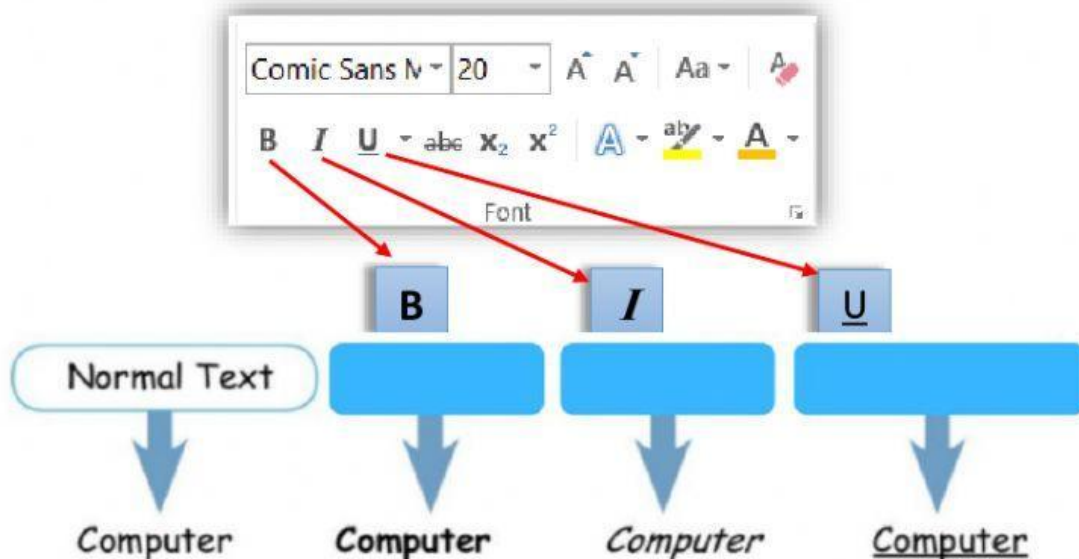


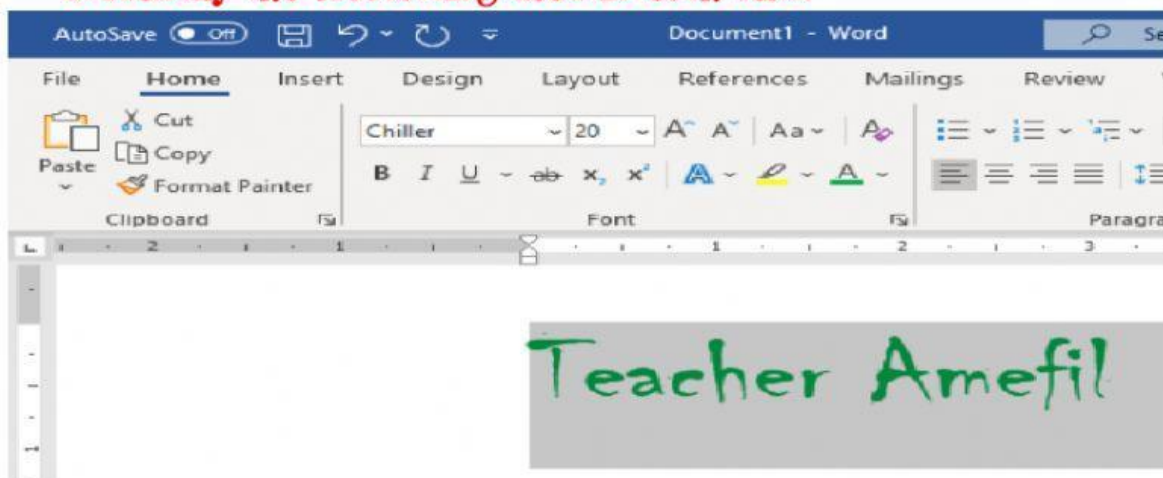


Formatting in MS Word

1. Label these formatting tools we often use in MS Word.



2. Identify the formatting used in each text.



1. Font type

.....

2. Font size

.....

3. Font colour

.....



3. Drag and drop the formatting tools from the Word Bank.

