

Microsoft Office 2013: Making Text Bold

You probably already know that there are a number of ways you can make text bold in Word. One common way is to press **Ctrl+B** when you want to *turn on* the bold character attribute, type your word/words, and then press **Ctrl+B** to *turn it off*.

Word provides another quick way to make text bold—using asterisks. If you type asterisks in this manner (directly next to a word or group of words, with no intervening spaces) in Word, the asterisks are automatically removed and the word(s) are shown in bold type.

You can try this yourself by typing **this is bold** (exactly as shown here, including spacing) within Word. When you type the second asterisk, both asterisks should disappear and the words **this is bold** will be in bold type.

To make this work for you, follow these steps:

1. Click the **File** tab, then click on **Options**.
2. On the Word Options dialog box click **Proofing**.
3. Click **AutoCorrect Options** button.
4. On the AutoCorrect dialog box make sure the **AutoFormat As You Type** tab is displayed.
5. Make sure the ***Bold* and _Italic_ with Real Formatting** check box is selected.
6. Click OK to on the AutoCorrect dialog box and the Word Options dialog box.

