##### Lesson 9

# BOLD, ITALICS, UNDERLINE

### Learning Goal

Text formatting is used to make some parts of text stand out so that they attract attention of the viewer. In this lesson, you will learn to bold, italicize and underline words and lines.

### Task

For this lesson, start a new document and type the following text into it:

Examination Schedule

Date: Wednesday, 8th January 2013

Venue: Patna Science College

0900-1200 hrs: Pre University (Hall-11)

1400-1700 hrs: B.Sc. (Hall-12)

Save the document as “Exam Schedule”.

Your task is to bold first line as well as “Date” in second line, “Venue” in third line and the timings in fourth and fifth lines; italicize “Patna Science College” and underline “Hall-11” and “Hall-2” in fourth & fifth lines.

### Step-by-Step Instructions

#### Method-1: Using Ribbon

1. Select the first line.
2. Click ‘Home’ tab on the Ribbon.
3. Click ‘B’ in the ‘Font’ group.

The selected text will become bold.

1. Repeat steps 1-3 for “Date”, “Venue”, “0900-1200 hrs” and “1400-1700 hrs”.

All selected text will become bold.

1. Select “Patna Science College”
2. Click ‘I’ on the Ribbon.

Selected text will be italicised.

1. Select “Hall-11”.
2. Click ‘U’ on the Ribbon.

Selected text will be underlined.

1. Repeat steps 7 and 8 for “Hall-12”.

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| TIP! You can select multiple parts of text and apply the desired format at one go following the steps below:   1. Click in the margin by the side of the first line to select it. 2. Press the Ctrl button and, while keeping it pressed, select “Date”, “Venue”, “0900-1200 hrs” and “1400-1700 hrs”. You will find that all selected text is simulteneously highlighted. 3. Now Click ‘**B**’ on the Ribbon. All highlighted text becomes bold. 4. You can similarly underline “Hall-11” and “Hall-12” simultaneously. |

#### Method-2: Using Font Dialog Box

1. Select the first line, “Date”, “Venue”, “0900-1200 hrs” and “1400-1700 hrs” as explained above.
2. Click the Font Dialog Launcher (it is the down pointing arrow in the bottom right corner of the Font group on ‘Home’ tab).

This will bring up the Font Dialog.

1. Click ‘Bold’ in the ‘Font Style’ list.

You can see the result of this selection in the preview window of the dialog.

1. Click ‘OK’ button.

The selected text will become bold.

1. Select “Patna Science College” and launch the ‘Font’ Dialog.
2. Click ‘Italic’ in the ‘Font’ Dialog to italicize selected text.
3. Select “Hall-11” and “Hall-12” and launch the ‘Font’ Dialog.
4. Click the box below ‘Underline Style’ when a drop down list opens showing several styles. Select single underline style.

The selected text will be underlined.

#### Method-3: Using Keyboard Shortcuts

1. Select the first line, “Date”, “Venue”, “0900-1200 hrs” and “1400-1700 hrs”.
2. Press Ctrl-B.

Selected text will become bold.

1. For underlining, select the text and press Ctrl-U.

The selected text will be underlined

1. For italicizing, select the text and press Ctrl-I.

The selected text will become italicized.

#### Method-4: Using Mini Toolbar

1. Select the first line, “Date”, “Venue”, “0900-1200 hrs” and “1400-1700 hrs”.
2. Right click anywhere in highlighted text. The Context Menu will appear with a separate Mini Toolbar above it.
3. Click ‘**B**’ in the Mini Toolbar.

Selected text will become bold.

1. For underlining, select the text, right click on highlighted text and click ‘**U**’ in the Mini Toolbar.

The selected text will be underlined.

1. For italicizing, select the text, right click on highlighted text and click ‘**I**’ in the Mini Toolbar.

The selected text will be italicised.

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| TIP! If you wish to emphasize the first line still more by making it bold, underlined and italicized at the same time, select the first line press Ctrl-B, Ctrl-U and Ctrl-I successively and the text of first line will appear bold, underlined and italicized. |

After formatting text as explained above, the text in the document will look like this:

***Examination Schedule***

**Date**: Wednesday, 8th January 2013

**Venue**: *Patna Science College*

**0900-1200 hrs**: Pre University (Hall-11)

**1400-1700 hrs**: B.SC.-I (Hall-12)

You will be using this document for other exercises where the bold, italic and underline formatting is not required in the first line. **To clear formatting,** select this line and click the ‘Clear Formatting’ button of the ‘Paragraph’ group on Ribbon. All formatting will be cleared in the first line and the document will look like this:

Examination Schedule

**Date**: Wednesday, 8th January 2013

**Venue**: *Patna Science College*

**0900-1200 hrs**: Pre University (Hall-11)

**1400-1700 hrs**: B.SC.-I (Hall-12)

Save the document before exiting Word.

### Recap

* Bold, italics and underline formatting can be applied using
  + the formatting buttons ‘B’, ‘I’ and ‘U’ on Home tab,
  + the ‘Font’ dialog ,
  + keyboard shortcuts Ctrl + B, Ctrl + I and Ctrl + U, and
  + the mini toolbar
* Bold, italics and underline formatting commands are toggle commands. First application of these commands formats the text and second application removes the formatting done by the first application.