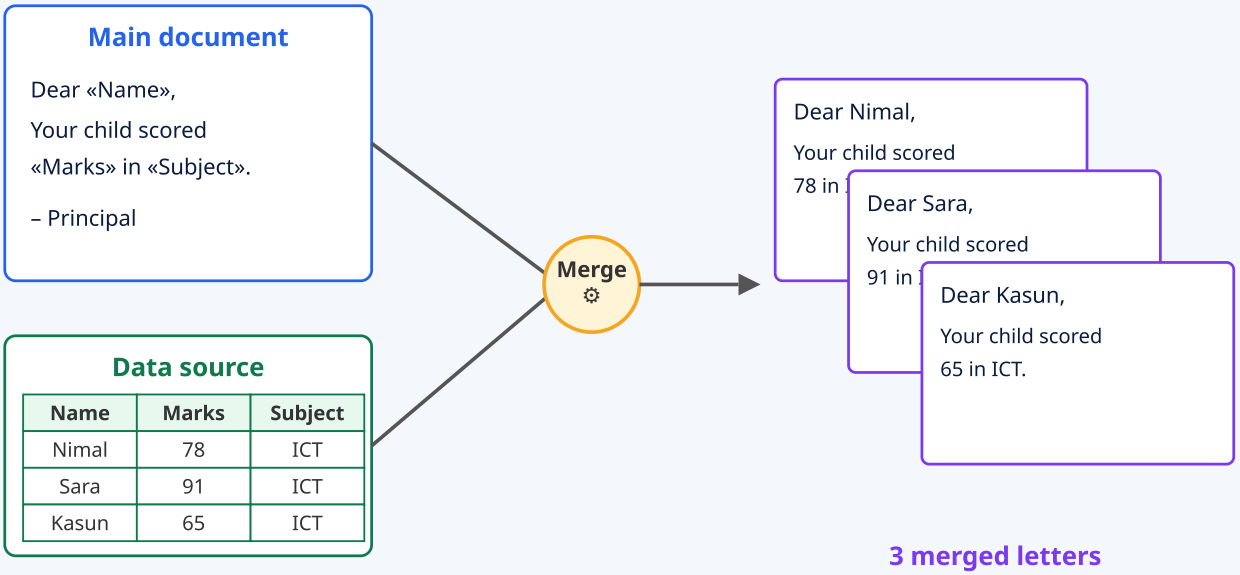
Structured Questions

1. (i) What is Mail Merge? (2 marks)
(ii) Name the two documents combined in Mail Merge. (2 marks) *(4 marks)*

(i) A word-processing feature that combines a main document with a data source to make many personalised documents. (ii) Main (common) document and data source.

2. Draw a diagram to show how Mail Merge produces letters. *(4 marks)*

Main document with «Name», «Marks» + data source table (records) → merge → one letter per record.



Model diagram: Mail Merge flow.

3. A data source has the columns StudentName, Grade, Marks and 30 rows. (i) How many fields? (ii) How many records? (iii) How many letters? *(3 marks)*

(i) 3 fields (ii) 30 records (iii) 30 letters.

4. Write the steps of Mail Merge in MS Word in order. *(5 marks)*

1 Start Mail Merge – choose Letters; 2 type the main document; 3 Select Recipients – type or use an existing list; 4 Insert Merge Fields; 5 Preview Results; 6 Finish & Merge – edit/print/e-mail.

5. The school sends sports-meet invitations to 200 parents and needs envelopes too. Explain how Mail Merge helps and one privacy rule. *(4 marks)*

Type one invitation with «ParentName» fields and one data source; merge gives 200 personalised letters, and the same list makes 200 envelopes – fast and accurate. Privacy: keep the parent list secure and do not share it.

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Summary

- Mail Merge = main document + data source → many personalised documents.
- The main document holds the common text and merge fields.
- Data source: Word table, Excel, CSV, Outlook contacts, Access.
- Column = field; row = record; one output per record.
- Merge fields like «Name» are replaced by data.
- Outputs: letters, envelopes, labels, e-mails, directory.
- Steps: type → main document → recipients → fields → preview → Finish & Merge.
- Saves time, reduces errors; protect personal data.

MCQ answer key – 6.6

1. **C** – Main document + data source.
2. **A** – Common text = main document.
3. **D** – Placeholder for data.
4. **B** – Row = record, column = field.
5. **D** – Column = field.
6. **B** – One letter per record.
7. **D** – Data sources are tables/lists.
8. **C** – Mailings tab.
9. **A** – Start Mail Merge → type.
10. **A** – Preview Results.
11. **C** – Labels.
12. **B** – Tools menu.

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