

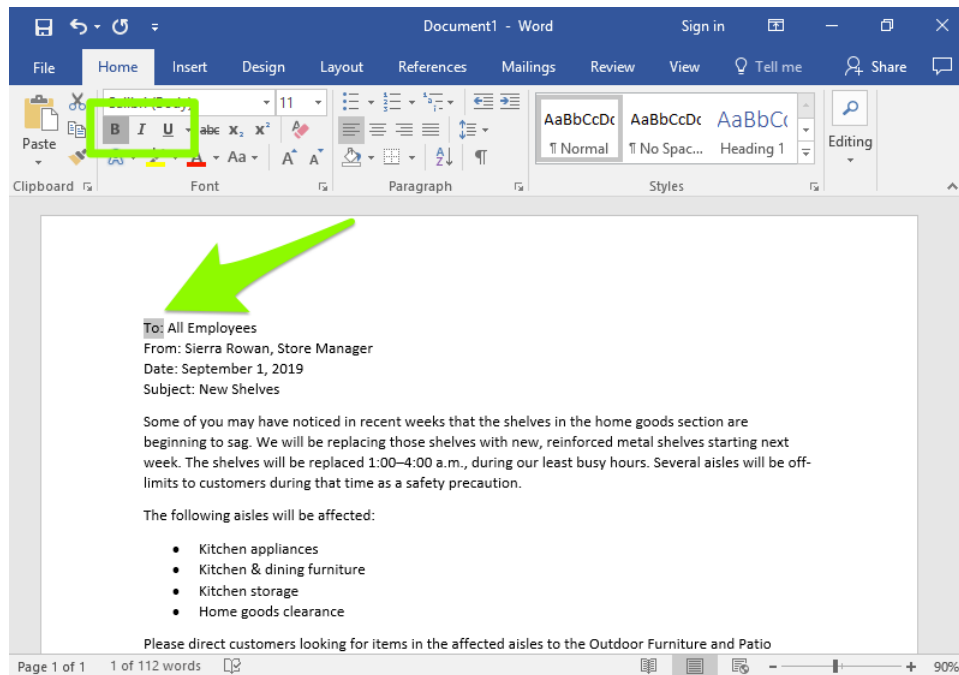
3.8: Bold, Italics, Underline

Learning Outcomes

- Make text italic, bold, or underlined.

When formatting a document, you may need to emphasize or distinguish words. You can do this with **bold**, *italics*, underline, or ***all three***.

To bold, italicize, or underline, select the text you want to change. Then, select the Bold, Italics, or Underline button in the Home tab as shown below.



You can also select the text, then use a shortcut:

Bold	Ctrl+B (Command+B for Macs)
<i>Italics</i>	Ctrl+I (Command+I for Macs)
<u>Underline</u>	Ctrl+U (Command+U for Macs)

Applying the formatting twice removes the formatting. For example, selecting bolded text and then clicking the Bold button will remove the bold formatting.

Practice Questions

<https://assessments.lumenlearning.co...essments/18587>

<https://assessments.lumenlearning.co...essments/18588>

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