

UNIT 2: WORD PROCESSING

POSITIONTEXT WITH TABS, RULER & INDENTS



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

Answer the questions.

1. The **tab** key on the keyboard can be used to align text in a Word document. **Explain briefly how tab works in a Word document.** (How useful is the tab key in formatting your text?)

2. Horizontal and vertical rulers help you to align text and graphics in a Word document. **In case the ruler is not visible, what are the steps to follow in order to show the ruler?**
