



MS Word

Word with Screen Reader

Text Attributes

Shortcut commands let you apply attributes and emphasize text in Microsoft Word documents.

With shortcut commands, you can apply bold, italics, and underline features to text and change its visual appearance. **Try it out!**

Emphasizing Words and Phrases

- You can emphasize words and phrases using bold, italics, and underlining.
- You can even apply all three attributes to a word or phrase.
- You do this with shortcut commands.

Adding Emphasis

1. Go to the top of the document: Press CTRL + Home.

2. Select the text you want to emphasize: Hold down the **CTRL** and **Shift** key simultaneously, and press the **Right arrow** to select each word. (For example, if you're selecting three words, press the **Right arrow** three times.)
3. To change the selected text to bold: Press **CTRL + B**.
4. To deactivate bold and go back to normal text: Press **CTRL + B**.
5. To italicize the text: Press **CTRL + I**.
6. To turn off the italics: Press **CTRL + I**.
7. To underline the text: Press **CTRL + U**.
8. To remove the underline: Press **CTRL + U**.

Turning Off the Emphasis

After you apply a style, all the text you enter will be in that style. If you don't want more text to be in the style, deactivate the style before you type anything else.

- To deactivate a style, press the same command you used to activate it. Or press **Ctrl + spacebar**.

To remove all attributes from a document:

9. Select all the text: Press **CTRL + A**.
10. Remove the attributes: Press **CTRL + spacebar**.
11. This removes all attributes from the document.

Tip: If you just want to remove one attribute and keep others, you'll need to navigate to each specific word or phrase and remove the attribute. For example, if you just want to remove underlining from some words, go to those underlined words and use the command of CTRL + U to remove the underlines.

With these shortcuts, you can use text attributes to emphasize words and phrases in your documents. Try it out! Then try our workshop on spell checking.

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