

ICT YEAR 3

TOPIC : FORMATTING TEXT.

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Name: _____ Year: _____

Fill in the blank with the correct word.

italic	underline
font style	font size
highlight	bold
font colour	shading

Diagram illustrating text formatting options in Microsoft Word:

The diagram shows the Microsoft Word ribbon with the **Home** tab selected. Three boxes are connected to specific formatting options:

- Box 1 (top left) points to the **Font** group, specifically the font face dropdown (Calibri).
- Box 2 (top middle) points to the font size dropdown (11).
- Box 3 (top right) points to the **Text** group, specifically the **Color** button (A with a red underline).

Below the ribbon, a box contains the letters **B**, **I**, and **U**, each with an arrow pointing to a corresponding box below it:

- Box 4 (bottom left) points to **B** (Bold).
- Box 5 (bottom middle) points to **I** (Italic).
- Box 6 (bottom right) points to **U** (Underline).