

Match the following tools with their functions.

| Tool                                                                                    | Function                            |
|-----------------------------------------------------------------------------------------|-------------------------------------|
| 1.     | a) Change the color of the text     |
| 2.     | b) Make the text bold               |
| 3.     | c) Change the size of the text      |
| 4.     | d) Make the text Underlined         |
| 5.     | e) Make the text italic             |
| 6.     | f) Change the font type of the text |
| 7.    | g) Indentation                      |
| 8.   | h) Alignment                        |
| 9.   | i) Line and paragraph spacing       |
| 10.  | j) Border and shading               |
| 11.  | k) Bullet or numbering              |