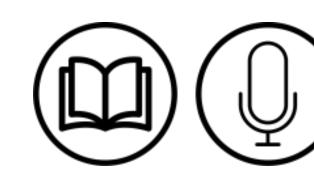# Bold, Underline, Italic

B   U̲   *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

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	**Underlining text**
Attribute	Attribute
News & Media	News & Media

Italic *I*

❖ Italic type is a cursive font based on a stylised 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	Italicized text
Attribute	*Attribute*
News & Media	*News & Media*