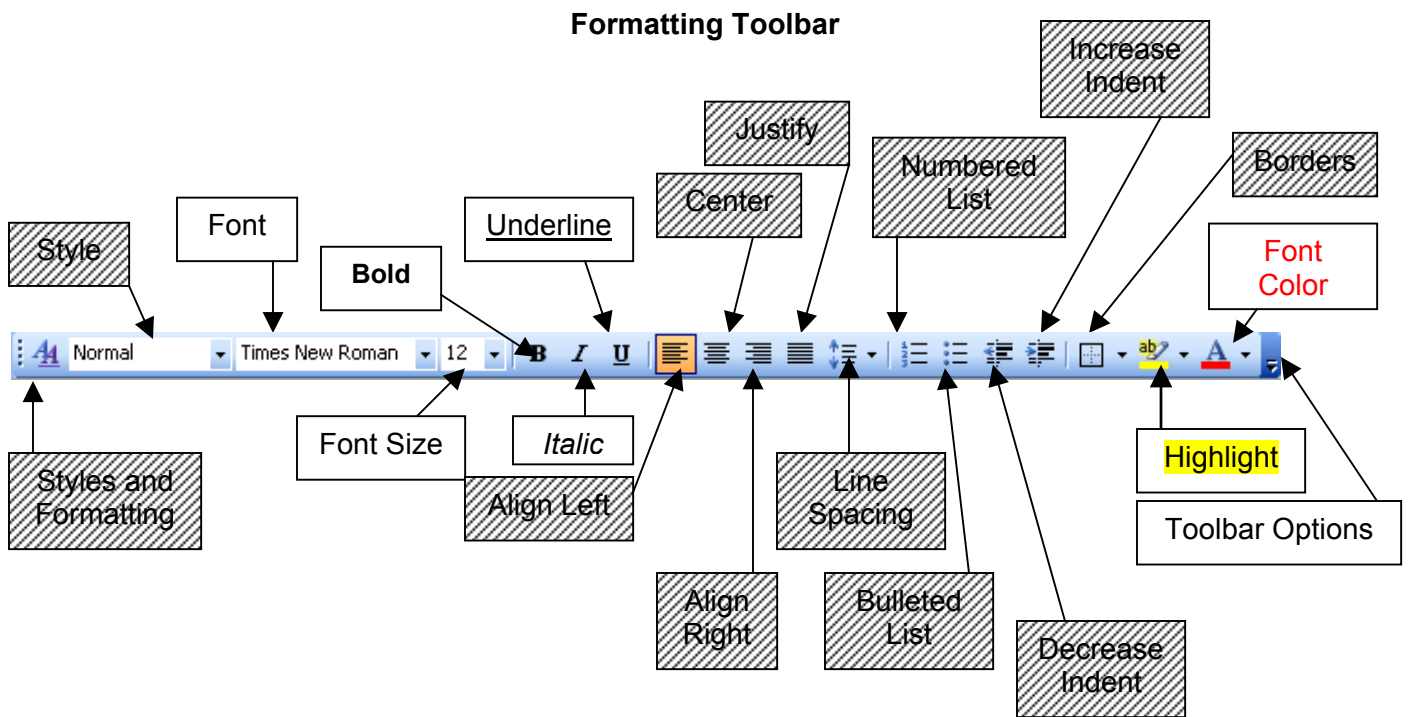


Microsoft Word, Part 3: Formatting Text

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Note: Shaded boxes are toolbar buttons covered in Microsoft Word, Part 4: Formatting Paragraphs.

Tip: To quickly select a word, point to the word and double-click. To select a paragraph, point to the area and triple-click.

Formatting Text

Before you begin typing:	After you type:
<p>If you format before you type, then the entire document will be affected until you make further changes.</p>	<p>Select text by placing the text selector at the beginning of the text that you would like to select. Click and hold the left mouse button down and glide over the text (the text will be highlighted another color). Release the mouse when all of the text you want to select is selected.</p> <p style="text-align: center;">OR</p> <p>Select the entire document by opening the Edit menu and choosing Select All. (Or Ctrl+A)</p>

Formatting Text

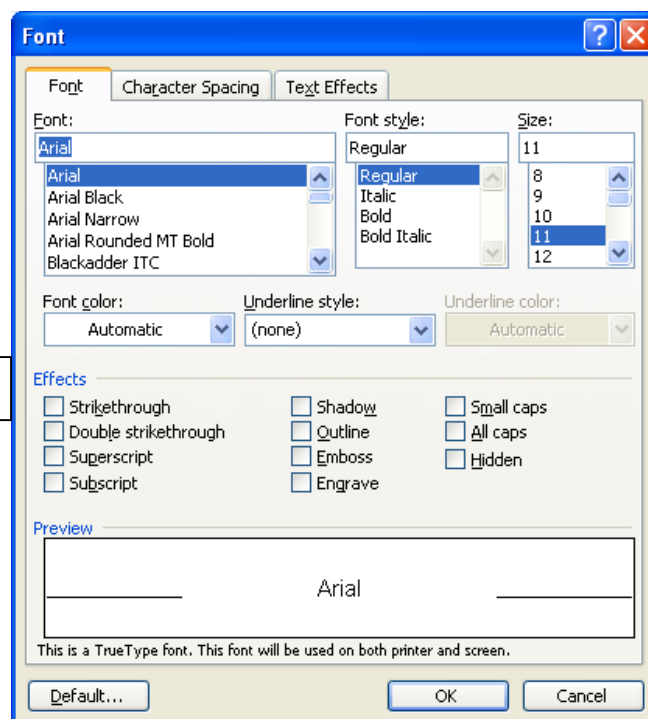
To format the text (or change how the text will look) use one of the following:

Shortcut: Use the **Formatting** toolbar.

Menu/Dialog Box:

- Open the **Format** menu and select **Font...**
- Right-click on the selected text and choose **Font...** from the Shortcut menu.
- Use **Ctrl+D**.

Font Dialog Box



How to change Font, Font Style, Font Size, Font Color:

The font is the type or design of text that is used in the document.

Menu/Dialog Box

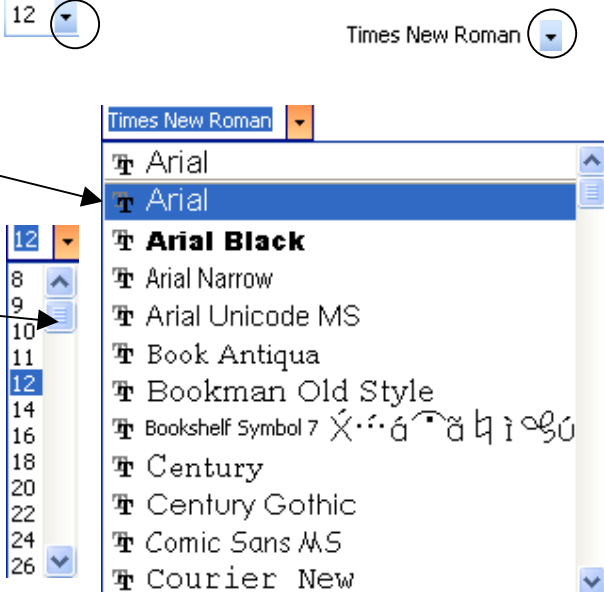


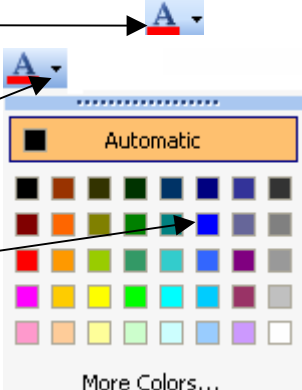
- Once in the **Font** dialog box, click on the **Font** tab (if it is not already selected).
- Go to the area where you would like to make a change (i.e. Font, Font Style, or Font Size). Use the scroll bar to the right of the list box if necessary to view the item you want to select.
- Point to the item you want to select and click the left mouse button.

Note: You can also find Font Color, Underline Style, Underline Color, and Effects in the dialog box. Either click the down-arrow and make your selection or click in the check box to make an Effects selection.

- Once you make all of the changes that you want in the dialog box, click the **OK** button.
- **Default...**-If you make any changes that you want to use each time you open Word, then you would click the **Default...** button.

Formatting Text


Shortcut

<p>Font and Font Size</p> <ol style="list-style-type: none"> 1. Click the down arrow (upside-down triangle) to the right of each. 2. Select your preference from the drop-down list by pointing to the type you want and clicking on it to make your selection. <ul style="list-style-type: none"> ▪ Notice the scroll bar to the right of the list. You can use this to see the other choices on the list. 	
<p>Font Style</p> <ul style="list-style-type: none"> ▪ Click on the buttons to make text appear Bold, <i>Italic</i>, or <u>Underline</u>. <p>Bold B Text is darker than regular font.</p> <p><i>Italic</i> <i>I</i> Text is slightly angled.</p> <p><u>Underline</u> <u>U</u> A thin line is underneath text.</p>	 <p>After selecting one of the font styles the button will change color. This lets you know what has been selected. To turn off the style just click the button again.</p> 
<p>Font Color</p> <ul style="list-style-type: none"> ▪ Clicking the Font Color button will change the text to the color that is shown on the button. ▪ If you would like to change to another color: <ol style="list-style-type: none"> 1. Click the down arrow (upside-down triangle) to the right of the button. 2. Click the color that you would like to use. 	


Formatting Text

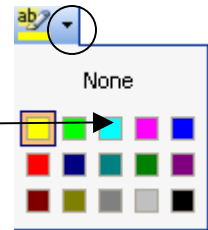
Highlight

How to use Highlight:

- Clicking the **Highlight** button will highlight the selected text in the color that is shown on the button. 
- To use highlight for multiple areas:
 1. You do not need to select the text first. Instead, click the highlight button.
 2. A marker symbol will appear with the mouse symbol when the feature is on. Select various areas of text that you want highlighted.
 3. To turn off highlight, click the highlight button again.


If you would like to change colors:

1. Click the down arrow (upside-down triangle) to the right of the button.
2. Click the color that you would like to use. 



Appendix A

Copying/Painting Formats

1. If you would like to copy a formatted area to other sections or documents, then move the cursor to the text that has the format that you want to copy. 
2. Click the **Format Painter** button on the Standard toolbar.
3. Now select the text that you want the format to be painted (or copied) to.
 - If you want to use the **Format Painter** longer (for multiple areas or documents), repeat step 1 and then **double-click** on the **Format Painter** button. This will allow you to paint the format to multiple areas.
 - To turn the **Format Painter** off, click on the button again.

Appendix B

Effects

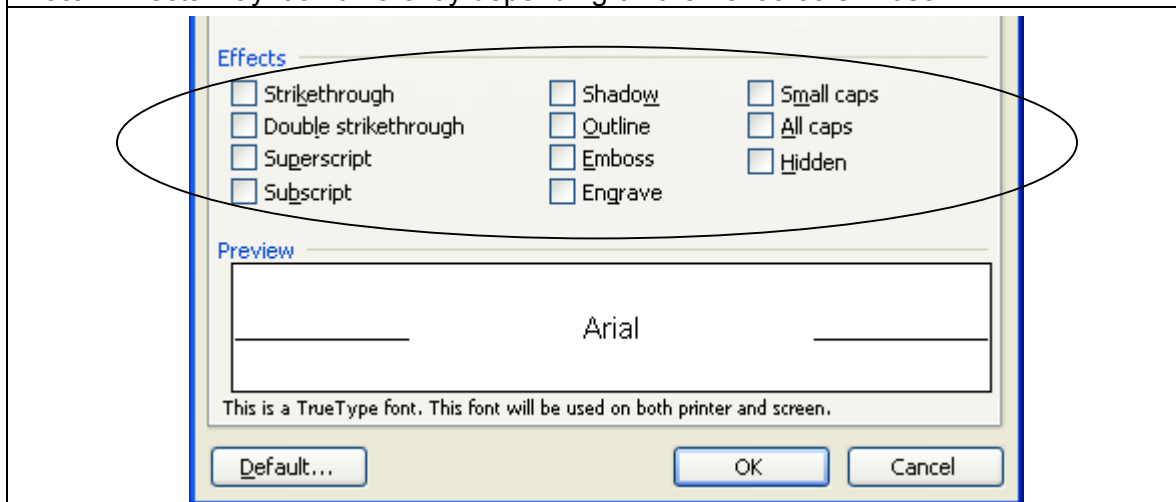
Effects are special formatting commands that you may use to accent your text. You will probably only use these occasionally.

Go to the Font dialog box by doing one of the following:

- Open the **Format** menu and select **Font...**
- Right-click on the selected text and choose **Font...** from the Shortcut menu.
- Use **Ctrl+D**.

Click on the **Font** tab.

Note: Effects may look differently depending on the Font that is in use.



Effects

Strikethrough	Strikethrough places a line through the selected text. You may use this while editing a document to show someone that the text will be deleted. Strikethrough
Double strikethrough	Double strikethrough places two lines through the selected text. Double strikethrough
Superscript	Superscript raises the selected text above the other text. Normal text is at baseline and superscript is higher than baseline. The text is also made a smaller font. This might be used for exponential numbers. 2 ²
Subscript	Subscript lowers the selected text below the other text. Normal text is at baseline and subscript is lower than baseline. The text is also made a smaller font. An example of this is a chemical formula. H ₂ O
Shadow	Shadow will place a light shadow behind the selected text. This might be used to accent text. Shadow
Outline	Outline makes the selected text looked hollowed out or rather only the inner and outer character borders are displayed. This might be used to accent text. Outline
Emboss	Emboss makes the selected text appear to be raised off of the paper. This might be used to accent text. Emboss
Engrave	Engrave makes the selected text appear to be indented into the paper. This might be used to accent text. Engrave
Small caps	Using small caps makes the selected text be in capital letters, even if you typed them in lowercase letters. The size of the letters is smaller than normal uppercase letters. SMALL CAPS vs. ALL CAPS Note: This cannot be used for characters typed in uppercase, numbers, punctuation, or nonalphabetic characters.
All caps	Using all caps makes the selected text be in capital letters, even if you typed them in lowercase letters. The size of the letters is the same as if you typed the characters while the caps lock key was on. ALL CAPS vs. SMALL CAPS
Hidden	Hides text until you go into the Tools menu and select Options, View, and Hidden text.

Appendix C

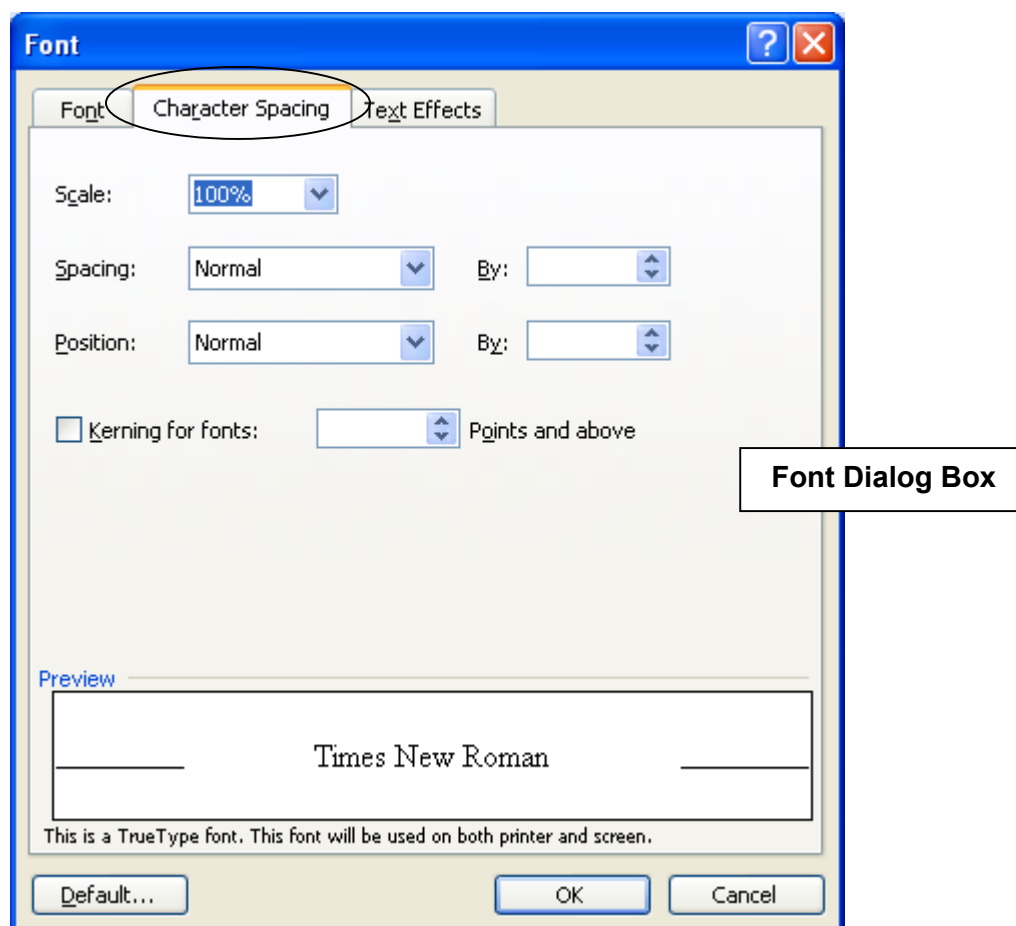
Character Spacing

Character Spacing allows you to make changes to the text. If you need to manipulate the spacing, then you might use this feature.

Go to the Font dialog box by doing one of the following:

- Open the **Format** menu and select **Font...**
- Right-click on the selected text and choose **Font...** from the Shortcut menu.
- Use **Ctrl+D**.

Click on the **Character Spacing** tab.



Scale	Can be used to stretch or compress text vertically or horizontally. scale
Spacing	Changes the space between characters. spacing
Position	Normal text is at baseline. If you change the position of the selected text, it will be higher or lower than baseline. position
Kerning for fonts	Evenly spaces the space between characters. This only applies for some fonts and character combinations.

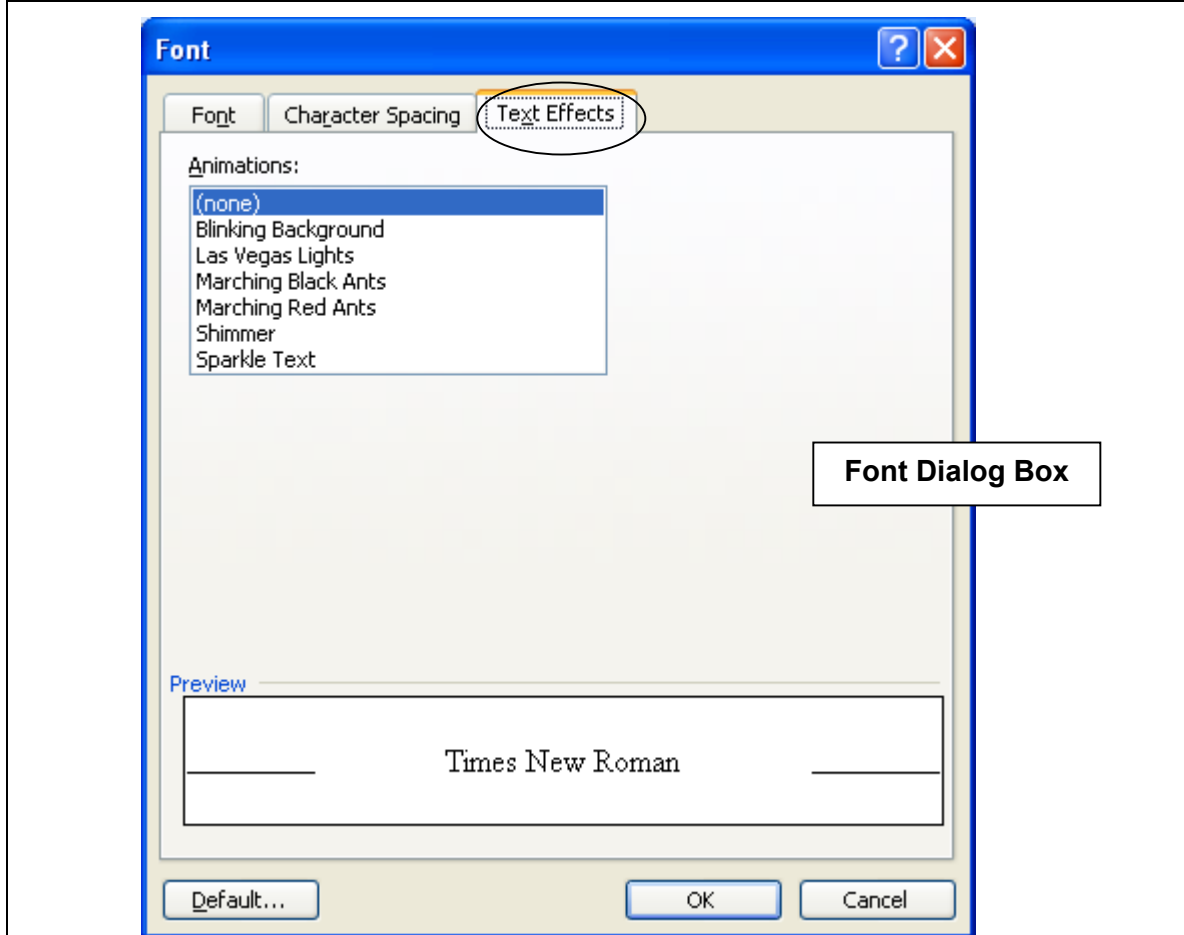
Appendix D

Text Effects

Text effects allow you to animate document text. This animation is only visible on the screen; however the actual text will print out.

- Open the **Format** menu and select **Font...**
- Right-click on the selected text and choose **Font...** from the Shortcut menu.
- Use **Ctrl+D**.

1. Click on the **Text Effects** tab.
2. Select the animation that you would like to use and click **OK**.



Exercise

1. Type a flyer for an upcoming event (i.e. family, friends, work, club, etc.). The flyer can contain just the basic information for the event (i.e. day, time, location, theme, etc.).

Font

2. Change the font to make the text eye-catching and easy to read, perhaps Comic Sans or Tahoma. **Page 4**

Font Size

3. Change the font size to 14 so the information will be easy to read and stand out. **Page 4**

Font Style

4. Change the font style for the day and time to bold and italic. Maybe this will help people remember the date. **Page 4**

Font Color

5. Change the font color for the flyer's title to be appropriate for the theme. Perhaps green for a St. Patrick's Day party. **Page 4**

Highlight

6. Highlight any special information. Maybe they need to RSVP for the event. **Page 5**

Example:

Come one; come all to the greatest birthday party in town!

When: **March 17th 1-5pm**

Where: Geauga Lake

Who: Dad's turning 60!!

RSVP by March 10th

Font= Comic Sans

Font size= 14

Font style= bold & italic for the day and time

Font color= green for the catchy opening line

Highlight= yellow for the RSVP reminder