**Creating a Document in MS Word**

***COMPUTER APPLCATON***

***DAY-03***

1. **Open Microsoft Word**: Launch Microsoft Word on your computer.
2. **Start a New Document**:
   * Click on "Blank document" to create a new document.

**Describing How to Format Text**

**Changing Font Sizes:**

1. **Select Text**:
   * Type some text in the document.
   * Select the text you want to change the font size for.
2. **Change Font Size**:
   * Go to the "Home" tab on the ribbon.
   * In the "Font" group, locate the "Font Size" drop-down menu.
   * Click on the drop-down menu and select the desired font size.

**Applying Bold:**

1. **Select Text**:
   * Select the text you want to make bold.
2. **Apply Bold**:
   * Go to the "Home" tab on the ribbon.
   * In the "Font" group, click on the "B" (Bold) icon.

**Applying Italics:**

1. **Select Text**:
   * Select the text you want to make italic.
2. **Apply Italics**:
   * Go to the "Home" tab on the ribbon.
   * In the "Font" group, click on the "I" (Italic) icon.

**Underlining Text:**

1. **Select Text**:
   * Select the text you want to underline.
2. **Underline Text**:
   * Go to the "Home" tab on the ribbon.
   * In the "Font" group, click on the "U" (Underline) icon.

**Adding Screenshots:**

* **Take Screenshots**: Use the screenshot feature on your computer to capture each step.
* **Insert Screenshots**:
  + Click where you want to insert the screenshot.
  + Go to the "Insert" tab on the ribbon.
  + Click on "Pictures" to insert the screenshot from your computer.

**Saving the Document:**

* **Save Document**: Go to "File" > "Save As" to save the document on your computer.

THE-END DAY-03