

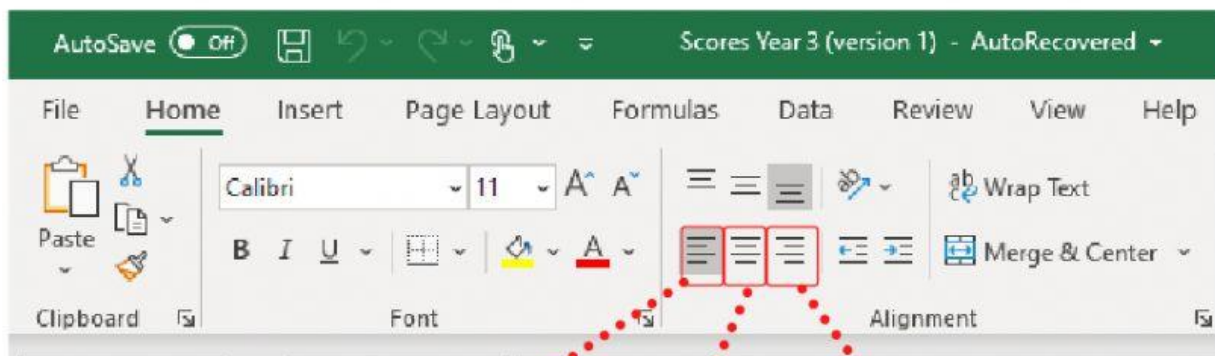
UNIT 4: SPREADSHEET

TEXT ALIGNMENT



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

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



2. Write to remember.

Left align

.....

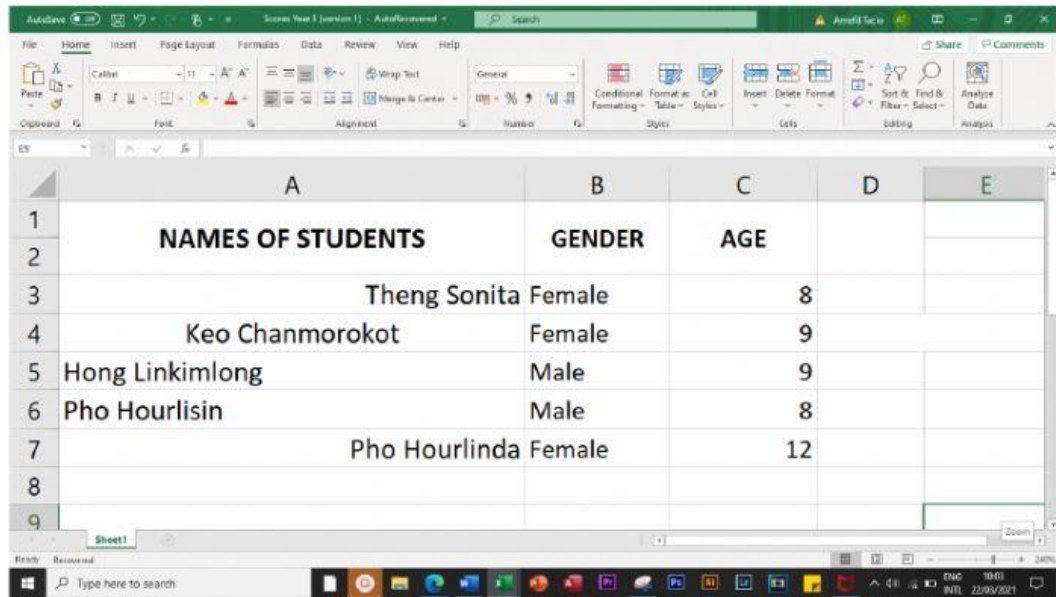
Centre align

.....

Right align

.....

3. What is the formatting used?



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	NAMES OF STUDENTS	GENDER	AGE		
2					
3	Theng Sonita	Female	8		
4	Keo Chanmorokot	Female	9		
5	Hong Linkimlong	Male	9		
6	Pho Hourlisin	Male	8		
7	Pho Hourlinda	Female	12		
8					
9					

Theng Sonita

GENDER

Hong Linkimlong

Keo Chanmorokot

Pho Hourlisin

Pho Hourlinda

12