

UNIT 3: WORD PROCESSING

FORMATTING TEXT



GRANDMONT INTERNATIONAL SCHOOL

Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Watch this video.

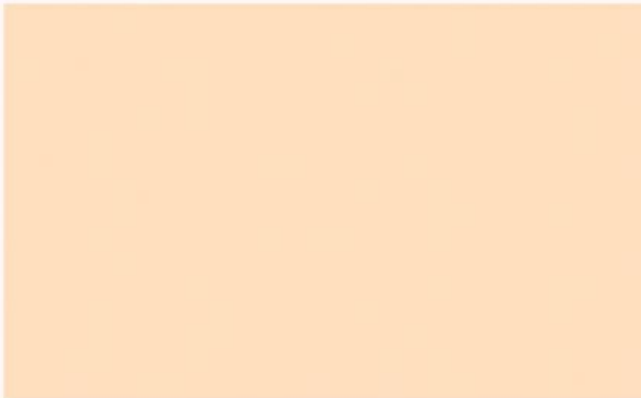


Fill in the blank.

The video showed that the was changed from Calibri to Comic Sans MS.

- a. font size
- b. font colour
- c. font type

Watch this video.

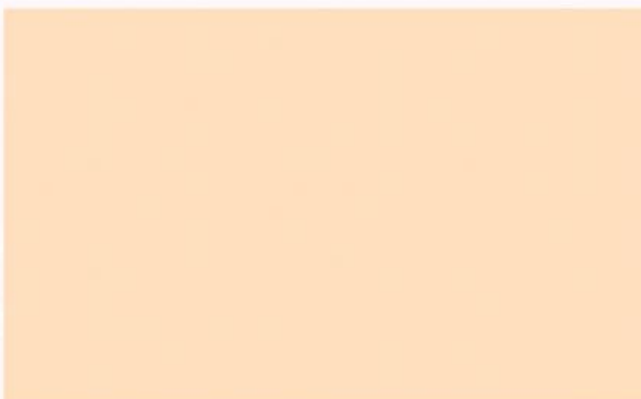


Fill in the blank.

The video showed that the was changed from 11 to 16.

- a. font size
- b. font colour
- c. font type

Watch this video.



Fill in the blank.

The video showed that the was changed from black to blue.

- a. font size
- b. font colour
- c. font type

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Watch the video above then answer the following questions.

1. What is the new font size of the word 'Little'?

2. 'Sam' was changed to what font type?

3. The word 'big' was changed to what font size?

4. What is the new font colour of the word 'blue'?

5. What is the new font type of the word 'blue'?