***Formatting Text in Microsoft Word***

*Microsoft Word offers various options for formatting text to enhance the appearance of your documents. Follow these steps to format text:*

***1. Changing Font Sizes:***

* *Select the text you want to modify.*
* *Go to the "Home" tab on the ribbon.*
* *In the "Font" group, locate the "Font Size" dropdown menu.*
* *Click on the dropdown menu and select the desired font size.*

***2. Applying Bold:***

* *Highlight the text you want to make bold.*
* *On the "Home" tab, find the "B" icon (or use the shortcut Ctrl + B).*
* *Click on the "B" icon to apply bold formatting to the selected text.*

***3. Applying Italics:***

* *Select the text you want to italicize.*
* *In the "Font" group on the "Home" tab, find the "I" icon (or use the shortcut Ctrl + I).*
* *Click on the "I" icon to apply italics to the selected text.*

***4. Underlining Text:***

* *Highlight the text you want to underline.*
* *On the "Home" tab, locate the "U" icon (or use the shortcut Ctrl + U).*
* *Click on the "U" icon to apply underline formatting to the selected text.*