

|  |  |  |  |
| --- | --- | --- | --- |
| **Right align text** | **Left align text** | **Centre text** | **Justify text** |
| **Make selected text bold** | **Underline selected text** | **Italicise selected text** | **Insert gridlines** |
| **Add bullet points** | **Add a number list** | **Colour the background behind text or shapes** | **Switch the pages between portrait and landscape** |
| **Change the text colour** | **Display and calculate formulas** | **Activate the internet** |  |

