Day 05 Executing Task:

***Create a document in MS Word that explains how to use basic text formatting tools in MS Word, including changing font sizes, applying bold and italics, and underlining text. Include screenshots for each step.***

**Create a document in MS Word that explains how to use basic text formatting tools in MS Word, including changing font sizes.**

*Below are the steps to create a document in Microsoft Word that explains basic text formatting tools. I’ll provide descriptions for each step.*

1. **Open Microsoft Word**:
   * *Launch Microsoft Word on your computer.*
2. **Create a New Document**:
   * *Click on* ***“File”*** *in the top-left corner.*
   * *Select* ***“New”*** *to create a new blank document.*
3. **Add a Title**:
   * *Type a title for your document* ***(e.g., “Basic Text Formatting in MS Word”).***
4. **Insert Screenshots**:
   * *Take screenshots of each step* ***(e.g., changing font size, applying bold, italics, and underlining).***
   * *Insert the screenshots into your document:*
     + *Click on* ***“Insert”*** *in the top menu.*
     + *Choose* ***“Picture”*** *or* ***“Screenshot”*** *to insert the screenshots.*
5. **Describe Each Step**:
   * *For each formatting tool, describe how to use it:*
     + **Changing Font Size**:
       - *Select the text you want to format.*
       - *Go to the* ***“Home” tab.***
       - *Locate the* ***“Font Size”*** *dropdown and choose a size.*
     + ***Applying Bold****:*
       - *Select the text.*
       - *Click the* ***“B” (bold)*** *icon in the toolbar.*
     + ***Applying Italics****:*
       - *Select the text.*
       - *Click the* ***“I” (italics)*** *icon in the toolbar.*
     + ***Underlining Text****:*
       - *Select the text.*
       - *Click the* ***“U” (underline)*** *icon in the toolbar.*
6. **Save Your Document**:
   * *Click on* ***“File”*** *and choose* ***“Save As.”***
   * *Select a location to save your document.*
   * *Give it a name* ***(e.g., “Text\_Formatting\_Guide.docx”)*** *and save it.*
7. **Review and Share**:
   * *Review your document to ensure accuracy.*
   * *Share it with others who need to learn basic text formatting in MS Word.*