

Microsoft Word

Lecture 10

Formatted text :

can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including font, size, and color. You can also adjust the alignment of the text to change how it is displayed on the page.

To change the font size:

1. Select the text you want to modify.
2. On the Home tab, click the Font Size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font Size box and type the desired size, then press Enter.

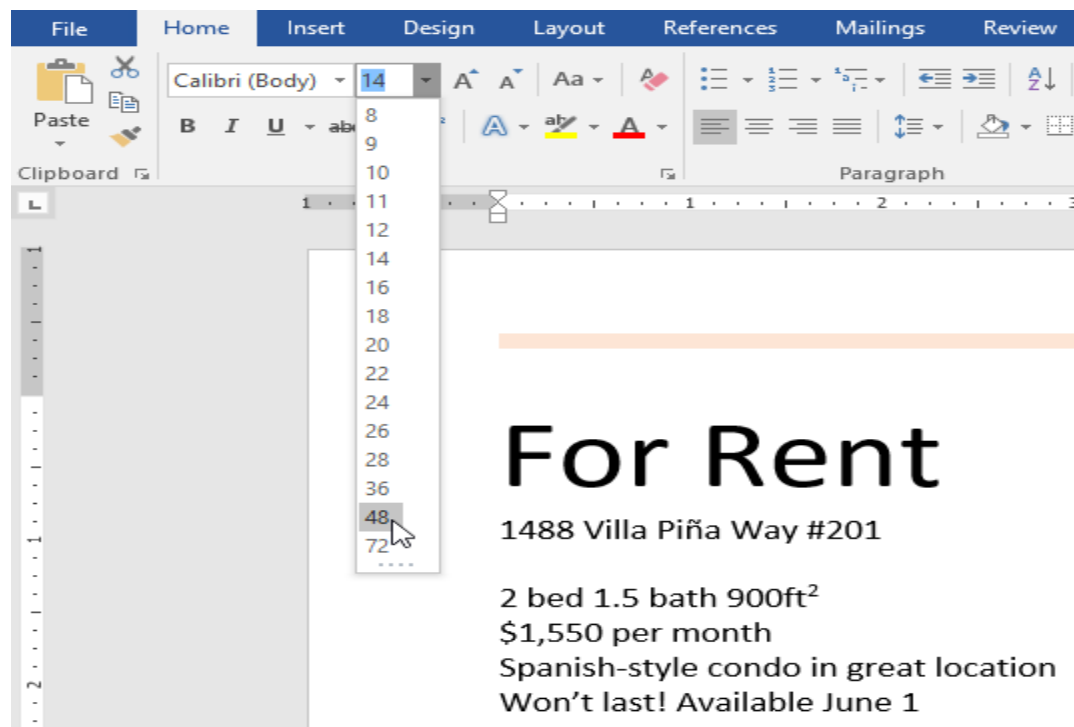


Figure 1 : formatting size menu

3. The font size will change in the document.

- You can also use the Grow Font and Shrink Font commands to change the font size.

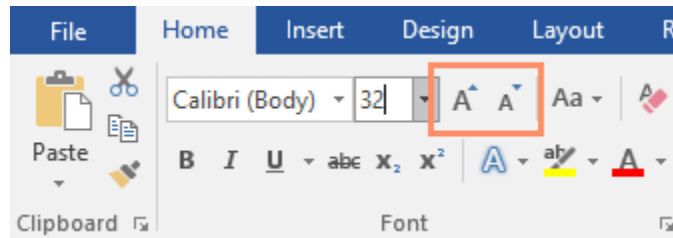


Figure 2 : formatting size grow shrink

To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

1. Select the text you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Select the font style you want to use.

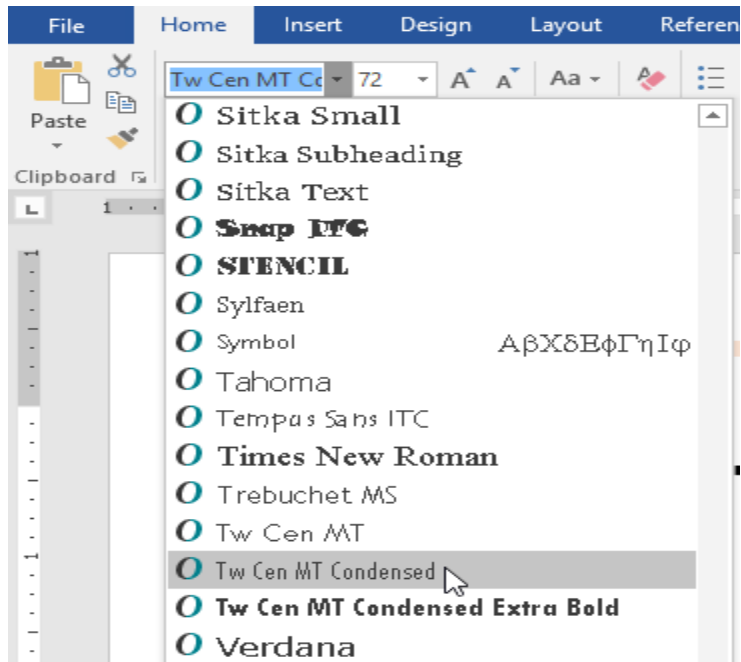


Figure 3 : formatting font menu

4. The font will change in the document.

To change the font color:

1. Select the text you want to modify.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.

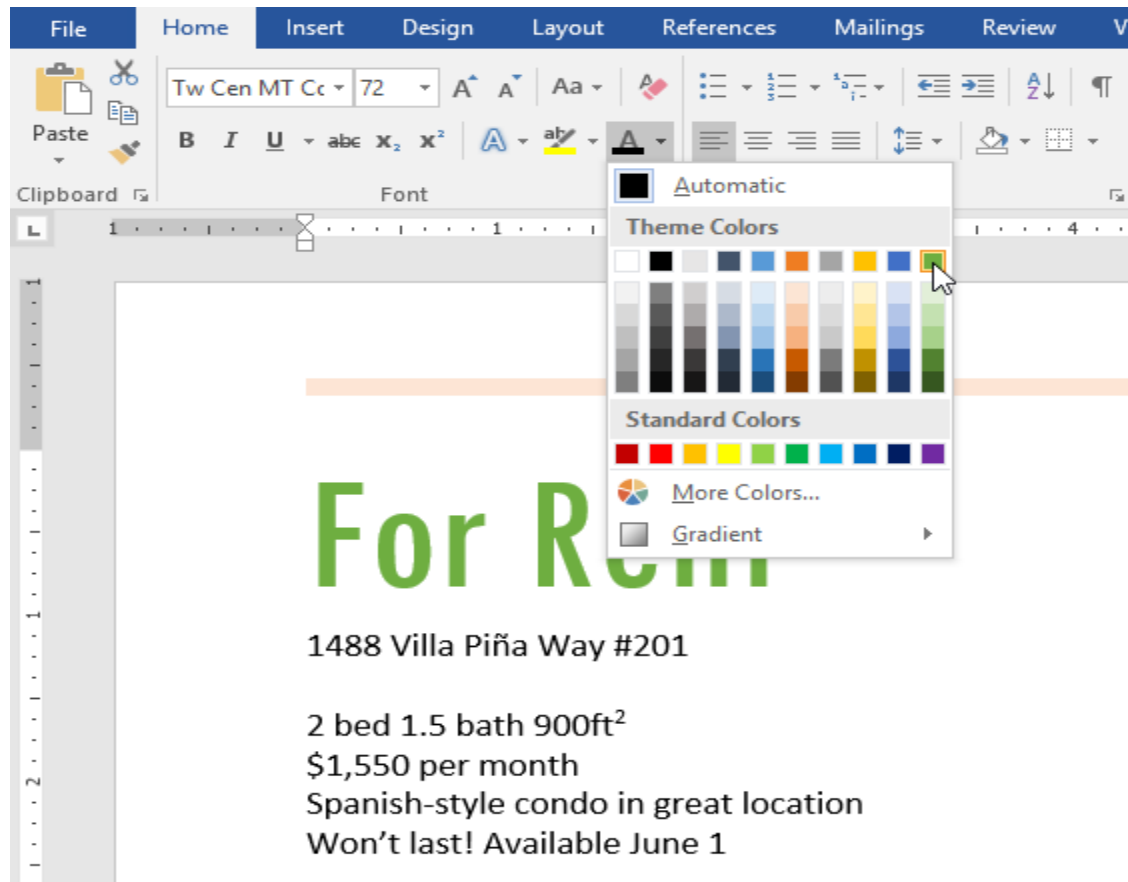


Figure 4 : formatting color menu

3. Select the font color you want to use. The font color will change in the document.

To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.
2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.
3. The selected text will be modified in the document.

To change text case:

When you need to quickly change text case, you can use the Change Case command instead of deleting and retyping text.

1. Select the text you want to modify.
2. On the Home tab, click the Change Case command in the Font group.
3. A drop-down menu will appear. Select the desired case option from the menu.

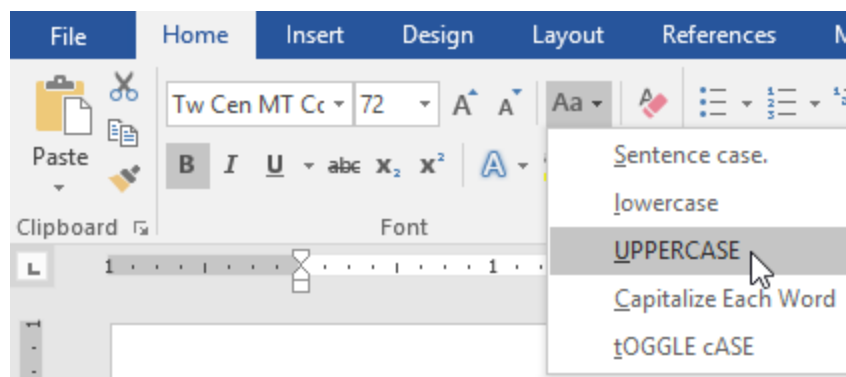


Figure 5 : formatting case menu

4. The text case will be changed in the document.

To highlight text:

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.
2. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.

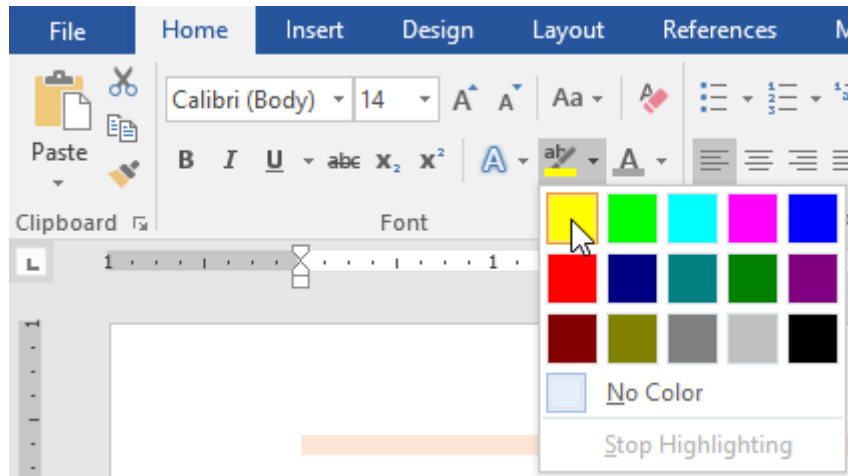


Figure 6 : formatting highlight menu

3. Select the desired highlight color. The selected text will then be highlighted in the document.
- To remove highlighting, select the highlighted text, then click the Text Highlight Color drop-down arrow. Select No Color from the drop-down menu.

To change text alignment:

By default, Word aligns text to the left margin in new documents.

However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.
2. On the Home tab, select one of the four alignment options from the Paragraph group. In our example, we've selected Center Alignment.

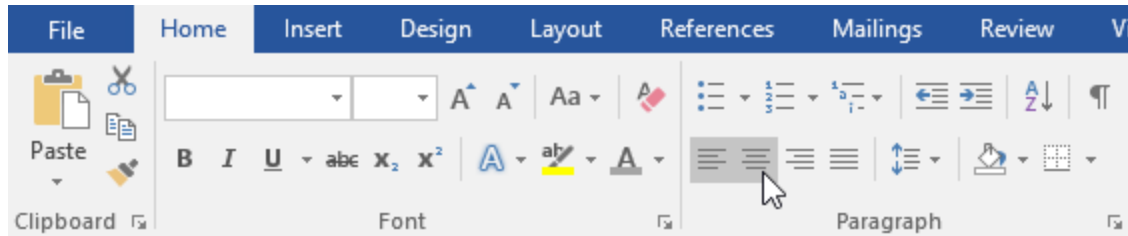


Figure 7 : formatting alignment command

3. The text will be realigned in the document.

To find text:

In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

1. From the Home tab, click the Find command. You can also press Ctrl+F on your keyboard.
2. The navigation pane will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.
4. If the text is found in the document, it will be highlighted in yellow and a preview of the results will appear in the navigation pane. You can also click one of the results below the arrows to jump to it.
5. When you're finished, click X to close the navigation pane. The highlight will disappear.

To replace text:

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to

exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make revisions.

1. From the Home tab, click the Replace command. You can also press Ctrl+H on your keyboard.
2. The Find and Replace dialog box will appear.
3. Type the text you want to find in the Find what: field.
4. Type the text you want to replace it with in the Replace with: field, then click Find Next.
5. Word will find the first instance of the text and highlight it in gray.
6. Review the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click Find Next again to jump to the next instance.
7. If you want to replace it, you can click Replace to change individual instances of text. You can also click Replace All to replace every instance of the text throughout the document.
8. The text will be replaced.
9. When you're done, click Close or Cancel to close the dialog box.

To create a bulleted list:

1. Select the text you want to format as a list.
2. On the Home tab, click the drop-down arrow next to the Bullets command. A menu of bullet styles will appear.



Figure 8: lists_create bulleted command

3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.
4. The text will be formatted as a bulleted list.

To create a numbered list:

When you need to organize text into a numbered list, Word offers several numbering options. You can format your list with numbers, letters, or Roman numerals.

1. Select the text you want to format as a list.
2. On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.
3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.

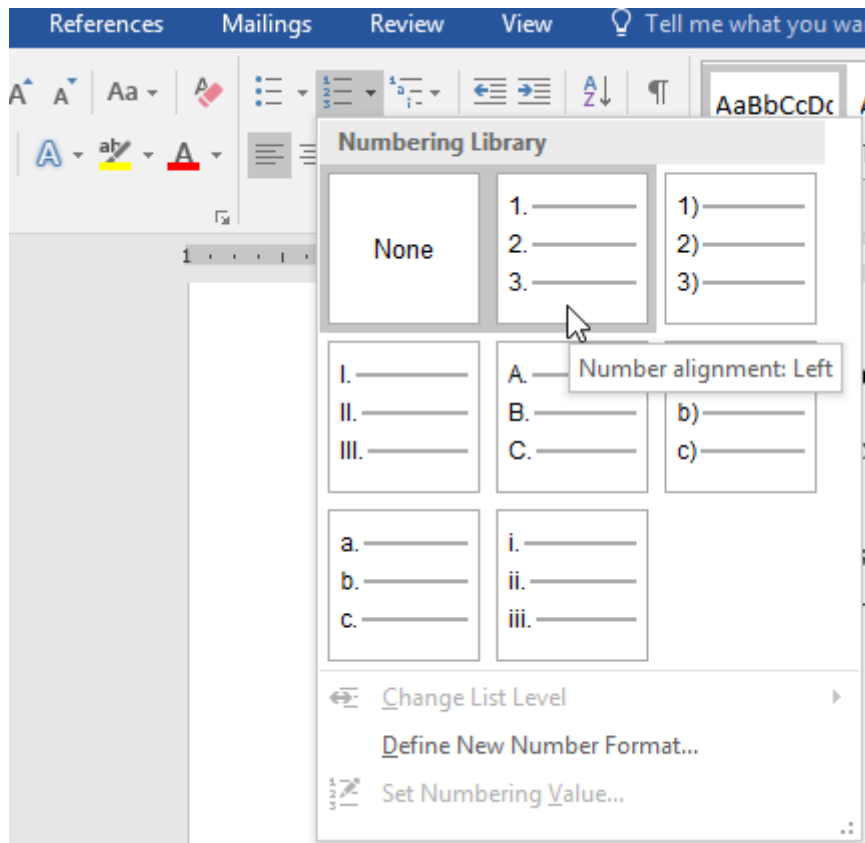


Figure 9 : lists create numbered menu

4. The text will format as a numbered list.

To restart a numbered list:

If you want to restart the numbering of a list, Word has a Restart at 1 option. It can be applied to numeric and alphabetical lists.

Right-click the list item you want to restart the numbering for, then select Restart at 1 from the menu that appears, then the list numbering will restart.



Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium

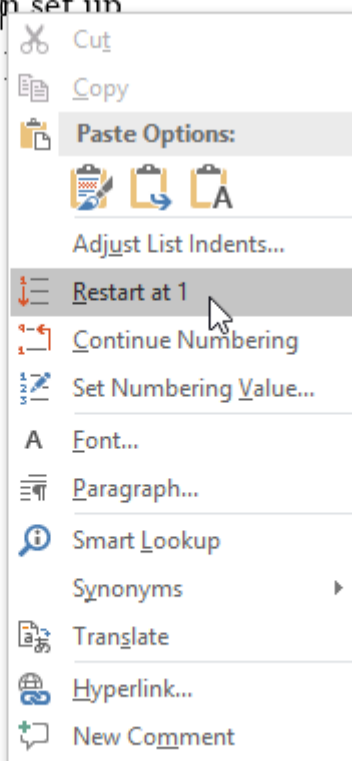
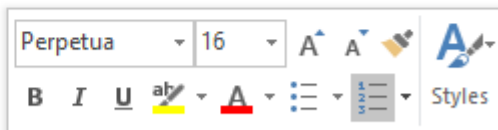


Figure 10 : lists restart numbering menu

Customizing bullets:

Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use symbols and different colors, or even upload a picture as a bullet.

To use a symbol as a bullet:

1. Select an existing list you want to format.
2. On the Home tab, click the drop-down arrow next to the Bullets command. Select Define New Bullet from the drop-down menu.

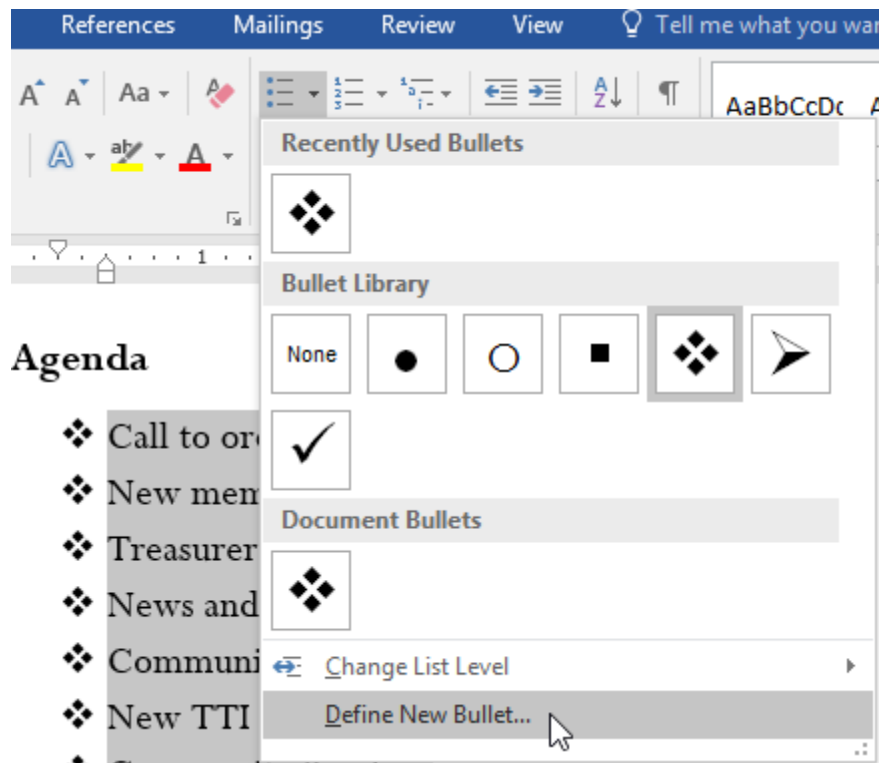


Figure 11 : lists bullet symbol menu

3. The Define New Bullet dialog box will appear. Click the Symbol button.

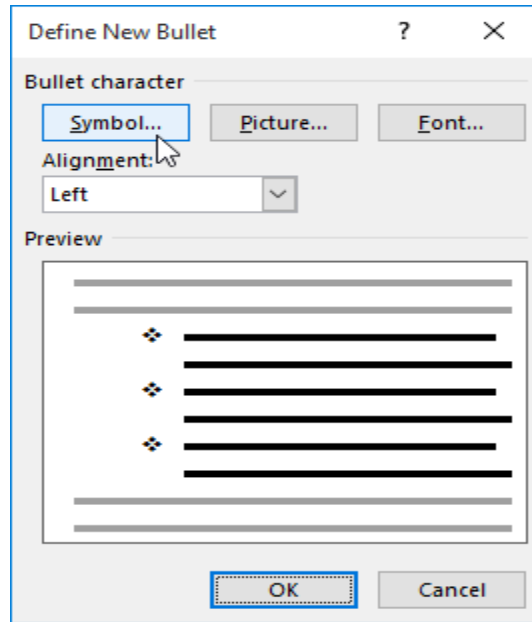


Figure 12 : lists bullet symbol define

4. The Symbol dialog box will appear.
5. Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click OK.

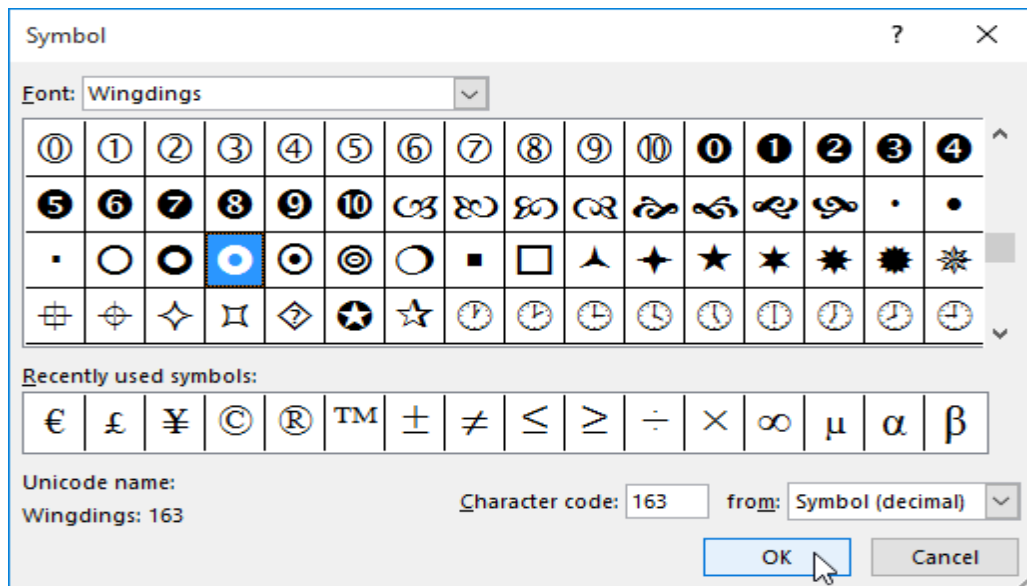


Figure 13 : lists bullet symbol wingdings

7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click OK.

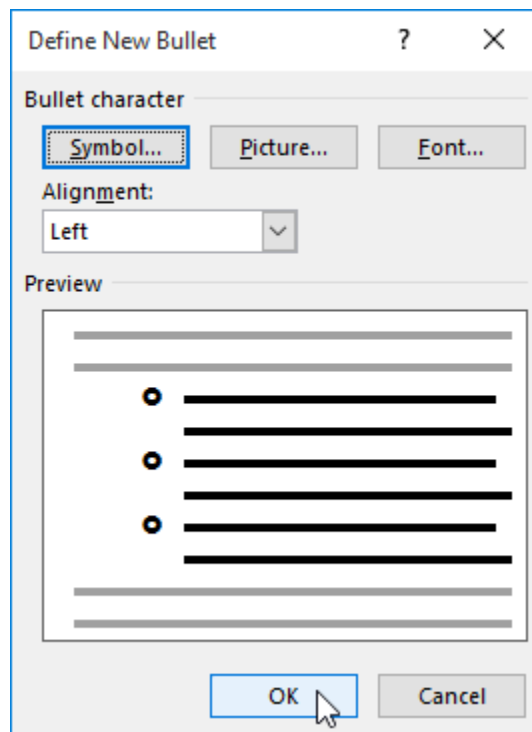


Figure 14 : lists bullet symbol ok

8. The symbol will appear in the list.