

**Paste options:**

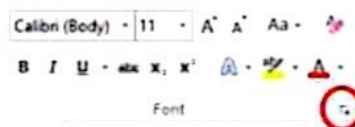
From left to right (buttons)

- 1- Keep source formatting.
- 2- Merge formatting.
- 3- Keep text only.

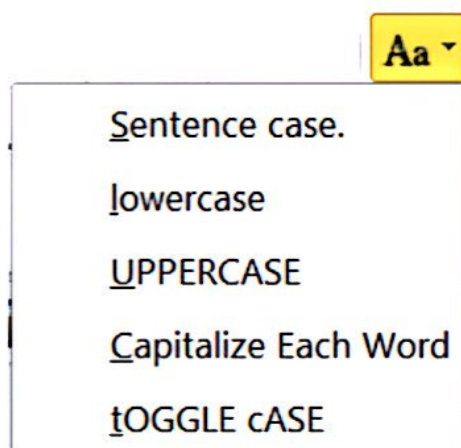
**Formatting a Document**

To Make Font Changes:

- 1) Select the desired text that you want to format
- 2) Choose commands from the Font group on the Home tab

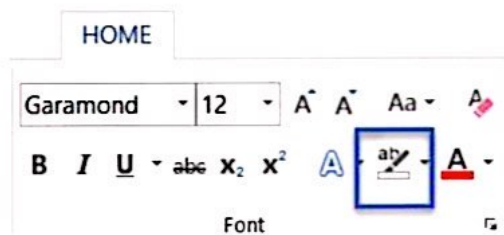


Change the selected text to uppercase, lowercase, or other common capitalization.



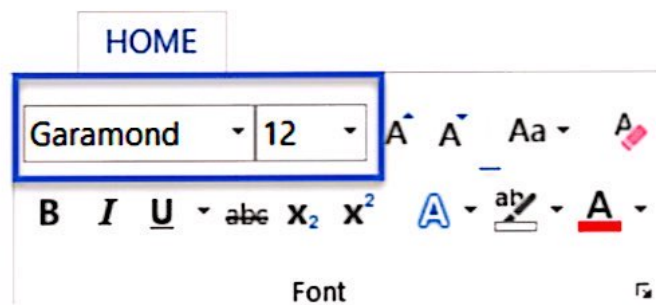
## Text Highlight color:

Make your text by highlighting it in bright color.



**Font:** choose specific font for your text

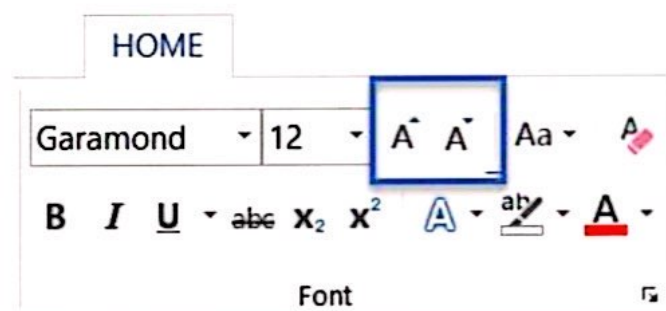
**Font size:** change the size of your text



**Increase Font Size - Grow Font**

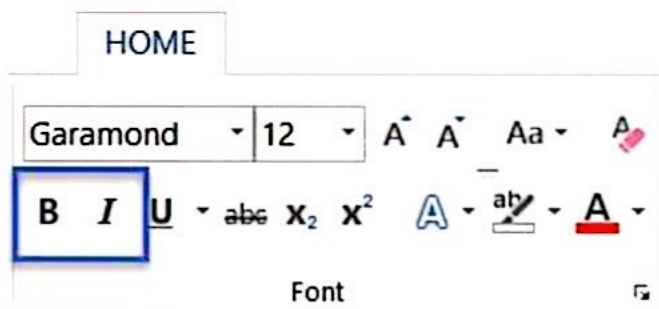
**Decrease Font Size - Shrink Font**

These two buttons will increase/decrease the size of selected text



**Bold (Ctrl+B)***Italic (Ctrl+I)*

- These two buttons apply Bold or Italic formatting to text. When the insertion point is inside text that has been formatted as bold or Italic, these buttons will be shaded.
- Bold and Italic are toggle formatting. I.e., if you apply bold to text that is already bold, it is turned off.
- Both can be applied to the same text, so that you can have text formatted ***Bold and Italic***.

**Underline (with options) (Ctrl+U)**

- Clicking on the Underline button will underscore your text. Clicking the little triangle on the right will give you options for the type of underline you want

**Strikethrough**

The Strikethrough button gives you a single line through selected text