

UNIT 3: WORD PROCESSING

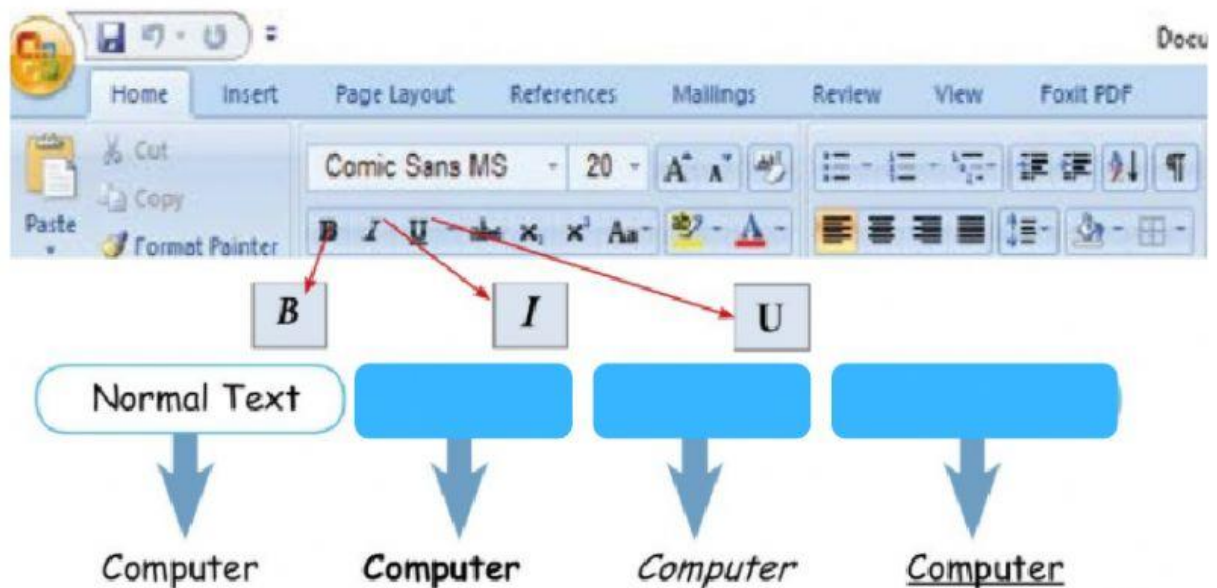
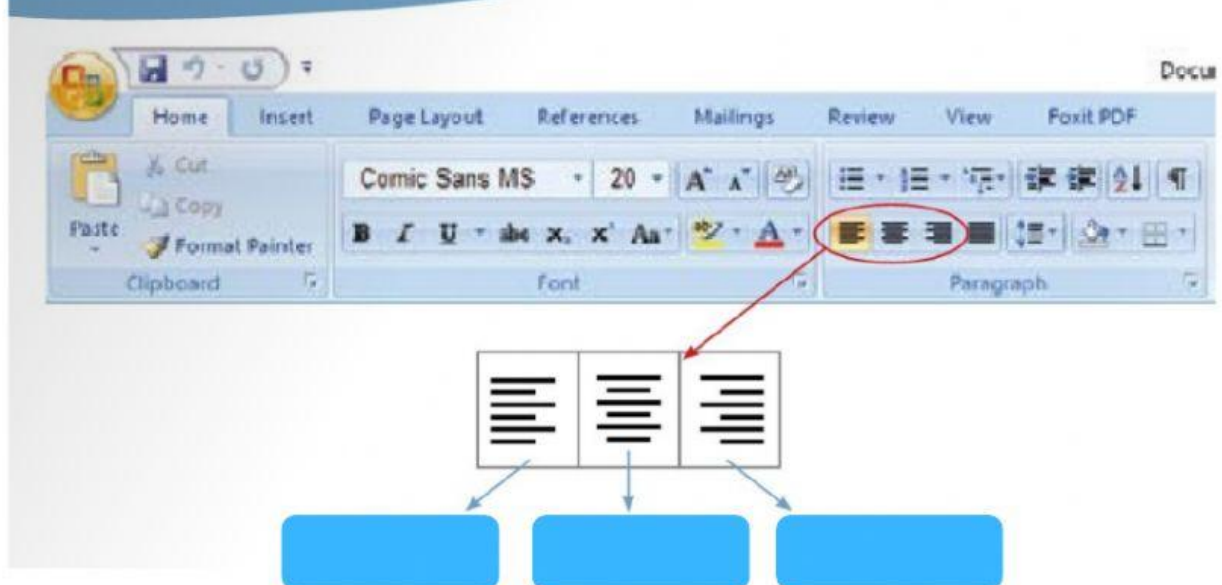
FORMATTING TEXT

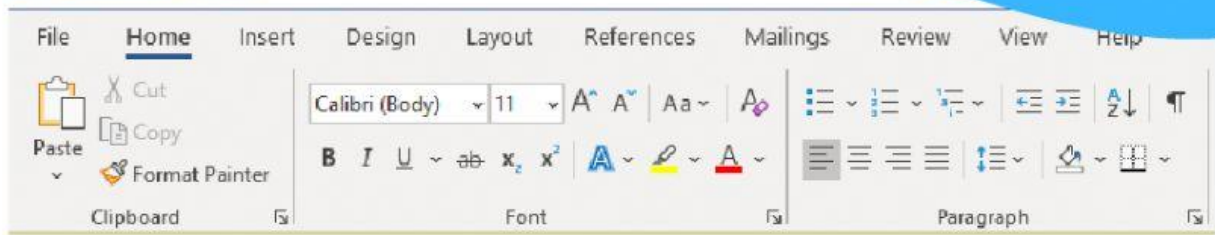


Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Label these formatting tools we often use in MS Word.

Formatting text: Alignment of text





Identify the formatting used in each text.

ICT Year 2	Alignment:
ICT Year 2	Font colour:
ICT Year 2	Alignment:
The students are happy.	(B, I, U):
<u>The clever students</u>	(B, I, U):
Date: 9 March 2021	(B, I, U):
NAME: TEACHER AMEFIL	Alignment:
<u>The students are happy.</u>	Alignment:
	(B, I, U):
	(B, I, U):
	Font colour: