Student Full Name

Day/Period

Date

**Bold, Italics, & Underline Exercise: Format the DATA column, (lines of text), as per the instruction column.**

|  |  |  |
| --- | --- | --- |
| Data | **Instruction Column** | Keyboard Short Cut |
| WILLETON HOTEL | Bold | Ctrl + B |
| Alice Springs   | Italics | Ctrl + I |
| All modern facilities | Underline | Ctrl + U |
| Family restaurant | Bold, and Italics |  |
| Moderate tariff | Bold, and Underline |  |
| Telephone | Italics, and Underline |  |
| Fax No | Bold, Italics, and Underline |  |

|  |  |
| --- | --- |
| 1. **Bold the word 'brown' in the sentence**
 | 1. **Italics the word 'over' in the sentence**
 |
| The quick brown fox jumped over the lazy dog | The quick brown fox jumped over the lazy dog |
| 1. **Underline the word 'lazy' in the sentence**
 | 1. **Bold the words 'quick brown' in the sentence**
 |
| The quick brown fox jumped over the lazy dog | The quick brown fox jumped over the lazy dog |

1. **Italics the word 'over the lazy' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Underline the word 'lazy dog' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Bold and Italics the words 'The quick' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Bold and Underline the words 'brown fox' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Italics and Underline the words 'over the lazy dog' in the following sentence**

The quick brown fox jumped over the lazy dog

1. **Bold, Italics, and Underline the words 'quick brown fox jumped' in the following sentence**

 The quick brown fox jumped over the lazy dog