



Microsoft[®]
Word 2019

Lab3

Format Text and Paragraphs

Format Fonts

One way to change the appearance of text in a document is by changing its font type. A font is a set of letters, numbers, and punctuation symbols designed around a shared appearance. A font will have variations for size and styles, such as bold and italics.

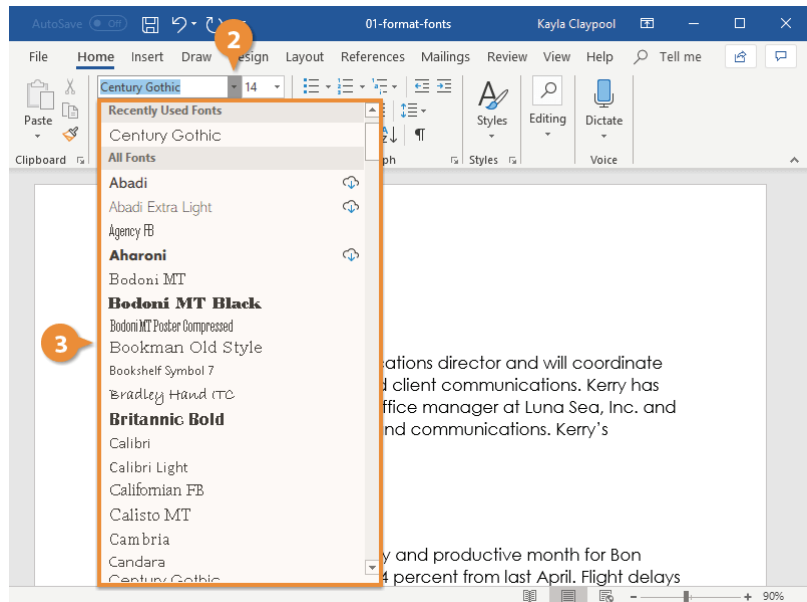
Change the Font

Changing a font itself will have the greatest effect on the appearance of text.

- 1 Select the text you want to change.
- 2 Click the **Font** list arrow on the Home tab.
Tip: You can also click the **Font** list arrow on the Mini Toolbar that appears when text is selected.
- 3 Select a new font from the list.

The text is now sent in the selected font.

When changing fonts, be sure to choose the right font for the tone of your document. Don't use casual script fonts in a professional document, and also avoid using too many fonts at once.



Font Type	Examples	Description
Serif	Times New Roman, Garamond, Cambria, Georgia, Palatino	Serifs are small details at the ends of some letter strokes, meant to improve legibility. Suitable for both header and body text.
Sans Serif	Arial, Calibri, Helvetica, Verdana, Trebuchet MS	Sans serif fonts lack the small details at ends of letter strokes, leading to a plainer look. Suitable for both header and body text.
<i>Script</i>	Brush Script, Zapfino, Lucida Handwriting	These fonts are meant to mimic handwriting, either calligraphic or casual. Useful in very specific designs, but unsuitable for body text and most headers.
Monospace	Courier New, Consolas, American Typewriter	All letters and symbols use the exact same amount of space. Useful when displaying computer code, or when precise horizontal alignment between lines is important.

Change the Font Size

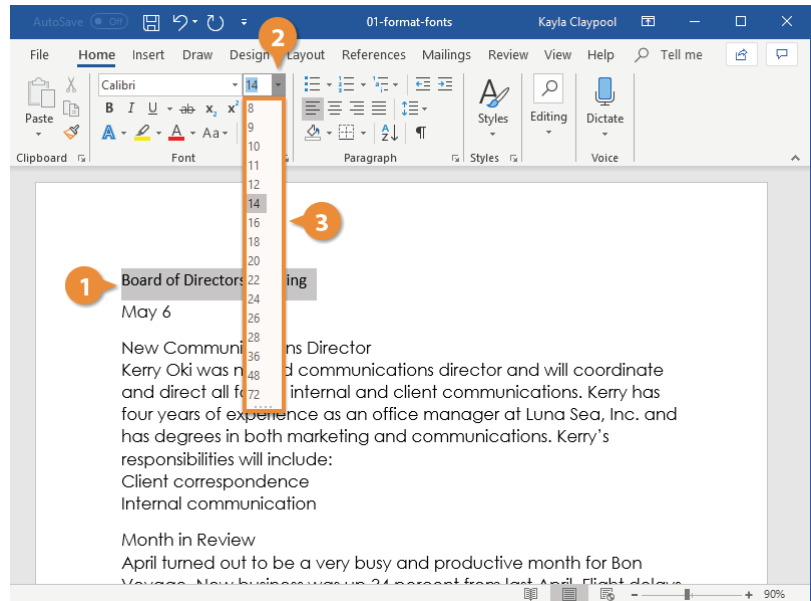
Changing the font size helps differentiate between titles, headers, and body text.

- 1 Select the text.
- 2 Click the **Font Size** list arrow.
Tip: You can also click the **Font Size** list arrow on the Mini Toolbar.
- 3 Select a font size.

The font size changes.

Tip: Click the **Increase Font Size** (A⁺) or **Decrease Font Size** (A⁻) buttons to increase or decrease by one point at a time.

Note: Font size is measured in points (pt) that are 1/72 of an inch. The larger the number of points, the larger the font.

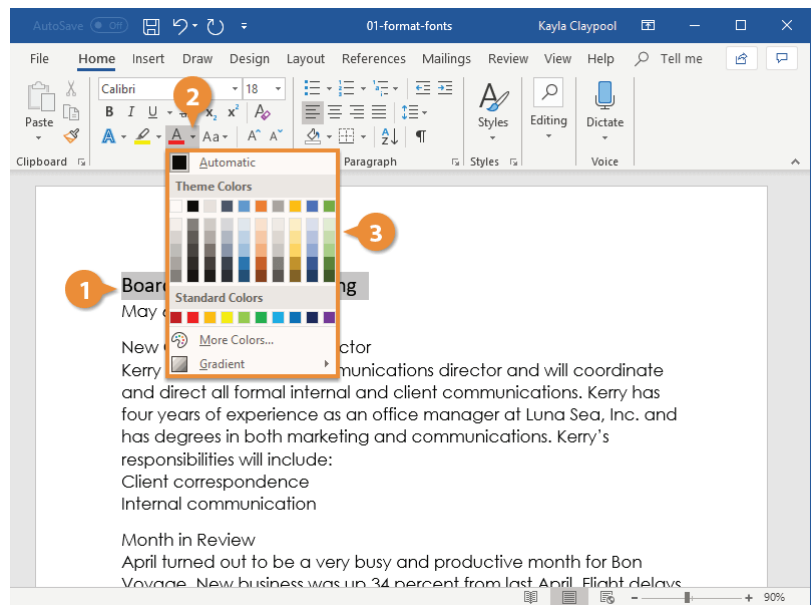


Change the Font Color

You may need to change font color to make text stand out, comply with brand standards, or add visual appeal.

- 1 Select the text you want to change.
- 2 Click the **Font Color** list arrow.
Tip: You can also click the **Font Color** list arrow on the Mini Toolbar.
- 3 Select a new color.

If you don't like any of the available theme colors, select **More Colors** to display the Colors dialog box.



Apply Bold, Italic, or an Underline

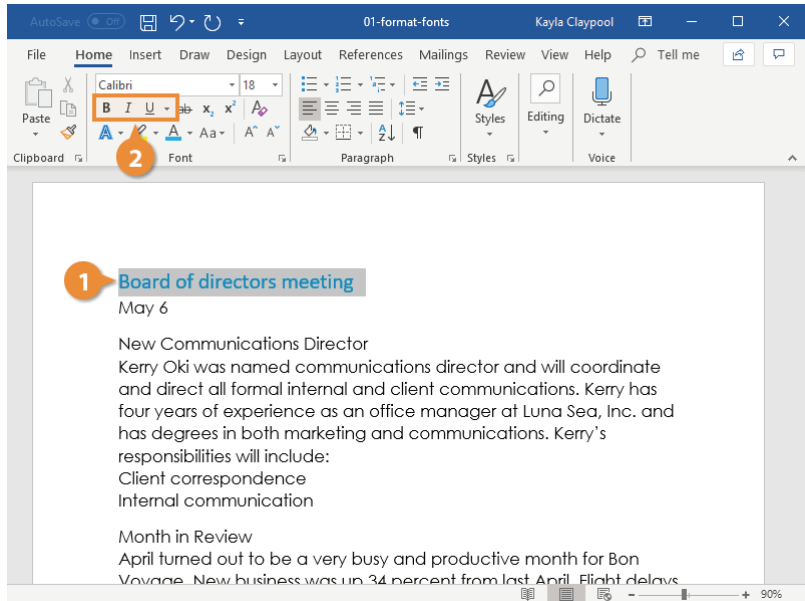
In addition to changing font type, size, and color, you can also enhance the text further by using other features in the Font group like bold, italic, or underline.

- 1 Select the text you want to format.
- 2 Select **Bold**, **Italic**, or **Underline**.

Shortcuts:

- To bold, **Ctrl + B**.
- To italicize, **Ctrl + I**.
- To underline, **Ctrl + U**.

The effect is applied.

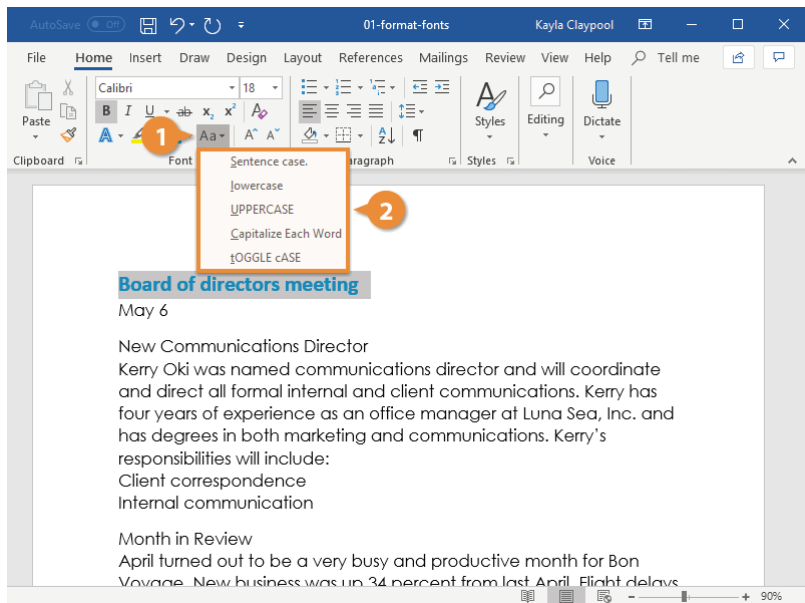


Change the Case

If you want to change the case of a block of text, you don't need to retype the whole thing. You can easily change the case of selected text with the Change Case menu.

- 1 With the text selected, click **Change Case**.
 - 2 Select a case option.
- You have several case options to choose from:

- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOGGLE cASE

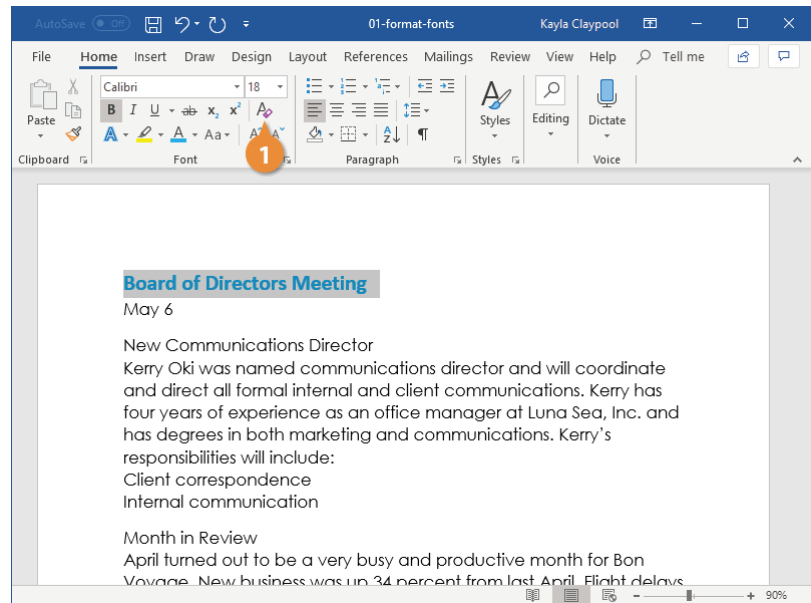


Clear Formatting

If you change your mind and want to remove all formatting from text, you can easily clear all formatting at once.

- 1 With the text selected, click **Clear All Formatting**.

The extra formatting is removed, and the text is reset to the default style.



Create Lists

When you have a list of items to include in a document, you can format it as either a bulleted list or a numbered list. Adding a new item to a list will automatically insert a bullet, or a sequential number, in front of the item.

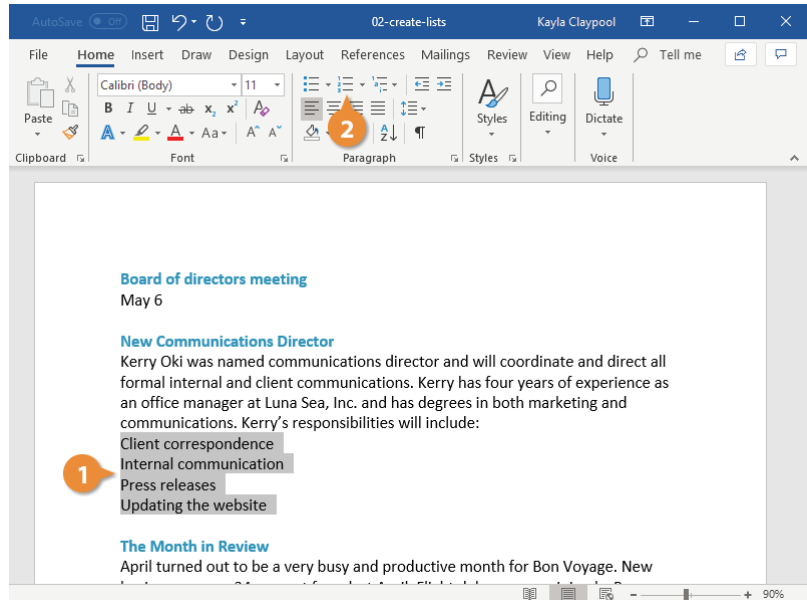
Numbered List

A numbered list will automatically number each line of the list in sequence. This is helpful for a list of steps that must be done in order.

- 1 Select the text you want to use to make a numbered list.
- 2 Click the **Numbering** button.

The selected items are turned into a numbered list.

You can remove the list formatting by clicking the **Numbering** button again.



Bulleted List

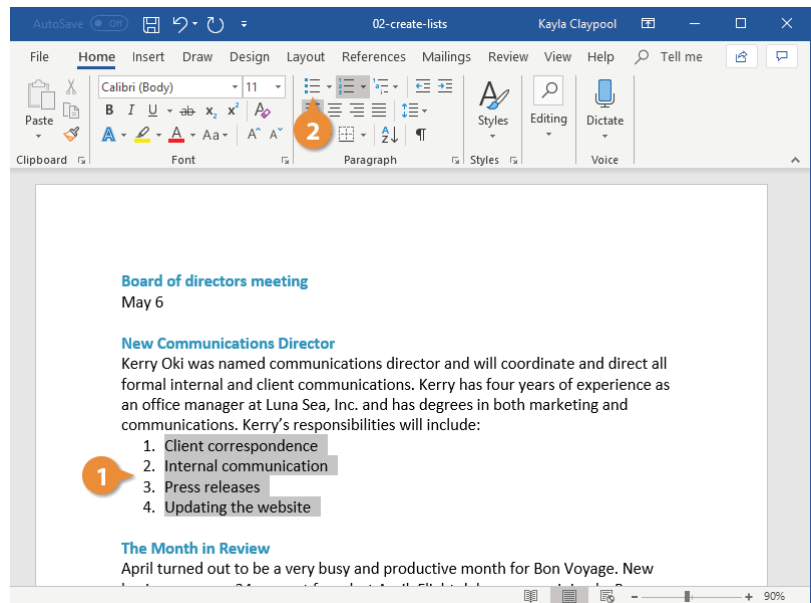
Use bulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy.

1 Select the text you want to use to make a bulleted list.

2 Click the **Bullets** button.

The selected items are formatted as a bulleted list.

Like with a numbered list, clicking the **Bullets** button again will turn off the list formatting.



Multilevel Lists

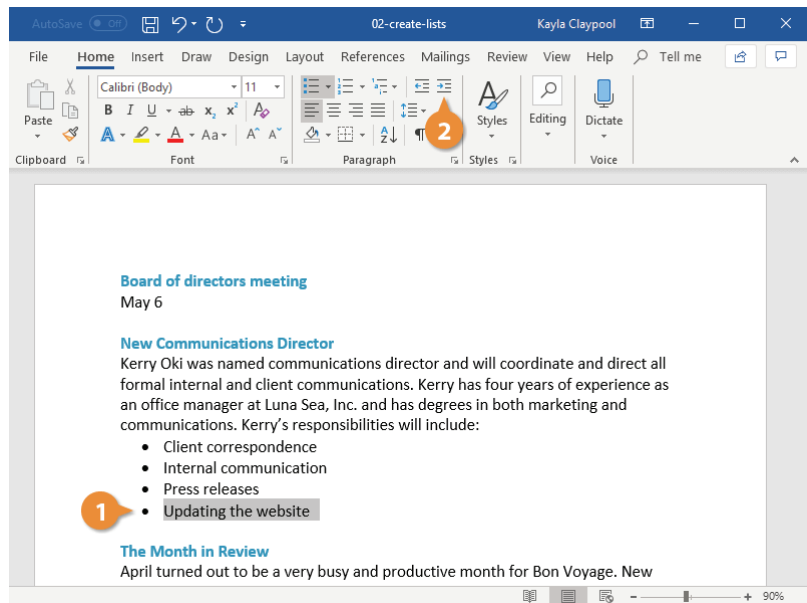
Both numbered and bulleted lists can have multiple levels, letting you put together an outline of topics and subtopics. Any list can be turned into a multilevel list by demoting list items.

- 1 Select the list item you want to demote.
- 2 Click the **Increase Indent** button.

The list item is indented, and depending on the list style, the bullet or number may change.

You can indent a list item multiple times to create additional levels.

To promote a list item back to a higher level, just click the **Decrease Indent** button.

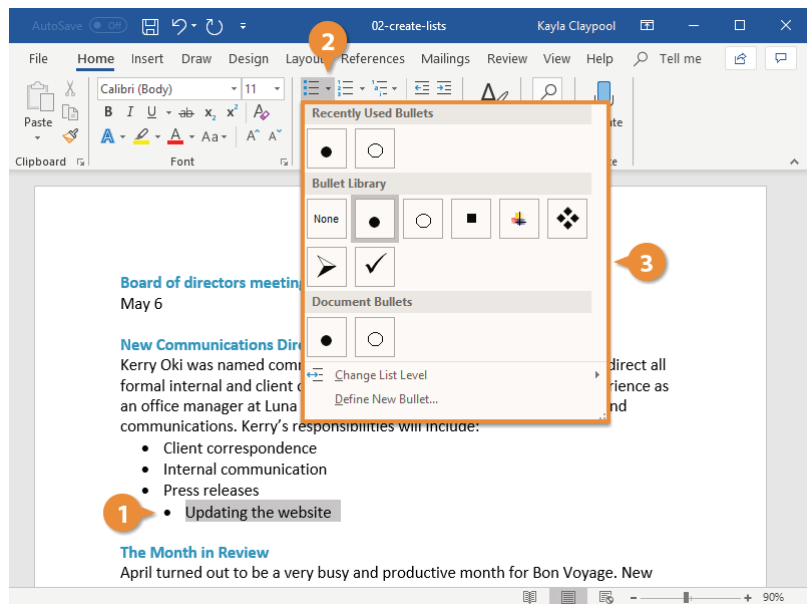


Change the List Style

While both bulleted and numbered lists have a default style, you can change the bullet style or numbering style for your lists.

- 1 Select the list you want to change.
You could also select just a single list item to change only that list item's style.
- 2 Click the **Bullets** button list arrow or the **Numbering** button list arrow.
Depending on which style of list you're using, you can choose a new symbol for the bullets or a different numbering style, such as roman numerals.
- 3 Select a new list style.

The list style is updated.

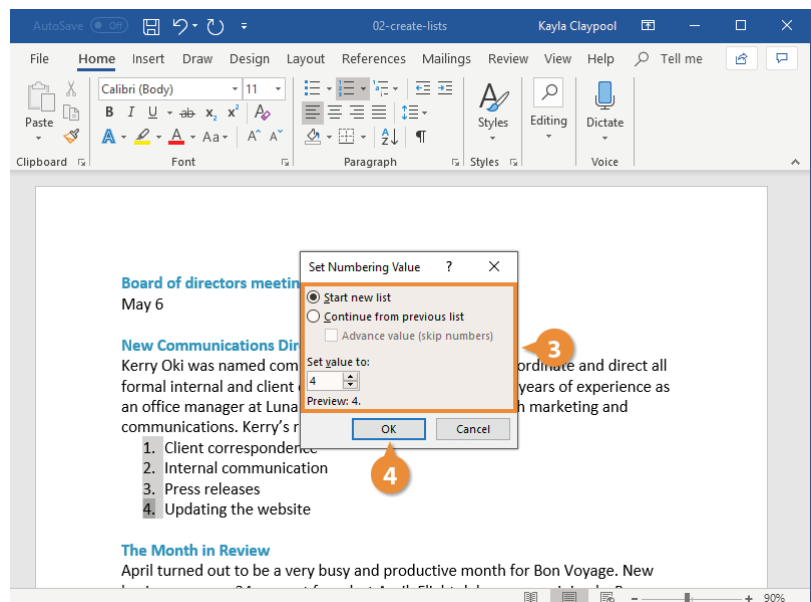
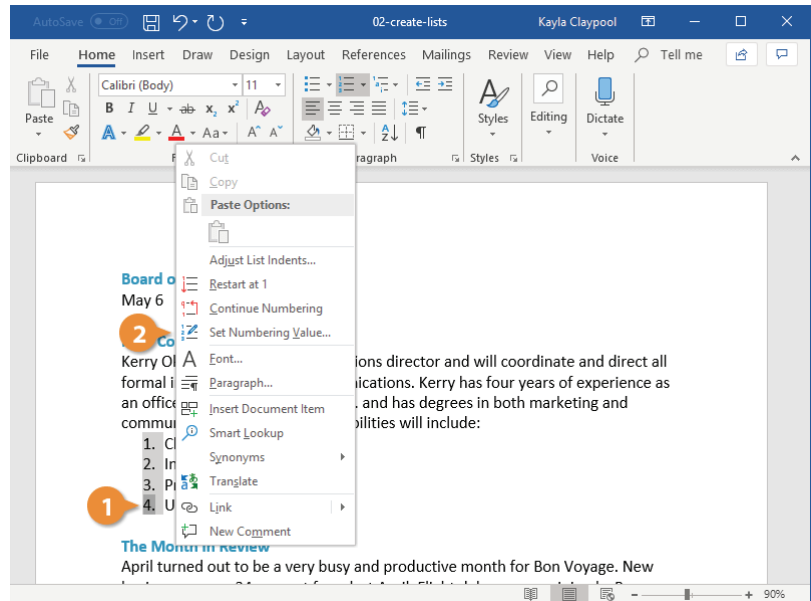


Custom Numbering

Numbered lists automatically number each list item in order, but you can change it if you need to.

- 1 Right-click a list number.
- 2 Select **Set Numbering Value**.
Shortcut: To reset your list back to “1,” select **Restart at 1** from the contextual menu.
- 3 Make your adjustments:
 - **Start new list:** This is the default, and it starts your list at “1.”
 - **Continue from previous list:** Start numbering where the numbered list prior to it left off. If you check **Advance value**, you can skip numbers.
 - **Set value to:** Allows you to manually enter a number other than “1” to start your list.
- 4 Click **OK** when you’re done.

The list numbering is updated.



Paragraph Alignment

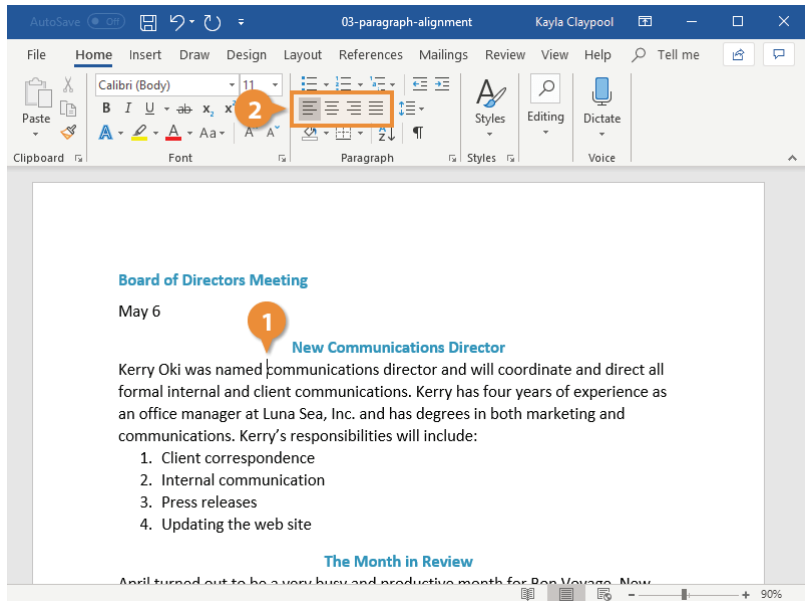
The text in your paragraphs is aligned to the left margin by default, but you can easily align it to the right margin, center it between the margins, or justify it to spread evenly between the margins on a page.

Align a Paragraph

- 1 Click anywhere in a paragraph you want to align, or select multiple paragraphs.
- 2 Click an alignment option in the Paragraph group.

Shortcuts:

- To align left, press **Ctrl + L**.
- To align right, press **Ctrl + R**.
- To center, press **Ctrl + E**.
- To justify, press **Ctrl + J**.



Examples:

Board of Directors Meeting

New Communications Director
Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Left Aligned

Board of Directors Meeting

New Communications Director
Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Right Aligned

Board of Directors Meeting

New Communications Director
Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Center Aligned

Board of Directors Meeting

New Communications Director
Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years

Justified

Borders and Shading

Adding borders and shading to paragraphs can make them more attractive, organized, and easy to read.

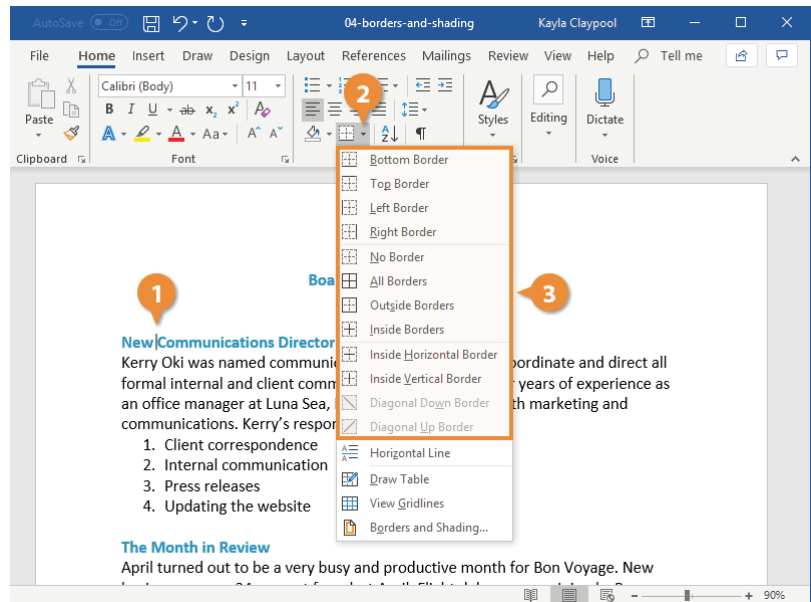
Add a Border

Borders are lines that you can add to the top, bottom, left, or right of paragraphs. They are especially useful for emphasizing headings.

- 1 Click in the paragraph where you want to add a border.
If you want to add the same kind of border to several paragraphs, select them all at once.
- 2 Click the **Borders** list arrow.
- 3 Select a border type.

The border is applied to the selected sides of the paragraph.

To remove a border, select the **No Border** option in the Borders menu.



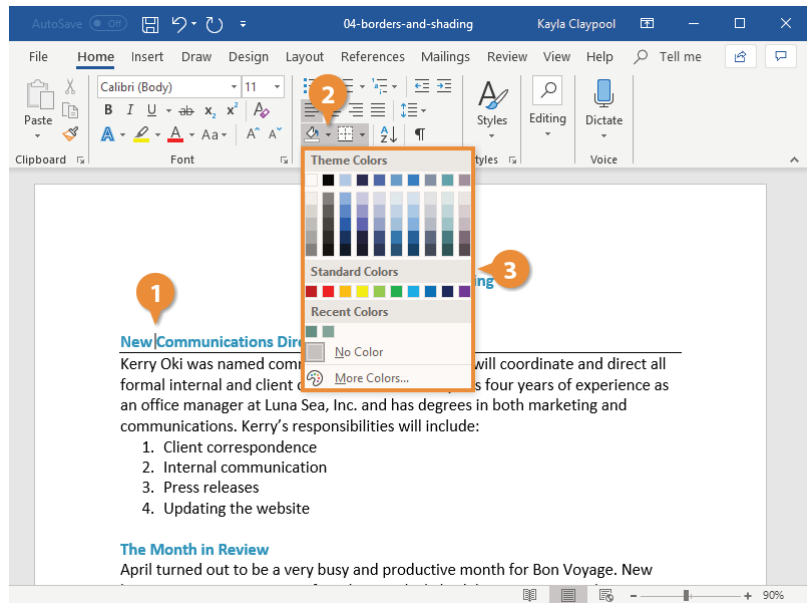
Add Shading

Change the background color of a paragraph by adding shading.

- 1 Select the paragraph or paragraphs you want to add shading to.
- 2 Click the **Shading** list arrow.
- 3 Select a shading color.

The color is applied behind the text.

If the color you want to use does not appear in the list, select **More Colors** to choose from a larger array of colors.



Additional Border and Shading Options

If the options available on the ribbon don't have what you're looking for, open the Borders and Shading dialog box to see more options.

- 1 Click the **Borders** list arrow.
- 2 Select **Borders and Shading** at the bottom of the menu.
- 3 Use the options in the dialog box to adjust the border and shading:

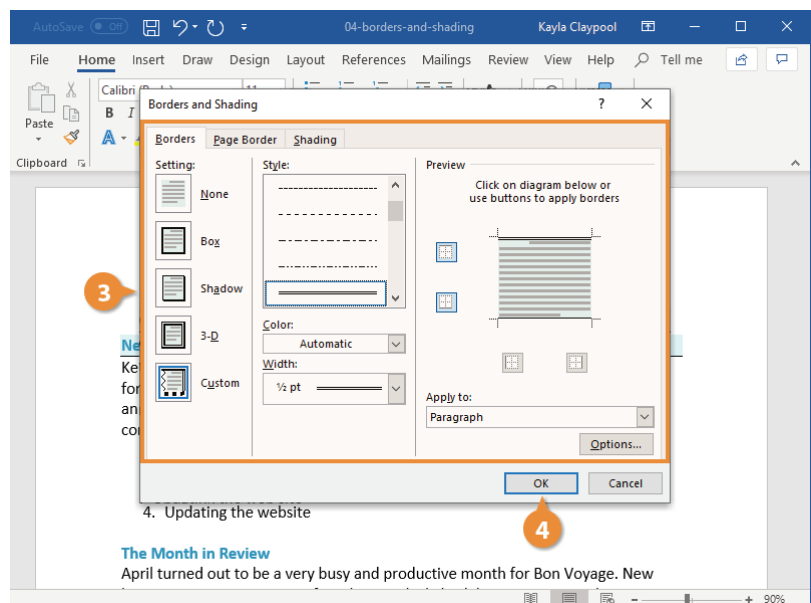
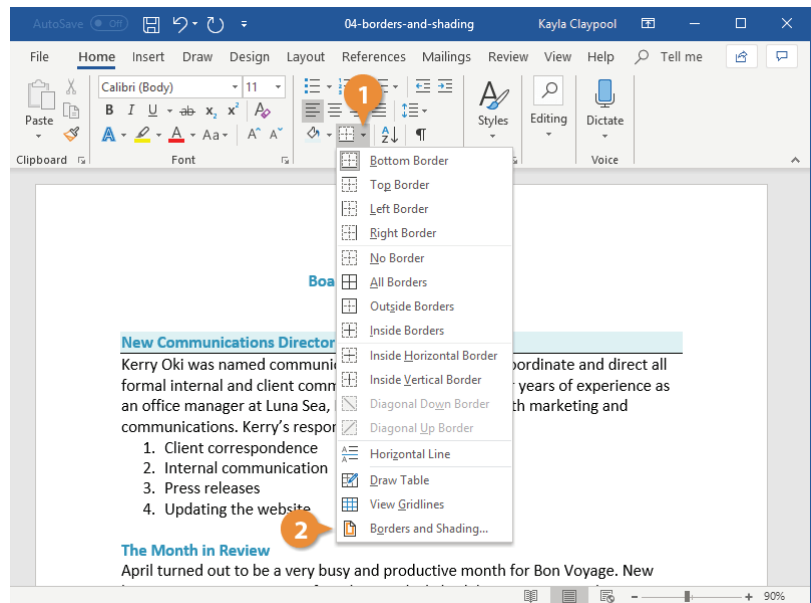
To apply a border: Click the **Borders** tab and select your border style, color, and width. Then, click the side(s) of the paragraph in the Preview diagram where you want to apply the borders.

To apply shading: Click the **Shading** tab. Click the **Fill** list arrow and select the color you want to use. You can also click the **Style** list arrow in the Patterns group and select a pattern.

- 4 Click **OK** when you're done.

The border and shading settings are applied.

Tip: You can also add a border or shading to just some of the text rather than an entire paragraph. Select the text and open the Borders and Shading dialog box. Click the Apply to list arrow, and select Text. Then, specify the border and shading options you want to use.



Line and Paragraph Spacing

You can change the amount of space between your lines and paragraphs to give documents structure and improve readability.

Change Line Spacing

1 Select the paragraph or paragraphs you want to adjust.

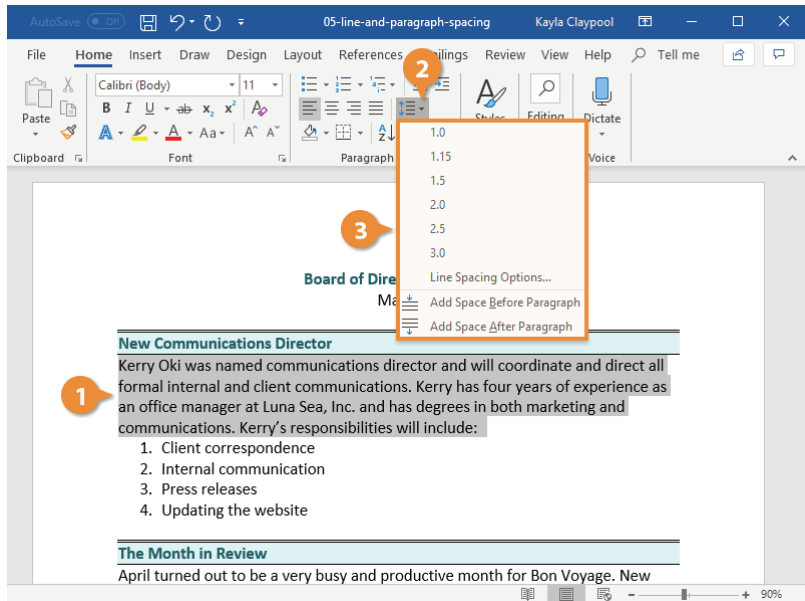
2 Click the **Line and Paragraph Spacing** button.

A list of line spacing options appears. The options here range from **1.0**, which adds no extra space between lines, to **3.0**, where the spacing for each line is triple that of a single-spaced line.

3 Select a spacing option.

The spacing between the selected lines is changed.

Tip: For more spacing options, select **Line Spacing Options** to open the Paragraph group dialog box.



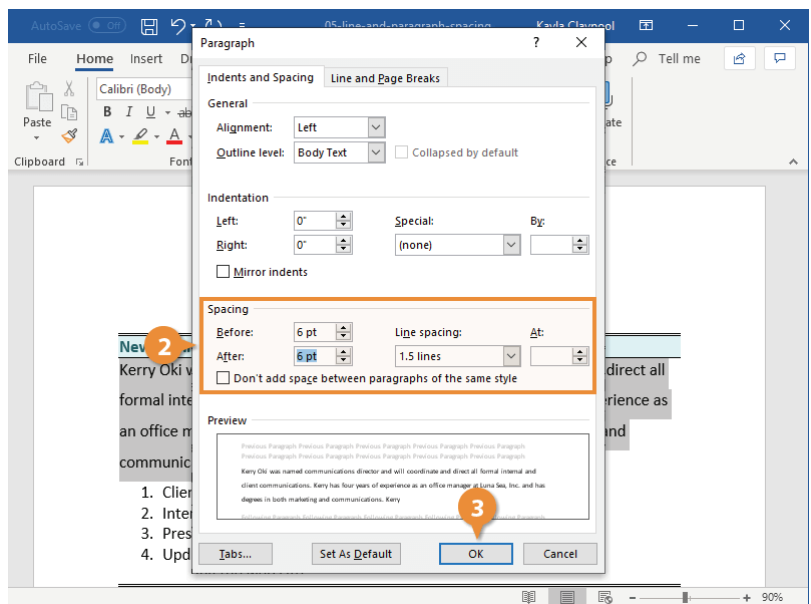
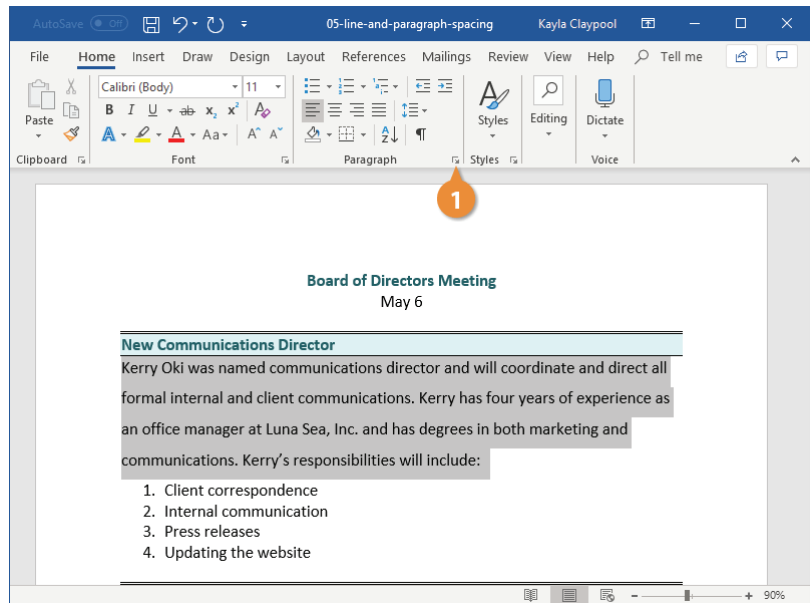
Change Paragraph Spacing

If you want to add space above or below the paragraph, adjust the paragraph spacing.

- 1 Click the **Paragraph** dialog box launcher.
- 2 Adjust the settings in the Spacing group.
 - **Before:** Adds space above the paragraph.
 - **After:** Adds space below the paragraph.
- 3 Click **OK**.

Additional space will be added before or after the selected paragraph.

Note: You can quickly add or remove 12 pts of spacing before or after the selected paragraph by clicking the **Line and Paragraph Spacing** button on the Home tab, then selecting **Add/Remove Space Before Paragraph** or **Add/Remove Space After Paragraph**.



Copy Formatting

Once you get some text formatted just right, save yourself time applying the formats elsewhere by copying the formatting to other parts of the document. The format painter copies the character formatting (like bolding, font color, or italics) and paragraph formatting (like line spacing or indentation) of the selected text so that you can quickly apply it somewhere else.

Copy Text Formatting

- 1 Select the formatted text you want to copy.

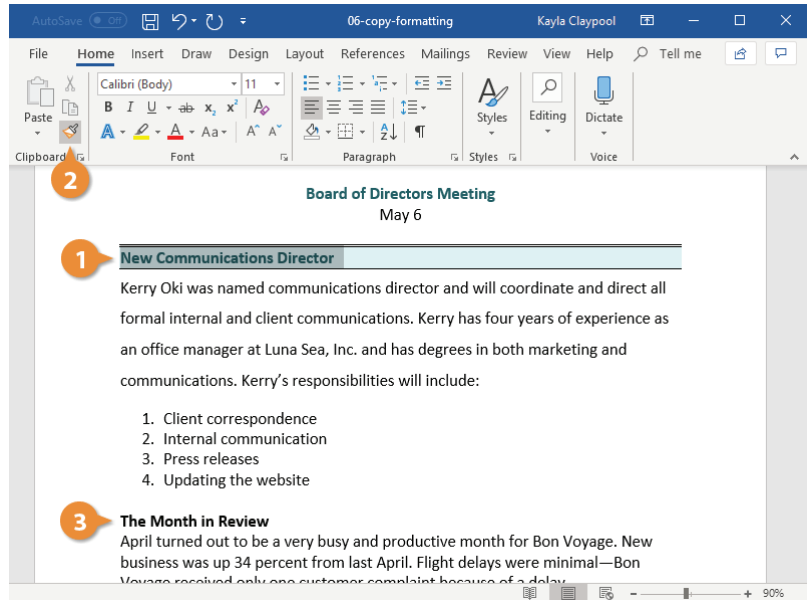
Tip: To copy paragraph formatting (such as line or paragraph spacing) as well as text formatting, select the entire paragraph you want to copy.

- 2 Click the **Format Painter** button on the Home tab.

The cursor changes to a paintbrush, indicating that the format painter is ready.

- 3 Select the text you want to apply the copied formatting to.

To apply copied formatting to multiple areas, keep the format painter turned on by double-clicking the **Format Painter** button, and then select each area you want to apply the formatting to. Click the **Format Painter** button again or press **Esc** to turn the Format Painter off when you're done.



Indent Paragraphs

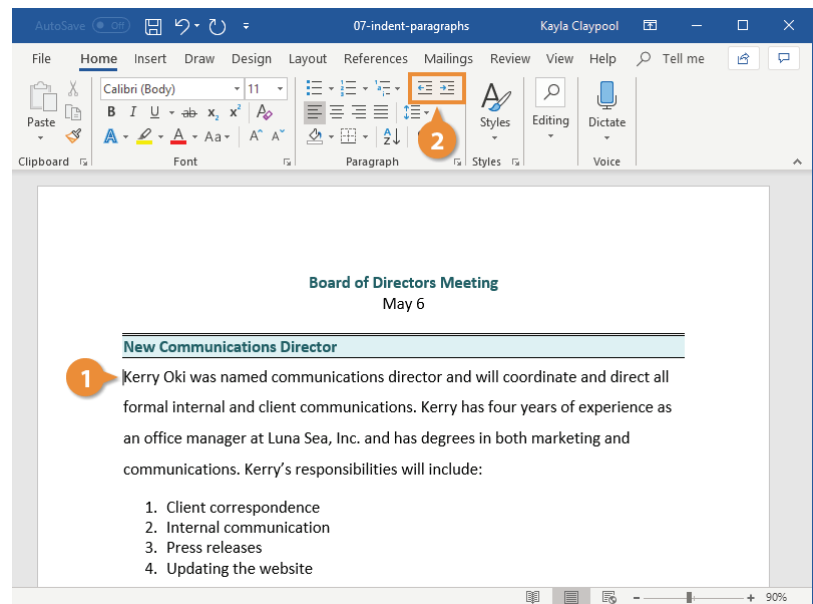
Indenting adds blank space between the page margin and the paragraph text. Long quotations, lists, and bibliographies are a few examples of paragraphs that are often indented.

Increase or Decrease Indent

The most common type of indent is a left indent, where text is indented in half-inch increments from the left margin. You can quickly add or remove this type of indent from the Home tab.

- 1 Click anywhere in the paragraph you want to change indentation.
- 2 Click the **Increase Indent** or **Decrease Indent** button on the Home tab.

The paragraph's indent from the left margin is increased or decreased by 0.5" increments each time the button is clicked.

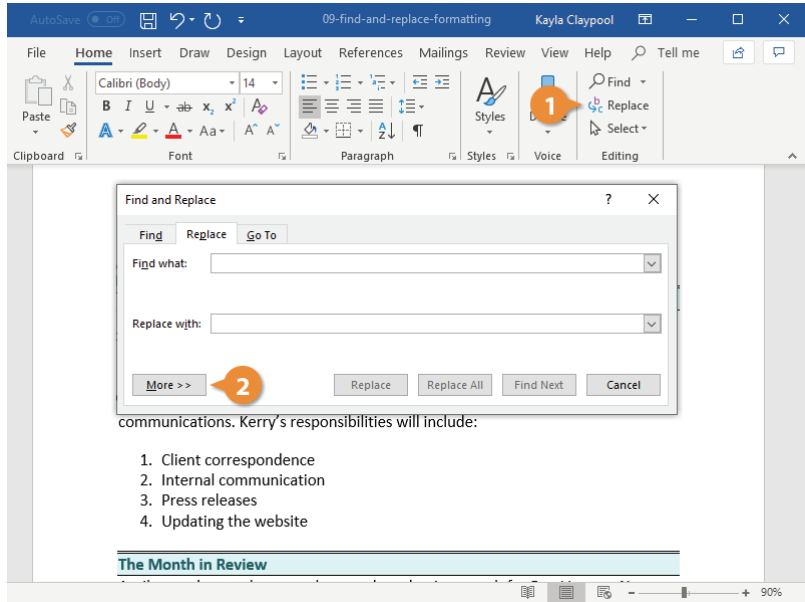


Find and Replace Formatting

If you have a lot of text throughout a document with the same formatting and it all needs to be updated, save yourself some time by using the find and replace formatting feature.

Find and Replace Text Formatting

- 1 Click the **Replace** button on the Home tab.
- 2 Click **More** to expand the dialog box.



3

Click the **Format** button.

A list of different formatting types appears. You can search by font, paragraph, tab, language, frame, style, or highlight formatting.

4

Select the type of formatting you want to replace.

A dialog box opens, showing all the formatting options available to search for in that category.

For example, the Find Font dialog box is basically a copy of the Font Formatting dialog box, with all the same formatting options available.

5

Specify the formatting you want to replace and click **OK**.

You can repeat these steps to find additional types of formatting. For instance, you can search for text with both specific font formatting and paragraph formatting at once.

Once you've specified all the formatting you want to find, repeat these steps for the formatting to replace it with.

6

Click in the **Replace With** field.

7

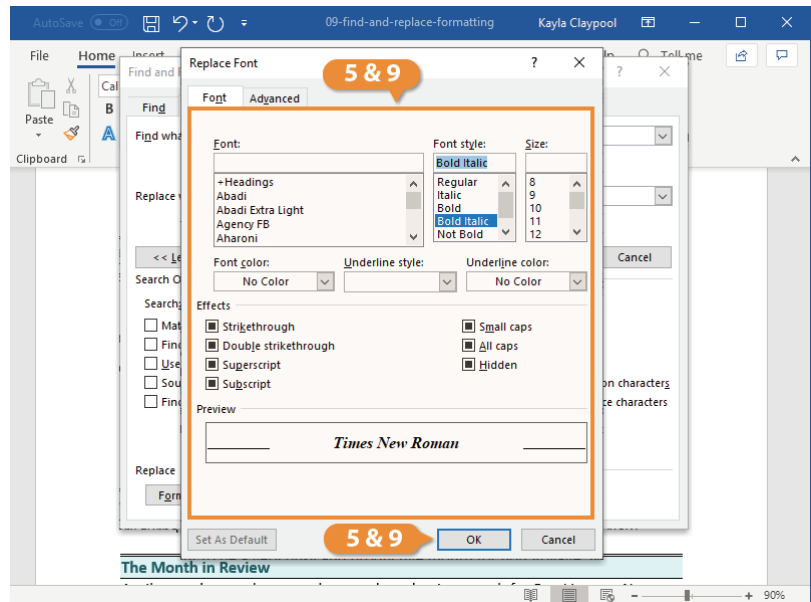
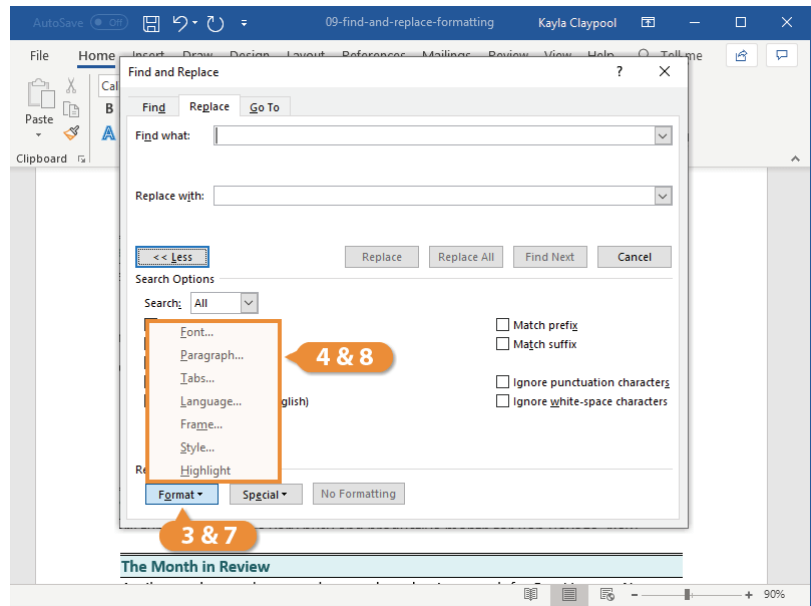
Click the **Format** button again.

8

Select the type of formatting you want to replace.

9

Specify the formatting options you want to apply and click **OK**.



10 Select a replacement option.

- **Replace:** Replace just the first item found. Continue clicking Replace to keep replacing instances of formatting.
- **Replace All:** Replace all instances at once.
- **Find Next:** Skip to the next item found without replacing the currently selected one.

Once you have either replaced or skipped all the instances of the formatting you searched for, Word will show a dialog box, informing you that the search is complete.

11 Click **OK**.

12 Click the **Close** button.

The Find and Replace dialog box closes.

