Formatting Text in Microsoft Word

This document will guide you through some basic text formatting techniques in Microsoft Word. We'll cover changing font sizes, applying bold and italics, and underlining text.

Changing Font Size

1. **Select the text** you want to format. You can click and drag your mouse to highlight the text, or double-click to select a single word.
2. Locate the **Font Size** dropdown menu in the **Font** group on the **Home** tab.
3. Click the dropdown arrow to view the available font sizes. You can choose a size from the list or type a specific size in the box.

Applying Bold and Italics

1. **Select the text** you want to format.
2. In the **Font** group on the **Home** tab, locate the buttons for **Bold (B)** and **Italics (I)**.
3. Click the **Bold** button (B) to make the text bold. Click it again to remove bold formatting.
4. Click the **Italics** button (I) to make the text italic. Click it again to remove italic formatting.

Underlining Text

1. **Select the text** you want to format.
2. In the **Font** group on the **Home** tab, locate the **Underline** button (**U**).
3. Click the **Underline** button (U) to apply a single underline to the text. Clicking it repeatedly cycles through different underline styles (single, double, dotted, etc.).

Additional Tips

- You can also use keyboard shortcuts for these formatting options. For example, **Ctrl+B** for bold, **Ctrl+I** for italics, and **Ctrl+U** for underline.
- The **Font** dialog box offers more advanced formatting options like choosing a different font style, text color, and character spacing. You can access this by clicking the small arrow in the bottom right corner of the Font group on the Home tab.

By following these steps and exploring the Font group options, you can effectively format your text in Microsoft Word to enhance readability and create visual emphasis within your documents.