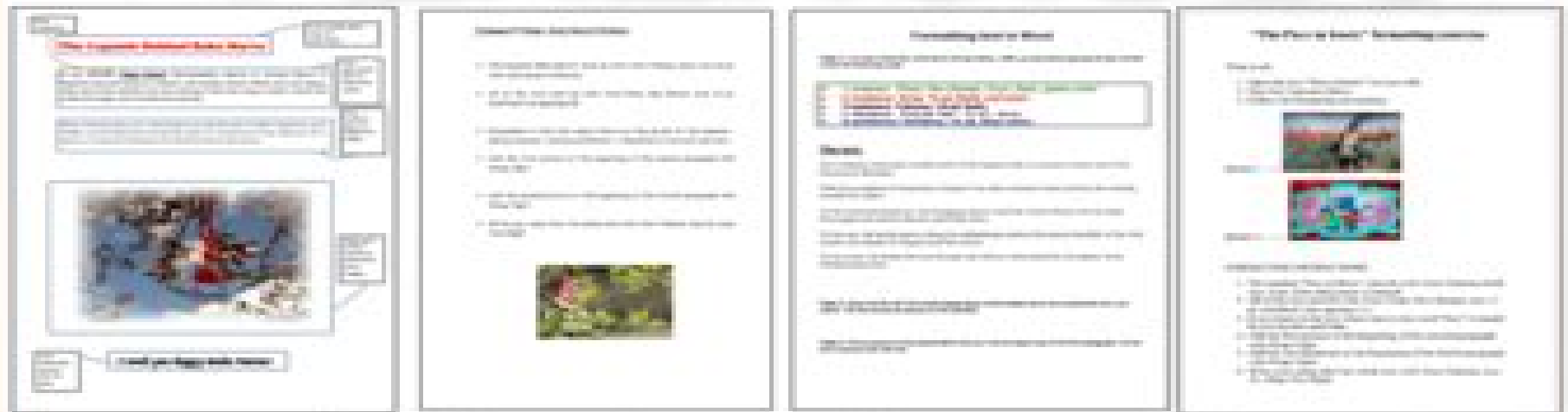
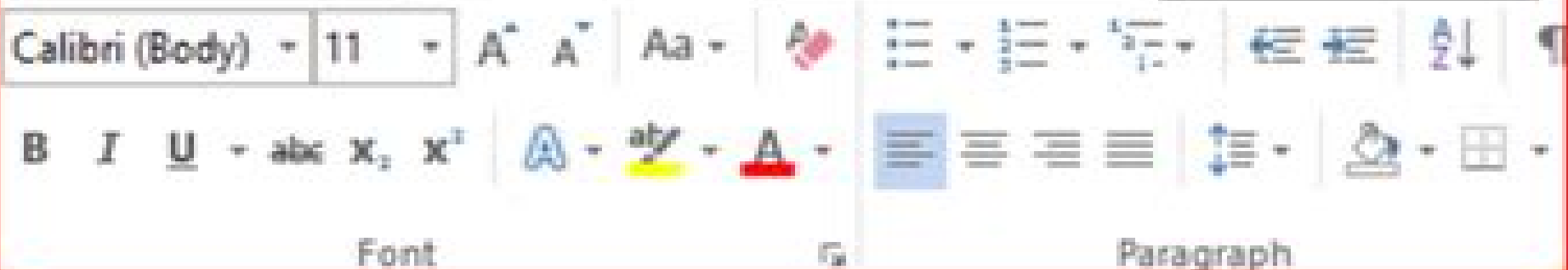


MS WORD TEXT FORMATTING - 4 EXERCISES



The four screenshots illustrate different text formatting exercises in Microsoft Word:

- Exercise 1:** A document titled "The Great Wall of China" with a large image of the wall and a list of bullet points describing its history and significance.
- Exercise 2:** A document titled "The Great Wall of China" with a list of bullet points and a small image of a person walking on the wall.
- Exercise 3:** A document titled "The Great Wall of China" with a list of bullet points and a small image of a person walking on the wall.
- Exercise 4:** A document titled "The Great Wall of China" with a list of bullet points and a small image of a person walking on the wall.



The image shows the Microsoft Word ribbon with the Font and Paragraph tabs selected. The Font tab includes options for font face (Calibri (Body)), size (11), bold (B), italic (I), underline (U), and various text colors and background colors. The Paragraph tab includes options for bullet points, numbered lists, and indentation.

Font

Paragraph

Microsoft Word Exercise Manual

D Kirk



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