1. **Match the following**

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