

UNIT 2: WORD PROCESSING

FORMATTING TEXT



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

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

The screenshot shows the MS Word ribbon with the Paragraph section. Three alignment icons (Left, Center, Right) are circled in red. Below the icons are three empty blue boxes for labeling.

The screenshot shows the MS Word ribbon with the Font section. The Bold (B), Italic (I), and Underline (U) icons are highlighted with red arrows. Below the icons are four empty blue boxes for labeling. The first box is labeled 'Normal Text'.

Computer Computer Computer Computer



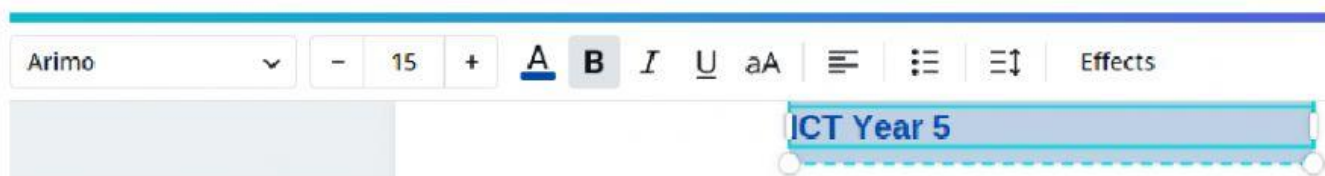
Calibri (Body)

11

A

2. Identify the formatting used in each text.

ICT Year 5



Alignment:

Blue is the:

B, I or U:

Font size:

Font type:

Grand Mount International School



Alignment:

Blue is the:

B, I or U:

Font size:

Font type:

B, I or U: