

UNIT 3: WORD PROCESSING

FORMATTING TEXT IN MS WORD



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

Label these formatting tools we often use in MS Word.

A screenshot of the Microsoft Word ribbon, specifically the 'Home' tab. Three red dotted lines point from blue rectangular labels to specific tools on the ribbon: the first points to the font face dropdown (Comic Sans MS), the second points to the font size dropdown (11), and the third points to the font color button (A with a colored underline).

ICT Year 1

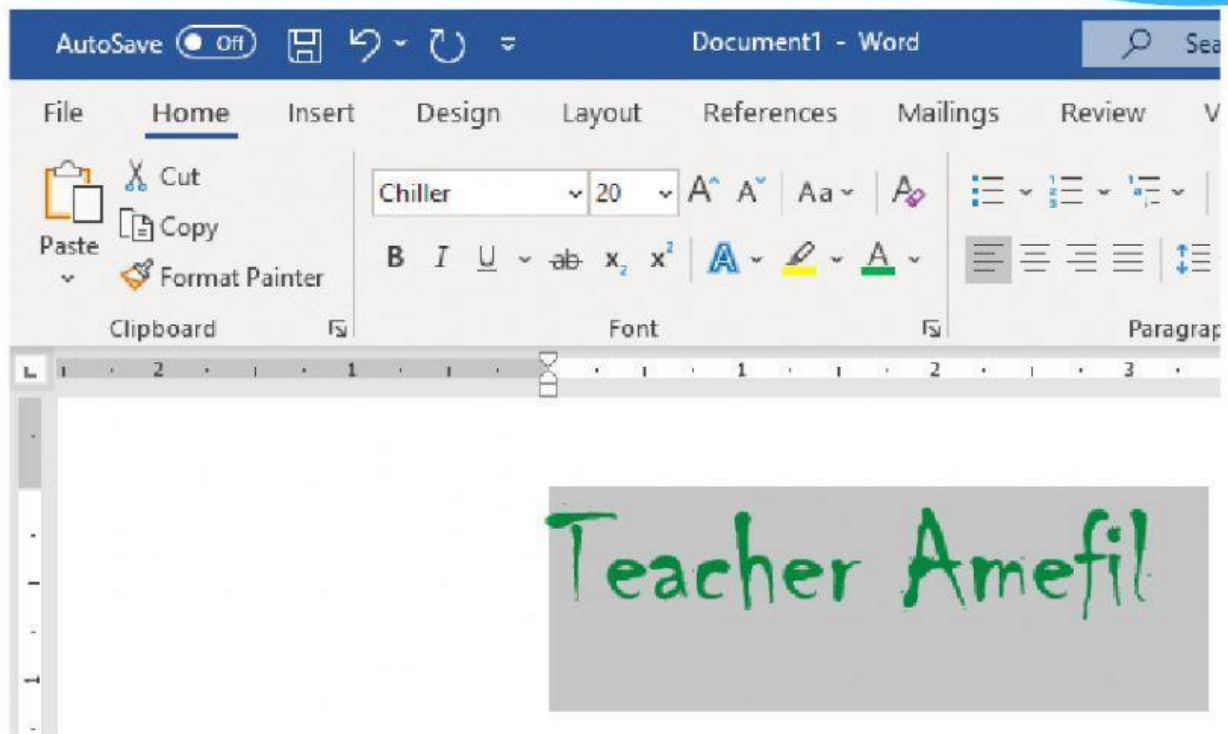
WORD BANK

Font colour

Font type

Font size

Identify the formatting used in each text.



1. Font type

.....

2. Font size

.....

3. Font colour

.....

Write.

Font type

Font size

Font colour

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