1. **Match the following**

|  |  |
| --- | --- |
| 1.
 | a.Enter |
| 1.
 | b.Shift+Enter |
| 1.
 | c.Left Aligned |
| 1. Line Break
 | d.Justified |
| 1. Paragraph Break
 | e.Right Aligned |
| 1.
 | f.Center Aligned |

1. **Which of these icons would you choose to align text in the middle of the page?**

2. **Which of these icons would you choose to align text on the left of the page?**


2) Rearrange the steps to create a bullet list or number list in MS Word.(Cut and paste the steps in the given table).

|  |
| --- |
| Change the style of your bullets or numbers by right-clicking the button and selecting from the options shown. |
| Select all the lines in the list and click or to create your list. |
| Type each line of the list with a paragraph break at the end. |

|  |  |
| --- | --- |
| Steps  | Instructions |
| 1 |  |
| 2 |  |
| 3 |  |