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 BIU box.

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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.

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Font Character Spacir	a Text Effects	
Eont:	Font style:	<u>S</u> ize:
Times New Romans	Regular	12
Times New Roman Timmons Trebuchet MS Univers Univers Condensed	Regular Italic Bold Bold Italic	8 9 10 11 12
Font <u>c</u> olor:	Underline style: (none)	Underline color:
Effects Strikethrough Double strikethrough Superscript Subscript Preview	Shado <u>w</u> Outline Emboss Engrave	☐ S <u>m</u> all caps ☐ All caps ☐ Hidden
This is a TrueType font. This for	Times New Roman	and screen.
Default		OK Cancel

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