# Y7: MANIPULATING IMAGES AND TEXT

**NAME:**

For each of the following explain what they do and when you might use them.



 1 2 3 4 5 6 7 8 9 10

|  |  |  |
| --- | --- | --- |
| Number / NAME | **WHAT IT DOES** | **WHEN / HOW IT MIGHT BE USED** |
| **1) FONT** |  |  |
| **2) FONT SIZE** |  |  |
| **3) BOLD** |  |  |
| **4) ITALIC** |  |  |
| **5) UNDERLINE** |  |  |
| Number / NAME | **WHAT IT DOES** | **WHEN / HOW IT MIGHT BE USED** |
| **6) LEFT ALIGN** |  |  |
| **7) CENTER ALIGN** |  |  |
| **8) RIGHT ALIGN** |  |  |
| **9) OPEN A DOCUMENT** |  |  |
| **10) SELLING AND GRAMMAR CHECK** |  |  |