



Information & Communications Technology
Term 1 2020-2021

Name _____ Worksheet Number ____ Grade ____ Score _____

A. Choose the correct answer. Type the answer on the box provided.

1. In which Tab can you align the title of the paragraph to make it in Center?
Home Tab File Menu Center Alignment Justify Alignment

2. Which alignment lets you align the text within the left margin?
Center Alignment Left Alignment Right Alignment

3. True or False. Users usually prefer MS Word when typing a business letter.

4. Which alignment lets you align the text within the right margin?
Right Alignment Center Alignment Left Alignment

5. Which alignments distribute your texts evenly between margins?
Center Alignment Justify Alignment Right Alignment

- B. Type/write a paragraph entitled, "**The use of a Wired or Wireless Mouse**" in a computer.
Note: title: Center-Aligned, beginning of a paragraph should have at least an inch indentation.

Nothing follows...



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