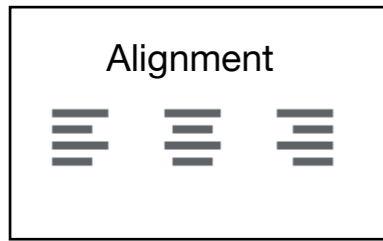


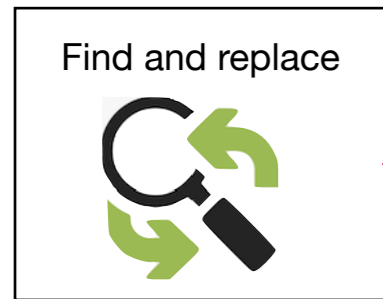


1. Can you match the tool with how you would use it? (One has been done for you)



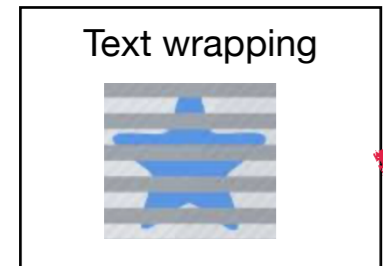
Alignment

Make individual words stand out from other words in a paragraph.



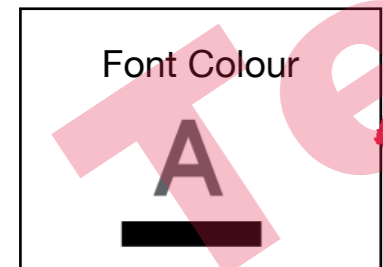
Find and replace

Move the text to the left, right or centre of the page.



Text wrapping

Choose one word on a document and substitute it for a better one whenever it appears.



Font Colour

Make an image stand out on a page.



Image border

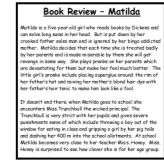
Position text around an image so the that the image does not move but the text does.

2. Which of the tasks below is best suited to using a word processor (e.g Microsoft Word, Apple Pages, Google Docs)? (Circle all that apply)

A letter to parents



Book review



Presentation on the Solar System



A video about Summer holidays



3. Match the key on the keyboard with the best use.



Delete text



Add a space



Start a new line



Type in capital letters



1. Can you match the tool with how you would use it? *(One has been done for you)*

Alignment

Make individual words stand out from other words in a paragraph.

Find and replace

Move the text to the left, right or centre of the page.

Text wrapping

Choose one word on a document and substitute it for a better one whenever it appears.

Font Colour

Make an image stand out on a page.

Image border

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