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ICT YEAR 2

TOPIC : FORMATTING TEXT IN MICROSOFT WORD.

Name: _____. Year: _____.

Fill in the blank with the correct word.

italic	underline
font style	font size
font colour	bold

The diagram illustrates the workflow for text formatting in Microsoft Word. At the top, three empty boxes are connected by arrows to the 'Font' group on the 'Home' ribbon. The first box points to the font face dropdown (currently 'Arial'). The second box points to the font size dropdown (currently '11'). The third box points to the font color button (represented by a red 'A'). Below the ribbon, three empty boxes are connected by arrows to the 'B', 'I', and 'U' formatting buttons. The 'B' button is connected to the first box, the 'I' button to the second, and the 'U' button to the third. The ribbon itself shows the 'Home' tab selected, with the 'Font' group expanded, displaying options for font face, size, bold, italic, underline, and color.