

ICT YEAR 3

TOPIC : FORMATTING TEXT.

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Name: _____ Year: _____

Fill in the blank with the correct word.

italic	underline
font style	font size
highlight	bold
font colour	shading

The diagram illustrates the connection between text formatting terms and their respective buttons in the Microsoft Word ribbon. It features three empty boxes at the top and three at the bottom, connected by arrows to specific elements in the Word interface.

Top Boxes and their connections:

- Box 1 (left) points to the font face dropdown menu (currently showing 'Calibri').
- Box 2 (middle) points to the font size dropdown menu (currently showing '11').
- Box 3 (right) points to the text color button (represented by the letter 'A' with a color bar).

Bottom Boxes and their connections:

- Box 4 (left) points to the bold button (represented by the letter 'B').
- Box 5 (middle) points to the italic button (represented by the letter 'I').
- Box 6 (right) points to the underline button (represented by the letter 'U').

The central image shows the Microsoft Word ribbon with the 'Home' tab selected. The font group includes buttons for Bold (B), Italic (I), Underline (U), and Text Color (A). The paragraph group includes buttons for text alignment and bullet points. The 'Wrap Text' and 'Merge & Center' options are also visible.