

MS Word Worksheet

Name: _____

Date: _____

Underline	Bold	Italic	Increase font size	Decrease font size	Font size	Font Color	Font
-----------	------	--------	--------------------	--------------------	-----------	------------	------

Calibri (Body) ▾

I

A[▲]

A[▼]

A[■]

U

B

11 ▾

What does the button do? Draw a line from the name of the button to what it will do.

Underline	Changes the Style of how the font will look (Curly, thin, thick, symbols)
Bold	Will slant the word
Italic	Changes the color of the font
Increase Font Size	Continues to make the font bigger and bigger
Decrease Font Size	Will put a line below the word
Font Size	Will make the word thicker, darker and more pronounced
Font Color	Continues to make the font smaller and smaller
Font	Choose from a dropdown list of numbers to change the size.

