**Step 1: Launch Microsoft Word**

Open Microsoft Word by clicking on its icon in the Start menu or by searching for it.

**Step 2: Start a New Document**

Once Word is open, start a new blank document by clicking on "Blank document" from the start screen.

**Step 3: Type Text**

Type the text you want to format in the blank document.

**Step 4: Change Font Size**

To change the font size, select the text you want to modify. Then, go to the "Home" tab in the ribbon at the top of the window. In the "Font" group, you'll find the font size dropdown menu. Click on the dropdown arrow and select the desired font size.

**Step 5: Apply Bold**

To apply bold formatting, select the text you want to make bold. Then, either click the "B" button in the "Font" group on the "Home" tab, or press **Ctrl + B** on your keyboard.

**Step 6: Apply Italics**

To apply italics formatting, select the text you want to make italic. Then, either click the "I" button in the "Font" group on the "Home" tab, or press **Ctrl + I** on your keyboard.

**Step 7: Underline Text**

To underline text, select the text you want to underline. Then, either click the "U" button in the "Font" group on the "Home" tab, or press **Ctrl + U** on your keyboard.

**Step 8: Save Your Document**

After formatting your text, make sure to save your document by clicking on the "File" tab in the top left corner and selecting "Save As".

**Step 9: Name and Save Your Document**

Choose the location where you want to save your document, enter a name for your document in the "File name" field, and click the "Save" button.

**Step 10: Congratulations!**

You've successfully learned how to use basic text formatting tools in Microsoft Word.

**DAY 5**