**Word Processing**

**Font up (Big Size):**

1. Select Text

2. Ctrl+]

3. Or, Click formatting toolbar capital A

4. Or, Ctrl+ Shift+p

5. Write desire size.

**Font down (Small Size):**

1. Select Text

2. Ctrl+[

3. Or, Click formatting toolbar capital A

4. Or, Ctrl+ Shift+p

5. Write desire size.

**Text Bold করার নিয়মঃ**

1. Select Text

2. Ctrl+B

3. Or, Click formatting toolbar B

**Text Underline করার নিয়মঃ**

1. Select text

2. Ctrl+U

3. Or, Click fromating toolbar U.

**Case change করার নিয়মঃ**

1. Select text

2. Click formatting toolbar Aa

3. Choose your desire case

**Header & Footer-এ লিখার নিয়মঃ**

1. Click insert menu bar

2. Click Header or, Click Footer