

## Lesson 7-12: Using Bold, Italics and Underline

**Figure 7-20**

WordPad's Formatting toolbar.

**Figure 7-21**

The document with bold and italics formatting.



### Italics button

Other Ways to Italics:

- Select **Format** → **Font** from the menu, select **Italic** from the Font Style box, and then click **OK**.
- Press **<Ctrl> + <I>**.

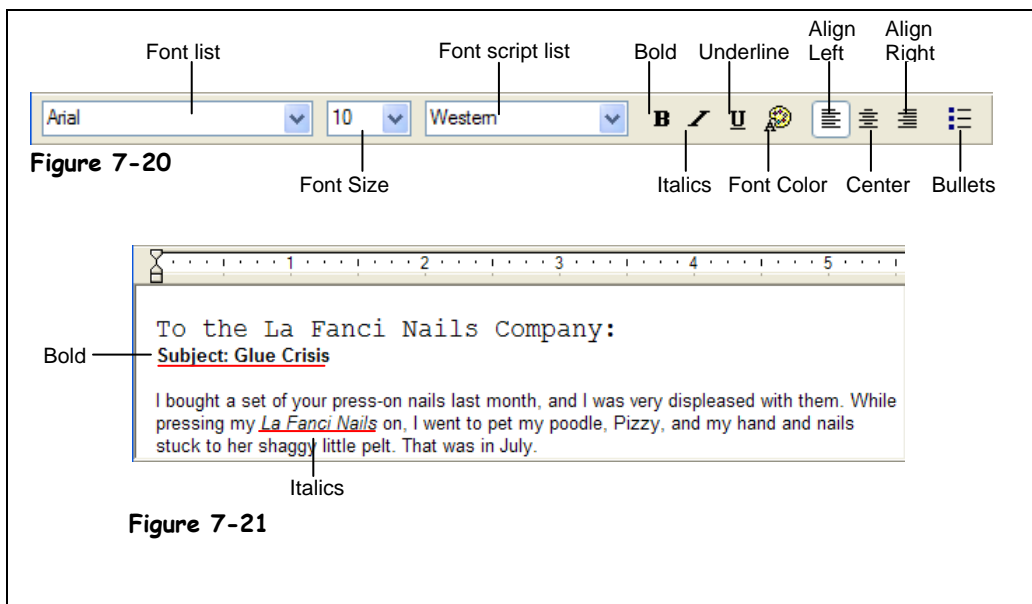


### Bold button

#### Quick Reference

To Format Text with Bold, Italics, or Underlining:

- Click the **Bold**, **Italics**, or **Underline** button on the Formatting toolbar.
- Or...
- Select **Format** → **Font** from the menu and select the formatting from the **Font Style** list.
- Or...
- Press the **<Ctrl>** key and:
  - <B>** for Bold
  - <I>** for Italics
  - <U>** for Underlining



In the previous lesson, you learned how to format characters in a document by changing their font type and font size. This lesson will show you how to emphasize text in a document by making the text darker and heavier (**bold**), slanted (*italics*), or by adding underlining.

### 1. Select the text **La Fanci Nails**, located in the first body paragraph of your document.

You can make the selected text stand out by formatting with Italics.

### 2. Click the **Italics button** on the Formatting toolbar.

The selected text, *La Fanci Nails*, appears in italics. Notice that the Italics button is pushed down on the Formatting toolbar, indicating the text is formatted with Italics.

It's just as easy to format characters with bold or underline formatting.

### 3. Select the line **Subject: Glue Crisis**.

Now format the selected text with bold formatting.

### 4. Click the **Bold button** on the Formatting toolbar.

The selected text appears in bold. To remove the bold style, repeat step 4.

### 5. Make sure **Subject: Glue Crisis** is still selected, then click the **Bold button** on the Formatting toolbar.

The bold style is removed from the selected text. You can remove italic and underline formatting from text by using the same method, except you would click the Italics or Underline button.

## Lesson 7-13: Changing Paragraph Alignment

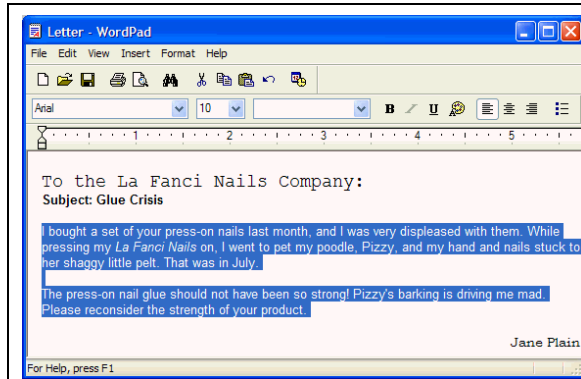


Figure 7-22

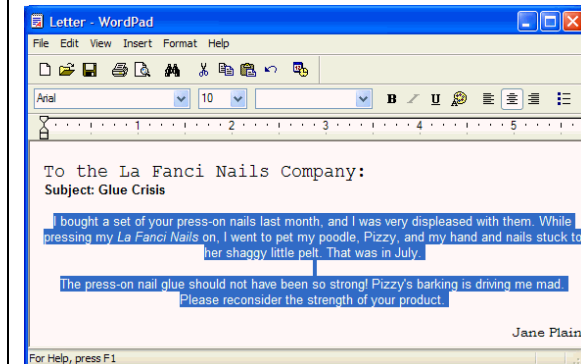


Figure 7-23

This paragraph is left aligned. This paragraph is left aligned. This paragraph is left aligned.

Left Align

This paragraph is right aligned. This paragraph is right aligned. This paragraph is right aligned.

Right Align

This paragraph is center aligned. This paragraph is center aligned. This paragraph is center aligned.

Centered

This paragraph is justified. This paragraph is justified. This paragraph is justified.

Justified

Figure 7-24

Figure 7-22

Place the insertion point in the paragraph you want to align, or select the paragraph(s).

Figure 7-23

Clicking the Center button on the Formatting toolbar centers the selected paragraphs.

Figure 7-24

Left, right, centered, and justified paragraphs.



Align Right button



Center button



Align Left button

This lesson moves on to paragraph formatting and explains how to justify paragraphs or align them to the left, right, or center of a page. These are common formatting tasks for all word processing programs.

1. Place the insertion point anywhere in the last line, **Jane Plain**, and then click the **Align Right button** on the Formatting toolbar.  
The last line is aligned along the right side of the window.
2. Click and drag the mouse pointer to select the two body paragraphs, then click the **Center button** on the Formatting toolbar.  
The selected paragraphs are centered on the page.
3. Press the **<End>** key to move to the end of the current line, then press **<Enter>**.  
Notice the new paragraph will be centered like the one above it. That's because when you press **<Enter>**, the new paragraph "inherits" the formatting from the paragraph above it.
4. Select the two paragraphs again, and click the **Align Left button** on the Formatting toolbar.  
The selected paragraphs are again aligned to the left.
5. Click the **Save button** on the Standard toolbar to save your work.

### Quick Reference

To Change a Paragraph's Alignment:

- Place the insertion point in the paragraph and click the **Align Left**, **Center**, or **Align Right button**.

Or...

- Place the insertion point in the paragraph, select **Format** → **Paragraph** from the menu and select the alignment, from the **Alignment list**.