

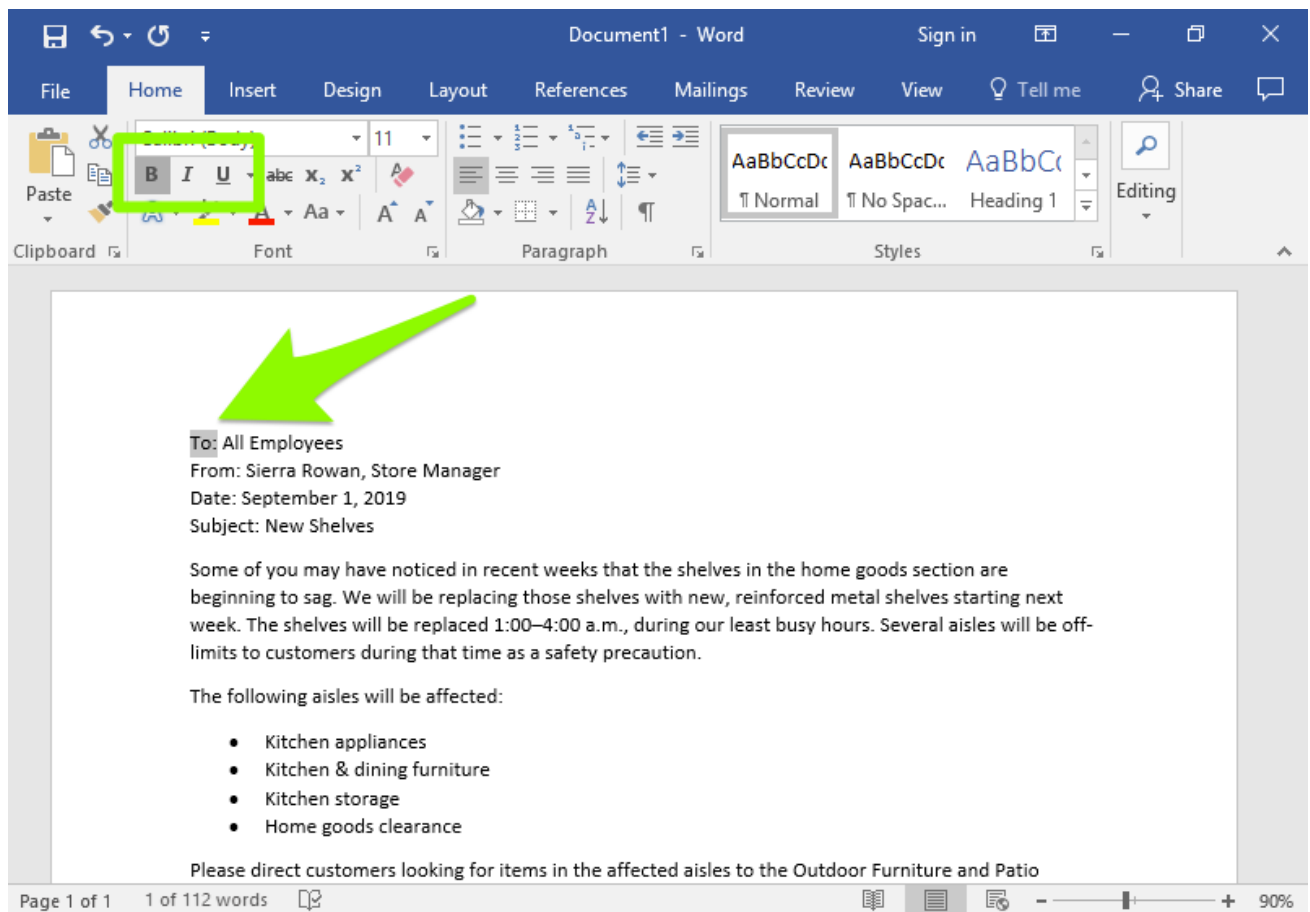
[See this page in the course material.](#)

Learning Outcomes

- Make text italic, bold, or underlined.

When formatting a document, you may need to emphasize or distinguish words. You can do this with **bold**, *italics*, underline, or ***all three***.

To bold, italicize, or underline, select the text you want to change. Then, select the Bold, Italics, or Underline button in the Home tab as shown below.



You can also select the text, then use a shortcut:

Bold	Ctrl+B (Command+B for Macs)
<i>Italics</i>	Ctrl+I (Command+I for Macs)

<u>Underline</u>	Ctrl+U (Command+U for Macs)
------------------	-----------------------------

Applying the formatting twice removes the formatting. For example, selecting bolded text and then clicking the Bold button will remove the bold formatting.

Practice Questions

Which of the following shortcut commands underlines text?

☐ Ctrl+U

[See this interactive in the course material.](#)

How do you remove bold formatting from a word?

☐ Click the "Remove Formatting" button

[See this interactive in the course material.](#)

Licenses and Attributions

Lumen Learning authored content

- Bold, Italics, Underline. **Authored by:** Lumen Learning. **License:** [CC BY: Attribution](#)

</div