



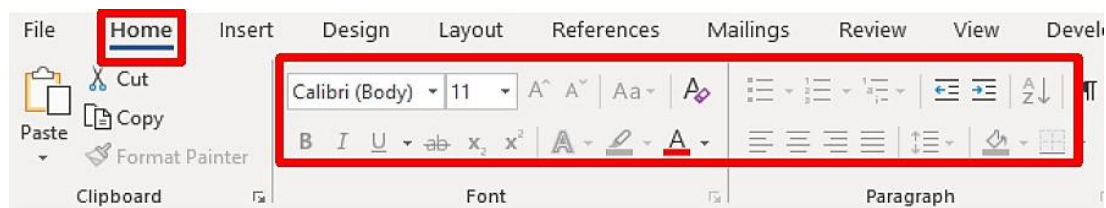
Lecture 3

Microsoft Office Word (Cont.)

XIV. Format a Document






Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text in a document

A. Apply Format

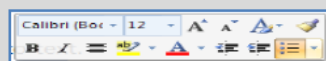


1. Select text, and then click on your desired format from the **Home** ribbon.

Format Option Examples:

- Click on the **Bold**  button to make text bold.
- Click on the **Italic**  button to italicize text.
- Click on the **Underline**  button to add an underline to text.
- Click on the **Bullets**  button to add a bulleted list to text.
- Click on the **Numbering**  button to add a numbered list to text.

Note: Microsoft Word Mini Toolbar feature gives you quick access to common formatting commands. The mini toolbar appears faintly when you select text in your document. If you want to use this mini toolbar, you can activate it by hovering the mouse pointer on the toolbar and making your selections. If you prefer not to use the toolbar, you can continue working within the document and the toolbar will disappear.



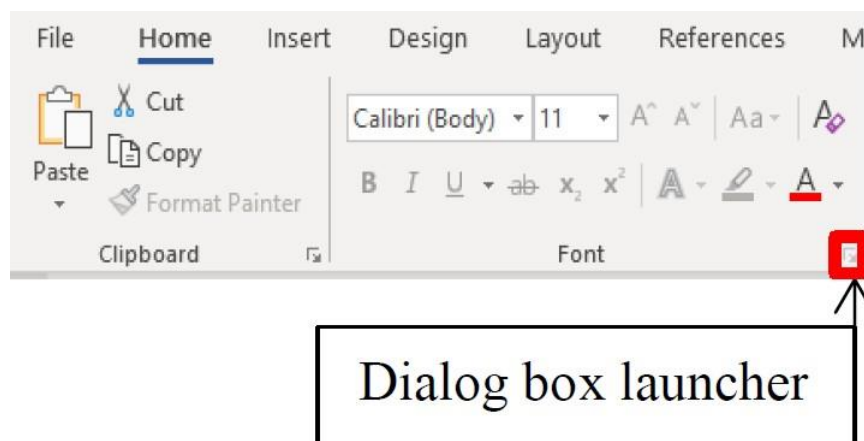


XV. Additional Font Options

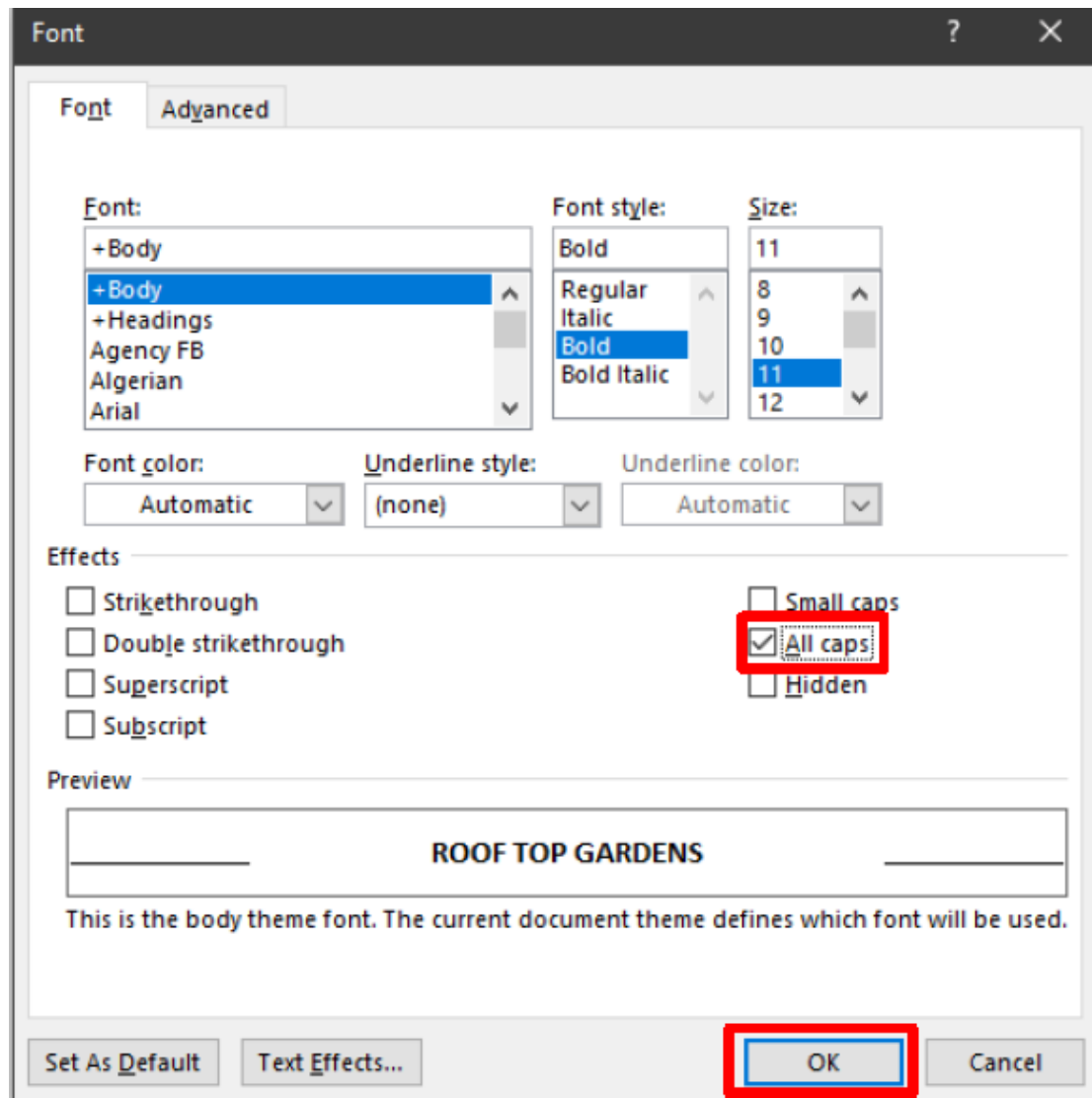
Additional font options are available, such as font effects, special styles and previewing font changes. You can view additional options by clicking on the **Home** tab, and then click on the **Dialog box launcher** on the **Font** group.

A. Add All Caps

1. Place the **Insertion point** before the first line of the document.
2. Type the text, **Roof top gardens**, and then press twice on the **Enter** key.
3. Select your new title text, and then click on the **Bold** button.



4. While the title text is still selected, click on the **Dialog box launcher** on the **Font** group.
5. The **Font** window will appear.



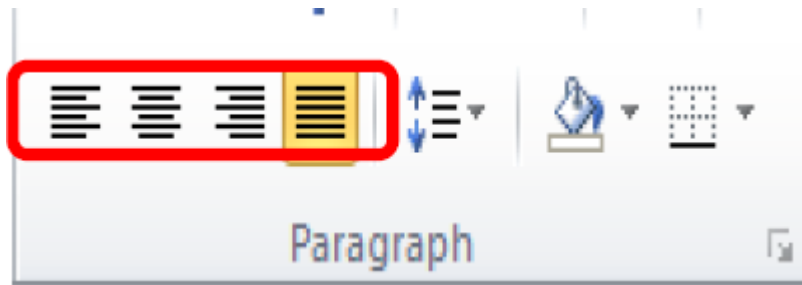
6. In the **Effects** area, click on the check box next to **All caps**, and then click on the **OK** button.

Note: The **Font** window contains additional formats you can select from.



XVI. Text Alignment

Microsoft Word 2019 aligns paragraphs four different ways relative to the left and right margins: left, center, right and justified. The Word 2019 default paragraph alignment is left. You can change paragraph alignment by clicking on an **Alignment** button, located on the **Home** ribbon on the **Paragraph** group.



Alignment Option Examples:

- First button - **Align Text Left**
- Second button - **Center Text**
- Third button - **Align Text Right**
- Fourth button - **Justify Text**

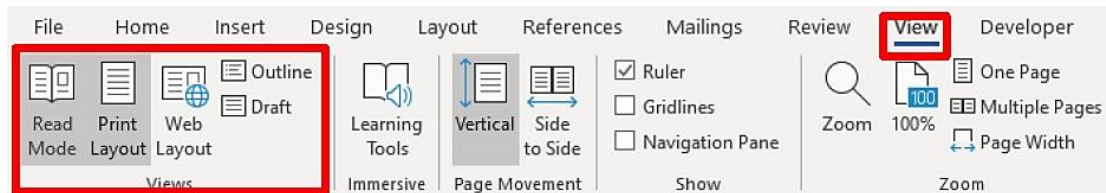
A. Add Center Alignment

1. Select the title text, **ROOF TOP GARDENS**, and then click on the **Center** button.



XVII. View Modes

Microsoft Word 2019 has five view modes.



1. To select a view mode, click on the **View** tab.
2. In the **Document Views** group, select your desired view mode.

View Name	Description
Read Mode	The best way to read a document, including some tools designed for reading instead of writing.
Print Layout	Check out how your document will look when it's printed.
Web Layout	See how your document will look as a webpage. This layout is also great if you have wide tables in your document.
Outline	See your document in outline form where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document.
Draft	Switch your view to see just the text in your document. This is useful for quick editing because headers/footers and certain objects won't show up, allowing you to focus on your text.



XVIII. Spelling and Grammar Checks

Microsoft Word 2019 automatically checks for incorrect spelling and grammar. As you type the document, Word uses **wavy red underlines** to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors. To correct an error, **right-click** on a word with a wavy underline, and then click on the correction from the option panel that you desire. You can also edit the error directly in the document if no suggestions are applicable.

A. Make Error Corrections

1. In the first paragraph on the *Garden* practice document, place the mouse pointer over the misspelled text (*gardning*), click on the right mouse button, and then select the correction from the option panel.
2. In the second paragraph, place the mouse pointer over the misspelled text (*envirnement*), click on the right mouse button, and then select the correction from the option panel.
3. In the third paragraph, place the mouse pointer over the grammatical error text (*is*), click on the right mouse button, and then select the correction from the option panel.
4. In the third paragraph, place the mouse pointer over the repeated text (*on*), click on the right mouse button, and then select **Delete Repeated Word** from the option panel.

Note: To use additional spelling and grammar options, select the **Review** tab. In the **Proofing** group, click on the **Spelling & Grammar** button.

