

# UNIT 3: WORD PROCESSING

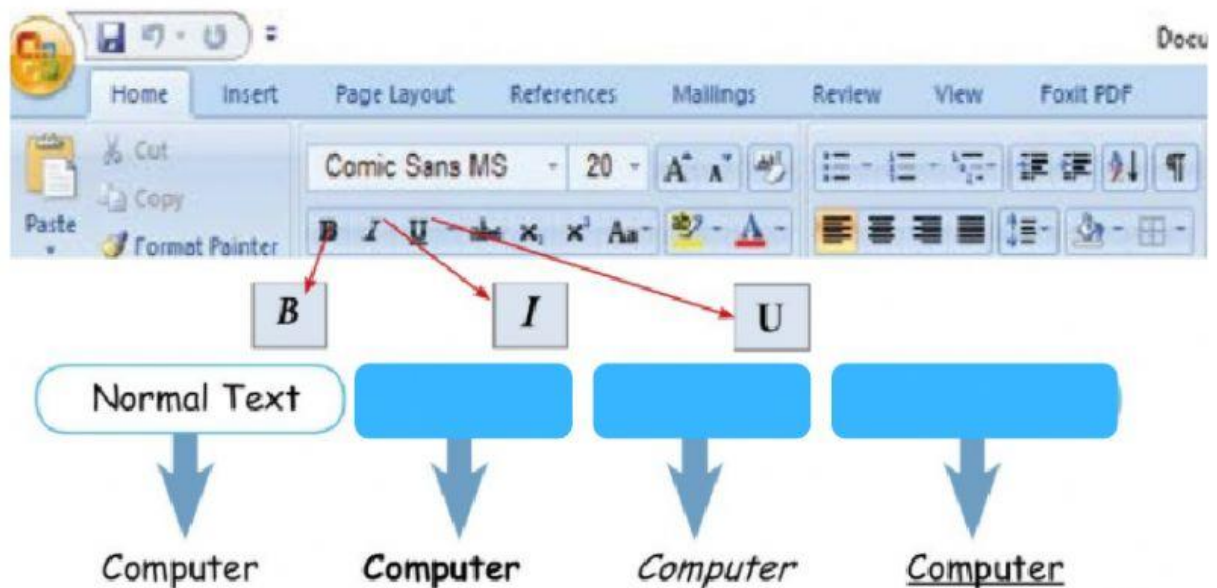
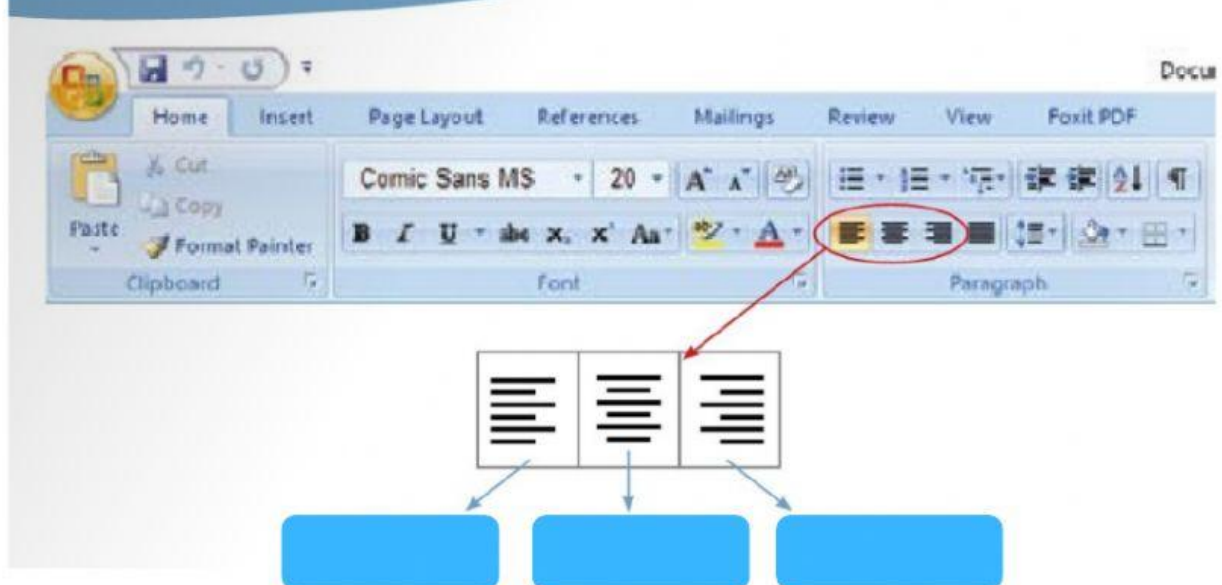
## FORMATTING TEXT

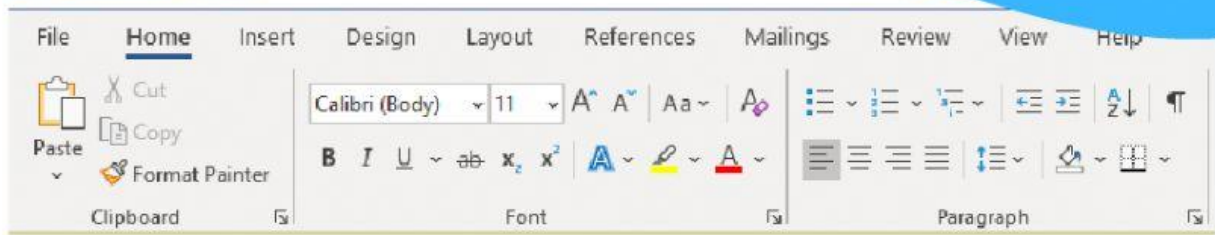


|           |              |       |  |
|-----------|--------------|-------|--|
| Yr Level: | Subject: ICT | Unit: |  |
| Name :    |              | Date: |  |

Label these formatting tools we often use in MS Word.

### Formatting text: Alignment of text





### Identify the formatting used in each text.

|                                |                    |
|--------------------------------|--------------------|
| ICT Year 2                     | Alignment: .....   |
| ICT Year 2                     | Font colour: ..... |
| ICT Year 2                     | Alignment: .....   |
| The students are happy.        | (B, I, U): .....   |
| <u>The clever students</u>     | (B, I, U): .....   |
| Date: 9 March 2021             | (B, I, U): .....   |
| NAME: TEACHER AMEFIL           | Alignment: .....   |
| <u>The students are happy.</u> | Alignment: .....   |
|                                | (B, I, U): .....   |
|                                | (B, I, U): .....   |
|                                | Font colour: ..... |