



Bold ,Underline, Italic

B

U

I



Bold B

- ❖ Bold is used to highlight the text and capture the reader's attention
- ❖ Move the Cursor to the Mini toolbar and click Bold
- ❖ If you want to unbold or remove bold from bolded text, you would repeat the same above steps.

Shortcut Key - Select Text and Press Ctrl + B

Examples

Example for BOLD

Unbold text	Bold text
Attribute	Attribute
News & Media	News & Media

Underline U

- ❖ An underline is a more or less horizontal line immediately below a portion of writing
- ❖ It also called an underscore.
- ❖ Move the Cursor to the Mini toolbar and click Underline
- ❖ If you want to remove Underline repeat the same above steps

Shortcut Key - Select Text and Press Ctrl + U

Examples

Example for UNTERLINE

Normal text	<u>Underlining text</u>
Attribute	<u>Attribute</u>
News & Media	<u>News & Media</u>

Italic *I*

- ❖ Italic type is a cursive font based on a stylised form of calligraphic handwriting.
- ❖ They are used to emphasize or distinguish words.
- ❖ Move the Cursor to the Mini toolbar and click Underline.
- ❖ If you want to remove italic style repeat the same above steps.

Shortcut Key - Select Text and Press Ctrl + I

Examples

Example for ITALIC

Normal text	<i>Underlining text</i>
Attribute	<i>Attribute</i>
News & Media	<i>News & Media</i>