If you use a word processor, you must be familiar with the ability to make text bold, italicized, or underlined; these are just three of the ten options available to indicate how text can appear in HTML and XHTML.

➢ **Bold Text**

Anything that appears within **...** element, is displayed in bold as shown below :

For Ex.

    <p> The following word uses a bold typeface. </p>

➢ **Italic Text**

Anything that appears within <i>...</i> element is displayed in italicized as shown below :

For Ex.

    <p> The following word uses a <i> italicized </i> typeface. </p>

➢ **Underline Text**

Anything that appears within <u>...</u> element, is displayed with underline as shown below :

For Ex.

    <p> The following word uses a <u> underlined </u> typeface. </p>

➢ **Strike Text**

Anything that appears within **<strike>...</strike>** element is displayed with strikethrough, which is a thin line through the text as shown below :

For Ex.

    <p>The following word uses a <strike> strikethrough </strike> typeface.</p>

➢ **Monospaced Font**

The content of a **<tt>...</tt>** element is written in monospaced font. In a monospaced font, however, each letter has the same width.

For Ex.

    <p> The following word uses a <tt> monospaced </tt> typeface. </p>

➢ **Superscript Text**

The content of a ^{...} element is written in superscript; the font size used is the same size as the characters surrounding it but is displayed half a character's height above the other characters.

For Ex.

    <p> The following word uses a X² typeface. </p>

➢ **Subscript Text**

The content of a _{...} element is written in subscript; the font size used is the same as the characters surrounding it, but is displayed half a character's height beneath the other characters.

For Ex.

    <p>The following word uses a H₂O typeface.</p>

➢ **Inserted Text**

Anything that appears within <ins>...</ins> element is displayed as inserted text.

It is same like <u>…</u> tag.

For Ex.

    <p> I want to drink <ins>cola</ins>. </p>

➢ **Deleted Text**

Anything that appears within ~~...~~ element, is displayed as deleted text.

It is same like <strike>...</strike> tag.

For Ex.

   <p>I want to drink ~~cola~~ <ins>Soda</ins>.</p>

➢ **Larger Text**

The content of the <big>...</big> element is displayed one font size larger than the rest of the text surrounding it.

For Ex.

   <p>The following word uses a <big>big</big> typeface.</p>

➢ **Smaller Text**

The content of the <small>...</small> element is displayed one font size smaller than the rest of the text surrounding it.

For Ex.

   <p>The following word uses a <small>small</small> typeface.</p>

➢ **Grouping Content (div and span)**

The <div> and <span> elements allow you to group together several elements to create sections or subsections of a page.

For example, you might want to put all of the footnotes on a page within a <div> element to indicate that all of the elements within that <div> element relate to the footnotes.

You might then attach a style to this <div> element so that they appear using a special set of style rules

For Ex.

```
<body>

        <div id="menu" align="middle" >

                <a href="index.html">HOME</a> |

                <a href="contactus.html">CONTACT</a> |

                <a href="index.html">ABOUT</a>

        </div>

        <div id="content" align="left" bgcolor="white">

                <h5>Content Articles</h5>

                <p>Actual content goes here.....</p>

        </div>

</body>
```

The <span> element, on the other hand, can be used to group inline elements only. So, if you have a part of a sentence or paragraph which you want to group together, you could use the <span> element as follows :

For Ex.

```
<p>This is the example of <span style="color:green">span tag</span> and the

    <span style="color:red">div tag</span> along with CSS .</p>
```

These tags are commonly used with CSS to allow you to attach a style to a section of a page.