

Project 1-2: Formatting Text

exercise you'll work with character- and paragraph-level formatting tools.

1. Open the project file `declaration_text` and save it in your working directory as `project_1-2_formatting`.
2. Click once on the word *events* in the first line and press **Ctrl+I** to apply italic formatting.

Word will italicize the entire word, assuming from context that you didn't mean to insert italicized characters in the middle of a non-italicized word.

3. Double-click the word *events* to select the whole word, then click the italics symbol in the formatting popup to remove italic formatting from the word.
4. Triple-click *events* to select the entire line (paragraph) and apply italic formatting again. Then repeat the action.
5. Click in the final paragraph on pages 3-4 and select the Intense Quote style.
6. Add the line *Declaration of Independence* to the top of the document, formatted with the Title style.