

Bold, Underline, Italic

B

U

I



Bold B

1. Bold is used to highlight the text and capture the reader's attention
2. Move the Cursor to the Mini toolbar and click Bold
3. 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

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.





Underline U

- ❖ 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

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 stylized form of calligraphic handwriting.
- ❖ They are used to emphasize or distinguish words.





Italic *I*

- ❖ 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

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

