**How To Format Text Including Changing Fount Sizes, Applying Bolds, & Italics**

**Open Microsoft Word**:

Launch Microsoft Word on your computer.

**Type Your Text**:

Start by typing the text you want to format in the document.

**Changing Font Sizes**:

Select the text you want to change the font size for .Go to the "Home" tab in the ribbon at the top of the Word window. In the "Font" group, locate the font size drop-down menu. Click the drop-down arrow and select the desired font size from the list. Alternatively, you can type the font size directly into the box next to the drop-down menu. Your text will now be displayed in the selected font size.

**Applying Bold:**

Select the text you want to make bold. On the "Home" tab, in the "Font" group, click the "B" (Bold) button. Alternatively, you can use the keyboard shortcut Ctrl + B. The selected text will now appear in bold.

**Applying Italics:**

Select the text you want to make italic. On the "Home" tab, in the "Font" group, click the "I" (Italic) button. Alternatively, you can use the keyboard shortcut Ctrl + I. The selected text will now appear in italics.

**Underlining Text:**

Select the text you want to underline. On the "Home" tab, in the "Font" group, click the "U" (Underline) button. Alternatively, you can use the keyboard shortcut Ctrl + U. The selected text will now be underlined.

**Save Your Document:**

Once you have formatted your text as desired, don't forget to save your document by clicking on the "File" tab and selecting "Save As" or "Save" depending on your preferences.

**DAY 03**

**THE END**