

Lesson 3-1: Using Bold and Italics

Figure 3-1

The Font panel of the Formatting Palette.

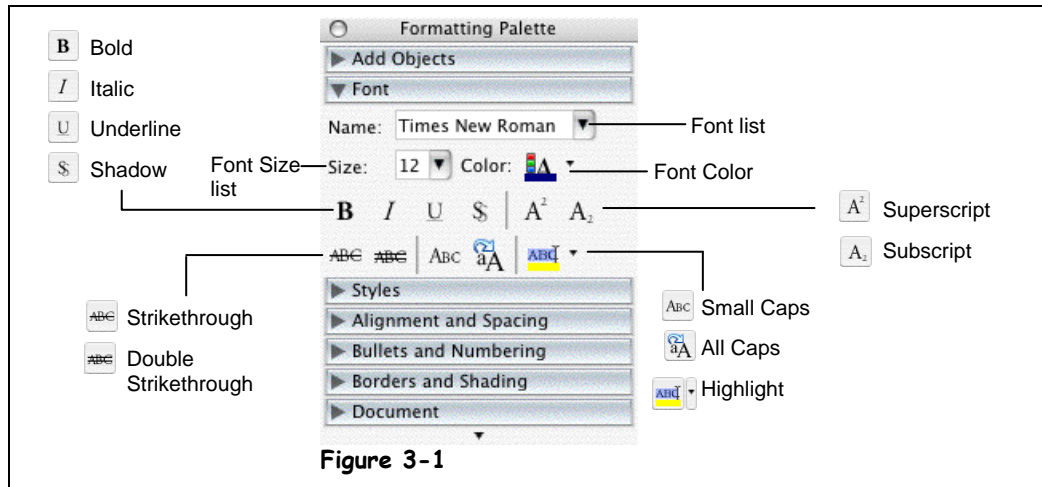


Figure 3-1

B

Bold button

Other Ways to Apply Boldface to Text:

- Press **<⌘> + **.

I

Italic button

Other Ways to Italicize Text:

- Press **<⌘> + <I>**.

Quick Reference

To Bold Text:

- Click the **Bold button** on the Formatting Palette.

Or...

- Press **<⌘> + **.

To Italicize Text:

- Click the **Italic button** on the Formatting Palette.

Or...

- Press **<⌘> + <I>**.

Two ways that you can emphasize text in a publication are by making it darker and heavier (**bold**), or slanted (*italics*). One of the easiest ways to apply character formatting is to use the Formatting toolbar. The Formatting Palette, as shown in Figure 3-1, includes buttons for applying the most common text and paragraph formatting options.

1. **Start the Microsoft Word program.**
2. **Open the document named **Lesson 3A**, and save it as **Month in Review**.**
The first thing you have to do is give this document a title so people can identify it.
3. **Press **<⌘> + <Home>** to move the insertion point to the beginning of the document and click the **Bold button** on the Font panel of the Formatting Palette.**
The Bold button on the Formatting Palette is now highlighted in orange, indicating that you are using bold character formatting. Anything you type while the Bold button is shaded will be in boldface.
4. **Type **Board of Directors Meeting** and press **<Return>** twice.**
Notice how the Bold button is still highlighted? You don't want to use bold character formatting anymore, so...
5. **Click the **Bold button** on the Formatting Palette.**
The Bold button on the Formatting Palette is no longer highlighted. You can also change the formatting of existing text by simply selecting the text and *then* formatting it. Let's try this.
6. **In the first paragraph, select the text **First Quality Airlines**.**
Now that the text has been selected, you can format it.
7. **Click the **Italics button** on the Font panel of the Formatting Palette.**
The selected text "First Quality Airlines" appears in Italics.