

Format Text: Bold, Italic, Font Size, Alignment

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Identify common text formatting options in a word processor
- 2 Describe what each formatting action does to text on screen
- 3 Apply bold, italic, font size, and alignment changes to improve a document

MINI LESSON

When you type in a word processor, you can change how your text looks. This is called formatting. Formatting makes documents easier to read and helps important ideas stand out.

Common Formatting Options

- Bold — makes text heavier and darker so it stands out.
- Italic — slants the text to the right, used for titles or emphasis.
- Underline — adds a line under the text, often for links or headings.
- Font size — makes text larger or smaller on the page.
- Font color — changes the color of the letters.
- Highlight — adds a color background behind the text.
- Left align — lines text up at the left margin (most common for paragraphs).
- Center align — centers text in the middle of the page (great for titles).
- Right align — lines text up at the right margin.

How to Format Text

1. Select (highlight) the text you want to format.
2. Click the formatting button in the toolbar (B for Bold, I for Italic, etc.).
3. The text changes immediately on screen.
4. To remove formatting, select the text again and click the same button.

! Do not use too many different styles in one document — keep it simple so your writing is easy to read.

Formatting Toolbar

B

I

U

A+

A-

Left

Center

Right

Bold
Italic
Underline
Size+
Size-
Left
Center
Right

This text is bold.

This text is normal.

Larger text looks bigger on the page.

Use the toolbar to change how your text looks.

Formatting: Before and After

BEFORE

My Favourite Animal

The dog is a friendly pet.
It runs fast.
No formatting applied.

➔

AFTER

My Favourite Animal

The dog is a friendly pet.
It runs fast.
Formatted!

Formatting makes your document easier to read.

EXERCISES — MATCH THE PAIRS

Draw a line to match each formatting action with what it does to text.

| | |
|-----------------------|---|
| 1. Bold | A. Makes text larger on the page |
| 2. Italic | B. Adds a line under the text |
| 3. Underline | C. Slants text to the right |
| 4. Increase font size | D. Makes text heavier and darker |
| 5. Center align | E. Changes the color of the letters |
| 6. Left align | F. Adds a color background behind text |
| 7. Highlight | G. Lines text up at the left margin |
| 8. Font color | H. Centers text in the middle of the page |

Write the matching letter next to each number (e.g. 1-B, 2-A, 3-C...).

1 — ____ 2 — ____ 3 — ____ 4 — ____ 5 — ____ 6 — ____ 7 — ____ 8 — ____

EXERCISES — MULTIPLE CHOICE

Circle the best answer.

What does the Bold formatting option do?

- Slants text to the right
- Makes text heavier and darker
- Adds a line under the text

What does Italic formatting do to text?

- Makes text larger
- Changes the text color
- Slants the text to the right

Which formatting option would you use to center a document title?

- Left align
- Center align
- Right align

What does Underline formatting add to text?

- A color background behind the text
- A line underneath the text
- Extra space around the text

To format text, what must you do first?

- Click the Save button
- Select (highlight) the text
- Close the document

What does increasing the font size do?

- Makes the text color brighter
- Makes the text larger on the page
- Makes the text italic

Which formatting adds a color background behind the letters?

- Font color
- Bold
- Highlight

Font color formatting changes which part of the text?

- The size of the letters
- The color of the letters themselves
- The spacing between letters

Where is the formatting toolbar usually found in a word processor?

- At the bottom of the screen
- At the top of the screen near the menu
- On the desktop background

Which alignment lines text up at the left edge of the page?

- Right align
- Center align
- Left align

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Names at least five formatting options and explains what each one does.
- Describes the correct process to apply formatting to text.
- Matches each formatting action to its effect on screen.
- Explains when to use bold, italic, and center align in a real document.