***Step 1:*** ***Open Microsoft Word by clicking on its icon in the Start menu or by searching for it.***

***Step 2:*** ***Once Word is open, create a new document by clicking on the "Blank document" option.***

***Step 3:*** ***Type your text in the blank document***.

***Step 4:*** ***To change the font size, select the text you want to modify. Then, go to the "Home" tab in the ribbon at the top of the window. In the "Font" group, click on the drop-down menu next to the font size box and select the desired font size.***

***Step 5:*** ***To apply bold formatting, select the text you want to make bold. Then, click on the "B" icon in the "Font" group on the "Home" tab. You can also use the keyboard shortcut Ctrl + B.***

***Step 6: To apply italic formatting, select the text you want to make italic. Then, click on the "I" icon in the "Font" group on the "Home" tab. You can also use the keyboard shortcut Ctrl + I.***

***Step 7:*** ***To underline text, select the text you want to underline. Then, click on the "U" icon in the "Font" group on the "Home" tab. You can also use the keyboard shortcut Ctrl + U.***

***Step 8:*** ***Your text should now be formatted according to your selections***.