



Bold

- ❖ Bold is used to highlight the text and capture the reader's attention
- ❖ Shortcut Key - Select Text and Press Ctrl + B

Unbold text	Bold text
Pattern	Pattern
Options	Options

Underline

- ❖ An underline is a more or less horizontal line immediately below a portion of writing
- ❖ Shortcut Key - Select Text and Press Ctrl + U

Normal text	<u>Underlining text</u>
Average	<u>Average</u>
Always	<u>Always</u>





Italic

- ❖ Italic type is a cursive font based on a stylized form of calligraphic handwriting.
- ❖ Shortcut Key - Select Text and Press Ctrl + I

Normal text	<i>Italicized word</i>
Bought	<i>Bought</i>
Modern	<i>Modern</i>

