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

|  |  |  |  |
| --- | --- | --- | --- |
| Justify | Left Alignment | Center Alignment | Right Alignment |



2) Write down the short cut keys for the following;

|  |  |  |
| --- | --- | --- |
| Ctrl+U | Ctrl+L | Ctrl+B |

|  |  |
| --- | --- |
| Formatting tools | Shortcut key |
| 1) Bold |  |
| 2) Underline |  |
| 3)Left Alignment |  |
| 4) Justify |  |