

UNIT 3: WORD PROCESSING

FORMATTING TEXT IN MS WORD



Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Label these formatting tools we often use in MS Word.

A screenshot of the Microsoft Word ribbon, specifically the 'Home' tab. Three red dotted lines with blue rectangular labels point to specific tools: the first line points to the 'Font' group (Comic Sans MS, 11), the second line points to the 'Font Color' button (A with a colored underline), and the third line points to the 'Paragraph' group (bulleted list icon). Below the ribbon, the text 'ICT Year 1' is displayed in a blue, stylized font on a grey background.

AutoSave Off Document1 - Word Search

File Home Insert Design Layout References Mailings Review View Help

Paste Cut Copy Format Painter Clipboard

Comic Sans MS 11 A^A A_A Aa A

B I U ab x₂ x² A

Font Paragraph

1 2 3

ICT Year 1

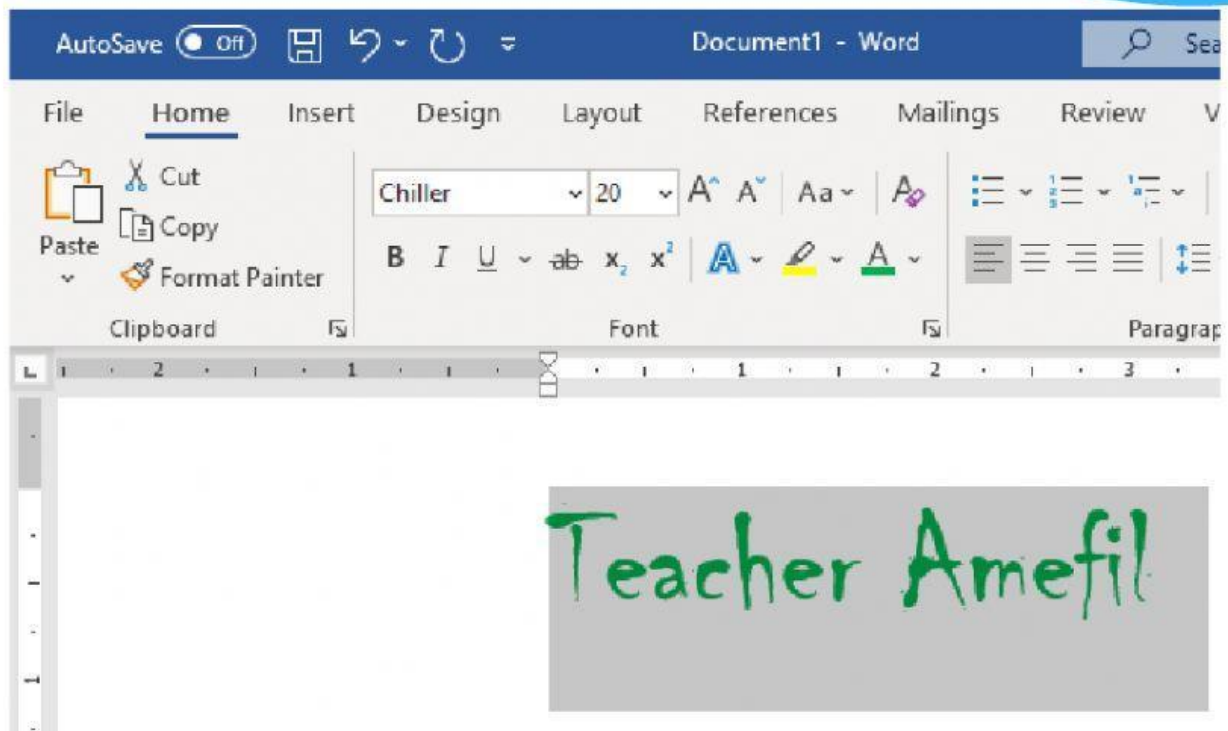
WORD BANK

Font colour

Font type

Font size

Identify the formatting used in each text.



1. Font type

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2. Font size

.....

3. Font colour

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Write.

Font type

Font size

Font colour

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