**How to Edit with Claudio on Microsoft Word**

Lesson 5: Editing & Formatting Text II

**Instructions:**

For this exercise, you will format an excerpt from "The Signal Man" by Charles Dickens using only the new hotkeys you've learned. Follow the instructions below using only your keyboard. Do not use your mouse.

1. Italicise the sentence "Don't you know it is?"
2. Bold the sentence "Yes; I am sure I may."
3. Underline all instances of the word "monstrous".
4. Find the capitalised word "INFECTION" and change it to all lowercase letters.
5. Find the "intently" grammar mistake and capitalise the first letter.
6. Format the sentence "He pointed to the red light he had looked at" as a bullet point.
7. Change the "e" in "cliched" to an accented "e".

**Excerpt:**

He directed a most curious look towards the red light near the tunnel's mouth, and looked all about it, as if something were missing from it, and then looked at me.

That light was part of his charge? Was it not?

He answered in a low voice,--"Don't you know it is?"

The monstrous, cliched thought came into my mind, as I perused the fixed eyes and the saturnine face, that this was a spirit, not a man. I have speculated since, whether there may have been INFECTION in his mind.

In my turn, I stepped back. But in making the action, I detected in his eyes some latent fear of me. This put the monstrous thought to flight.

"You look at me," I said, forcing a smile, "as if you had a dread of me."

"I was doubtful," he returned, "whether I had seen you before."

"Where?"

He pointed to the red light he had looked at.

"There?" I said.

intently watchful of me, he replied (but without sound), "Yes."

"My good fellow, what should I do there? However, be that as it may, I never was there, you may swear."

"I think I may," he rejoined. "Yes; I am sure I may."