* **Basic Text Formatting in Microsoft Word**

This document explains how to use some of the most common text formatting tools in Microsoft Word. These tools allow you to change the appearance of your text, making your documents more readable and visually appealing.

* **Changing Font Size**

Font size refers to the height of your text characters. You can adjust the font size to make your text larger or smaller depending on your needs.

* **Steps:**

1. **Select the text**

pen\_spark

you want to change the size of. You can do this by clicking and dragging your mouse over the text.

1. Locate the **Font Size** drop-down menu on the **Home** tab. It's typically located in the Font group. (See Screenshot 1)
2. Click the arrow next to the Font Size box and choose a new size from the list. Alternatively, you can type a specific size directly into the box and press **Enter**

**Applying Bold and Italics**

**Bold** text is darker and thicker than regular text, making it stand out. **Italics** slant the characters, often used to emphasize words or phrases.

* **Steps:**

1. Select the text you want to format.
2. On the **Home** tab, locate the **Font Style** group. (See Screenshot 2)
3. Click the **Bold** (**B**) button to make the text bold.
4. Click the **Italics** (**I**) button to make the text ital

**Tip:** You can also use keyboard shortcuts for these functions. Press **Ctrl+B** for bold and **Ctrl+I** for italics.

**Underlining Text**

Underlining adds a line beneath the text, often used to emphasize important information.

* **Steps:**

1. Select the text you want to underline.
2. On the **Home** tab, locate the **Font Style** group. (See Screenshot 3)
3. Click the **Underline** button (**U**). This will apply a single underline to the text.

**Additional Underline Options:**

By clicking the down arrow next to the Underline button, you can access additional underline styles like double underline, wavy line, and more.

By following these steps and using the available tools, you can effectively format your text in Microsoft Word to enhance the clarity and visual appeal of your documents.