

Column A	Column B	Column C
i. A step by step direction given to the computer	a. Shading	i.
ii. To make an organized list.	b. Text alignment	ii.
iii. To add borders to the selected text or paragraph	c. Indentation	iii.
iv. To arrange lines or paragraphs towards the left, right, or center of the page.	d. Bullets and Numbering	iv
v. To change the colour behind the selected text or paragraph	e. Bold	v.
	f. Border	
	g. Instruction	