

UNIT 3: WORD PROCESSING

FORMATTING TEXT (ALIGNMENT)



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

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

Formatting text: Alignment of text

The image shows the MS Word ribbon with the Paragraph group. The alignment icons (Left, Center, Right, Justify) are circled in red. Below the ribbon, there are three boxes for labeling the alignment types shown in the icons above them.

2. Identify the formatting used in each text.

ICT Year 1	
Grand Mount International School	
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Teacher Amefil

Oggy and the Cockroaches

Unicorn

Seng Song and Rithy

Kimkheng

Nataly

Daranita, Muychhi and Reaksa

3. Write to remember.

Left align

Center align

Right align

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