Word Processing - Illustrated

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

left-aligned text with a ragged right margin

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

right-aligned text (with a ragged left margin)

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need change," said the tiger. "The animals are crying."

justified text

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

centered text

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

single-spaced text

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

1.5 spacing

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

double-spaced text

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger. "The animals are crying for a change."

to indent the first line of a paragraph

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger. "The animals are crying for a change."

to increase the indent

- Keep the given order of the numbers.
- When you do not know something, you write the corresponding number and leave the rest of the line empty.

a bulleted list (with a hanging indent)

Word Processing - Illustrated

1. Keep the given order of the numbers.
2. Don't give alternatives.

              a numbered list

Keep the **given** order of the numbers.

              a word in bold print
a boldfaced word

Keep the *given* order of the numbers.

              a word in italics
an italicized word

Keep the <u>given</u> order of the numbers.

              an underlined word

KEEP THE GIVEN ORDER.

              all caps

Times New Roman

              a serif font

Arial, Verdana

              sans-serif fonts

Keep the given order.

              to increase the font size

Keep the given order.

              to decrease the font size

Keep the given order.[1]

              a superscript number

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

              a drop cap