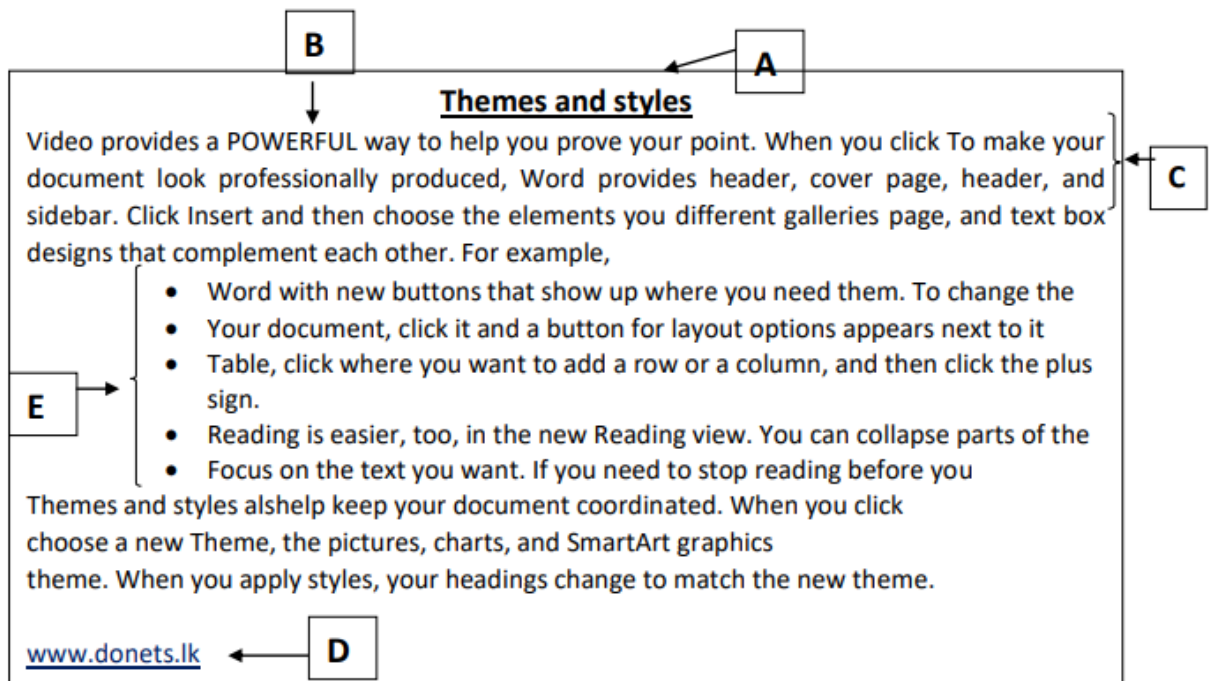




- Following figure shows a text document formatted using a word processing software. Elements formatted are labeled A to E.



Write down how you could complete following tasks using the necessary tools from those labeled in following figure. Write the relevant tool number(s) in front of the question number.

1. Center, bold, change font size to 30 of the document title shown by label A
2. Format text shown by label B to Capital letters.
3. Justify the paragraph shown by label C.
4. Make the word shown by label D as a hyperlink.
5. Insert a bulleted list shown by label E.

1

Hyperlink

Bookmark

Cross-reference

Links

Online Video Media

10

2 3 4 5 6 7 8 9

Calibri (Body) 11 A A Aa

B I U abc x₂ x² A a A

11 12 13 14 15 16 17 18