

UNIT 4: SPREADSHEET

FORMATTING TEXT (BOLD, ITALIC, UNDERLINE)



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

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

AutoSave Off Scores Year 3 Search

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Paste Font Alignment

Calibri 11 A[^] A^v

B I U

Wrap Text Merge & Center

Three empty blue boxes for labeling: [], [], []

2. Identify the formatting used in each text.

Teacher Amefil

Sonita

Hourlisin

Linkimlong

Chanmorokot

Lisin and Linda

ICT Year 3

3. Write to remember.

Bold

Italic

Underline

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4. Remember these formatting tools, too!

Font type

Font size

Font colour

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