How to use basic text formatting tools. Follow these steps.

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.

**DAY 05**

**THE END**