

SEKOLAH RENDAH BERIBI TELANAI, CLUSTER 3

ICT YEAR 2

TOPIC : FORMATTING TEXT IN MICROSOFT WORD.

Name: _____. Year: _____.

Fill in the blank with the correct word.

italic	underline
font style	font size
font colour	bold

The diagram illustrates the connection between the Microsoft Word ribbon, font settings, and text formatting. At the top, three empty boxes are connected by arrows to the 'Font' group on the 'Home' ribbon. The ribbon tabs shown are Draw, Design, Layout, References, Mailings, Review, View, and Help. The Font group includes a font face dropdown (set to Arial), a font size dropdown (set to 11), and buttons for Bold (B), Italic (I), and Underline (U). Below the ribbon, three empty boxes are connected by arrows to the Bold, Italic, and Underline buttons respectively. The text 'B I U' is shown in the center, with arrows pointing from the boxes to each letter: Bold to 'B', Italic to 'I', and Underline to 'U'.