

UNIT 4: SPREADSHEET

FORMATTING TEXT (BOLD, ITALIC, UNDERLINE)



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

1. Label these formatting tools we often use in MS Word.

The image shows the MS Word ribbon with the 'Home' tab selected. The 'Font' group contains the Bold (B), Italic (I), and Underline (U) buttons, which are highlighted with red boxes. Red dotted lines connect these buttons to three empty blue rectangular boxes below them. The 'Paragraph' group contains the 'Wrap Text' button, and the 'Table' group contains the 'Merge & Center' button. The 'Alignment' group is also visible.

2. Identify the formatting used in each text.

Teacher Amefil

Sonita

Hourlisin

Linkimlong

Chanmorokot

Lisin and Linda

ICT Year 3

3. Write to remember.

Bold

Italic

Underline

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4. Remember these formatting tools, too!

Font type

Font size

Font colour

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