

---

# Worksheet: Word Processing and Formatting

IGCSE · Class 5 · Computer Science · 6 questions · 11 marks

Name: _____	Date: _____	Score: _____ / 11
-------------	-------------	-------------------

**Q1.** What is the main focus of Word Processing and Formatting? *[1 mark]*

---

---

**Q2.** Write three important digital words from this chapter. *[1 mark]*

---

---

**Q3.** Write one practical task you should be able to do after this chapter. *[2 marks]*

---

---

---

**Q4.** Write one safety rule connected with this chapter. *[2 marks]*

---

---

---

**Q5.** Why should digital work be organised? *[2 marks]*

---

---

---

**Q6.** How can you use this chapter for school homework? *[3 marks]*

---

---

---