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)

- Alignment (Left, Middle, Right or Justify)
- Bullet List
- Number List
- Line Spacing
- Borders & Shading