

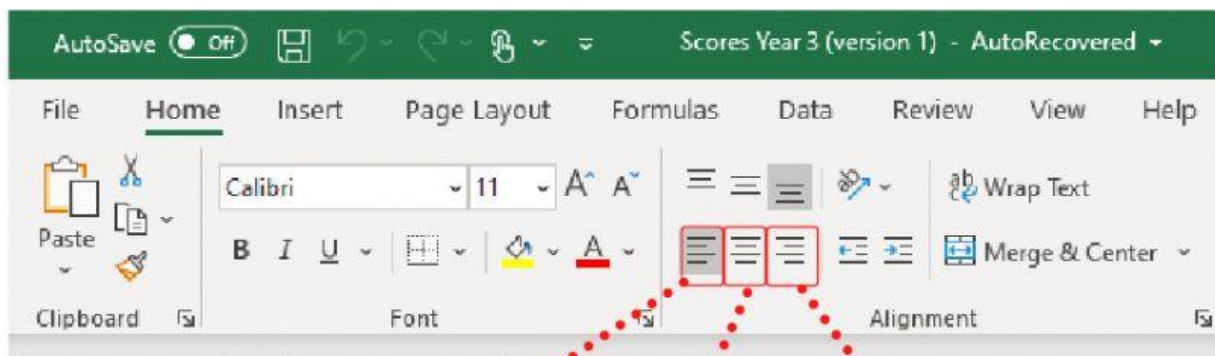
UNIT 4: SPREADSHEET

TEXT ALIGNMENT



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

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



2. Write to remember.

Left align

Centre align

Right align

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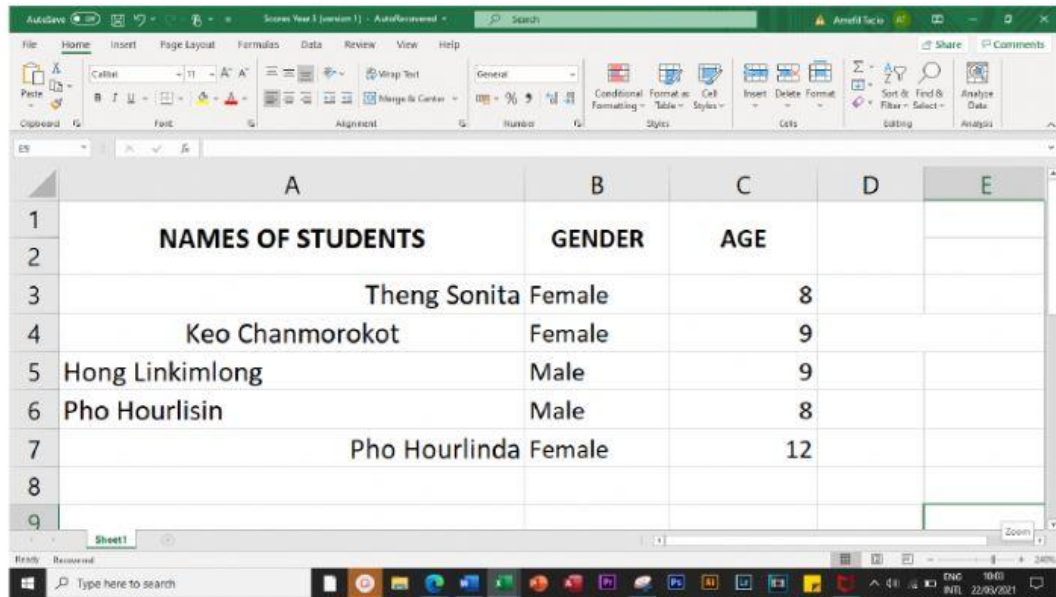
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3. What is the formatting used?



	A	B	C	D	E
1	NAMES OF STUDENTS	GENDER	AGE		
2					
3	Theng Sonita	Female	8		
4	Keo Chanmorokot	Female	9		
5	Hong Linkimlong	Male	9		
6	Pho Hourlisin	Male	8		
7	Pho Hourlinda	Female	12		
8					
9					

Theng Sonita

GENDER

Hong Linkimlong

Keo Chanmorokot

Pho Hourlisin

Pho Hourlinda

12