

Name: \_\_\_\_\_

Class: \_\_\_\_\_

|                |              |                |               |                 |
|----------------|--------------|----------------|---------------|-----------------|
| A. Font Type   | B. Subscript | C. Single      | D. Left Align | E. Line Spacing |
| F. Superscript | G. Double    | H. Right Align | I. Font Style | J. Formating    |

**PART A: Type the correct LETTER on the line**

1. A text that is \_\_\_\_\_ line spacing means that there is one clear line space between each lines of text
2. A text that is \_\_\_\_\_ is straight at the left margin but uneven at the right margin
3. ARIAL is an example of a \_\_\_\_\_
4. Text that is \_\_\_\_\_ is raised above the normal line.
5. The distance between each line of text is the definition for \_\_\_\_\_
6. The default line spacing is \_\_\_\_\_ line spacing
7. Changing the appearance of the text to have an impact on the reader is the definition for \_\_\_\_\_
8. **Bold** and *Italics* are examples of \_\_\_\_\_
9. Text that is \_\_\_\_\_ is below the normal the normal line. Eg. H<sub>2</sub>O
10. A text that is \_\_\_\_\_ is straight at the right margin and uneven on the left margin