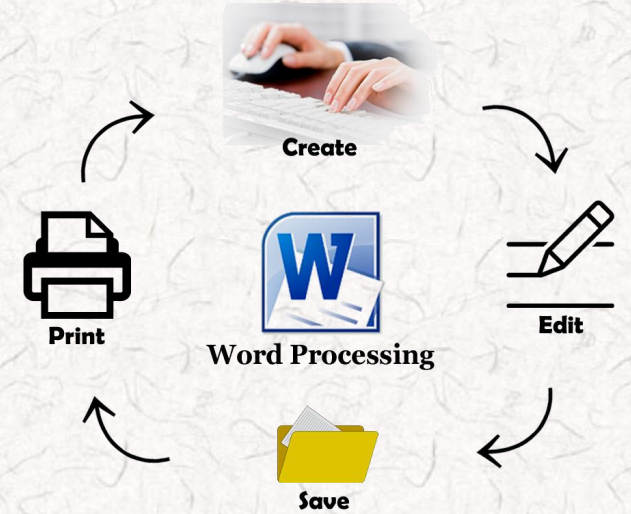


Word Processing

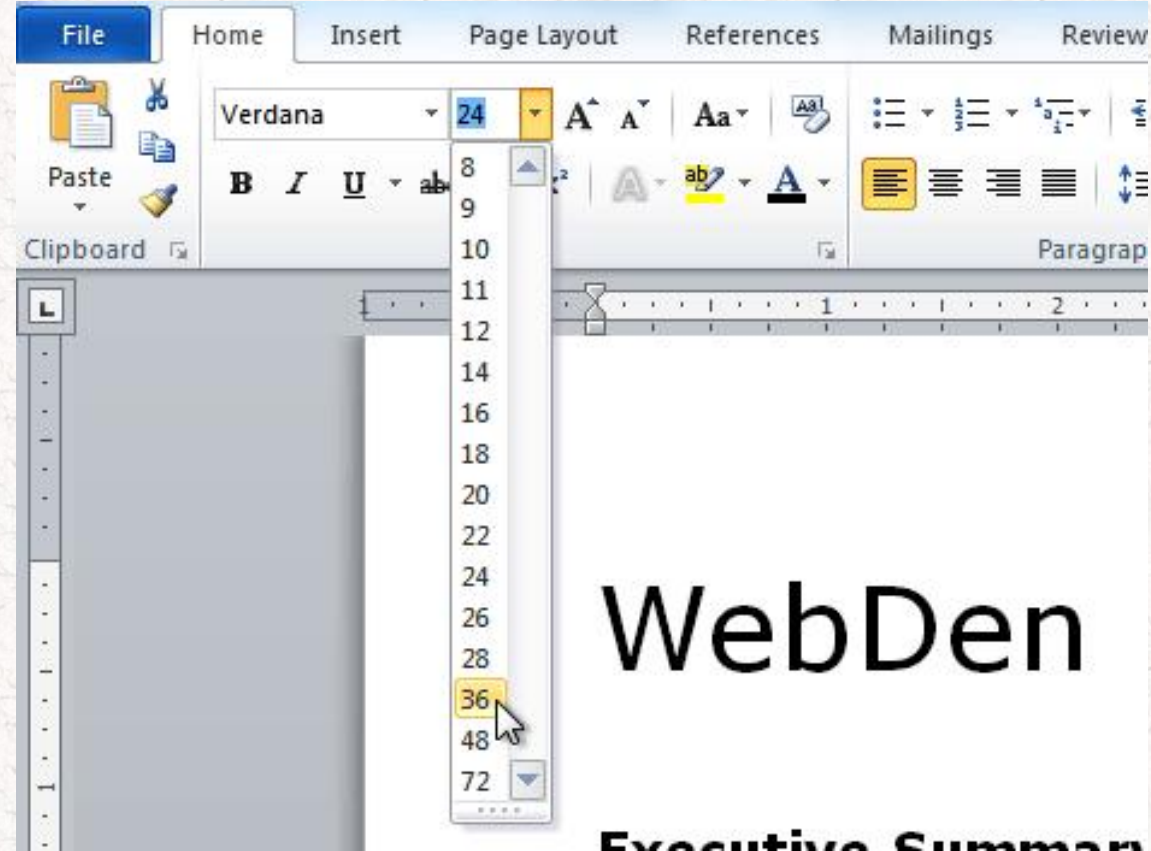


Class V
lab 16



Formatting Text

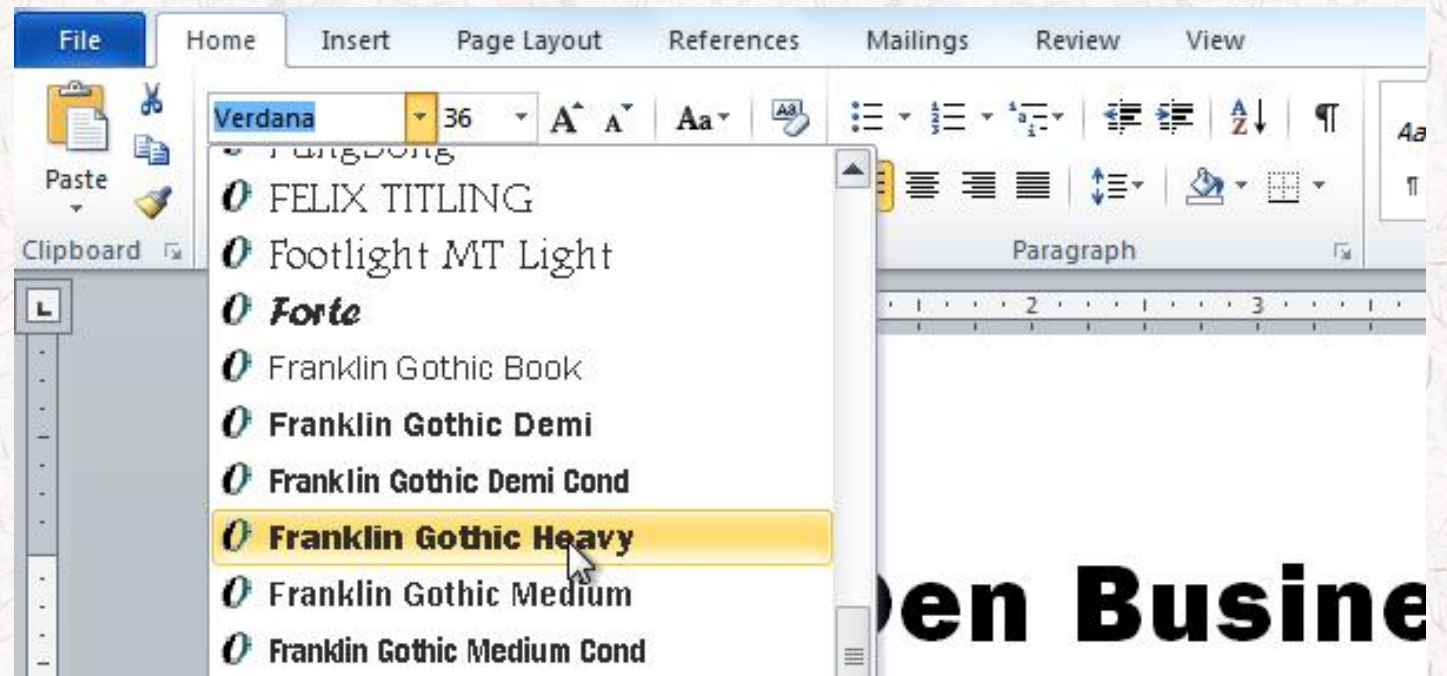
Formatting text in Microsoft Word involves tasks like bolding the text, italicising it, and changing the font and size etc





Change Font

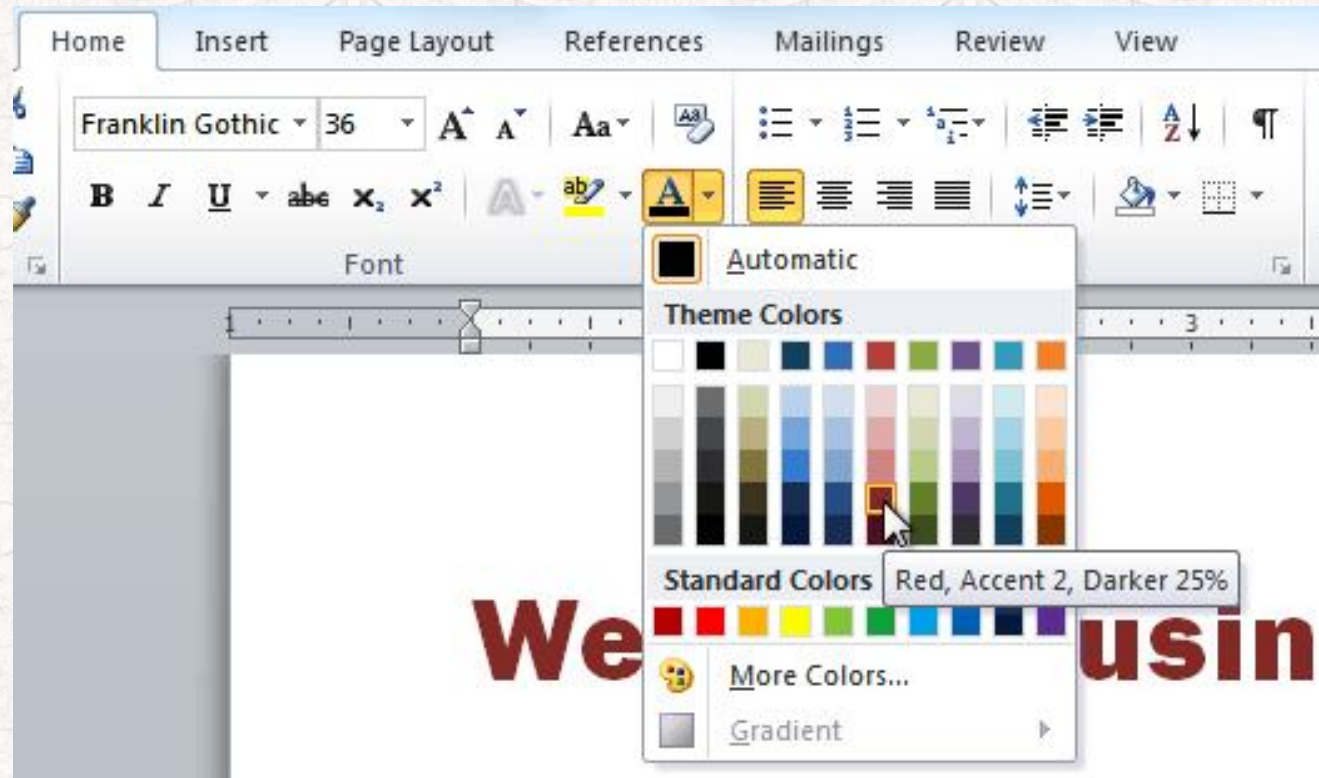
word is used to
make resume





Change Font Color

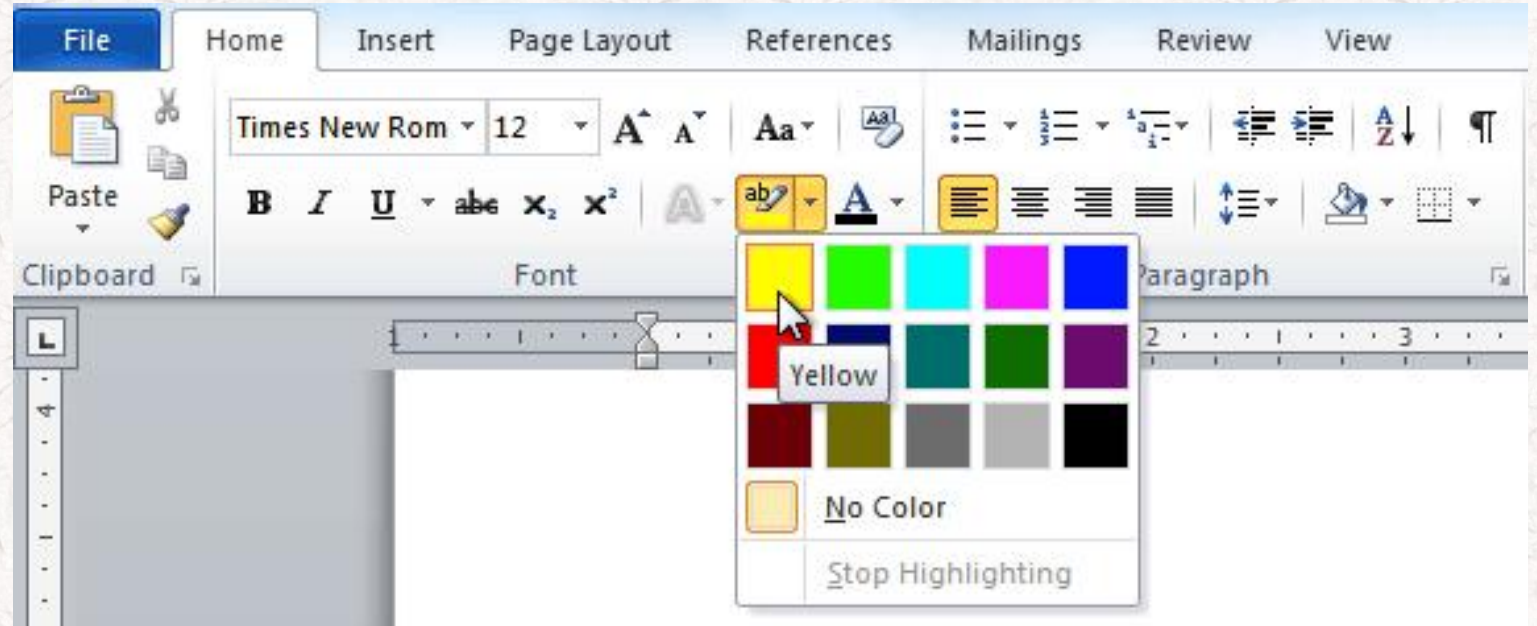
Select the font color you want to use. The font color will change in the document





Highlight Text

Select the text you want to modify. It will then be highlighted





Highlight Text

Select one of the four alignment options from the Paragraph group on the Home tab to fix your desired alignment

