The Formatting Toolbar (Vocabulary)

Font - changes the *style* of the letters

Font size - changes the **Size** of the letters

Bold - writes letter in **bold**

Italics - writes letters in *italics*

Underline - puts an underlined below letters

Align Left - puts the letters on the left
Center - centers letters
Align Right - puts letters on the right

Numbering
1. - puts a number
2. - next to each line
3. - of letters

Bullets
- puts a bullet
- next to each line
- of letters

Font Color - Changes the **color** of the letters

Single Space
puts the lines of letters close to each other

Double Space
puts the lines of letters further apart from each other

Toolbar Options - offers more choices