**Title: Formatting Text in MS Word**

**Introduction:** Microsoft Word offers various formatting options to enhance the appearance of text in your documents. In this guide, we will explore how to format text by changing font sizes, applying bold and italics, and underlining text.

**Step 1: Changing Font Sizes**

1. Open Microsoft Word and create a new document.
2. Type some text that you want to format.
3. Select the text that you want to change the font size for.
4. Go to the "Home" tab in the Ribbon.
5. In the "Font" group, locate the "Font Size" dropdown menu.
6. Click on the dropdown menu and select the desired font size from the list.
7. Alternatively, you can directly type the desired font size in the box next to the dropdown menu.

**Step 2: Applying Bold and Italics**

1. Select the text that you want to apply bold or italics to.
2. To apply bold, click the "B" icon in the "Font" group on the "Home" tab. You can also press **Ctrl + B**.
3. To apply italics, click the "I" icon in the "Font" group on the "Home" tab. You can also press **Ctrl + I**.
4. To apply both bold and italics, click the "B" and "I" icons simultaneously.

**Step 3: Underlining Text**

1. Select the text that you want to underline.
2. Click the "U" icon in the "Font" group on the "Home" tab. You can also press **Ctrl + U**.
3. To remove the underline, click the "U" icon again.

**Conclusion:** By following these steps, you can easily format text in Microsoft Word by changing font sizes, applying bold and italics, and underlining text. Experiment with different formatting options to create visually appealing documents.

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