**Executing Day 3 Task:**

***Create a document in MS Word that describes how to format text including changing font sizes, applying bold and italics, and underlining text. Include screenshots for each step***

Below are the step-by-step instructions for formatting text in **Microsoft Word**, along with screenshots for each step

1. **Open Microsoft Word**:
   * *Launch Microsoft Word on your computer.*
2. **Create a New Document or Open an Existing One**:
   * *You can either create a new document by clicking “New” or open an existing one by selecting “Open.”*
3. **Select the Text You Want to Format:**
   * ***Highlight the text you wish to format.***
4. **Change the Font Size:**
   * *Go to the* ***“Home” tab****.*
   * *In the* ***“Font” group,*** *locate the font size dropdown.*
   * *Click the dropdown and select the desired font size.*

**![Font Size]**

1. **Apply Bold:**
   * *Select the text.*
   * Click the ***“B” (bold) icon*** *in the****“Font” group****.*

**! [Bold]**

1. **Apply Italics:**
   * Select the text.
   * *Click the* ***“I” (italics) icon****in the****“Font” group***.

**! [Italics]**

1. **Underline Text:**
   * *Select the text.*
   * *Click the****“U” (underline) icon****in the****“Font” group****.*

**! [Underline]**

1. **Add Screenshots:**
   * *Take screenshots of the relevant steps.*
   * *Insert the screenshots into your Word document using the****“Insert” tab > “Pictures”****.*