

Name: _____

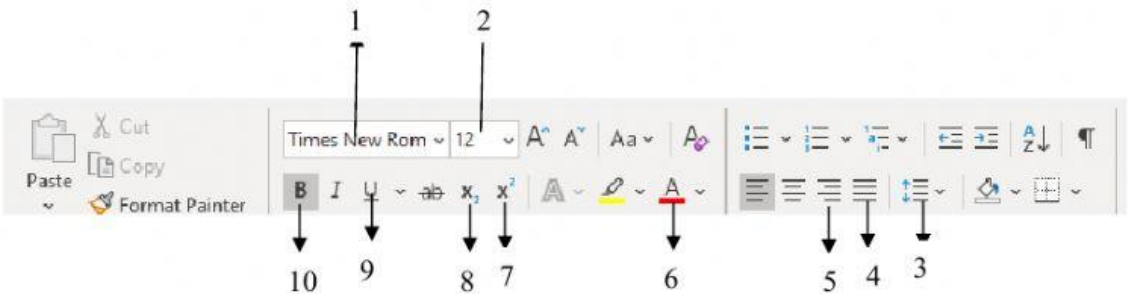
Class: _____

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. H₂O
10. A text that is _____ is straight at the right margin and uneven on the left margin

PART B: Label the following icons. Place the corresponding LETTER on the line



- | | | | |
|---------------------|-----------------------|------------------------|----------------------|
| a. Center | b. Superscript | c. Line Spacing | d. Scroll bar |
| e. Font Size | d. Justified | e. Font Colour | f. Numbering |
| g. Font Type | h. Bold | i. Right Align | j. Left Align |
| k. Underline | l. Subscript | | |

- | | | |
|-----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | | |