**Formatting Text in Microsoft Word**

In Microsoft Word, you can easily format text to make it stand out and emphasize important points. Here's how to change font sizes, apply bold and italics, and underline text:

**Step 1: Open Microsoft Word**

Launch Microsoft Word on your computer. You can find it in your list of installed applications or by searching for it in the Start menu.

**Step 2: Create a New Document**

Start a new document by clicking on "Blank document" or selecting a template if you prefer.

**Step 3: Type Some Text**

Type the text that you want to format into the document. It can be anything you like for practice purposes.

**Step 4: Changing Font Size**

Select the text you want to resize by clicking and dragging over it to highlight it.

With the text selected, locate the "Font Size" dropdown menu in the Home tab of the ribbon.

Click on the dropdown menu and select the desired font size from the list.

**Step 5: Applying Bold and Italics**

Select the text you want to make bold or italic by clicking and dragging over it to highlight it.

To apply bold, click the "B" icon in the Home tab of the ribbon. You can also use the Ctrl + B keyboard shortcut.

To apply italics, click the "I" icon in the Home tab of the ribbon. Alternatively, you can use the Ctrl + I keyboard shortcut.

**Step 6: Underlining Text**

Select the text you want to underline by clicking and dragging over it to highlight it.

Click the "U" icon in the Home tab of the ribbon to apply underlining. Another option is to use the Ctrl + U keyboard shortcut.

**Step 7: Save Your Document**

Once you've formatted your text as desired, don't forget to save your document by clicking on the "Save" button or using the Ctrl + S keyboard shortcut.

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THE END