

Microsoft Word 2003 Part 2

Formatting Text

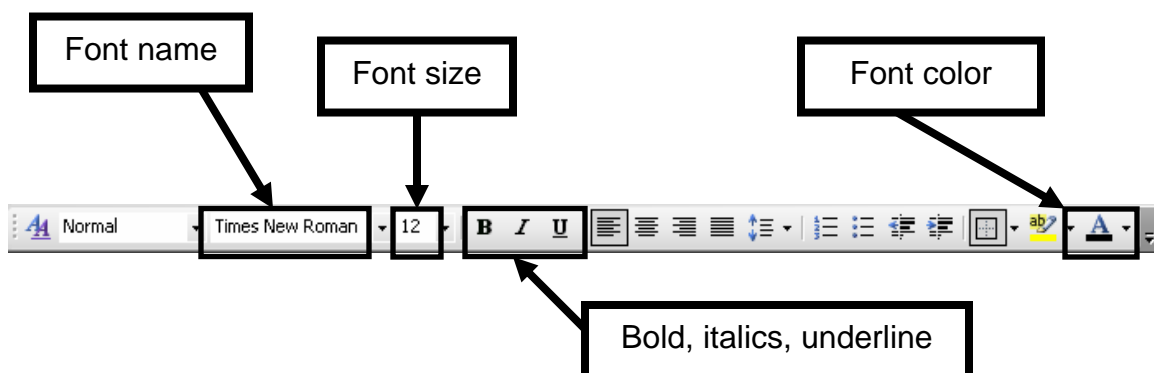
Microsoft Word allows you to change the way your text looks. You can change the size, shape, and style of the letters. Formatting changes can be made from either the Formatting Toolbar or the Format menu and the Font Dialog Box.

If you change the formatting before you begin typing any words the formatting changes will apply to the entire document.

If you change the formatting after you have typed some text the formatting changes will apply to text you have highlighted, or any subsequent text you type.

Formatting Toolbar

The Formatting Toolbar has a set of buttons you can use to apply formatting changes.



Change Font

To change the font or typeface of your text, highlight the selected text then pick a font from the drop down menu.

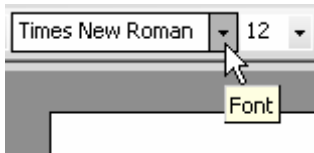
Here is the original text.

Example

Highlight the text with the mouse.

Example

Click in the small arrow next to the current font name.



A list of available fonts will open. Select the font you want from the list.



To see more available fonts, click the down arrow to scroll through the list.

The fonts are listed alphabetically, but the ones you used most recently will appear at the top of the list.

Your highlighted text will change to match the new font.

EXAMPLE

Change Font Size

Font size refers to the size of the type, how big or how small. To change the size of your text, highlight the text and then select a larger or smaller size from the Formatting Toolbar.

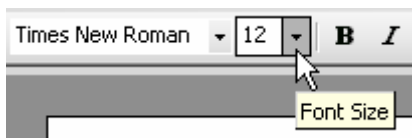
Here is the original text.

Example

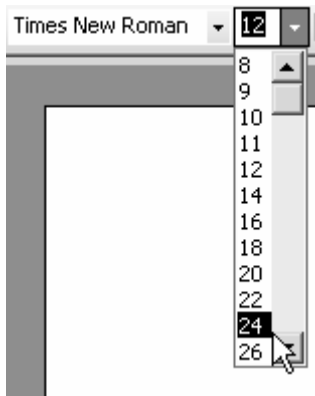
Highlight it with the mouse.

Example

Click in the small arrow next to the current font size.



Select a different size from the drop down list. The larger the number the larger the letters will be.



Your highlighted text will change to reflect the new size.

Example

Bold, Italics, and Underline

To apply boldface, italics, or underline text, highlight the text with the mouse and click the appropriate button on the Formatting Toolbar.

You can apply any combination of bold, italics, and underline to the selected text.

Bold

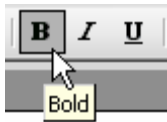
Here is the original text.

Example

Highlight it with the mouse.

Example

Click the bold button on the toolbar.



The font and font size will not change except that the letters will be slightly larger and bolder.

Example

You can also use the keyboard to apply boldface. After highlighting the text, hit CTRL + B to bold the word.

Italics

Here is the original text.

Example

Highlight it with the mouse.

Example

Click the italic button on the toolbar.



The font and font size will not change except that the letters will be slanted to the right.

Example

You can also use the keyboard to apply italics. After highlighting the text, hit CTRL + I to italicize the word.

Underline

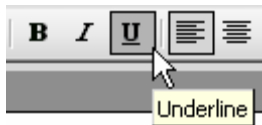
Here is the original text.

Example

Highlight it with the mouse.

Example

Click the underline button on the toolbar.



The font and font size will not change except that the letters will be underlined.

Example

You can also use the keyboard to underline text. After highlighting the text, hit CTRL + U to underline the word.

Change Font Color

You can change the color of your text easily from the Formatting Toolbar.

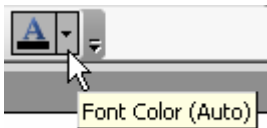
Here is the original text.

Example

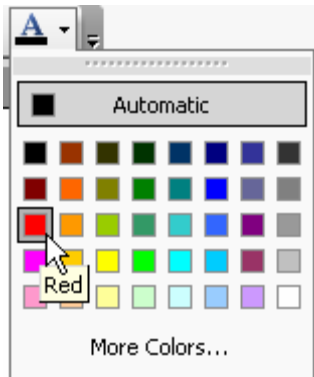
Highlight it with the mouse.

Example

Click the small down arrow next to the current font color button.



A color palette will open. Click on the color of your choice to change the text to that color.



Your highlighted text will change to reflect the new color.

Example

Font Dialog Box

You can make several changes at once using the Font Dialog Box.

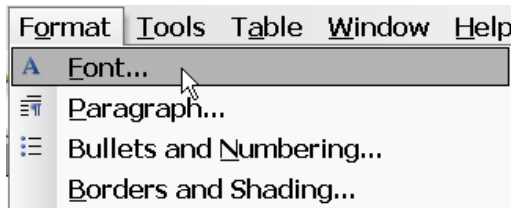
Here is the original text.

Example

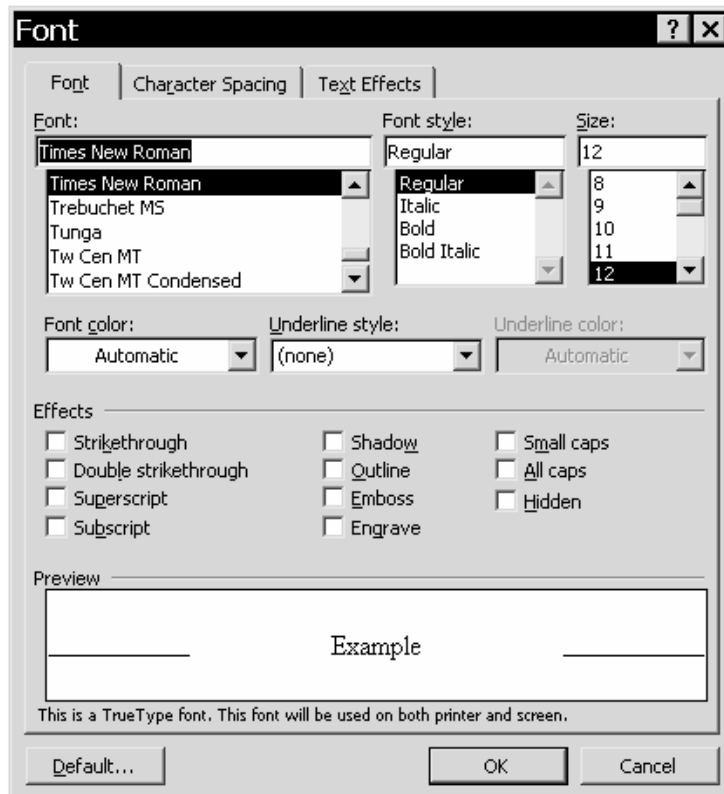
Highlight it with the mouse.

Example

On the Standard Toolbar, click Format, Font.

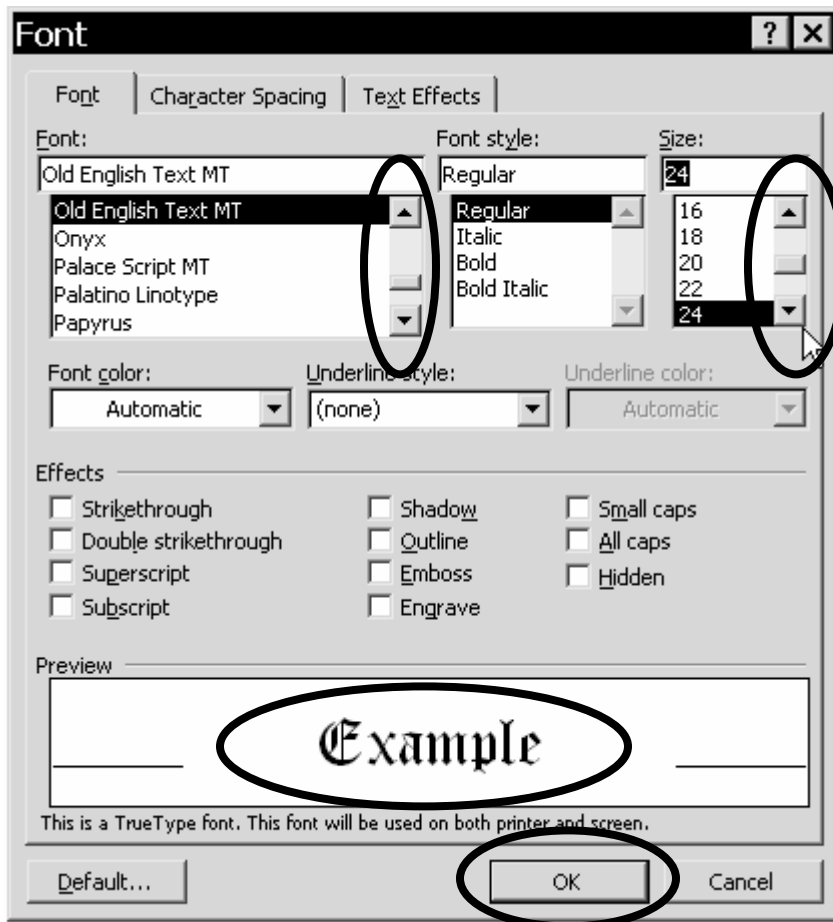


The Font Dialog Box will open.



Change the Font and Font size from the Font Dialog Box

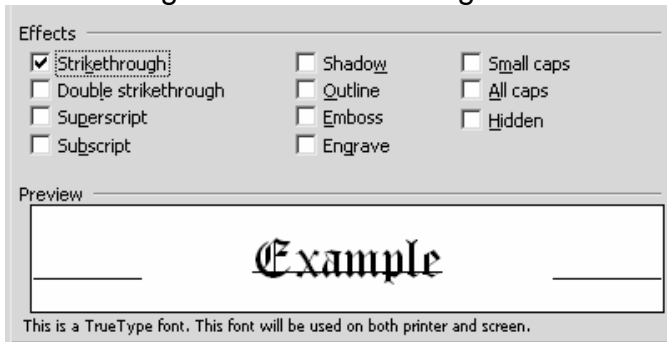
Scroll through the list of fonts and click on one you would like. You can also change the size of the font from this dialog box. The Preview pane at the bottom of the dialog box shows you how the changes will look.



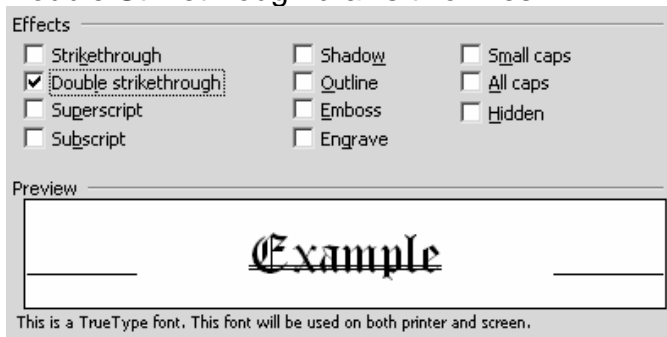
To apply any changes click OK.

Add Effects from the Font Dialog Box.

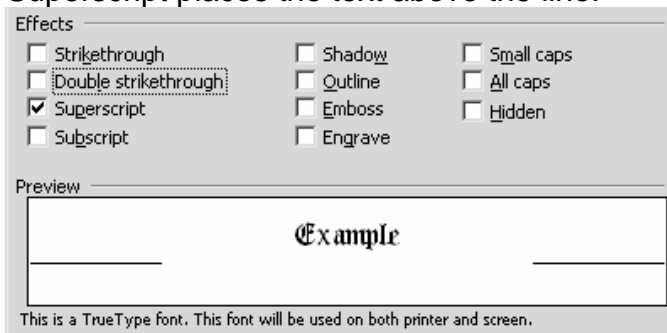
Strikethrough draws a line through the word.



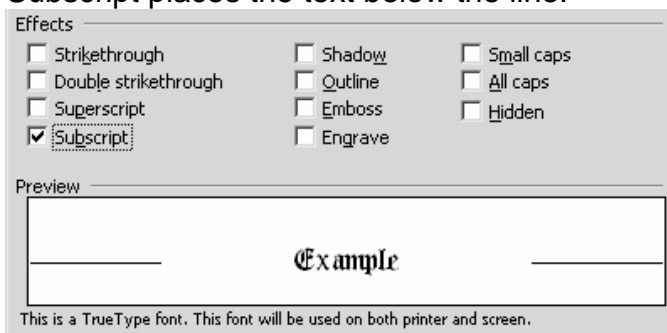
Double Strikethrough draws two lines.



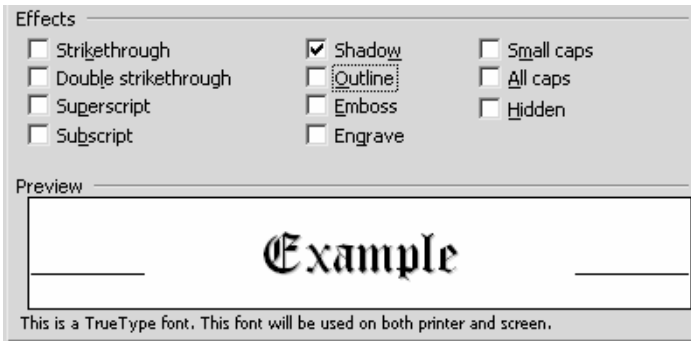
Superscript places the text above the line.



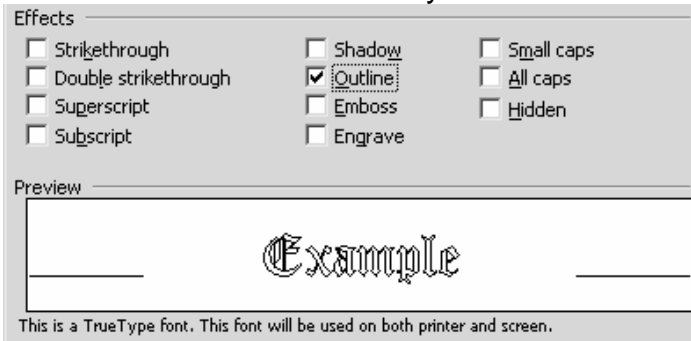
Subscript places the text below the line.



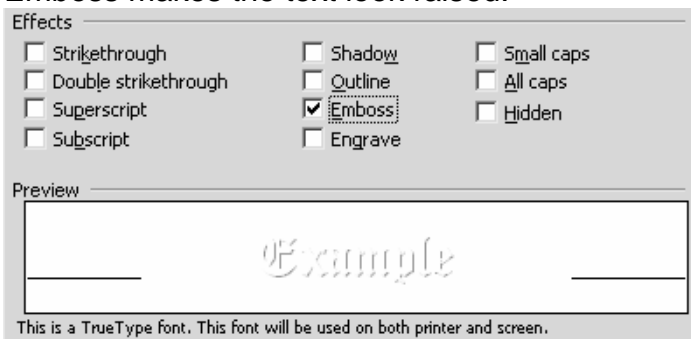
Shadow adds a shadow effect.



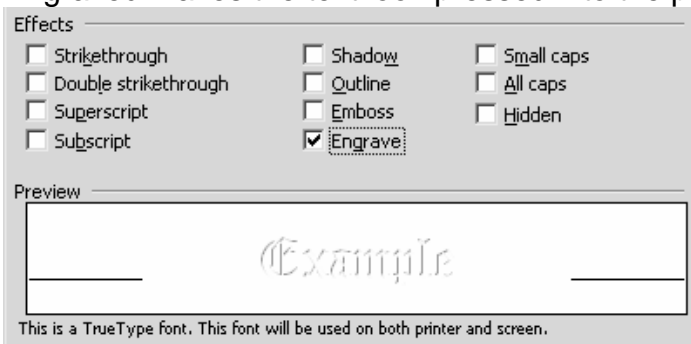
Outline outlines the letters only.



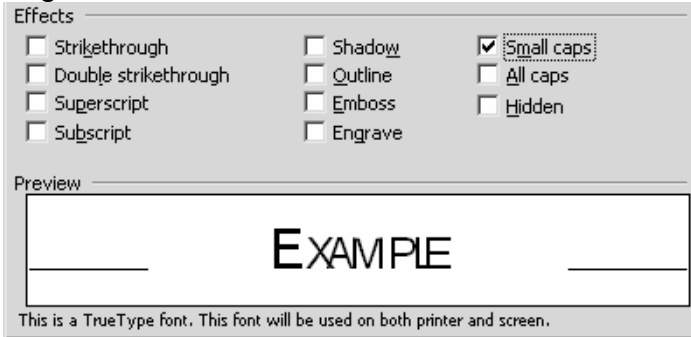
Emboss makes the text look raised.



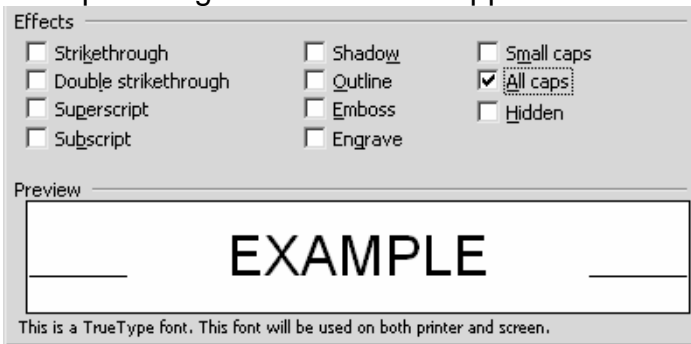
Engraved makes the text look pressed into the paper.



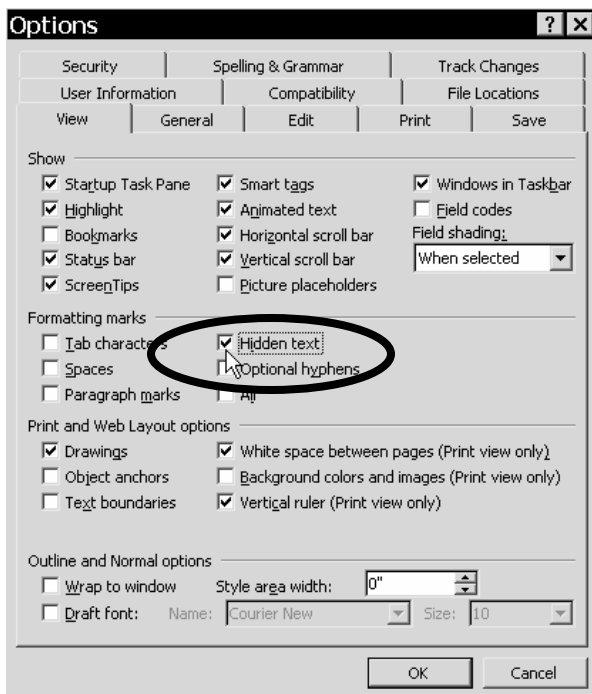
Small caps changes lower case into upper case, but keeps the initial capital letter larger.



All caps changes all letters into upper case.

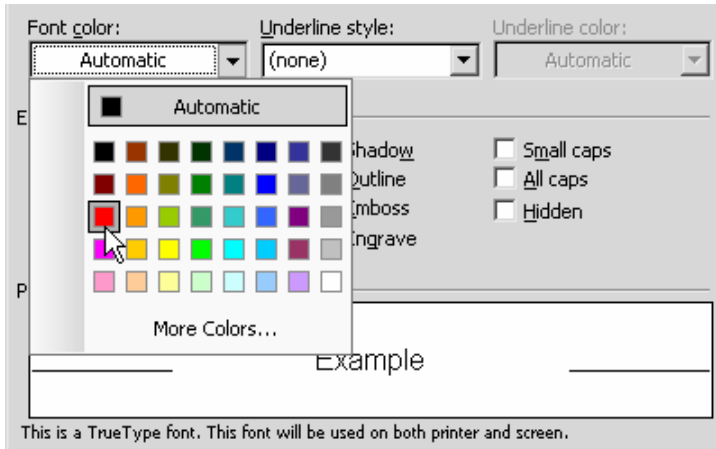


Hidden makes the text invisible. It is still there on the page but cannot be seen. To see hidden text Click Tools, Options, View, check the Hidden Text box and click OK.

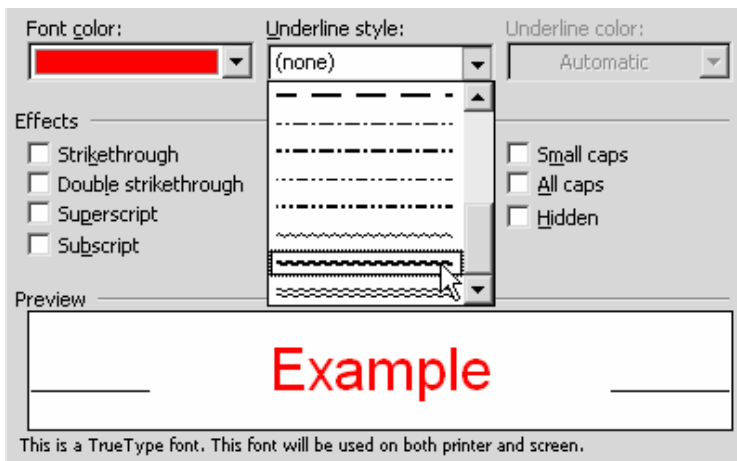


Change Font Color, Underline Style and Underline Color from the Font Dialog Box

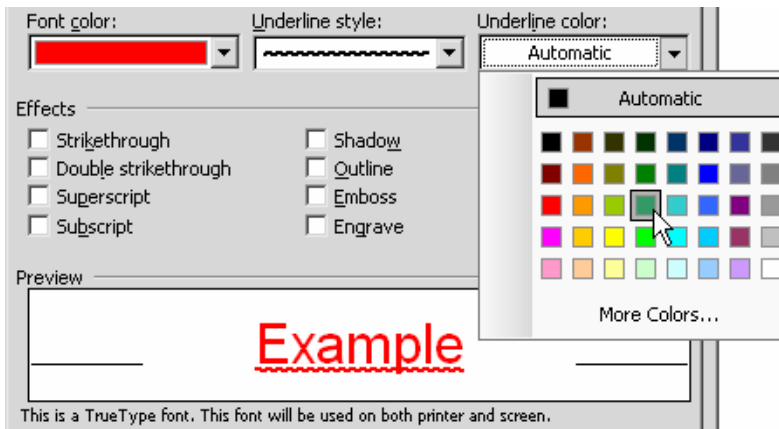
To change **Font color**, click in the drop down arrow next to the current font color (Automatic) and click the one you want from the palette.



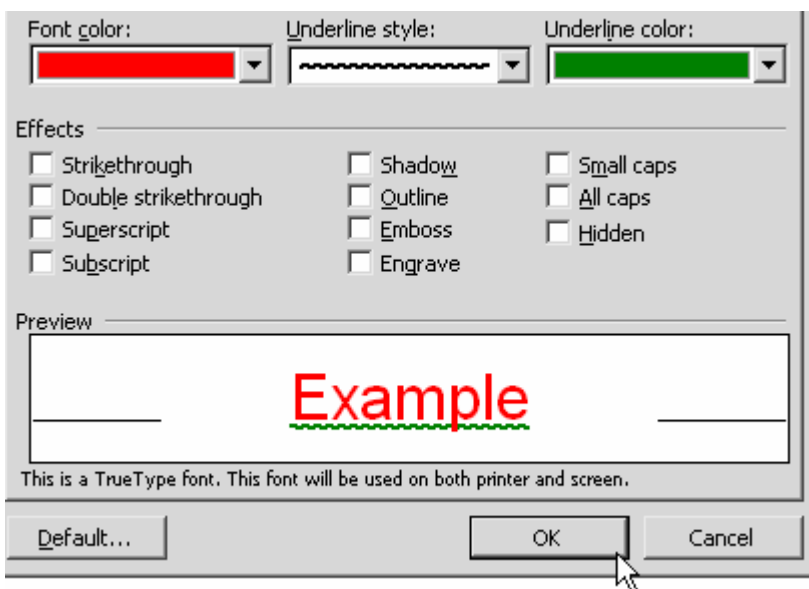
To change the **Underline style** click in the drop down arrow next to the current style (none) and click the one you want from the list of styles.



To change the **Underline color** click in the drop down arrow next to the current color (Automatic) and click the one you want from the palette.



Click **OK** apply your changes to the selected text.



Example

Formatting Paragraphs

Microsoft Word allows you to change the way your paragraphs and pages look. You can change the style, alignment, and spacing. Changes can be made from either the Formatting Toolbar or the Format menu and the Paragraph Dialog Box.

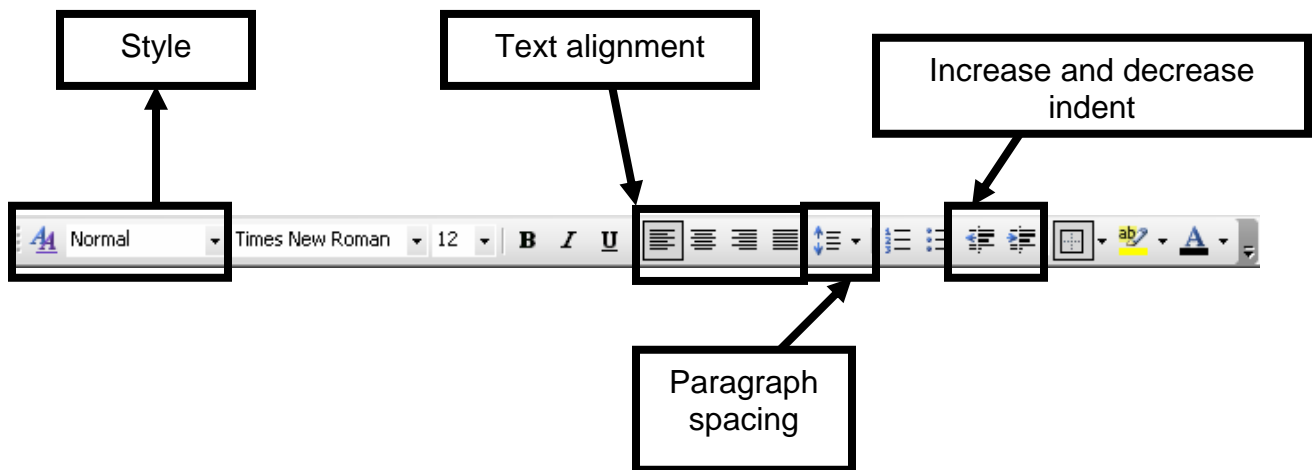
If you change the formatting before you begin typing any words the formatting changes will apply to the entire document.

If you change the formatting after you have typed some text the formatting changes will apply to text you have highlighted, or any subsequent text you type.

If you are formatting a single paragraph, then you don't have to highlight it. You can just move the cursor to that paragraph.

Formatting Toolbar

Several buttons on the Formatting Toolbar allow you to work with blocks of text and paragraphs.



Change Alignment

Microsoft Word defaults to left justified (aligned) paragraphs. This means that new lines automatically line up with the left margin.

If you need to left align text, highlight the text with the mouse and click the Align Left button on the Formatting Toolbar.

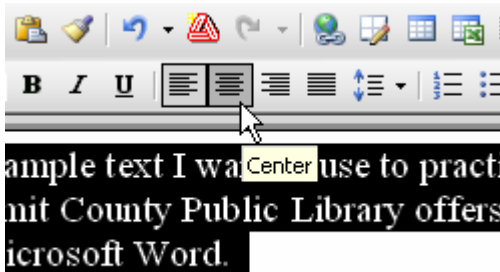


Center Text

To change the alignment of a paragraph, highlight the paragraph.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting Toolbar click the Center button.



Your text is now lined up in the center of the page (along the vertical axis).

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

Right Align Text

To move the text so it is aligned with the right margin, highlight the text you want to move.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting Toolbar click the Align Right button



Your text is now aligned to the right margin.

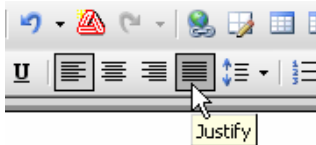
This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

Full Justify Text

To make the text stretch out so it takes up whole lines, highlight the text you want to move.

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

On the Formatting toolbar click Justify.



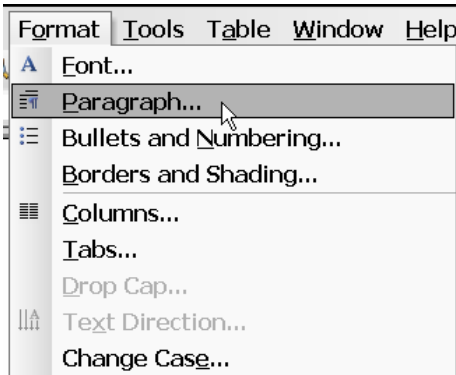
Your text is now fully justified (spread out) across the page..

This is the sample text I want to use to practice formatting in Microsoft Word 2003. The Akron-Summit County Public Library offers free computer classes in many subjects including Microsoft Word.

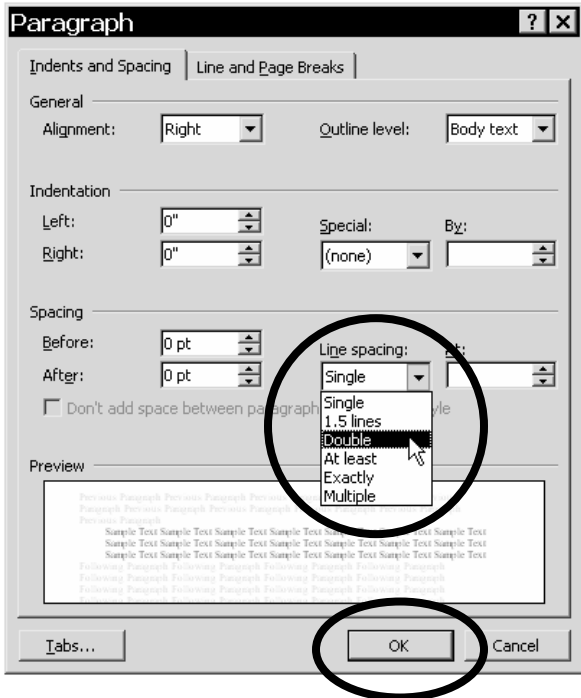
Changing Line Spacing

If you want to double space your paragraph you can do this from the Formatting Dialog Box.

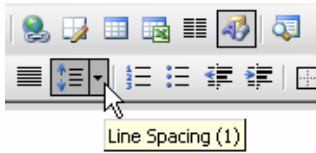
On the menu bar click **Format, Paragraph**.



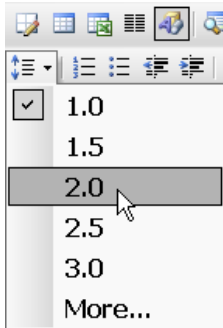
Click in the arrow next to Line Spacing: Single and select the spacing that you want. Click OK to save your changes.



You can also change line spacing by clicking the black arrow on the **Line Spacing** button on the Formatting Toolbar.



Then click the spacing you want.

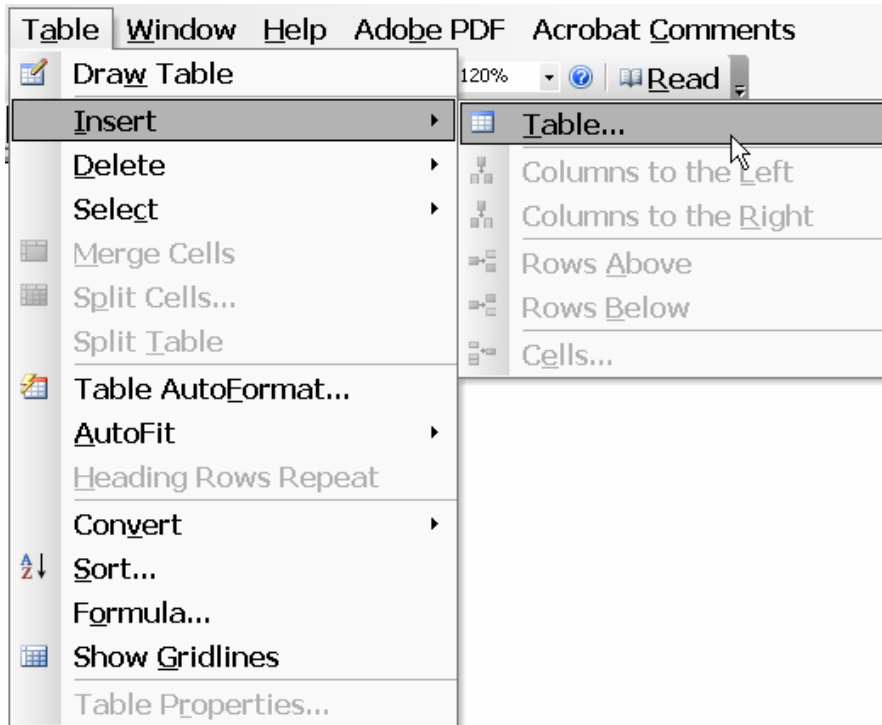


Your text will now be double spaced.

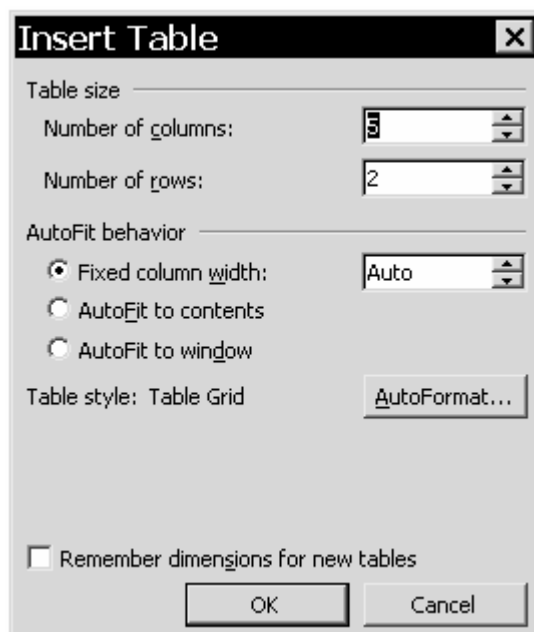
Adding a Table

Tables are a great way to organize text.

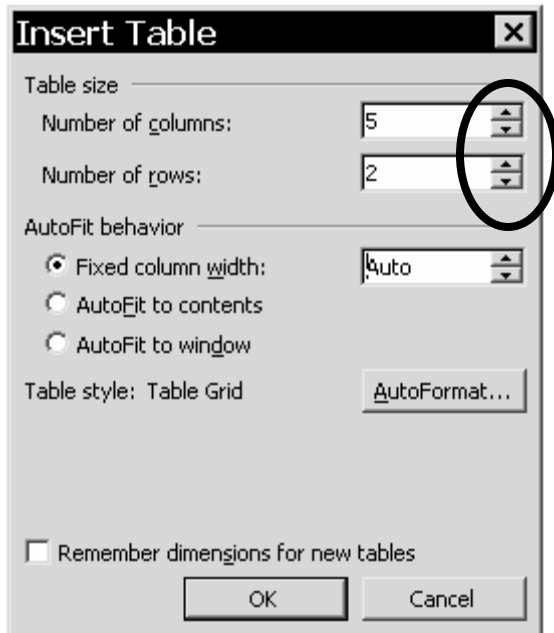
On the Menu bar click **Table, Insert, Table**



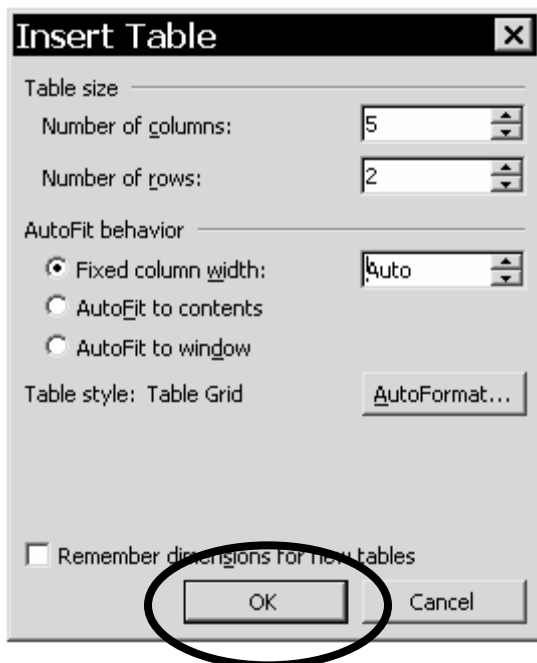
The Insert Table box will open.



Use the arrows to select the number of columns and rows that you will need.

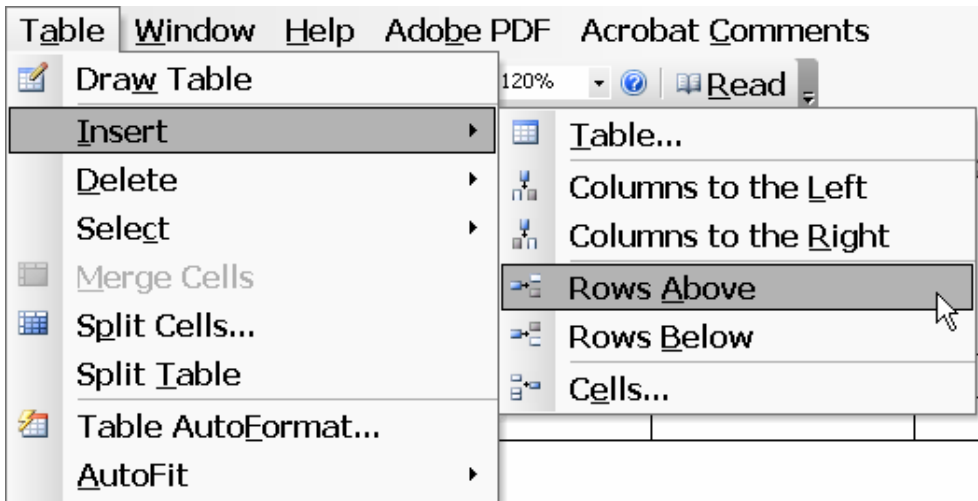


AutoFit behavior adjusts the table's columns and rows to accommodate the text. **Fixed column width** keeps each column equal. **AutoFit to contents** means the column will only be as wide as the words inside it. **AutoFit to window** is used when creating web pages. After you make your selections click OK.

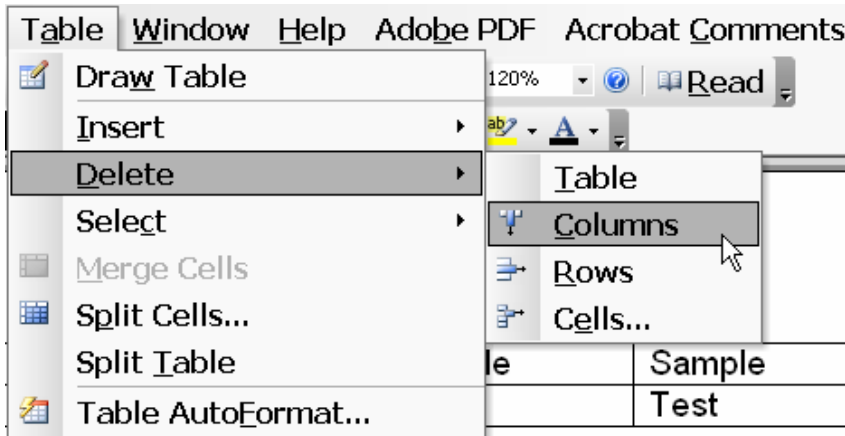


A table will appear on your page.

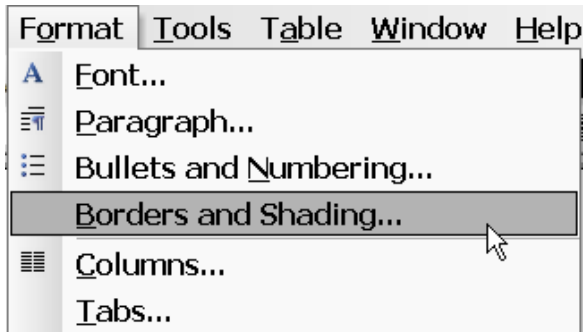
If you need to add rows or columns to your table go to the Menu bar and click **Table, Insert**, and your selection.



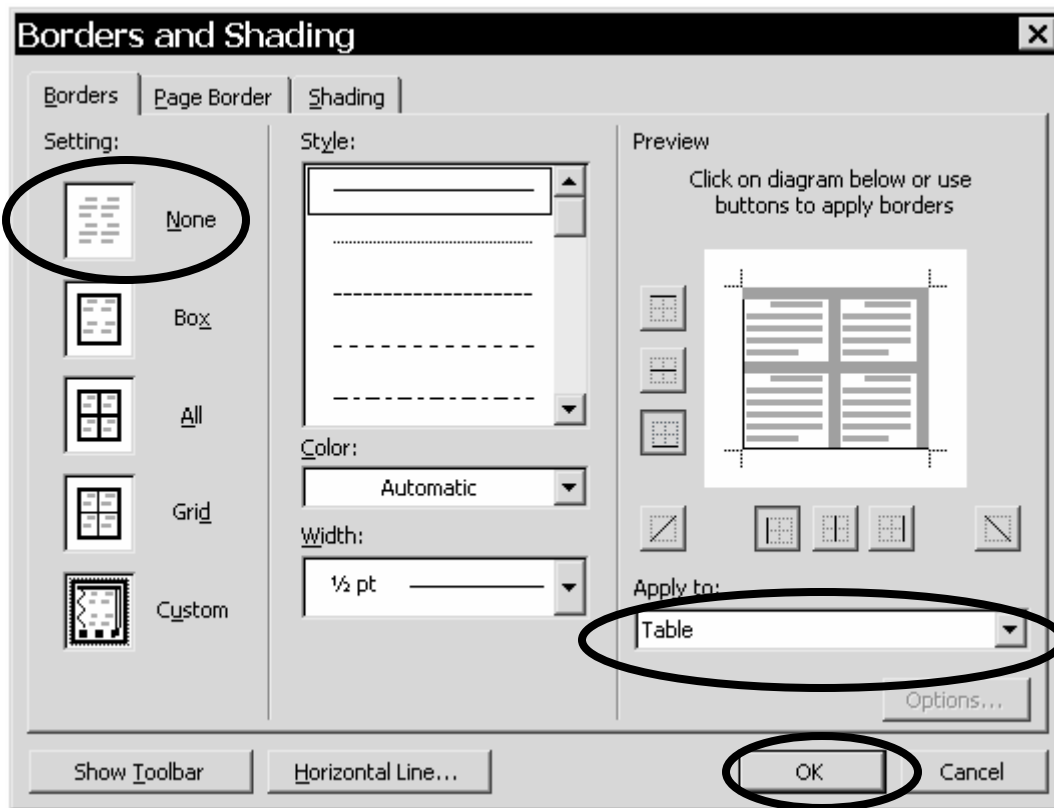
To delete a column or row (and any text you have typed in that row or column) **click in the row or column you want to delete**, and then click **Table, Delete** and your selection.



To hide the grid lines of the table click in your table, and then click **Format, Borders and Shading**.



The Borders and Shading Dialog box will open. Click **None**, and be sure your selection will **Apply to: Table**. Then click **OK**.



Your text will remain in place but the grid lines will disappear.

Sample
Test

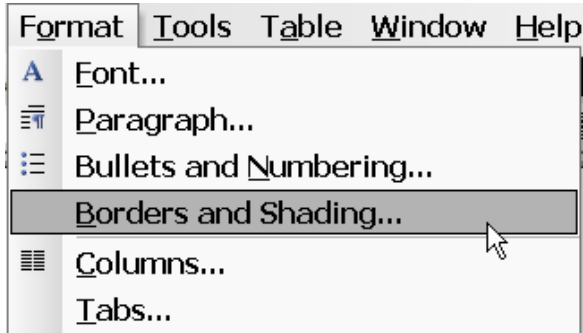
Sample
Test

Sample
Test

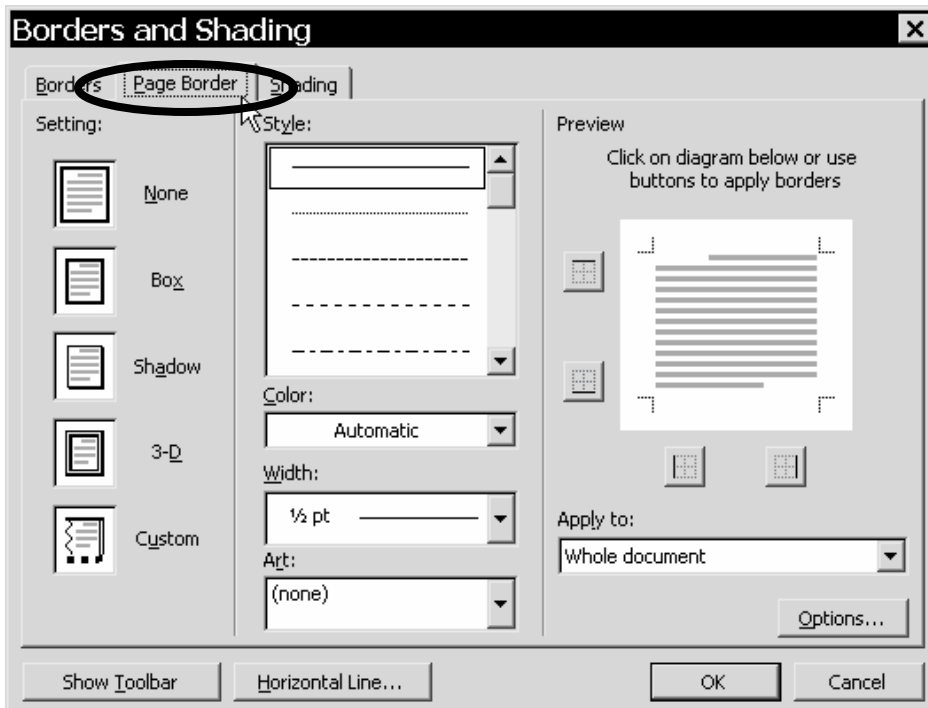
Sample
Test

Adding a Border to a Page

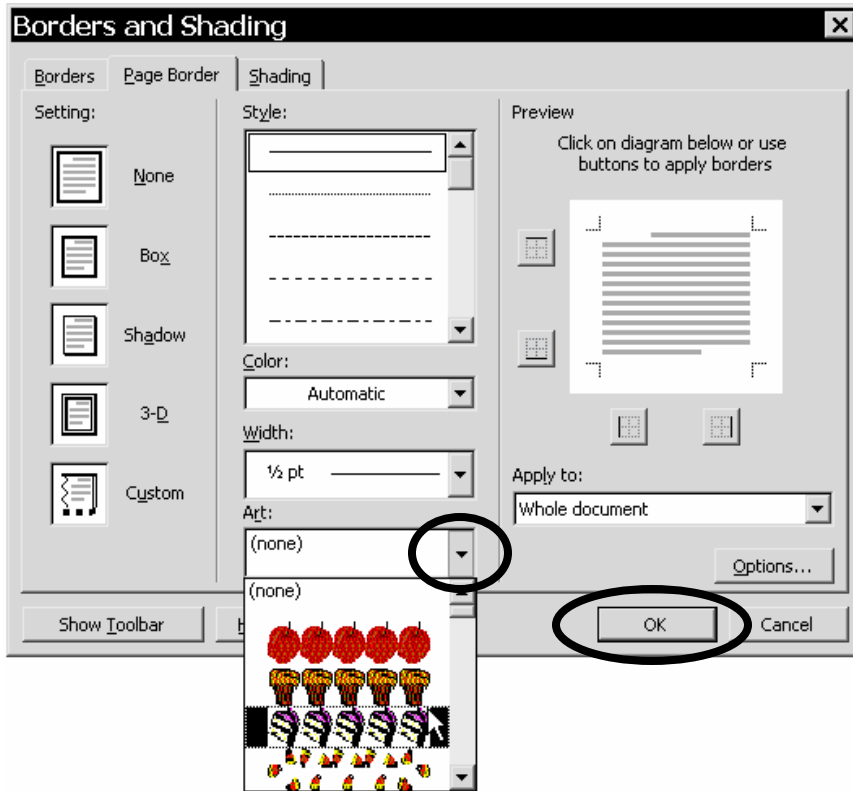
To add a decorative border to a page on the menu bar click **Format, Borders and Shading**.



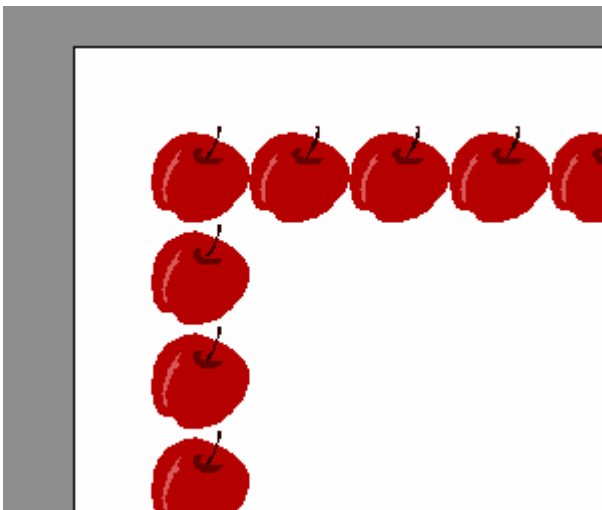
The Borders and Shading dialog box will open. Click **Page Border**.



Click in the **drop down arrow next to Art** and **select the border** you want. You can scroll down to see more options. Click **OK** to apply your border.

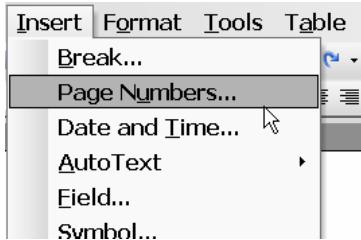


Your border will appear on the page.

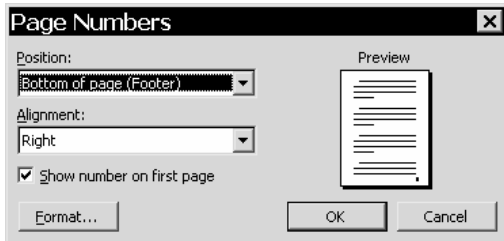


Adding Page Numbers

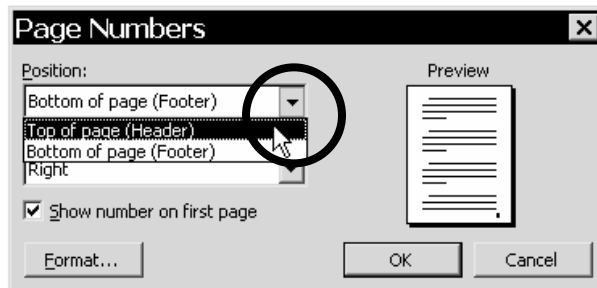
On the Menu bar click **Insert, Page Numbers**



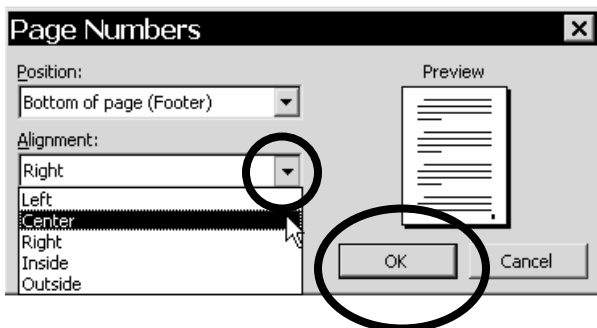
The Page Numbers Dialog Box will open.



Click in the **drop down arrow under Position** to put your number at the top of the page or at the bottom.

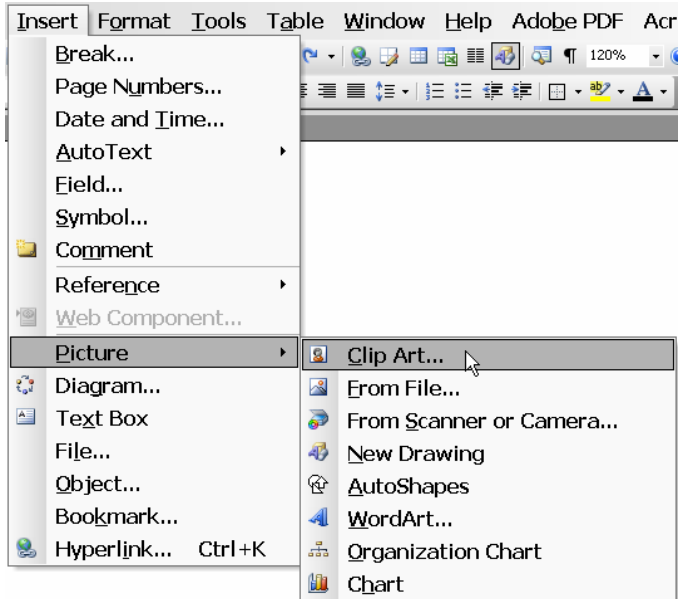


Click in the **drop down arrow under Alignment** to move the number to right, left, or center. Click **OK** to save your changes.

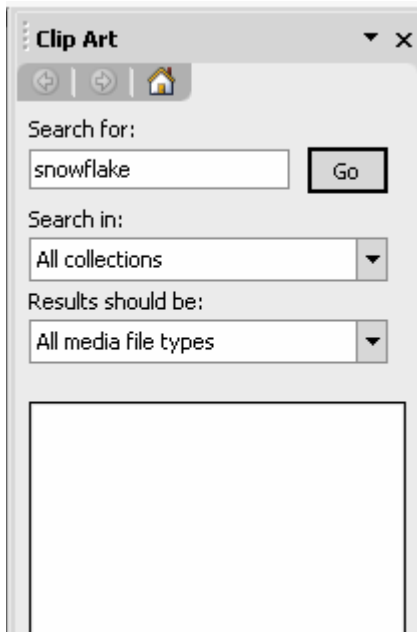


Adding Clip Art

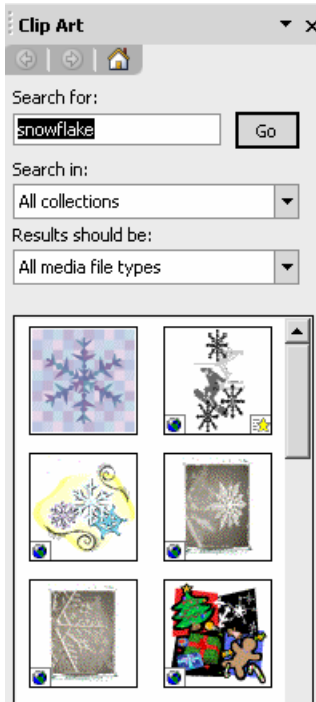
On the menu bar click Insert, Picture, Clip Art



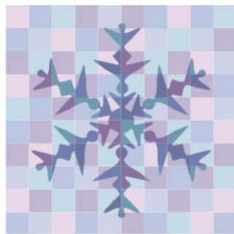
Clip Art will open in the task pane. Type a description of what you are looking for in the **Search for: box** and **Click GO**.



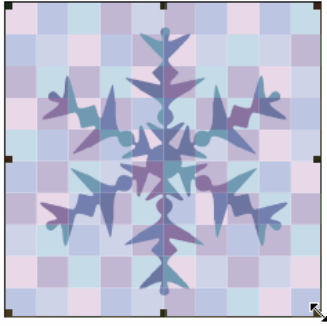
The computer will search for images that match that description.



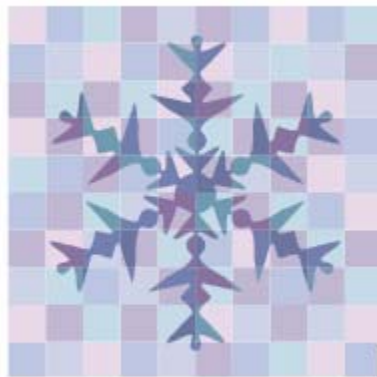
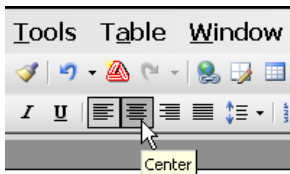
To insert an image into your document, click on the image and it will appear in your document wherever your cursor is.



To resize the image **click on it** to select it and then move your mouse to the bottom right corner so that you get a **two way arrow**. **Click and drag** to shrink or expand the image.



To center an image on the page **click on the image** to select it then click the **Center Alignment button** on the Formatting toolbar. Your image will move to the center of the page.



Bibliography

The following books can help you learn and practice Microsoft Word.

Gookin, Dan. **Word 2003 for Dummies**. New York: Wiley. 2003. Call Number: 652.5536 G659wot

Langer, Maria. **Microsoft Office Word 2003 for Windows**. Berkeley, CA: Peachpit Press. 2004. Call Number: 005.52 L272m

Lowe, Douglas. **Word 2003 All-in-one desk Reference for Dummies**. New York: Wiley. 2004. Call Number: 005.52 L913wd

Microsoft Press. **Microsoft Office Word 2003 Step by Step**. Redmond, WA: 2003. Call Number: 005.52 M626ow

Simon, Jinjer. **Microsoft Word 2003: Top 100 Simplified Tips and Tricks**. New York: Wiley. 2003. Call Number: 005.52 Si595mw