

ICT IGCSE Practical – Revision Presentation

Word Processing

Font Styles (Exam House Style Example)

House style specifications

	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
THC-Header_footer	serif	10	as in step 4	italic	single	0	0
THC-Title	sans-serif	32	left	bold	single	0	0
THC-Subtitle	sans-serif	16	right	italic	single	0	0
THC-Subheading	sans-serif	14	centre	underlined	single	0	12
THC-Body	serif	11	justified	none	single	0	12
THC-Table	serif	11	left	none	single	0	0

Exam Question

The alignment for the first style will be different as **specific alignment** will be asked for in Question 4. So you can just set it as **left align as a default value**.

- 4
- Place in the header:
 - the text Tawara Health Club left aligned
 - automated page numbers right aligned.
 - Place in the footer:
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