

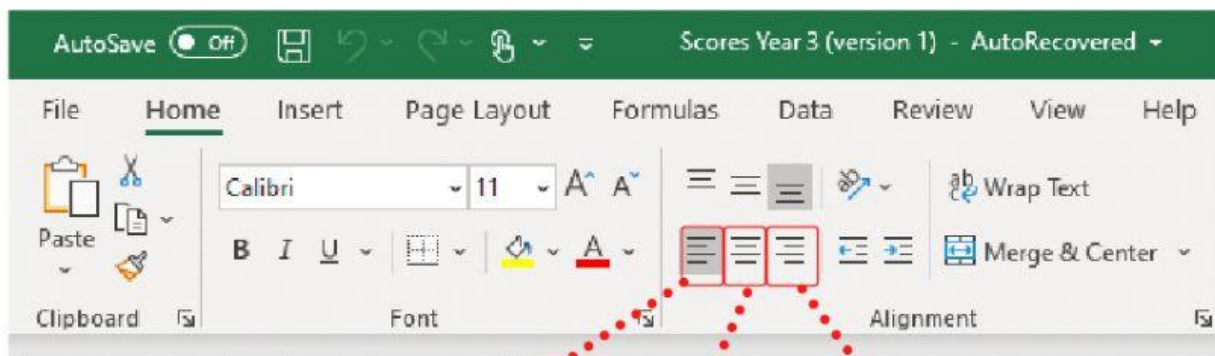
# UNIT 4: SPREADSHEET

## TEXT ALIGNMENT



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

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



2. Write to remember.

**Left align**

**Centre align**

**Right align**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

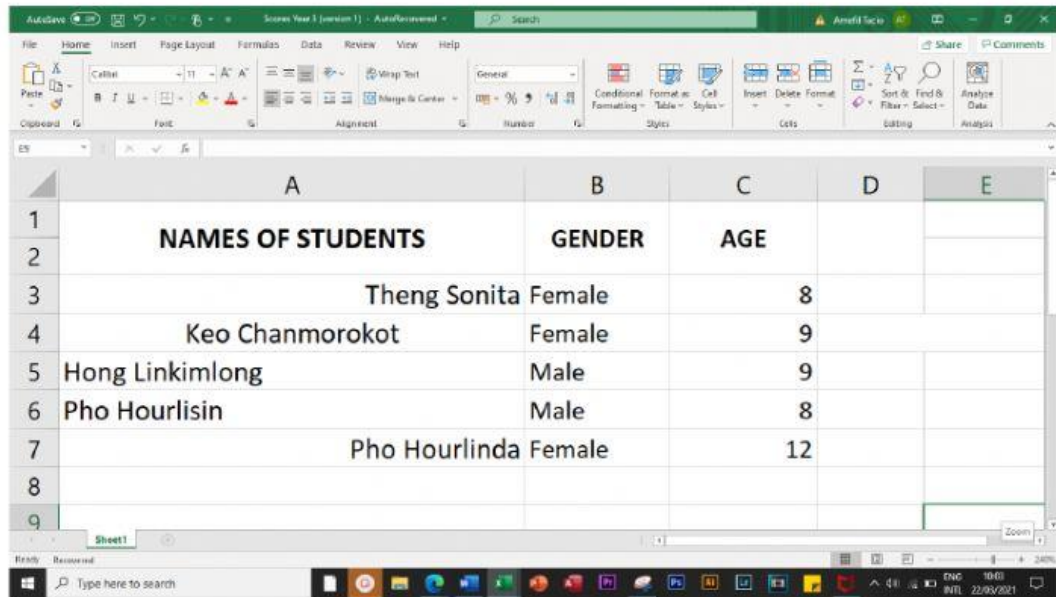
.....

.....

.....

.....

### 3. What is the formatting used?



|   | A                 | B      | C   | D | E |
|---|-------------------|--------|-----|---|---|
| 1 | NAMES OF STUDENTS | GENDER | AGE |   |   |
| 2 |                   |        |     |   |   |
| 3 | Theng Sonita      | Female | 8   |   |   |
| 4 | Keo Chanmorokot   | Female | 9   |   |   |
| 5 | Hong Linkimlong   | Male   | 9   |   |   |
| 6 | Pho Hourlisin     | Male   | 8   |   |   |
| 7 | Pho Hourlinda     | Female | 12  |   |   |
| 8 |                   |        |     |   |   |
| 9 |                   |        |     |   |   |

Theng Sonita

GENDER

Hong Linkimlong

Keo Chanmorokot

Pho Hourlisin

Pho Hourlinda

12