

UNIT 3: WORD PROCESSING

FORMATTING TEXT (BOLD, ITALIC, UNDERLINE)



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

Label these formatting tools we often use in MS Word.

Diagram illustrating the formatting tools used in MS Word:

- B** (Bold) → Normal Text → Computer
- I** (Italic) → Computer
- U** (Underline) → Computer
- Computer

Identify the formatting used in each text.

Teacher

Seyha

ICT Year 2

Students

Covid-19

Computer