Teacher Name: Miss AmsaClass:6 Subject: ICTechDate:7-9-2018

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| **1. Put a 🗹 if the sentence is correct** |
| 1. Using the spacebar key you can align your text.
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| 1. Using the enter key you can determine the distance between the lines.
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| 1. The only way to add space after a paragraph is to press the enter key.
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| 1. You can align a text to the right using the tab key.
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| 1. You can save a Microsoft Word document as a Microsoft Excel file.
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| 1. You can save a Microsoft Word document as a CSV file.
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| 1. You can save a Microsoft Word document as a PDF file.
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| 1. To change the font size of a particular word you can just click on this word.
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| 1. To change the font size of a phrase you must select the whole phrase.
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| 1. You can change the indentation of the paragraph using the “indent increase / decrease” button.
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| 1. You cannot apply shading on a list.
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| 1. **Match the columns to show how to align text**
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|  | ⭘ |  | ⭘ | Align text to both left and right margins/justified |
|  | ⭘ |  | ⭘ | Align text to the center |
|  | ⭘ |  | ⭘ | Align text to the left |
|  | ⭘ |  | ⭘ | Align text to the right |