

Title: Formatting Text in Microsoft Word

Description: Students will learn how to format text in a Word document by making words **bold**, *italic*, underlined, changing **font size**, **font color**, and adding bullet (.) points.

Purpose: The purpose of this practical is to introduce students to the basic formatting tools in Microsoft Word, enabling them to highlight important words and organize their documents effectively.

By learning to use these formatting options, students can make their text more readable, visually appealing, and easier to understand. This skill is essential for creating structured documents for school assignments or written communication.

Steps:

1. Open Word Document:

- Double-click on the Microsoft Word icon on the desktop or find it in the Start menu.

2. Typing the Title:

- Type "The School Picnic" at the top of the document.
- To make it bold, click and drag the mouse over the text to select it, then click on the "**B**" button in the toolbar or press **Ctrl + B**.
- Change the font size to 18 by selecting the text and choosing 18 from the font size dropdown in the toolbar.
- Change the font color to **blue** by selecting the text, clicking on the font color button (usually a letter "A" with a color bar underneath), and choosing blue from the options.
- Original: The School Picnic

Formatted: **The School Picnic**

3. Writing a Paragraph:

- Write 2-3 simple sentences about the school picnic.

Example: "We went to the park for our school picnic. We played games and had a lot of fun. Everyone enjoyed the day."

- Select the entire paragraph by clicking and dragging the mouse over it, then change the font size to 14.
- Change the font color of the entire paragraph to Black by selecting it and choosing black from the font color dropdown.
- Example:

Original:

We went to the park for our school picnic. We played games and had a lot of fun. Everyone enjoyed the day.

Formatted:

We went to the park for our school picnic. We played games and had a lot of fun. Everyone enjoyed the day.

4. Formatting Important Words:

- **Bold:** Select a word you want to emphasize, click on the "**B**" button or press **Ctrl + B** to make it bold. For example:

We went to the park for our school **picnic**.

- **Italic:** Select another word, click on the "I" button or press Ctrl + I to italicize it. For example:

We went to the *park* for our school **picnic**.

- **Underline:** Select a different word, click on the "U" button or press Ctrl + U to underline it. For example:

We played games and had a lot of fun.

- **Highlight:** Select a word you want to stand out, click on the highlight button (a highlighter icon), and choose yellow to highlight it. For example:

Everyone **enjoyed** the day.

Original after Step 3:

We went to the park for our school picnic. We played games and had a lot of fun. Everyone enjoyed the day.

Formatted:

We went to the *park* for our school **picnic**. We played games and had a lot of fun. Everyone **enjoyed** the day.

5. Adding Bullet Points:

- After writing your paragraph, press Enter to start a new line.
- Type "Activities we did at the picnic:" and press Enter again.
- Click on the bullet points button in the toolbar (it looks like three dots in a vertical line).
- Start listing the activities, pressing Enter after each one to create a new bullet point.
- It will now look something like

We went to the *park* for our school **picnic**. We played games and had a lot of fun. Everyone **enjoyed** the day.

Activities we did at the picnic:

- Played Games
- Ate snacks
- Took pictures