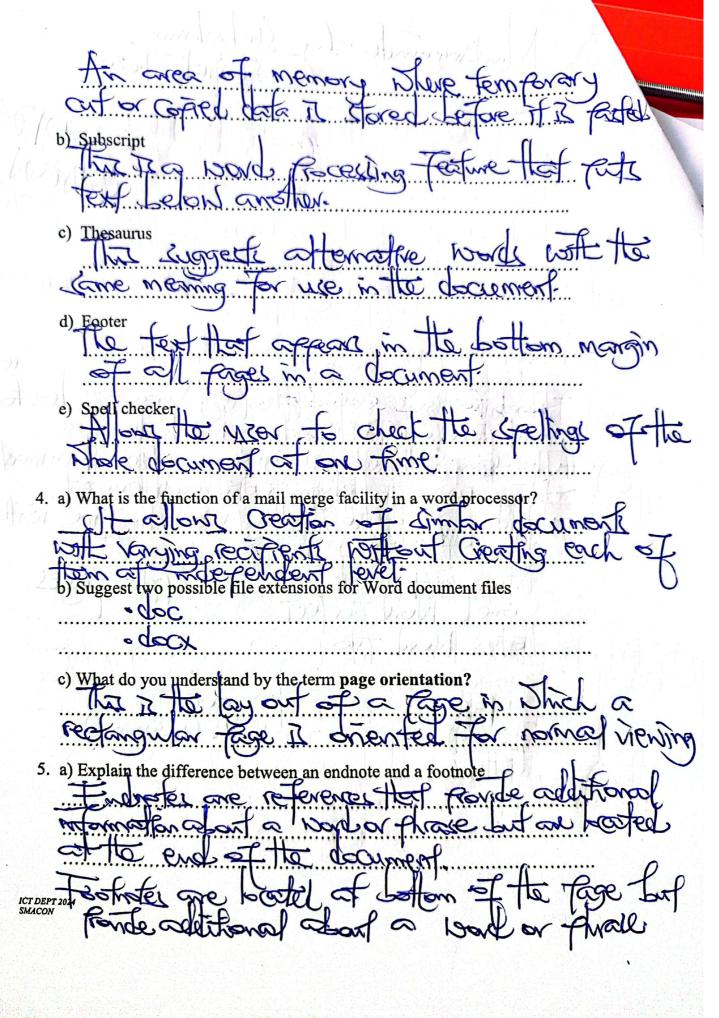
SMACON TOPICAL ASSESSMENTS Topic: Word processing UGANDA ADVANCED CERTIFICATE OF EDUCATION SUBSIDIARY ICT 11 HOUR INSTRUCTIONS TO CANDIDATES: Answer all questions in this paper 1. Give five advantages of using word processors as compared to manual type of word processing software. (b) State any three documents that can be created using a word processor 3. Define the following terms as used in word processing. a) Clipboard



	b) S	tate the difference between backspace and delete key.
		Cackeria deleter desacters to the
	7	to sterkon for some delete tey
	dele	fer disrected to the north of the mierting
6	. a) I	define the term text alignment.
-	1	i edge of a back of text
	16.11	
	b) St	ate three forms of alignment in relation to text handling
		Tall whamen
1		entre atoment
7.	List	five ways you can make a document look attractive and professional.
'		Laterting, readings
	۱ جند	le of sulety
	15.	Applying headers and footers
	~	ruthfang let
		Bolding imfortant Text
3.	Whic	h keyboard shortcuts would you use to activate the following
	comn	nands in a word processor?
	i)	Save a document
	121	CARL T CS
	ii)	Highlight all text
	1717	
	iii)	Double underline selected text
	iv)	Undo a previous task

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CHI+Z
v) Go to top of page + + = me
9. Distinguish between the following terms as used in word processing.
i) Editing and formatting themself to content of an exiting document  Tomothy - Changing repearance of text in
ii) Indenting and line spacing of the face let ment haven as Legiming of text.
Header and footer mer of text.  Header appears in too margin of all faces in the document the footer appears in the Lotter appears in the Lotter margin of all Comment tages.
0.Staff in a firm of solicitors use typewriters for all letters and forms. The firm decides to introduce word processors to make the office work more efficient.
State five reasons why this change may worry some staff members  Hard Rocerton Course Le Wed Witten extract  Come that many love virues data as the following the confuter has healt restent  There is need to furchase have her firsten when he forther works are fast as hours  Need pu world.
얼굴 가는 마셔츠 이 어려는 이번 과 아래를 내었다. 그리고 있다. 그리고 있는 것이 없는 것이다.

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