



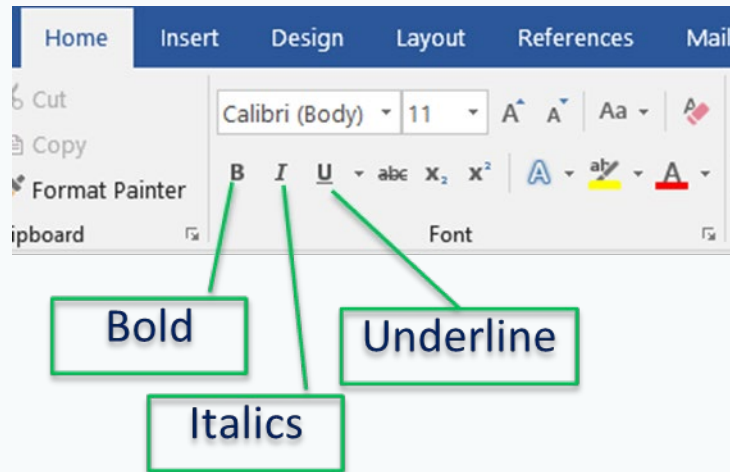
Bold, Italics and Underline

By Mark Gillan

Bold, Italics, Underline

All the following located in the bottom left of the Font grouping on the Home ribbon

In other words, Home > Font

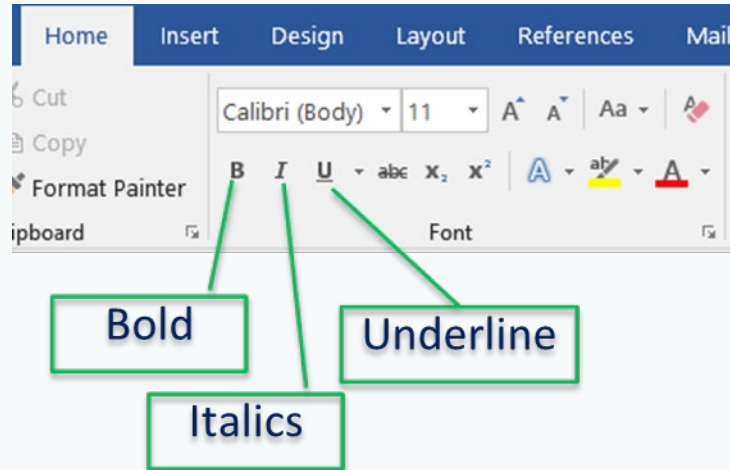


- Bold (emboldens text)
 - Select the required text, click on the 'B' for bold button
- Italics
 - Select the required text, click on the 'I' for italics button to be applied
- Underline (dropdown available)
 - Select the required text, click on the 'U' for underline button to be applied
 - Default option setting for underline will be applied, other options are available from the dropdown arrow next to the button

To remove any of these attributes, select the text and click the button as required.

Removing - Bold, Italics, Underline

- Bold (emboldens text)
- Italics
- Underline (dropdown available)



To remove any of these attributes, select the text and click the button as required

These buttons act as on/off actions for the relevant attribute of Bold, Italics, Underline