Solution

# Format Text with Fonts and Colors

Your stylized document – as seen in our lesson – should look like this:

**Topic #1 – Bold and Red**

Text of topic one here

*Topic #2 – Italicize and Blue*

Text of topic two here

~~Topic #3 – Underline and Green and Strike Out~~

Text of topic subtopic three here

***Topic #4 – Bold (Ctrl B), Italicize (Ctrl I), Underline (Ctrl U) and Orange***

Text of topic four here

T

his paragraph is a part of an announcement flyer, or perhaps part of a story. To Add a Drop Cap (which makes the first letter of this paragraph HUGE), we click anywhere inside the paragraph, click the INSERT ribbon, and on the far right, there is a TEXT group of tools. Select the one called “Add a Drop Cap” and select “Dropped” style.

A

nd this paragraph is possibly featured in a magazine article, and we want to Add a Drop Cap in the Margin. Again, we click anywhere inside the paragraph, click the INSERT ribbon, and on the far right, there is a TEXT group of tools. Select the one called “Add a Drop Cap” and select “In Margin” style.