

Font format in Word

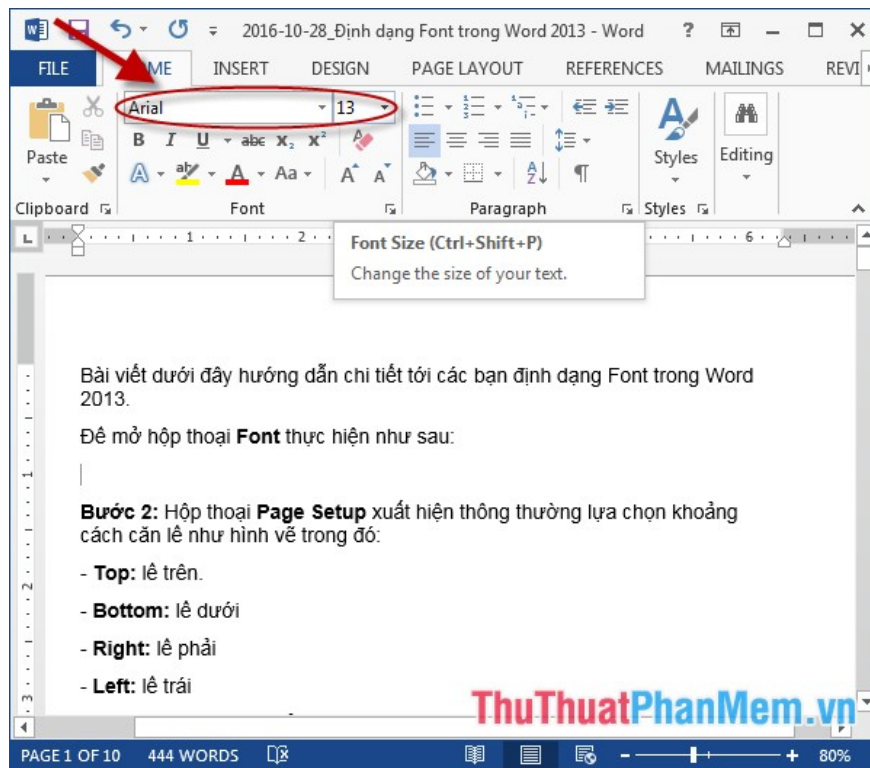
Guidelines for Font formatting in Word. Font format includes the following options: 1. Selecting Font, font size: Font format, font size you click on the arrow in Font and Size 2 items as shown.

The following article provides detailed instructions for you to format Font in Word.

The **Font** format includes the following options:

1. Choose a font, font size:

Font format, **font size** you click on the arrow in 2 items **Font** and **Size** as shown:



2. Font format:

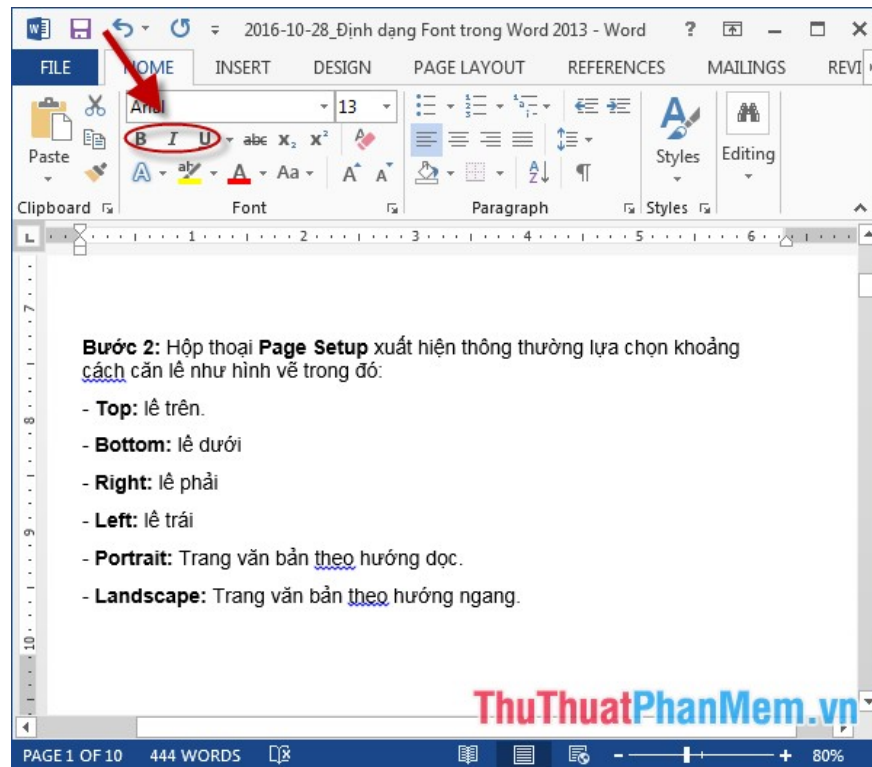
- **Font** dialog box supports 3 main types of formats:

+ **B**: bold

+ **I**: italicize.

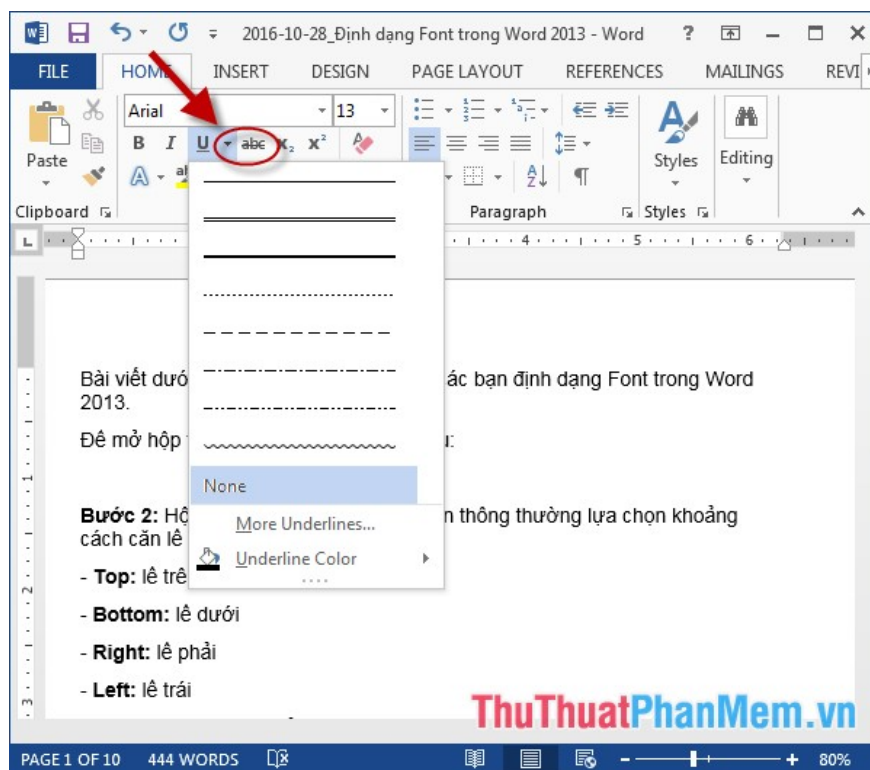
+ **U**: underline

It is possible to apply these 3 formats simultaneously to the same document. To format, just click the icon for each font:



3. Implement the text format with horizontal lines.

To emphasize certain text, you can use extra lines for text by clicking on the icon as shown:



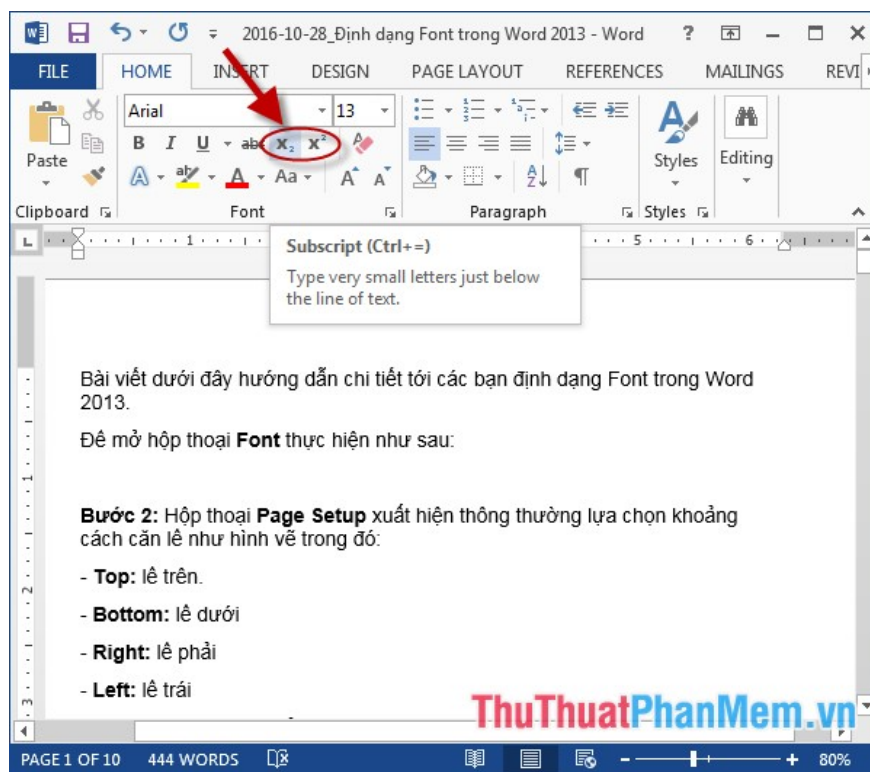
4. How to write the index above and the index below.

- Word 2013 supports you with the quick feature to display the icon of writing the superscript and the subscript right on the toolbar:

+ (X_2) Write down the subscript.

+ (X^2) Write the index above.

To select how to write the index, simply click on the corresponding icon.

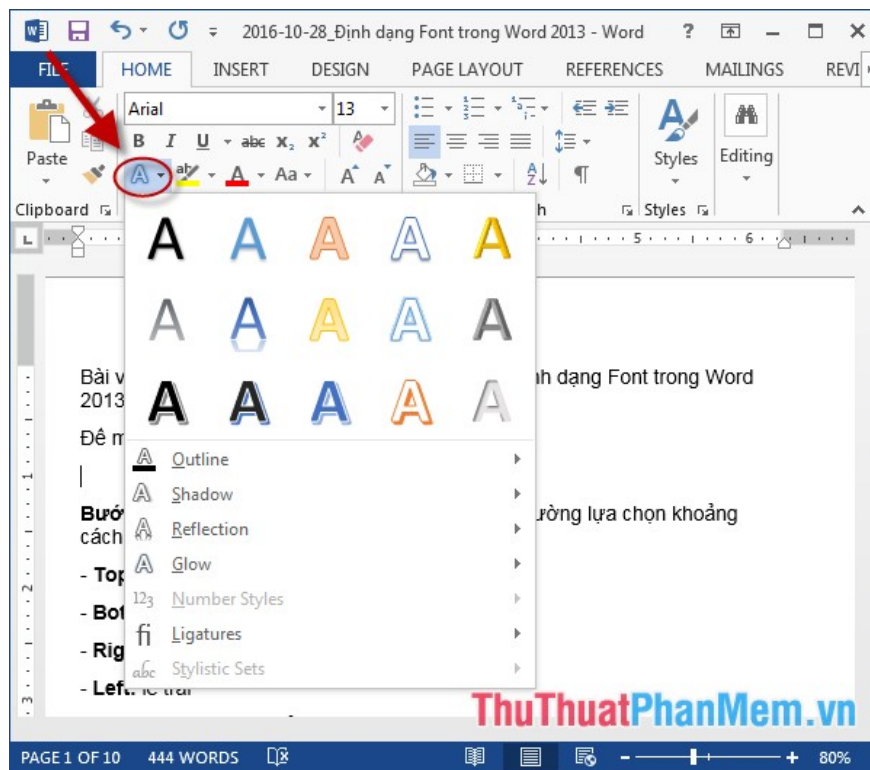


5. Apply word art format to words.

- Click on the icon A:



-> select the type of art font you need to apply:

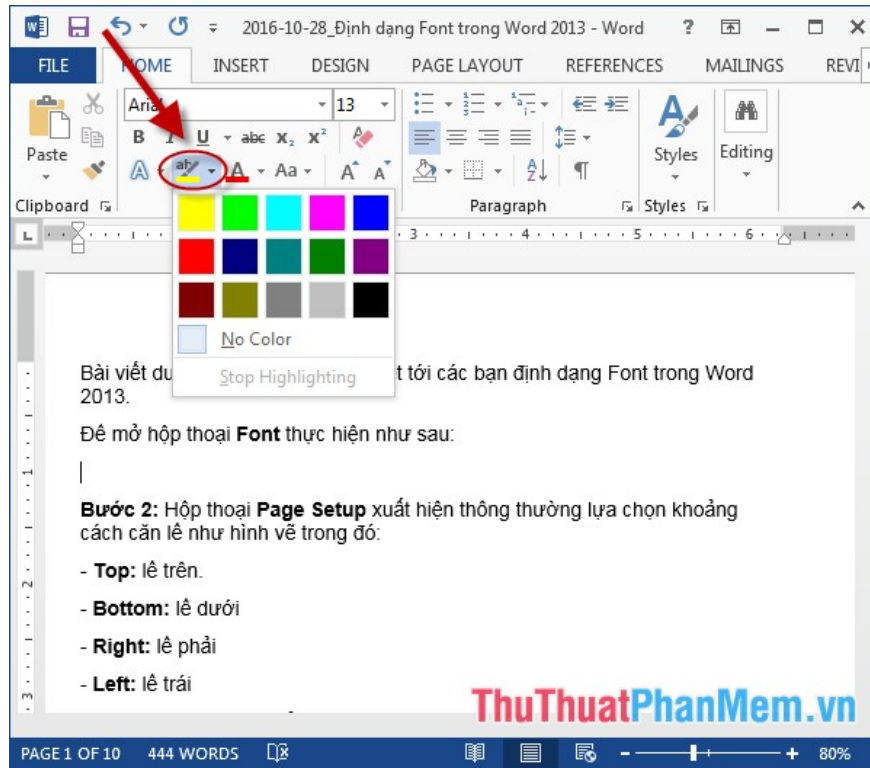


6. Fill the background with text.

- When you need to emphasize something in the text, you can use more features to fill the background with text -> click on the icon

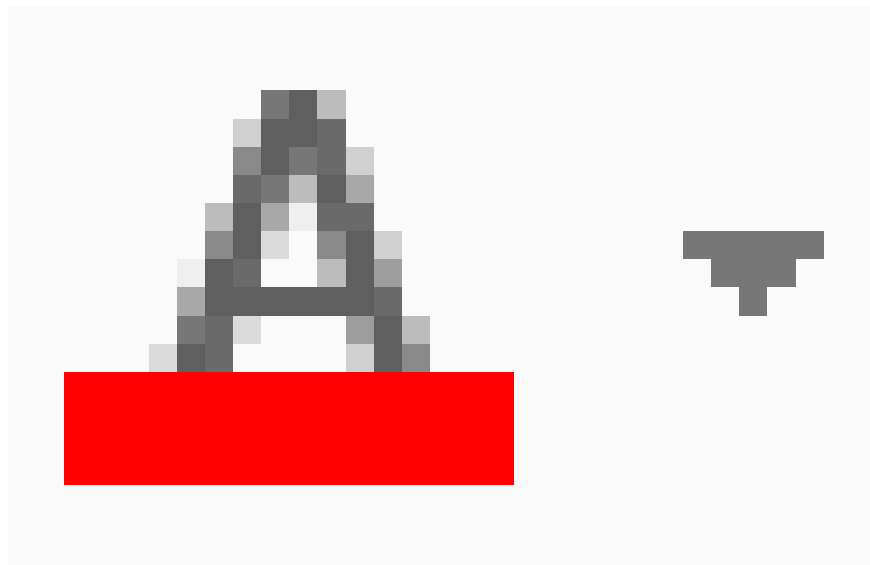


- > choose the color to match with the text:

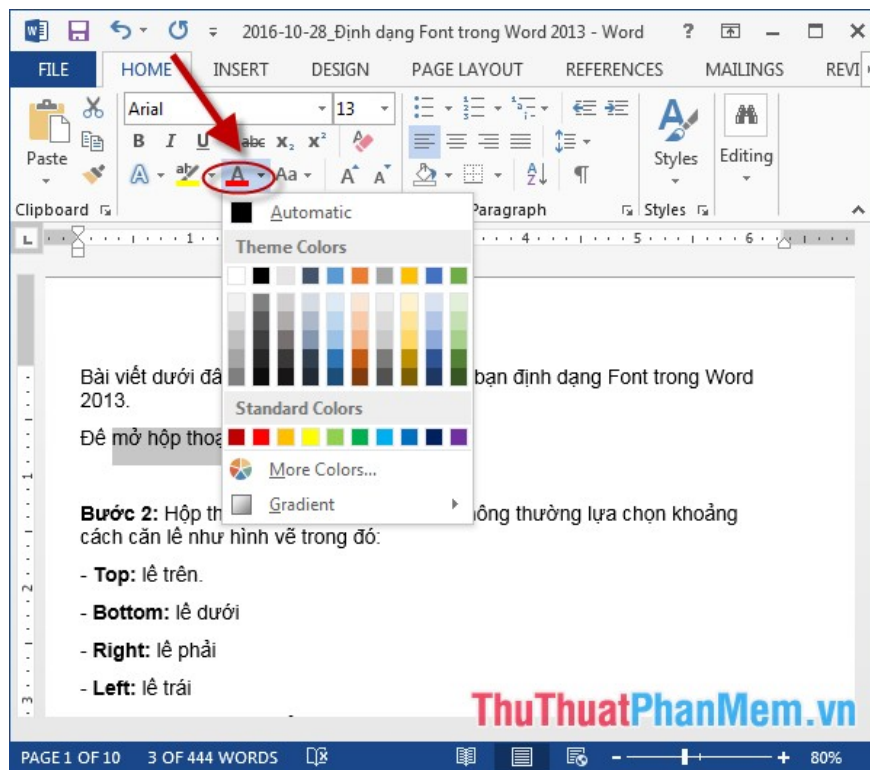


7. Select the color of the text in the text.

- Click on the icon



-> choose the color for the text according to your requirements:

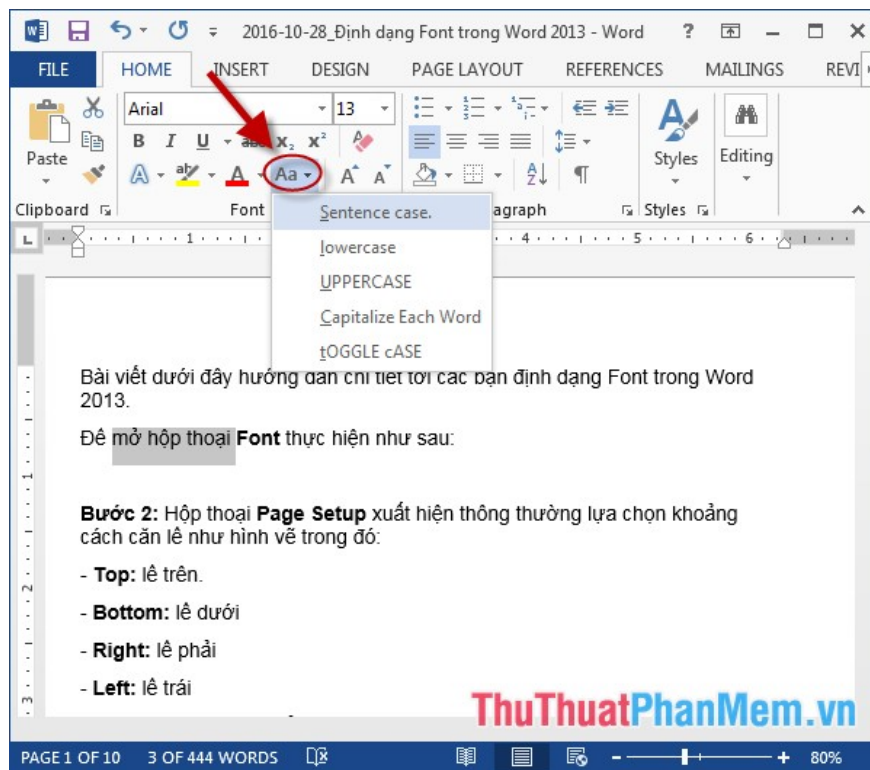


8. Select uppercase or lowercase letters.

- Click on the

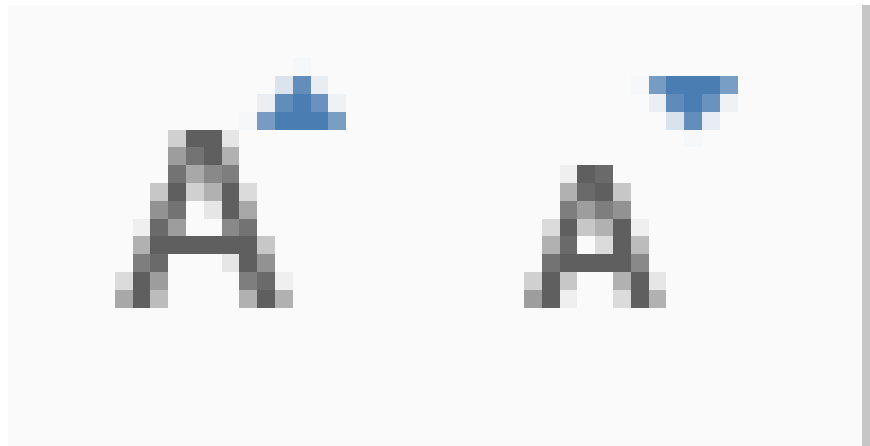


font selection icon in the list:

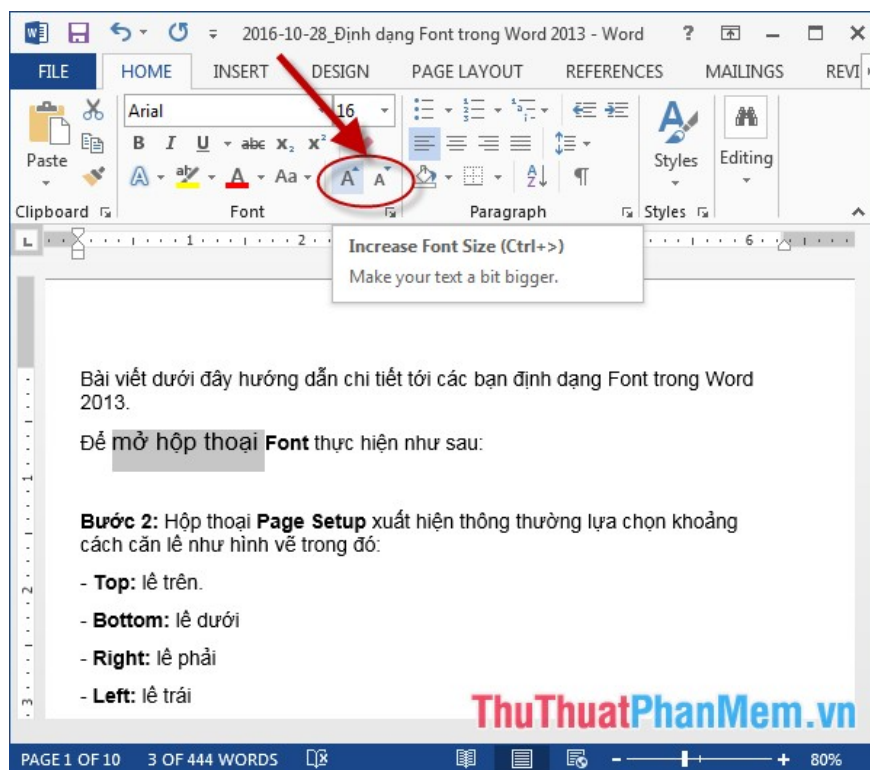


9. Zoom in, zoom out font size.

- Very convenient and simple, you just need to click on one of the 2 icons to



be able to enlarge or reduce the text, of which the large A symbol is for larger, the small A is for font size.

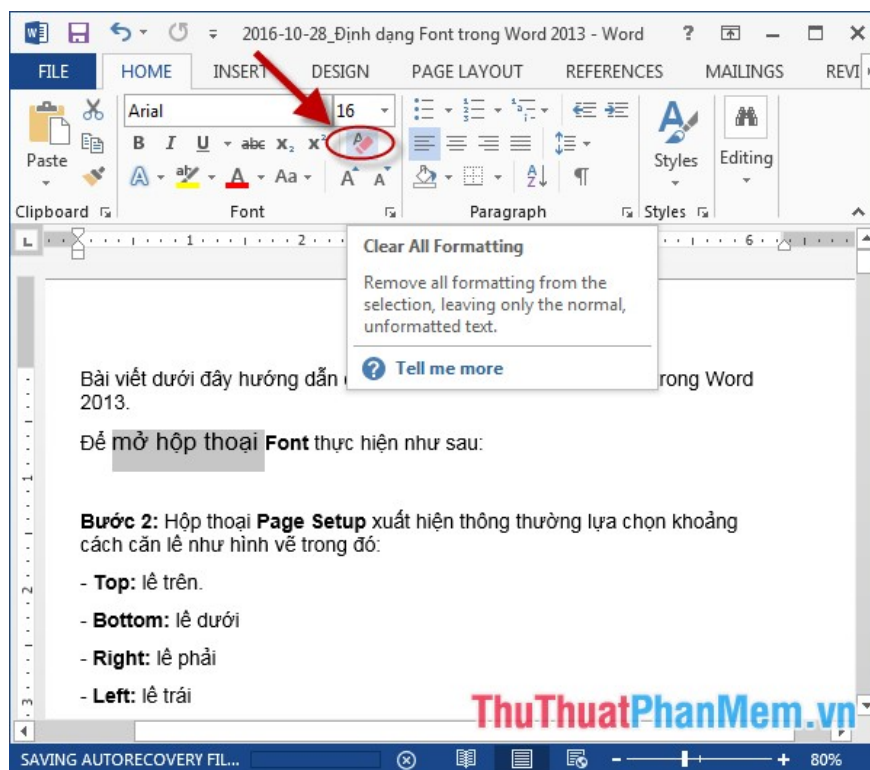


10. Available tools support deleting all formats.

- Click on the icon



to delete all the established formats:



Above is a detailed guide on Font format in Word.

Good luck!

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