

UNIT 2: WORD PROCESSING

FORMATTING TEXT



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

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

Diagram showing three list formatting options (Bulleted, Numbered, Multi-level) with corresponding empty boxes for labeling.

Diagram showing three text formatting options (Bold, Italic, Underline) with corresponding empty boxes for labeling.

Normal Text

Computer Computer Computer Computer



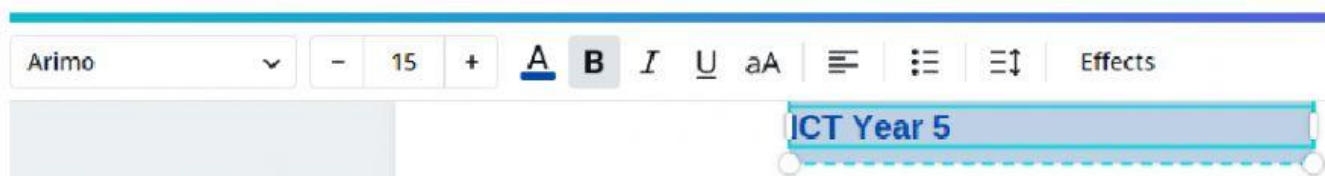
Calibri (Body)

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2. Identify the formatting used in each text.

ICT Year 5



Alignment:

Blue is the:

B, I or U:

Font size:

Font type:

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Alignment:

Blue is the:

B, I or U:

Font size:

Font type:

B, I or U: