

7 වසර - 3වන පැවරුම

තොරතුරු තාක්ෂණය

03. පරිගණක පද්ධතියේ ආරක්ෂාව

01. පරිගණකයේ ආරක්ෂාව තහවුරුකර ගත හැකි ආකාර දෙකකි. ඒ මොනවාද?
02. පරිගණකයක බාහිරින් දැකිය හැකි දෘඩාංග හා අභ්‍යන්තරයෙන් දැකිය හැකි දෘඩාංග මොනවාද?
03. අනිෂ්ට මෘදුකාංග 4ක් ලියන්න.
04. ජීවමිතික මුරපද භාවිතය සඳහා එදිනෙදා ජීවිතයෙන් උදාහරණයක් ලියන්න.
05. මෙම පාඩමට අදාළ සියලු අභ්‍යස සම්පූර්ණ කරන්න.

Grade 7 – Assignment No- 03

ICT - Chapter 3

1. There are two ways to ensure the security of the computer. What are they?
2. Make a list of internal hardware and external hardware.
3. Write 4 malware
4. Write an example from everyday life to use biometric passwords.
5. Complete all the exercises for this lesson in the workbook

Chapter 4 – 4 වන පාඩම

- ඔබගේ කියවීම පොතේ 4 වන පාඩම කියවා පහත දී ඇති තොරතුරුද උපයෝගී කරගෙන හැකිලෙස ක්‍රියාකාරකම් වල නිරතවන්න. වැඩපොතේ ක්‍රියාකාරකම් සම්පූර්ණ කරන්න.
- Read Lesson 4 of Your Reading Book and use the information below then get involved in the activities as little as possible. Complete the activities in the workbook.

3. Word Processing- වදන් සැකසුම

3.1 Understanding Word Processing Software - වදන් සැකසුම් මෘදුකාංග හඳුනා ගැනීම

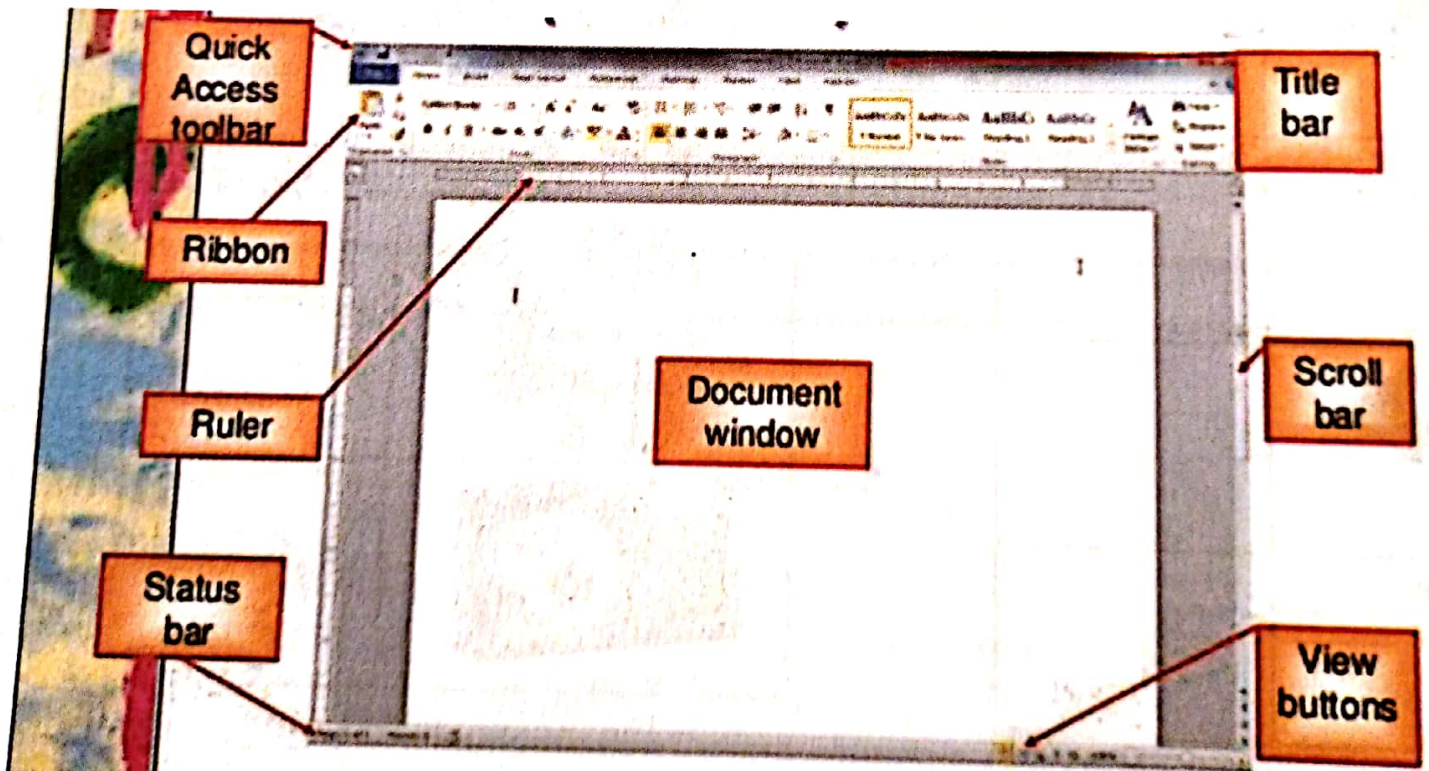
A computer program, used to create letters, reports, cards, etc...

ලිපි, වාර්තා, ආරාධනා පත්‍ර ආදී සරල ලේඛන සැකසීමට භාවිත කරන පරිගණක වැඩ සටහන් වේ.

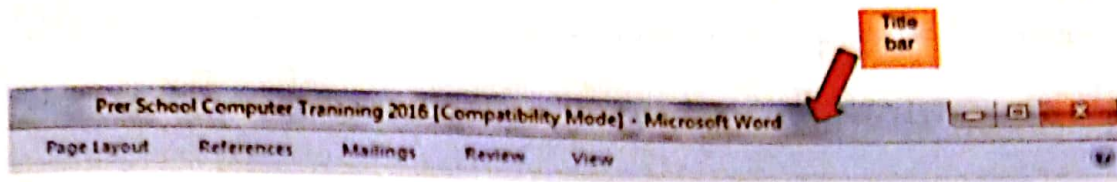
Example:



Exploring the word processing Window-වදන් සැකසුම් කවුළුවක් විදහා දැක්වීම



3.2.1 Title Bar - මාතෘකා තීරුව



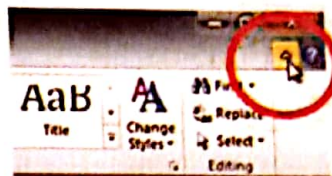
Title Bar displays the program and document name - වැඩ සටහන සහ ලේඛනයේ නම පෙන්වනු ලබයි. The files created using word processing program are called document - වදන් සැකසුම් වැඩ සටහන් භාවිතයෙන් සකස් කරන ලෙස, ලේඛන ලෙස හඳුන්වයි.

3.2.2 The Ribbon

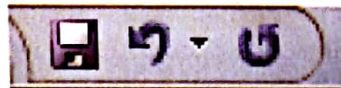


The ribbon contains tabs, groups and buttons and they help to edit and format documents. මේ තුළ ලේඛනයක් හැඩ ගැන්වීමට අවශ්‍ය උපකරණ අඩංගු කර ඇත.

To minimize the ribbon

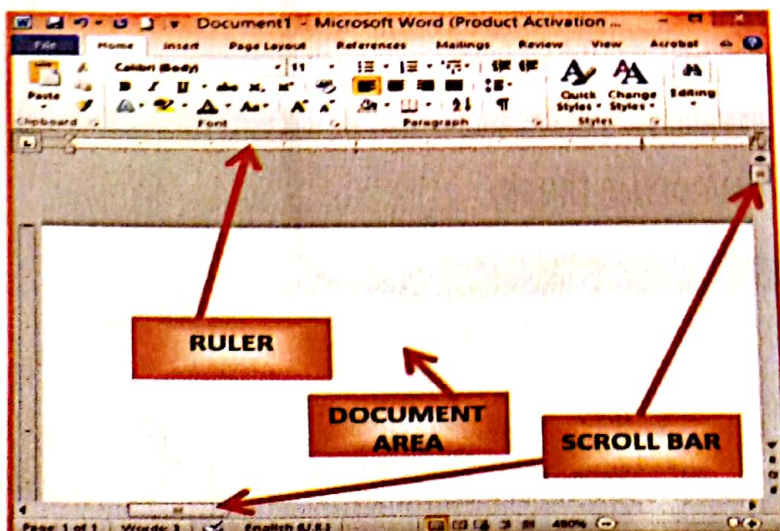


3.2.3 Quick access toolbar



Quick access toolbar is used to keep the buttons which we use frequently. නිතරම භාවිත කිරීමට සිදුවන උපකරණ වෙනම තබා ගැනීමට භාවිත කරන තීරුවකි.

3.2.4 Document Window



Document Window displays the current document. ඔබගේ ලේඛනය සකස් වන ප්‍රදේශය පෙන්වනු ලබයි.

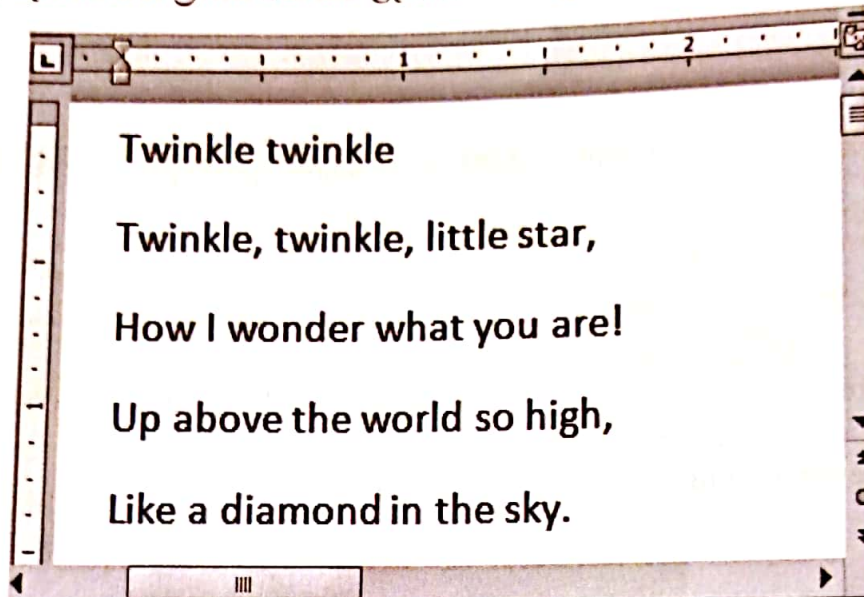
3.3 Starting a document - නව ලේඛනයක් ආරම්භ කිරීම

Start button → If you see the Word icon, click it OR

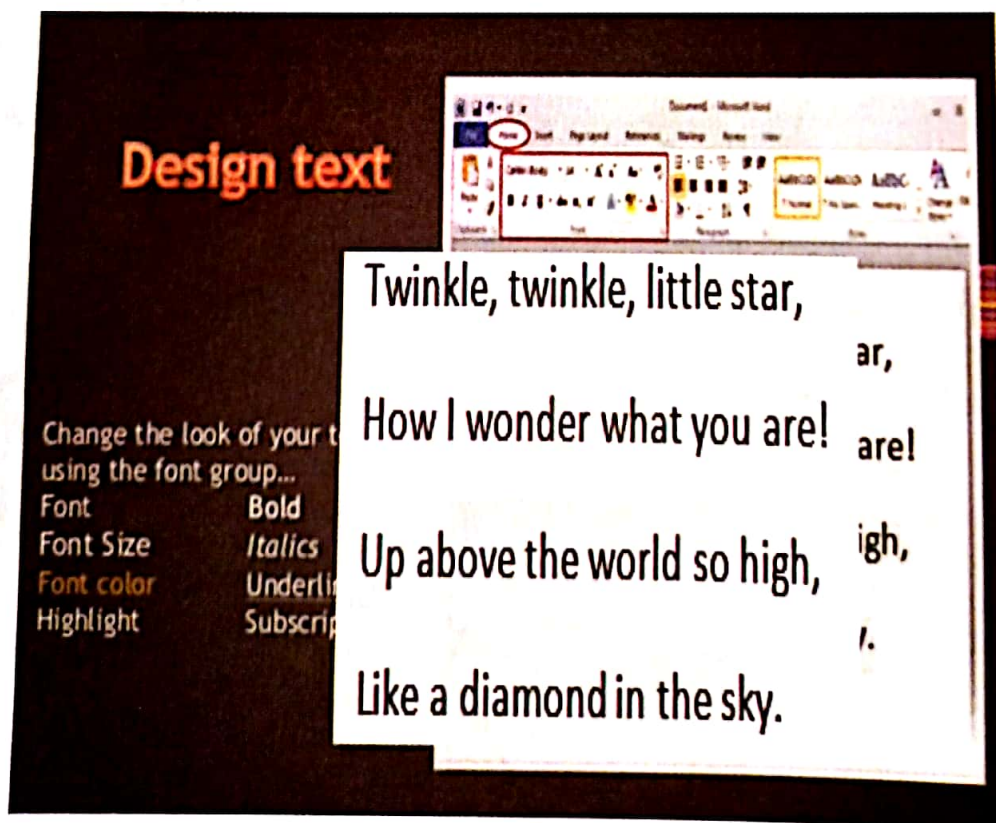
Start button → All Programs → Microsoft Office → Microsoft Word

Activity: Open Ms-Word and type the following text

Ms-Word වැඩ සටහන ක්‍රියාත්මක කර ලැබෙන නව පිටුවේ පහත පරිදි යතුරු ලියනය කරන්න.



3.4 Formatting Text (simple formatting)



3.5 Check Spelling

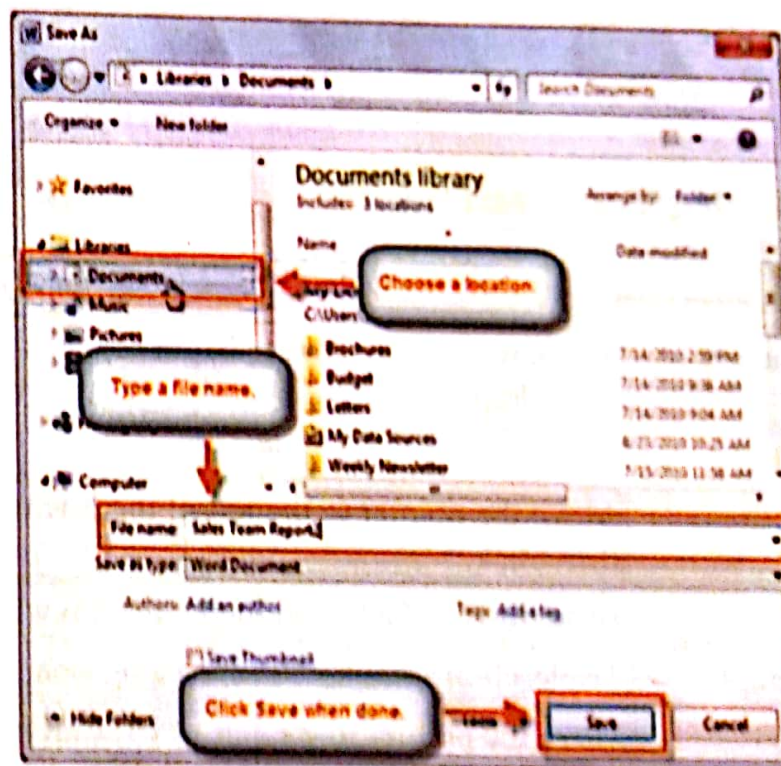
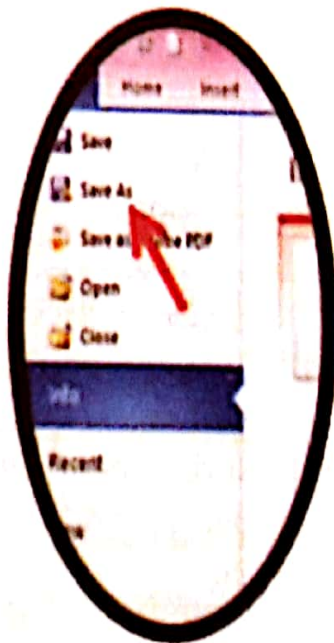
Whatever you type, just remember to always
check spelling



පාට සුවඳ එක වගේ
තිබෙන රෝස මල වගේ
කිකරු පොඩි ළමයගේ
කවුරුත් පවසති අගේ

Activity - ක්‍රියාකාරකම

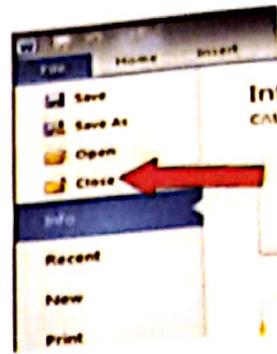
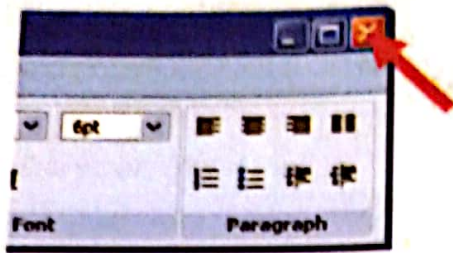
3.6 Saving a Document-ලේඛනයක් පරිගණකය තුළ ගබඩා කිරීම



File → Save As → Assign a file name and a file location

ඔබේ ලේඛනයට සුදුසු නමක් සහ ගබඩා කිරීමට නිශ්චිත ස්ථානයක් ලබාදෙන්න.

3.7 Close the Document - ලේඛනය වසා දැමීම

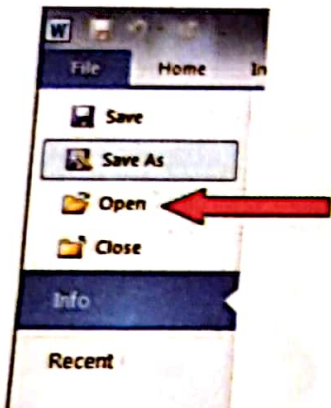


3.8 Open an existing file - ඔබේ පරිගණකය තුළ දැනටමත් ගබඩා වී ඇති ලේඛනයක් විවෘත කිරීම.

File → Open → Select the file location and the file name → Ok පරිගණකයේ, ලේඛනය ගබඩා කර ඇති ස්ථානය සහ නම ලබා දෙන්න.

OR

Press **Ctrl+O** from keyboard



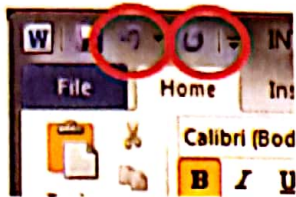
3.9 Selecting Text - තෝරා ගැනීම

To select	Do this
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow, and then press and hold down the left mouse button while you drag the pointer up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
An entire document	Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.

3.10 Deleting Text - වදන් මකා දැමීම



3.11 Undo and Redo



OR

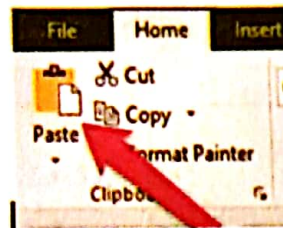
Press **Ctrl+Z** from keyboard

3.12 Cut, Copy and Paste

3.12.1 Copy and paste



Or Press **Ctrl+C** from keyboard

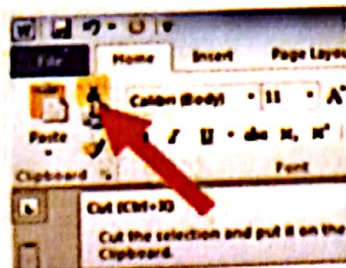


Or Press **Ctrl+V** from keyboard

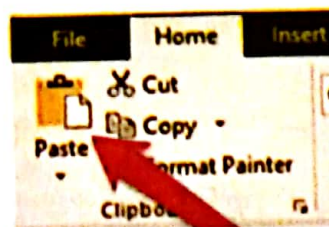
OR

- Select the text → right click → Copy
- right click → Paste

3.12.2 Cut and paste



Or Press **Ctrl+X** from keyboard



Or Press **Ctrl+V** from keyboard

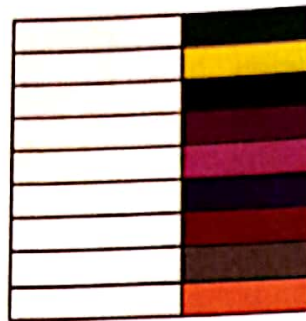
OR

- Select the text → right click → Cut
- right click → Paste

Activity - ක්‍රියාකාරකම

1. Cut and paste the correct name of the color.

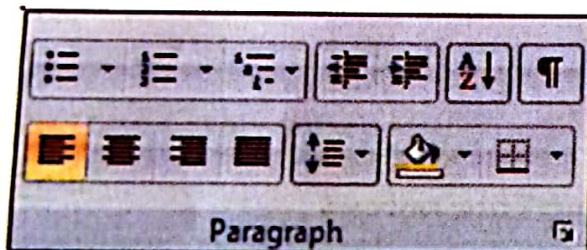
Orange
Green
Yellow
Purple
Brown
Black
Pink
Grey
Blue



Baseball	
Basketball	
Kitty	
Fish	
Penguin	

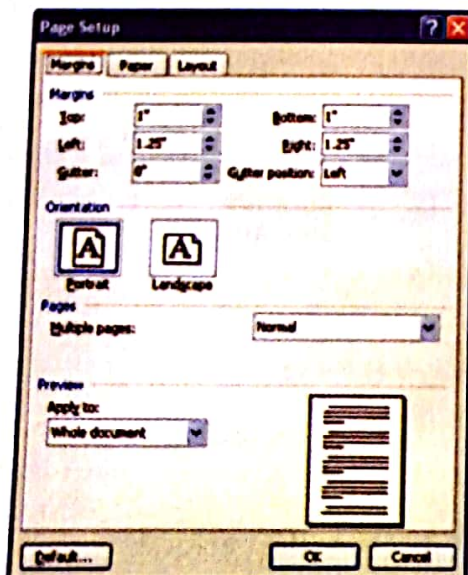
2. Copy and paste the correct figure.

3.13 Formatting Paragraph



- Line spacing
- Aligning text
- Indentation
- bullets and numbering

3.14 Modifying Page Layout



- page orientation
- paper size
- page margins
- Boards and shedding

Activity - നിശ്ചയിക്കുക

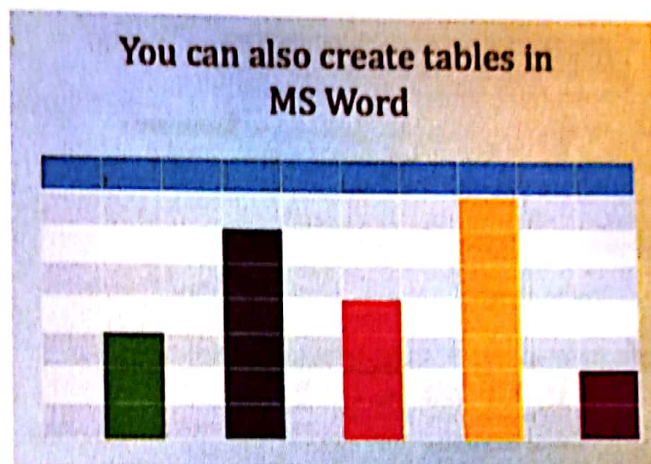
Making Lists with bullets and numbers

1. One and one is two.
2. Two plus one is three.
3. Three plus one is four.

Three main parts of an ant:

- Head
- Thorax
- Abdomen

3.14 Creating Tables

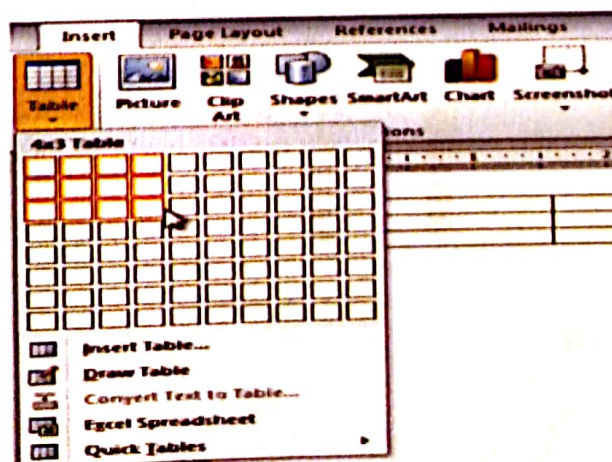


You can use tables in your documents for,

- School Presentations
- Creating Time Table
- Creating Calendar



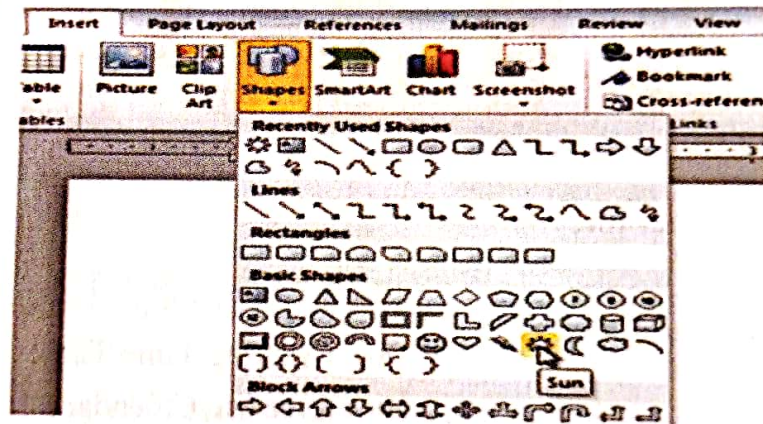
To insert a Table,



Create a table as shown below.

3.15 Adding Shapes



3.16 Inserting Pictures and Clip Art

