

ICT YEAR 3

TOPIC : FORMATTING TEXT.

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Name: _____ Year: _____

Fill in the blank with the correct word.

italic	underline
font style	font size
highlight	bold
font colour	shading

The diagram illustrates the connection between text formatting terms and their corresponding buttons in the Microsoft Word ribbon. It features three empty boxes at the top and three at the bottom, connected by arrows to specific elements in the Word interface.

Top Boxes (Left to Right):

- Box 1: Points to the font face dropdown menu (currently showing 'Calibri').
- Box 2: Points to the font size dropdown menu (currently showing '11').
- Box 3: Points to the text color button (represented by the letter 'A' with a color bar).

Word Ribbon (Home Tab):

The ribbon shows the following sections and buttons:

- Clipboard:** Paste, Undo, Redo.
- Font:** Font face (Calibri), Font size (11), Bold (B), Italic (I), Underline (U), Text color (A with color bar).
- Paragraph:** Bullets, Numbering, Indentation, Line and Paragraph Spacing.
- Styles:** Paragraph Styles, Table Borders, Merge & Center.

Bottom Boxes (Left to Right):

- Box 4: Points to the Bold button (B).
- Box 5: Points to the Italic button (I).
- Box 6: Points to the Underline button (U).