

Name \_\_\_\_\_ Date \_\_\_\_\_

## Microsoft Word Lesson

### How to Apply **Bold**, *Italic*, and Other Formatting.

Bold, italic and underline are the three formatting commands mostly in when writing.

1. Highlight your selected text to be formatted or Go to the Menu bar
2. Click on Format then, Click on Font
3. On the Font window, click on the font style to change your format settings.
4. Then click ok when done.

Other way of doing this format is by going to the Format Bar and look for the B I U box.



### Keyboard Shortcuts

To format text from the keyboard, select the text, and you use these keyboard shortcuts: Ctrl+B for boldface, Ctrl+I for italic, Ctrl+U for underline, or Ctrl+Shift+D for double underline.

In the Font window, you can use any of the effects to format your texts.

