Practise the following quick ways to select text and apply character formatting:

* Select a word by double-clicking on the word.
* Select a line by clicking left of the line in the margin.
* Select a paragraph by triple-clicking in the paragraph (or by double-clicking in the left margin).
* Press <Ctrl><B> to make text *bold.*
* Press <Ctrl><U> to *underline* text.

See how quickly you can apply the following to the text below (you may ‘zoom’ before you start):

1. Format the names of all the soccer teams as **bold**. (*Hint:* They all start with capital letters.)
2. Underline all the text in blue.

Ask your friend to keep time and then swop places.

Do not save the document and practise it a second time.

AmaZulu abroad Orlando Pirates abrups Kaizer Chiefs ability able aboard

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call calm calves Richards Bay word processing windows icon Sekhukhune netbook Golden Arrows

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jumbo perform beach pebbles seven shoulder stand giant partial paltry calves merino mustard mundane marvel mentor Stellenbosch sporting soccer united fly verge grass post hide further chips wit blacken broadside

centigrade centimetre centipede centre century TS Galaxy ceremony Cape Town City

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