**Formats**

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

|  |  |  |
| --- | --- | --- |
| **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. | |