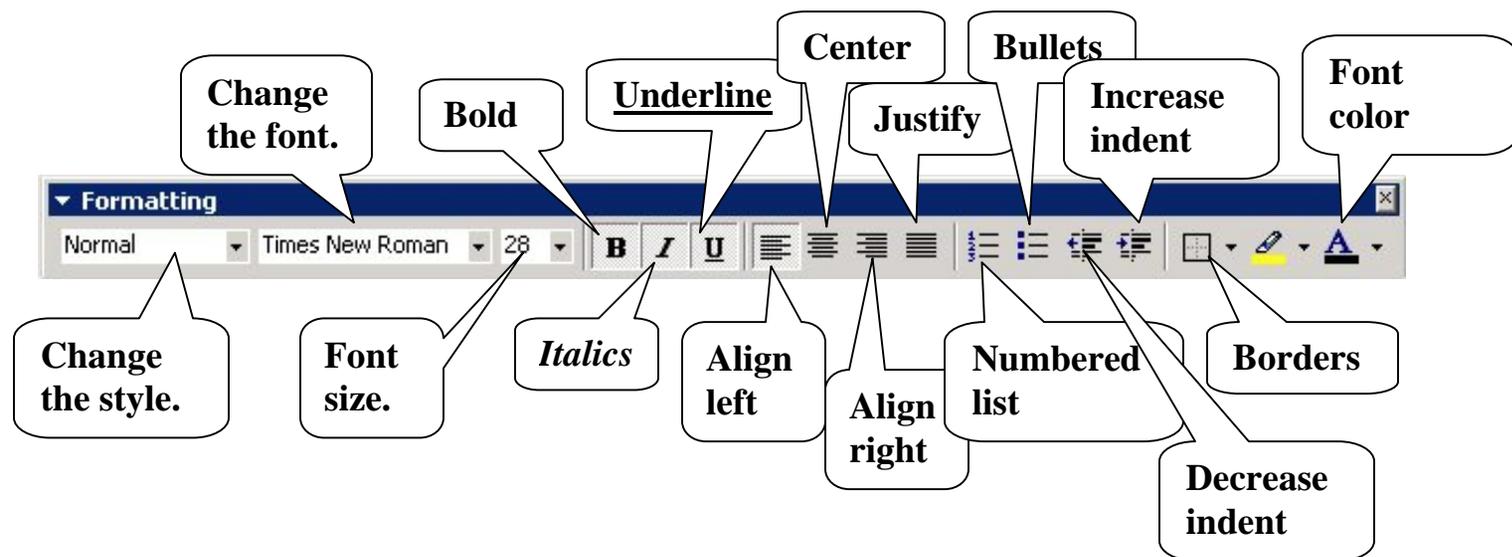


MS Office¹: Formatting Text

1. With the mouse, click and hold, then drag over the text to highlight it.
2. Use the formatting toolbar to change the text.



¹ MS Office includes Word, PowerPoint, Outlook, Excel, Access, & Publisher. The procedures for all of them are the same.