

Drag the labels to the empty boxes

make text *italic*

text on the left

text with highlights

change text size

Choose:
CAPITALS / lower
case / Capital On Each

choose text colour

make text **bold**

text on the right

change font

Change line spacing

Change line spacing

Change line spacing
Change line spacing
Change line spacing

make text underlined

text in the middle

• add bullet points

1. add numbers

Shade background

The image shows two screenshots of the Microsoft Word ribbon, specifically the Home tab. The top screenshot shows the ribbon with various icons for text formatting. The bottom screenshot shows the ribbon with different icons highlighted. Arrows from the labels in the left panel point to specific icons in the ribbon.

Arrows from the top screenshot point to:

- make text italic** points to the *I* icon.
- text on the left** points to the left-align icon.
- text with highlights** points to the highlighter icon.
- change text size** points to the font size dropdown.
- Choose: CAPITALS / lower case / Capital On Each** points to the case change icon.
- choose text colour** points to the text color icon.
- make text bold** points to the **B** icon.
- text on the right** points to the right-align icon.
- change font** points to the font face dropdown.
- Change line spacing** points to the line and paragraph spacing icon.
- Change line spacing** points to the line and paragraph spacing icon.
- Change line spacing
Change line spacing
Change line spacing** points to the line and paragraph spacing icon.
- make text underlined** points to the U icon.
- text in the middle** points to the center-align icon.
- add bullet points** points to the bullet points icon.
- 1. add numbers** points to the numbered list icon.
- Shade background** points to the background color icon.

Arrows from the bottom screenshot point to:

- make text italic** points to the *I* icon.
- text on the left** points to the left-align icon.
- text with highlights** points to the highlighter icon.
- change text size** points to the font size dropdown.
- Choose: CAPITALS / lower case / Capital On Each** points to the case change icon.
- choose text colour** points to the text color icon.
- make text bold** points to the **B** icon.
- text on the right** points to the right-align icon.
- change font** points to the font face dropdown.
- Change line spacing** points to the line and paragraph spacing icon.
- Change line spacing** points to the line and paragraph spacing icon.
- Change line spacing
Change line spacing
Change line spacing** points to the line and paragraph spacing icon.
- make text underlined** points to the U icon.
- text in the middle** points to the center-align icon.
- add bullet points** points to the bullet points icon.
- 1. add numbers** points to the numbered list icon.
- Shade background** points to the background color icon.