**Formats**

Select each paragraph in the Sample column and use the format method shown in the Format column.

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| --- | --- |
| **Format** | **Sample** |
| Ctrl D(Century Gothic, 10pt, Wiggly Double Underline) | The Font dialog box allows you to select different formats and effects. The options chosen within the dialog box can be viewed in the Preview box. |
| Ctrl B, I, U(Bold, Italics, Underline) | Bold can attract the reader to certain text. Italics can introduce words softly. Underline places emphasis on words. |
| Ctrl Shift D(Double Underline) | Double Underline |
| Ctrl Shift W(Word Underline) | Word Underline |
| Ctrl Shift F. Type **Arial**, press Enter.Ctrl Shift P. Type **16**, press Enter.(Font, Font Size – Font dialog box) | This will become Arial, 16 pt.  |
| Ctrl Shift A(All Caps) | This will become All Caps |
| Ctrl Shift K(Small Caps) | This will become Small Caps |
| Ctrl Shift H(Hidden Text - to view hidden text click on the Show/Hide ) | This will become Hidden Text. |
| Ctrl Shift +(Superscript) | M2 | Select just the 2 |
| Ctrl =(Subscript) | H2O | Select just the 2 |
| Ctrl [(Decrease font size by single units to 11pt) | This will become 11 pt. |
| Ctrl ](Increase font size by single units to 13pt) | This will become 13 pt. |
| Ctrl Shift >(Increase font size by listed sizing to 14pt) | This will become 14 pt. |
| Ctrl Spacebar(Removes all character/text formatting) | Broadway is the place to be. |
| Text Effects(Only available in Word 2010 format) | Try some of the different text effects and apply the one you like best. |