How to Format Your Text in MS Word 2010

Step 1:
Open your document in MS Word from your USB (Flash) Drive.

Step 2:
Highlight the Heading.

Step 3:
Change the **Font Style** to any Font you want.
Change the **Font Size** to a Larger Size (18 – 24)

Step 4:
Type your story in the document.

Step 5:
- After you finish typing, you can change the **Font Style**.
- Highlight words you want to change, and pick the **Font**
Style you like.

Step 6:
Continue to add your story and photos until your story is done.

Step 7:
Use \( \text{ABC} \) or (F7), or (under Review ribbon) and hand it into your teacher.

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