Microsoft Word: Formatting Documents

**THE FONT GROUP (**Located on the **Home** tab**)**

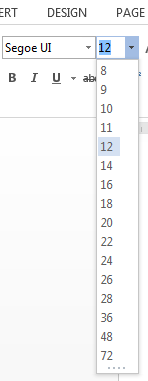
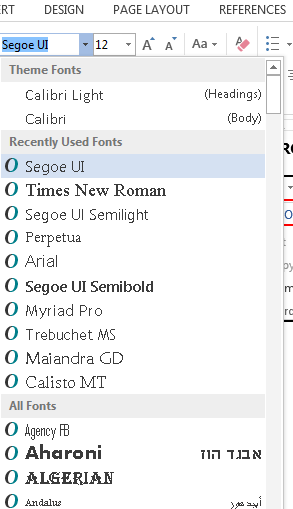


**FONT FORMATTING TOOLS**

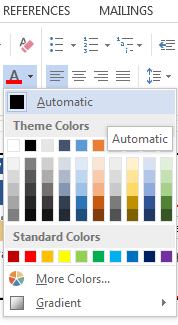


Bold, Italics, Underline, Strikethrough, Subscript, Superscript

Font Style



Font Size



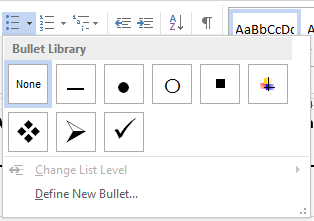
Font Color

**THE PARAGRAPH GROUP (**Located on the **Home** tab**)**

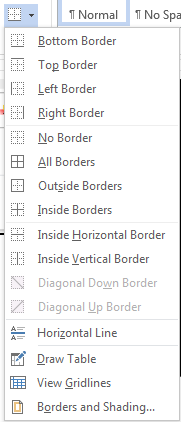


**PARAGRAPH FORMATTING TOOLS**

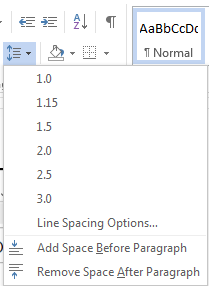
Alignment (Left, Middle, Right or Justify)



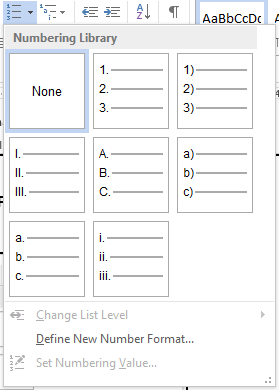
Bullet List



Borders & Shading



Line Spacing



Number List