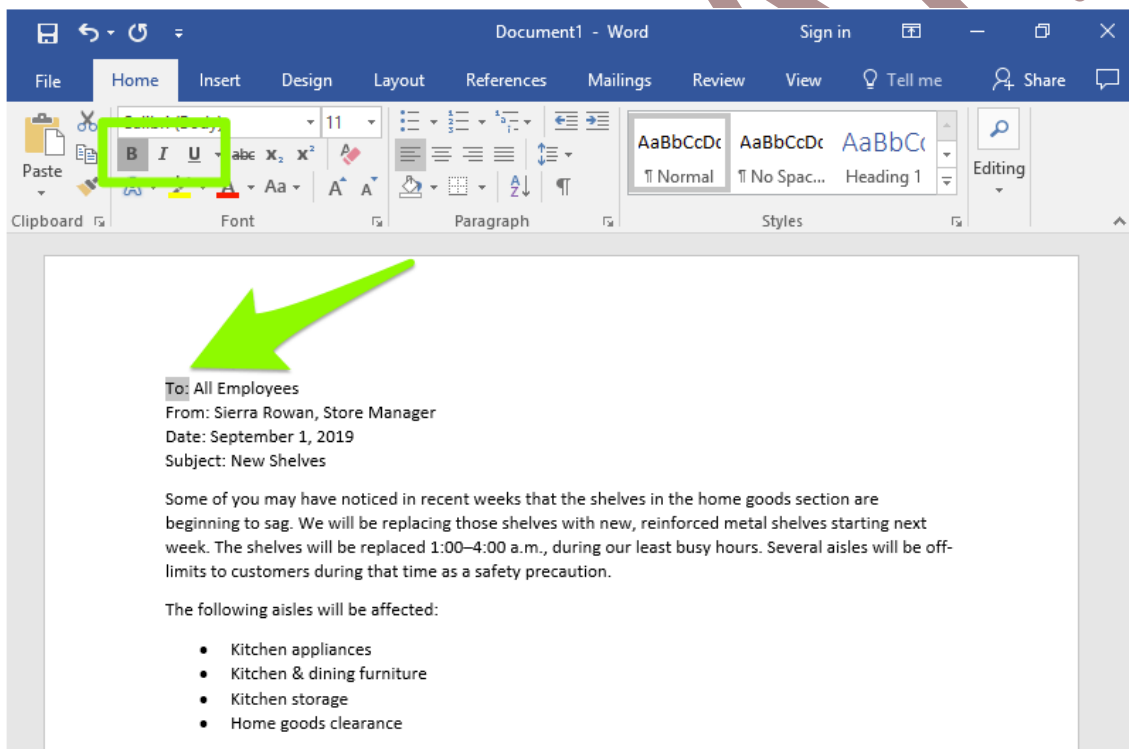# Module: English

## What Is Microsoft Word?

You may be wondering: *what type of program is Microsoft Word?* A good definition is that it's a word processor. That's an application you use to "process"— format, manipulate, save, print, share — a text-based document.

### Bold, Italics, Underline

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.
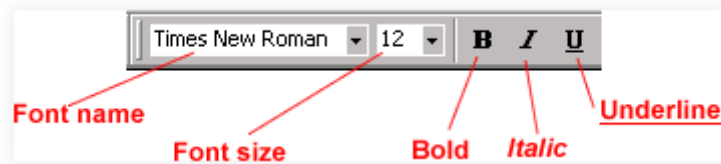


You can also select the text, then use a shortcut:

| | |
|---|---|
| **Bold** | Ctrl+B (Command+B for Macs) |
| *Italics* | Ctrl+I (Command+I for Macs) |
| Underline | Ctrl+U (Command+U for Macs) |

Using the Bold, Italics, and Underline features

To give you more options, Word lets you display text as **bold**, *italicized*, or <u>underlined</u>, regardless of the font and font size you choose.

**Teacher: Dr.F  Djaafar**