Formatting Text in Word: Week 2 Instructions

1. Change “How it Works” to a red font
2. Center the title “How it Works”
3. Change the font size of “How it Works” to 20
4. Change “Electric Clothes Dryer” to a purple font
5. Center the title “Electric Clothes Dryer”
6. Change the font size of “Electrical Clothes Dryer” to 18
7. Center paragraph 1
8. Left align paragraphs 2,3, 4, and 5
9. **Bold** the word “**circuit”** each time you see it on the page
10. Underline the word “dryer” each time you see it on the page
11. *Italicize* the word “*energy*” each time you see it on the page
12. Change paragraph 1,2,3,4, and 5 to size 14 font