

Formatting Text

(Changing the appearance of text)

Word has many tools to improve the layout and appearance of your text.

A single word or a complete paragraph may be changed quickly using any of the following:

- Bulleted list as this example shows
- Numbered lists
- Size
- Typeface (font)
- **Bold**, *Italic* or Underlined
- Line Spacing
- Tables
- Shading and Borders
- Columns
- Alignment tools
- Colour

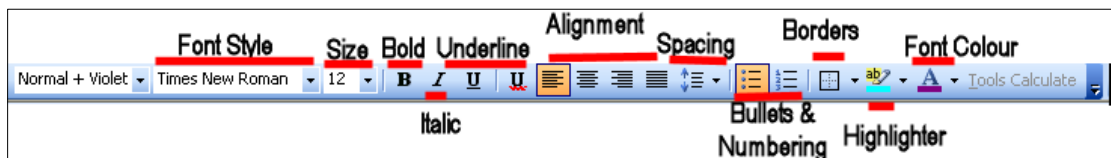
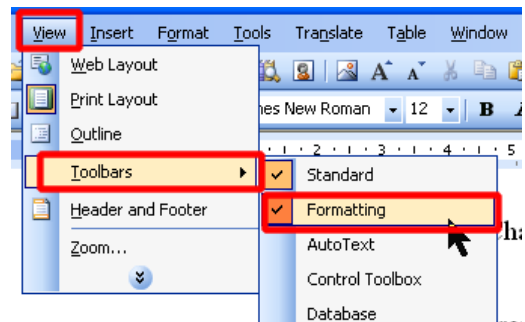
First the text must be highlighted so as to indicate what should be changed.

Hold the mouse at the start or end of the text to be included and holding the mouse down, drag to the other end of the selection and release.

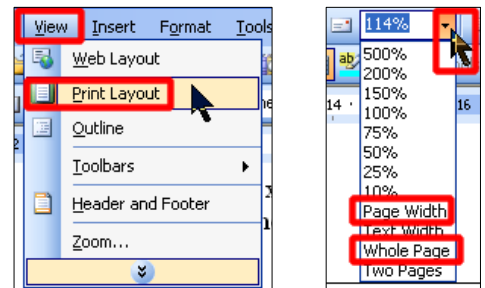
Word has many tools to improve the layout and appearance of your text.
A single word or a complete paragraph may be changed quickly using any of the following:

This selection can now be modified using some of the above –all from the formatting toolbar or menus. The toolbar is set to view by default but it can be turned on from **View>Toolbars>Formatting**

The Formatting toolbar has an icon for most of the options listed above. It is the second bar underneath the menus.

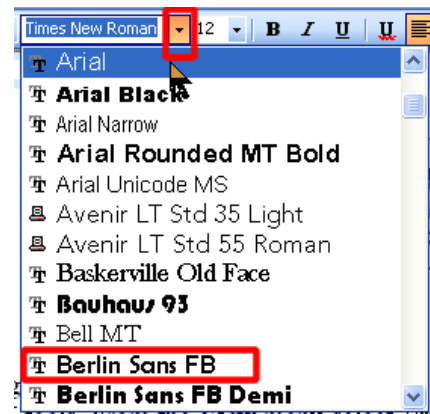


The page can also be viewed more efficiently using to **ZOOM** tools. From the **View** menu select *Print Layout* to see the sides of your page as you work, then select the zoom box arrow to pick *Page Width*. To see the complete page for appraisal, select *Whole page*. Return to *Page Width* afterwards.



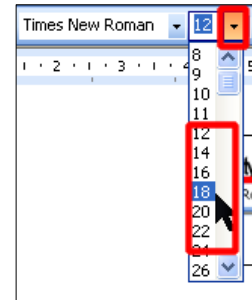
If you make a mistake in applying any of these effects, the reverse is usually attained by clicking the same icon in reverse, i.e. **B** =Bold on or off selected text.

The text typeface –called a *FONT* in Windows, itself can be changed by clicking the **Font list** arrow, then selecting the *Font* required.



Many fonts are included whilst others can be obtained via the internet or purchased on CD.

The size of the text is governed by the *font size* in the **Size** list. Word usually starts all documents in 10 or 12 but any text may be changed, when highlighted as described earlier.



Actually any number may be used here, not just the examples given. To use your own number say 50, leave the mouse on the Size list arrow, then type your own number and press the Return key on your keyboard to apply it.

Use the Bullets and Number lists to help continue lists of the same style.

Use Line Spacing to increase the space between lines of text

Use Alignment to set text such as dates to the Right of the page, or Headings to dead centre.

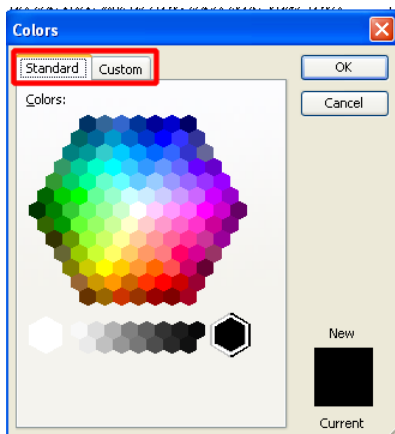
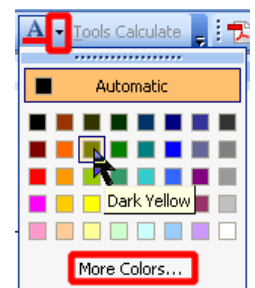
Use Colour to add emphasis

Use the Highlighter and shading to **draw attention** to any **word or phrase**

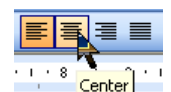
Use Columns and Borders to group things in a more readable format or **add boxes**.

Any ***combination*** of the above can be made to make documents more acceptable and professional

The text colour tool has fixed colour choices for selection. Again the text must be highlighted before attempting to change the colour.



If you need variation in colour, choose **More Colours** and play with the colour palette. Click **OK** to accept the new choice.



The *Alignment* tools offer:- **Left** (standard setting); **Centre**; **Right** and **Justify** (level both ends like a newspaper column)

* No line can have a combination of these so choose one and use tabs to move text across.