**Formatting Text In Word**

Make this phrase BOLD

Make this phrase ITALICS

UNDERLINE this phrase

STRIKE THROUGH this phrase

Make the number 2 at the end of this phrase SUBSCRIPT 2 (like this: SUBSCRIPT 2)

Make the number 3 at the end of this phrase SUPERSCRIPT 3 Like this: SUPERSCRIPT 3)

Change the font of this phrase to Arial

Change the font size of this phrase to 24

Change the case of this phrase to UPPERCASE

Make the next three items a BULLET list

Item 1

Item 2

Item 3

Make the next three items a NUMBERED list

Item 1

Item 2

Item 3

INDENT this phrase

TAB this phrase

HIGHLIGHT this phrase in yellow

Change the FONT COLOUR of this phrase to red

Automatically remove the formatting in this paragraph.

The first version of **Microsoft Word** was developed by Charles Simonyi and Richard Brodie, former Xerox programmers hired by Bill Gates and Paul Allen in 1981. Both programmers worked on Xerox Bravo, the first **WYSIWYG** (What You See Is What You Get) word processor. The first Word version, Word 1.0, was released in October 1983 for Xenix and MS-DOS; it was followed by four very similar versions that were not very successful. *The first Windows version was released in 1989, with a slightly improved interface.*

Change the line spacing of the next paragraph to 2.0

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Right align the next paragraph

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Centre align the next paragraph

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Fully justify the next paragraph

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Reveal the formatting of this document. 

Using the **Replace function**, change all of the Google Words to Microsoft.

Google Google Google Google Google Google Google

Using Word’s spelling corrector (click on the words with a red squiggly underline), correct the following spelling mistakes. Add *Xenix to* your dictionary.

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Copy (Ctrl C) and Paste (Ctrl V) this paragraph (make a copy below this paragraph)

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Move this paragraph to the very front of this document: use Cut (Ctrl X) and Paste (Ctrl V)

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