

Formatting Using Google Docs-What tools to use?

Use the bold option to bold this sentence:

Use the Italics option to make this sentence italicized:

Use the underline option to make this sentence underlined:

Use the highlight option to highlight this sentence any color you want:

Use the center align option to center this sentence:

Use the right align option to make this sentence right justified:

CHANGE THE FONT:

Change the text size:

Change the text to blue.

