Formatting Toolbar Lesson

Objective - to be able to identify the icons on the formatting toolbar

Intro

1. Look up words you don't know; for example, close further next to

2. Locate the formatting toolbar.

Lesson

1. Move the mouse slowly over the icons. You will see the description below them.

2. Use the font and font size windows. Type these sentences:
   
   a. I can change the **size** of the **letters**.

   b. I can change the *style of the letters*.

   c. I can change the **size and style** of the letters.

3. Use some of the icons. Type these sentences:

   a. I can make some **letters bold**.

   b. I can make some **letters in italics**.

   c. I can **underline some letters**.

   d. I can **change the color** of some **letters**.

   e. I can **highlight** some letters.