

UNIT 4: SPREADSHEET

FORMATTING TEXT (BOLD, ITALIC, UNDERLINE)



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

1. Label these formatting tools we often use in MS Word.

A screenshot of the Microsoft Word ribbon, specifically the 'Home' tab. The ribbon is divided into sections: Clipboard, Font, Paragraph, Styles, and Alignment. The Font section is highlighted, showing options for font face (Calibri), size (11), bold (B), italic (I), underline (U), and text color. The Paragraph section shows options for bullet points, numbering, and indentation. The Alignment section shows options for left, center, right, and justified alignment. Red dotted lines connect the bold (B), italic (I), and underline (U) buttons to three empty blue rectangular boxes below the ribbon.

2. Identify the formatting used in each text.

Teacher Amefil

Sonita

Hourlisin

Linkimlong

Chanmorokot

Lisin and Linda

ICT Year 3

3. Write to remember.

Bold

Italic

Underline

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4. Remember these formatting tools, too!

Font type

Font size

Font colour

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