

STD IV

**VELANKANNI PUBLIC SCHOOL
R-10, KODUNGAIYUR, CHENNAI – 118.**

LS-4 MAKING PROFESSIONAL LOOKING TEXTS

Student Name : _____ Std : _____ Section : _____

MATCH THE FOLLOWING:

- | | | |
|-------------------------|---|----------|
| 1. Right Alignment | - | Ctrl + L |
| 2. Left Alignment | - | Ctrl + E |
| 3. Justify Alignment | - | Single |
| 4. Center Alignment | - | Ctrl + R |
| 5. Default line spacing | - | Ctrl + J |