Computer with SOHIT

MS Word

Text Formatting

Learn fonts, size, colour, alignment, bullets and paragraph formatting.

Learning objectives

- Understand the main idea of this topic.
- Identify important terms and tools.
- Practise the concept using the related lesson on the website.

Practice task

Open the related lesson page, follow the examples and write down the key points in your own words. Try the activity again until you can complete it confidently.

Note: This is a starter study-note template. Add your detailed lesson content before sharing it with learners.