

WORD PROCESSING

FORMATTING TEXT (BOLD, ITALIC, UNDERLINE)

Name :	Date:	
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Label these formatting tools we often use in MS Word.

B
I
U

Normal Text

↓
↓
↓
↓

Computer
Computer
Computer
Computer

Identify the formatting used in each text. (Bold, Italic, Underline)

<u>Teacher</u>		
Seyha		
<i>ICT Year 2</i>		
Students		
<u>Covid-19</u>		
<u>Vaccine</u>		