

Lab 1 Activity 2 - Formatting Text

Objective - Learn how to format text using different font styles and paragraph settings.

1. Apply various font styles, sizes, and colors to the text.
2. Use bold, italic, underline, and strikethrough options.
3. Change text alignment (left, center, right, justify).
4. Adjust line spacing and paragraph spacing.
5. Apply bullet points and numbering to lists.

Solutions:

Task 1:

THIS IS A DUMMY TEXT GENERATED BY A STUDENT OF BSCS OF AL KAWTHAR UNIVERSITY, THIS MEANS NOTHING BUT ONLY TEXT FOR FORMATTING AND CHANGING FONT SIZES. AND YES, THE FONT NAME IS COPPERPLATE.

Comparatively this font size is larger than the previous one and the size is 16, check by yourself.

Now this text is red, in color... If it is printed by a black and white printer, you will see it a bit light. Well never mind.

Task 1 demonstrated successfully.

Task 2:

This is a dummy paragraph in which **some text** is bold, and some is not bold. Many words in this sentence can be *italic*. And underlining is a very easy task to do. And if I did ~~anything wrong~~, just strike through it. Thank you.

Task 3:

Left - This is also a dummy paragraph but it is written in left aligned mode, and yes the shortcut for it is Ctrl + L.

Center - This is also a dummy paragraph but it is written in center aligned mode, and yes the shortcut for it is Ctrl + E. I hope it worked.

Justified - This is also a dummy paragraph but it is written in justified mode, and yes the shortcut for it is Ctrl + J. I hope it worked.

Right - This is also a dummy paragraph but it is written in right aligned mode, and yes the shortcut for it is Ctrl + R. I hope it worked.

Task 4:

Line spacing in this is very high, because these lines have too many words in it. It is too much, very very

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

Paragraph spacing is very high here.

Task 5:

A bulleted list:

- Apple
- Banana
- Peach

A numbered list:

1. Potato
2. Onion
3. Mint