G.C.E. O/L Grade 10 ICT · Lesson 6

6.3 Formatting Text, Pictures and Shapes

Formatting means changing how a document **looks** without changing its words. Good formatting makes a document easy to read. In this note you will learn **text formatting** (font, size, bold, italic, underline, colour, highlight, case), **paragraph formatting** (alignment, line spacing, bullets and numbering, indents), how to **insert and format pictures** (wrap text, resize, crop, alt text) and how to **insert and format shapes** (fill and outline) in Word, Writer and Google Docs.

1. Text (character) formatting

First **select** the text (drag or double-click a word), then use the **Home** → **Font** group (Writer: Format → Character; Google Docs: toolbar).

Format	Example / how
Font (typeface)	Calibri, Times New Roman, Arial; Sinhala: Iskoola Pota, Noto Sans Sinhala
Font size	Measured in points (pt): body 11–12 pt, heading 16–24 pt
Bold / Italic / Underline	**Bold** Ctrl+B, Italic Ctrl+I, Underline Ctrl+U
Font colour	Changes the colour of the letters (A with a coloured bar)
Highlight	Colours the background behind text, like a highlighter pen
Change case	UPPERCASE, lowercase, Sentence case, Capitalize Each Word (Shift+F3 in Word)
Subscript / Superscript	H_2O, x^2

2. Paragraph formatting

Alignment
Left (Ctrl+L), Centre (Ctrl+E), Right (Ctrl+R), Justify (Ctrl+J) – justify makes both edges straight.

Line spacing
Space between lines: 1.0 (single), 1.15, 1.5, 2.0 (double). Also space before/after paragraphs.

Bullets and numbering
Bullets (•) for lists in any order; numbering (1, 2, 3 / a, b, c) for steps in order.

Indents
Move a paragraph away from the margin: left, right, first-line and hanging indent (ruler or Increase Indent button).

💡 Use **Styles** (Heading 1, Heading 2, Normal) for headings – then Word can make a Table of Contents automatically.

Format Painter (paintbrush icon) copies formatting from one piece of text to another.

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

3. Pictures (graphics)

- **Insert**: Insert → Pictures → This Device / Online Pictures (Writer: Insert → Image; Docs: Insert → Image).
- **Resize**: drag a **corner** handle so the picture keeps its shape (aspect ratio). Dragging a side handle stretches it.
- **Crop**: cut away unwanted edges (Picture Format → Crop).
- **Wrap Text**: decides how text flows around the picture.
- Picture styles, borders, brightness and rotation are also on the Picture Format tab.



Common text-wrapping options. Others: Tight, Through, In front of text.

> NEW 2026 **Alt text** (alternative text): right-click a picture → View Alt Text and describe it, e.g. 'Students planting trees in the school garden'. Screen readers read it aloud to blind users. Word can suggest alt text automatically – always check it.

4. Shapes

Insert → Shapes (Writer: Insert → Shape; Docs: Insert → Drawing → Shape). Drag on the page to draw. Hold **Shift** to draw a perfect circle or square.

Format	Meaning
Shape Fill	Colour, gradient or picture inside the shape
Shape Outline	Colour, thickness (weight) and dash style of the border
Shape Effects	Shadow, glow, 3-D
Add text	Right-click → Add Text to type inside a shape
Group	Join several shapes so they move together

Key Words

Font – The design (typeface) of the letters, e.g. Arial.

Font size – Size of letters measured in points (pt).

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

Highlight – Colour behind the text like a marker pen.

Alignment – Position of lines: left, centre, right or justify.

Justify – Alignment that makes both left and right edges straight.

Line spacing – Space between lines of text, e.g. 1.5.

Indent – Distance of a paragraph from the margin.

Change case – Switching between UPPERCASE, lowercase and Sentence case.

Crop – Cutting off unwanted edges of a picture.

Wrap text – How text flows around a picture or shape.

Alt text – A description of a picture read by screen readers.

Shape fill – Colour or pattern inside a shape.

Sample Q&A

1. What is the difference between font colour and highlight?

> **Answer:** Font colour changes the letters; highlight colours the background behind the letters.

2. Name the four alignments and their shortcuts.

> **Answer:** Left Ctrl+L, Centre Ctrl+E, Right Ctrl+R, Justify Ctrl+J.

3. When should you use numbering instead of bullets?

> **Answer:** When the order matters, e.g. steps of a method or ranking.

4. How do you resize a picture without stretching it?

> **Answer:** Drag a corner handle (keeps the aspect ratio).

5. Why add alt text to pictures?

> **Answer:** So screen readers can describe the picture to people who are blind or have low vision; it improves accessibility.

6. What are shape fill and shape outline?

> **Answer:** Fill is the colour inside the shape; outline is the colour, thickness and style of its border.

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

MCQ

1. Font size is measured in…

A. Points (pt)
B. Pixels per inch
C. Centimetres only
D. Kilobytes

2. Which makes text look like it was marked with a yellow pen?

A. Bold
B. Font colour
C. Underline
D. Highlight

3. Which alignment makes both edges of a paragraph straight?

A. Right
B. Left
C. Justify
D. Centre

4. Ctrl+E is used to…

A. Edit
B. Centre align
C. Erase
D. Export

5. ‘ict notes’ → ‘ICT NOTES’ is done with…

A. Line spacing
B. Highlight
C. Change Case – UPPERCASE
D. Bold

6. Steps of a science experiment are best shown with…

A. Bullets
B. Highlight
C. Wrap text
D. Numbering

7. Double line spacing is…

A. 1.15
B. 0.5
C. 2.0
D. 1.0

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

8. To keep a picture's shape while resizing, drag a…

A. Scroll bar
B. Corner handle
C. Rotation handle
D. Side handle

9. Removing unwanted edges of a photo is called…

A. Cropping
B. Grouping
C. Wrapping
D. Merging

10. Text flows around all four sides of a picture with the wrap option…

A. In line with text
B. Square
C. Top and bottom
D. Behind text

11. Alt text mainly helps…

A. Printers print faster
B. Spelling check
C. Pictures load in colour
D. Screen reader users with visual impairments

12. The colour inside a shape is set with…

A. Shape Fill
B. Shape Outline
C. Font colour
D. Highlight

Structured Questions

1. A notice says 'SPORTS MEET'. List four text formats you could use to make the title stand out. *(4 marks)*

> Larger font size (e.g. 28 pt), bold, a bright font colour, centre alignment (also a different font, highlight, UPPERCASE).

2. Explain the difference between bullets and numbering with one example each. *(4 marks)*

> Bullets – items in any order, e.g. things to bring: pen, ruler, calculator. Numbering – ordered steps, e.g. 1 Open Word 2 Type 3 Save.

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

3. Name and describe three text wrapping options. *(3 marks)*

In line with text – picture sits like a big letter in the line; Square – text goes around the box; Top and bottom – text only above and below; Behind text – picture under the text.



Model diagram: wrap options.

4. (i) What is alt text? (2 marks)
(ii) Write good alt text for a photo of a school cricket team holding a trophy. (2 marks) *(4 marks)*

(i) A short description of a picture that screen readers read to blind users. (ii) 'School under-15 cricket team smiling and holding the winners' trophy.'

5. Describe how to draw a blue circle with a thick red border in Word. *(4 marks)*

Insert → Shapes → Oval; hold Shift and drag; Shape Format → Shape Fill → Blue; Shape Outline → Red, Weight → 3 pt.

Summary

- Select text first, then format it.
- Text: font, size (pt), bold/italic/underline, colour, highlight, case.
- Alignment: left, centre, right, justify (Ctrl+L/E/R/J).
- Line spacing 1.0, 1.15, 1.5, 2.0; indents move paragraphs from the margin.
- Bullets for any order; numbering for ordered steps.
- Pictures: insert, resize with corner handles, crop, wrap text.
- Add alt text to every picture for accessibility.
- Shapes: insert, fill (inside), outline (border), effects, add text.

MCQ answer key – 6.3

1. **A** – E.g. 12 pt.
2. **D** – Highlight colours the background.
3. **C** – Justify (Ctrl+J).

© 2026 schoolict.net (Ruwan Mangala Suraweera) · All rights reserved

4. **B** – E = cEntre.
5. **C** – Change Case.
6. **D** – Order matters → numbering.
7. **C** – Single 1.0, double 2.0.
8. **B** – Corner handles keep the aspect ratio.
9. **A** – Crop tool.
10. **B** – Square wraps around the box.
11. **D** – Accessibility feature.
12. **A** – Fill = inside, outline = border.

© 2026 schoolict.net (Ruwan Mangala Suraweera). All rights reserved.