## Name Date

## Formatting Exercise

Exercise 1 – Drag and Drop double click on the name of the room and drag it under the correct picture:

|  |  |  |
| --- | --- | --- |
|  |  | kitchen  living room |
|  |  |  |
|  |  | bedroom  bathroom |
|  |  |  |
|  |  | dining room study |
|  |  |  |
|  |  | toilet  classroom |
|  |  |  |

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## Format Exercise

## Exercise 2 – Inserting Images

Use Clip Art to find a picture to match the words below and insert it in the column to the right of the word. Make the picture the same size as the first one (2cmx2cm) **without distorting** it.

|  |  |
| --- | --- |
| Words | Pictures |
| Bath | j0283628 |
| Table |  |
| Chair |  |
| Elephant |  |
| Tree |  |
| Flower |  |
| Crane |  |
| Giraffe |  |
| Bicycle |  |

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**Format Activity**

Exercise 2 – Alignment of Text

**Task**: Align, centre or bullet point the text below.

|  |  |  |
| --- | --- | --- |
| Align text left | Centre Text | Align text right |
| Cat  Dog  Mouse  Elephant | Castle  Tower  Drawbridge  Moat | Car  Train  Bus  Lorry |
| Centre Text | Align text right | Align text left |
| Oranges  Apples  Banana  Pineapple | Cabbage  Peas  Potatoes  Carrots | Arm  Leg  Head  Foot |
| Bullet Point the text | Number the text | Multilevel the text |
| Saucepan  Jug  Spatula  Whisk | Bunsen burner  Test-tube  Petra dish  Microscope | Pallet  Brush  Paint  Pastels |