CLICK ON SEARCH ICON AND THEN Type “WORD” IN “WORD”
ពីរូបWORD ICON
CLICK ON 
ឈឺសិល្បៈ: 
ប្រើប្រាស់ BLANK DOCUMENT
TYPE

ESL LEARNING CENTER

YOUR DOCUMENT
How to Change Text Style & Size

របៀបផ្តល់ប្តូររចនបថអត្ថបទនិងទំហំអកេសរ
Select text you want to change:

1. Press the right button on the mouse and hold the button down.
2. Move over the text with the mouse.
3. Click “Home” to see these options.

You can change the font (text) size and style here.

ជេើសរើសអត្ថបទដេលអ្នកចង់ប្តូរ:

1. ចុចប៊ូតុង Mouse ខាងសា្តេំហើយសង្កត់ប៊ូតុងនោះចុះកេេម។
2. រំកិលលើអត្ថបទនោះដោយបេើ Mouse
3. Click “Home” to see these options.
How to Align Text
Select your text and click the "Align Left" icon in the "Paragraph" group.

Notice the text alignment (text position).
Select your text and click the "Center" icon in the "Paragraph" group.

Notice the text alignment (text position).
Select your text and click the "Align Right" icon in the "Paragraph" group.

Notice the text alignment (text position) regarding the English section.
Select your text and click the "Justify" icon in the "Paragraph" group

Notice the text alignment (text position)
How to Double Space Text

ប្រេងប្រែអត្ថបទដកឃ្លេពីរដង
Select the text with the mouse. (We showed you how to select text on page 8).

Select the text with the mouse. (We showed you how to select text on page 8).

Click to double space text

Click “Home”
Select 2.0 to double space text

Select 2.0 to double space text

The English as a second language department at the Long Beach City College prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals.

Our services include placement testing, counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.
How to Indent Text

របៀប ព្រឹងស្តូប័ត្រប្របាវ
You can change your indentation here.
Or you can also click in the right corner of the paragraph group ឬអ្នកក៏អាចចុចនៅជ្រុងខាងសា្តេំនេកេុមកថាខណ្ឌ (Paragraph group).
How to Insert Page Numbers in Your Document
How to Save Your Document
You can save to your desktop or to your USB flash drive here.

You can change the name of your document here.

Click on "Browse."