Features of a word processor

Below are images of key features of word processors. Can you identify what the icons do?

**Hint 1:** Hover your mouse over the icons that you do not recognise and they might give you a clue as to what they do.

**Hint 2:** If you’re not sure what the tool does, highlight some of this text and click on the tool icon to see what happens.

|  |  |  |
| --- | --- | --- |
| **Tool icon** | **Tool name** | **Brief description** |
|  | BOLD | Changes the text to be bold, i.e. thicker and more noticeable |
|  | FONT | Allows you to change the style/appearance of the text |
|  | CENTRE ALIGN | Moves the text so that it is in the middle of the page, rather than having a margin on the left- or right-hand side of the page |
|  | TEXT COLOUR | Allows you to change the colour of the text |
|  | BULLETED LIST | Allows you to create a bullet-pointed list |

**Explorer task:** Work out how to add a new row to the table and fill it in with another interesting and useful icon/tool that you have found.

This resource is available online at [ncce.io/med1-1-a1-s](https://ncce.io/med1-1-a1-s). Resources are updated regularly — please check that you are using the latest version.

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