

Microsoft Word Basics

Pages 51-68

GOALS

1. Format Text
2. Set text alignments
3. Set line and paragraph spacing
4. Work with fonts
5. Use symbols
6. Use format painter
7. Highlight text
8. Change case
9. Change character spacing

FORMAT TEXT

- Formatting allows you to change the appearance of a paragraph or characters including letters, numbers, and symbols.
- By formatting characters, you can emphasize individual letter, words and a block of text and/or improve the readability of text in a document.

FORMATTING INCLUDES

- Text alignments
- Line and paragraph spacing
- Fonts
- Font styles
- Font colors
- Case
- Highlighting
- Character spacing

APPLYING FORMATTING

- You can apply formatting before or after entering text.
- To apply formatting to existing text, you must first select it or position your insertion point anywhere on the word or in the paragraph.

FORMATTING BUTTONS

- found on the Ribbon or on the Mini toolbar
- The Mini toolbar is displayed when you select text. It is also displayed with the shortcut menu when you right click (which you can do when applying formatting to new text).

LIVE PREVIEW

- Word 2007 shows you a live preview of how most formatting changes will look when you point to a selection.
- You do not have to actually apply the formatting to see its effect. The live preview works only when you select the option from the Ribbon.

You should return to your original settings after applying formatting. Otherwise, the new format will remain in effect as long as you continue to work on your document until you make another change.

SET TEXT ALIGNMENTS

- You can align text left (the default), right, and center.
- Text is aligned between existing margins.
- You can also justify text. Justified text displays lines that are even at the left and right margins (except for the last line).

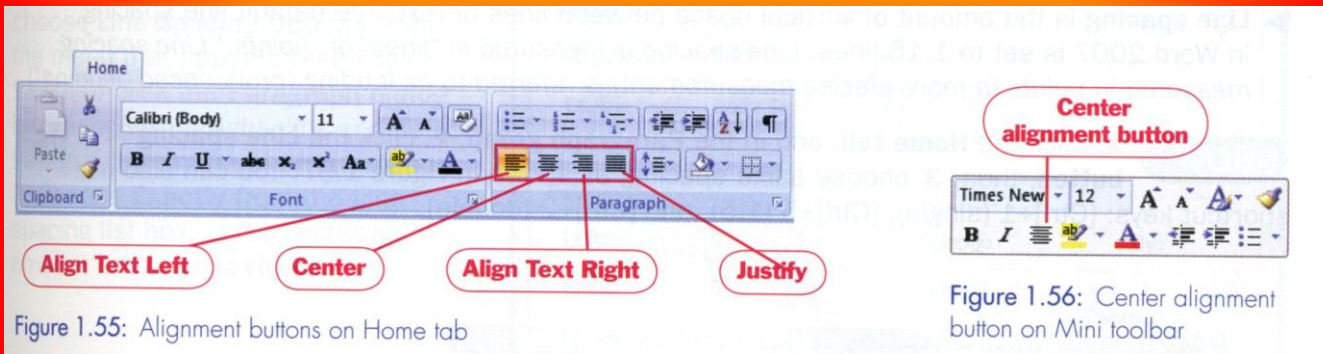


Figure 1.55: Alignment buttons on Home tab

Figure 1.56: Center alignment button on Mini toolbar

TEXT ALIGNMENT SHORTCUTS

- [Ctrl] + L (left)
- [Ctrl] + E (center)
- [Ctrl] + R (right)
- [Ctrl] + J (justify)

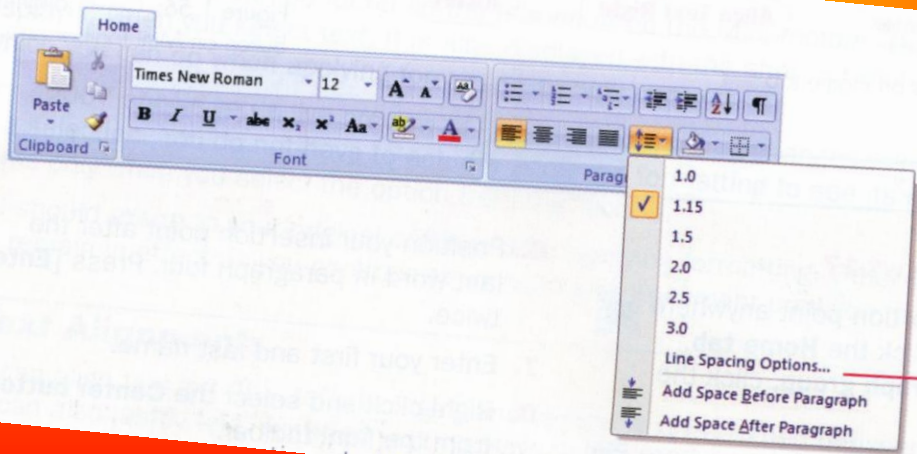
LINE SPACING

The amount of vertical space between lines of text.

- The default line spacing in Word 2007 is set to 1.15 lines

How to:

- Click the home tab
- And in the paragraph group
- Click the line spacing button
- Choose a line spacing



Line spacing options

LINE SPACING SHORTCUTS

- Ctrl} + 1 (single)
- [Ctrl} + 5 (1.5)
- [Ctrl} + 2 (double)

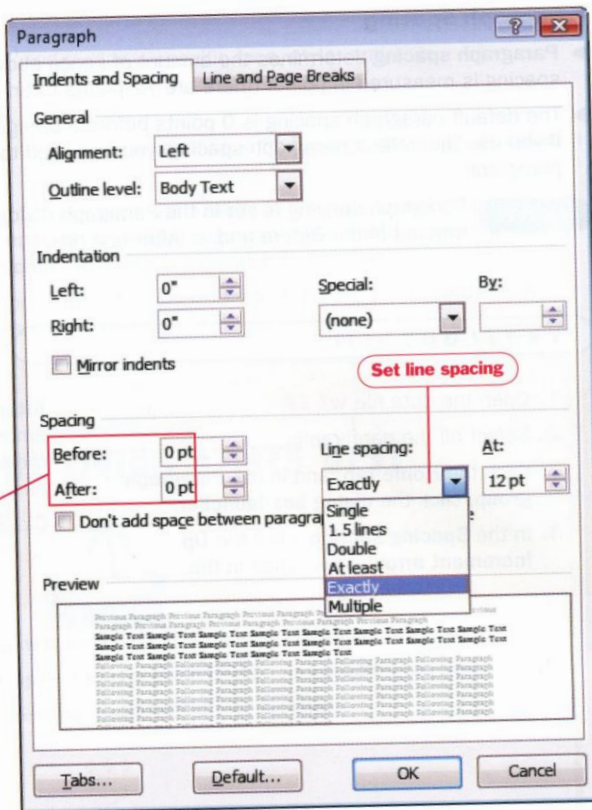
WORK WITH FONTS

- A **FONT** is a complete set of characters designed in a specific face, style, and size

Each font design has a name and is intended to convey a specific feeling. The design is called a **FONT FACE**.

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paragraph
spacing



WORD

Figure 1.58: Paragraph dialog box

TYPES OF FONTS

- **Serif**
 - has lines, curves, or edges extended from the ends of the letters
- **Sans serif**
 - straight edged
- **Script**
 - looks like hand writing

22 pt
Sans Serif (Impact)

WATERFRONT LIVING AT ITS BEST

12 pt Serif (Times
New Roman)

72 pt
Symbol font



We invite you to visit our marina community with a choice of two-and three-story town home residences overlooking the yachts of Coral Harbor. As a resident, you have the option of purchasing a yacht slip at your doorstep.

72 pt
Script (Script MT
Bold)

Marina Views

Sales Office open daily from 10 a.m. to 5 p.m.

16 pt
Sans Serif (Impact)

12 pt Serif (Times
New Roman)

2132 Garrison Boulevard, Suite 105
Coral Harbor Center
Palm Beach, Florida 33410

561-555-2211

12 pt
Serif (Times New
Roman, Italic Bold)

To visit take I-95 to Garrison Boulevard (Exit 57C)

Figure 1.59: Document with varied font faces

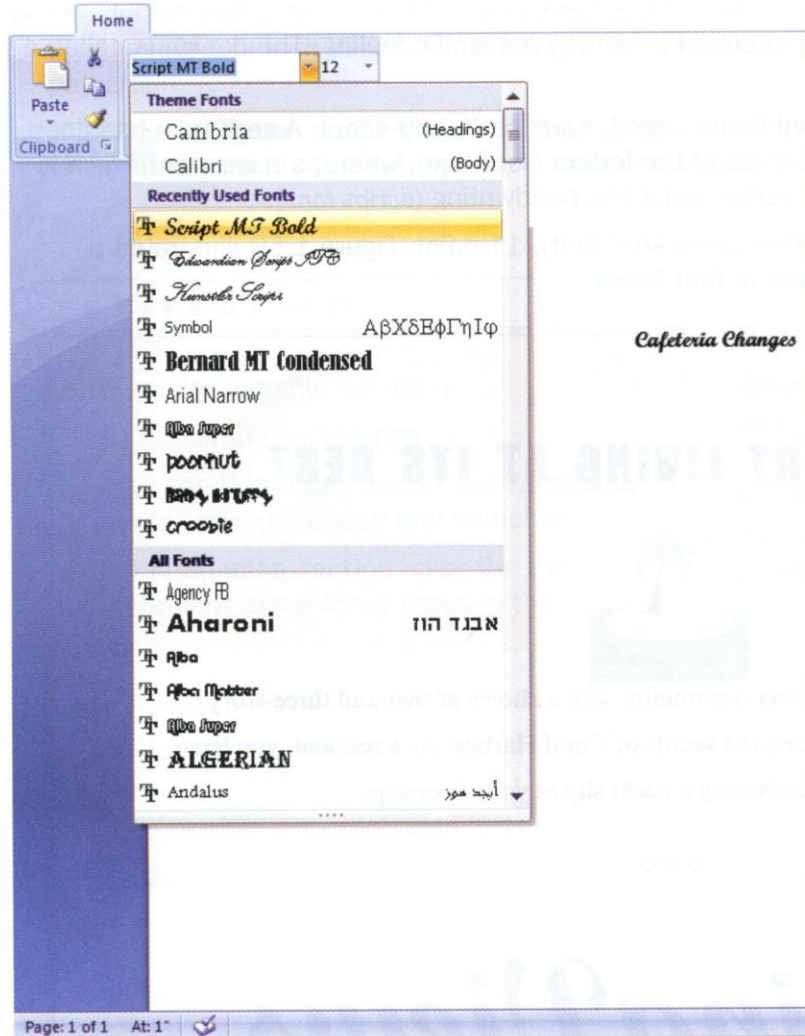


Figure 1.60: Font list on Home tab



Figure 1.61: Font list on Mini toolbar

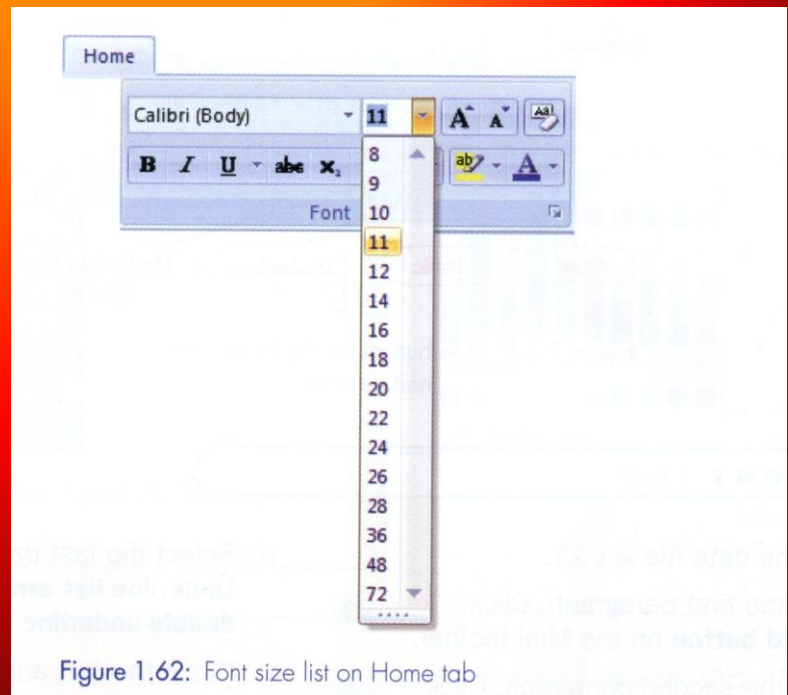
FONT SIZE

Refers to the height of the font, usually measured in points

72 points to an inch

- To increase or decrease the font incrementally, click the Grow font button or the Shrink font button on the home tab. 1.61

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- To increase or decrease the font incrementally, click the Grow font button or the Shrink font button on the home tab.



FONT STYLE

- Refers to the appearance of the text
- Examples
 - Bold
 - Italic
 - Underline
-
- Click the home tab, and options are in the font group
- Or shortcuts
- 1.63
- [Ctrl] + B
- [Ctrl] + I
- [Ctrl] + U

HOW TO CHANGE FONT STYLE

Click the home tab, and options are in the font group

Shortcuts

- [Ctrl] + B
- [Ctrl] + I
- [Ctrl] + U

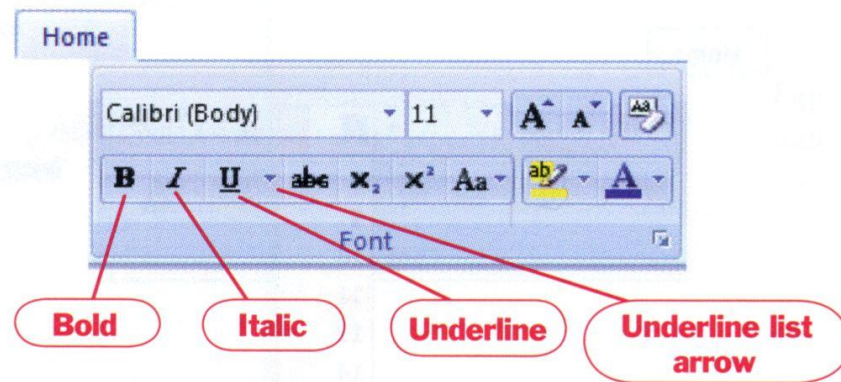


Figure 1.63: Style buttons on the Home tab

FONT COLOR

- Used to emphasize text and give it a professional look

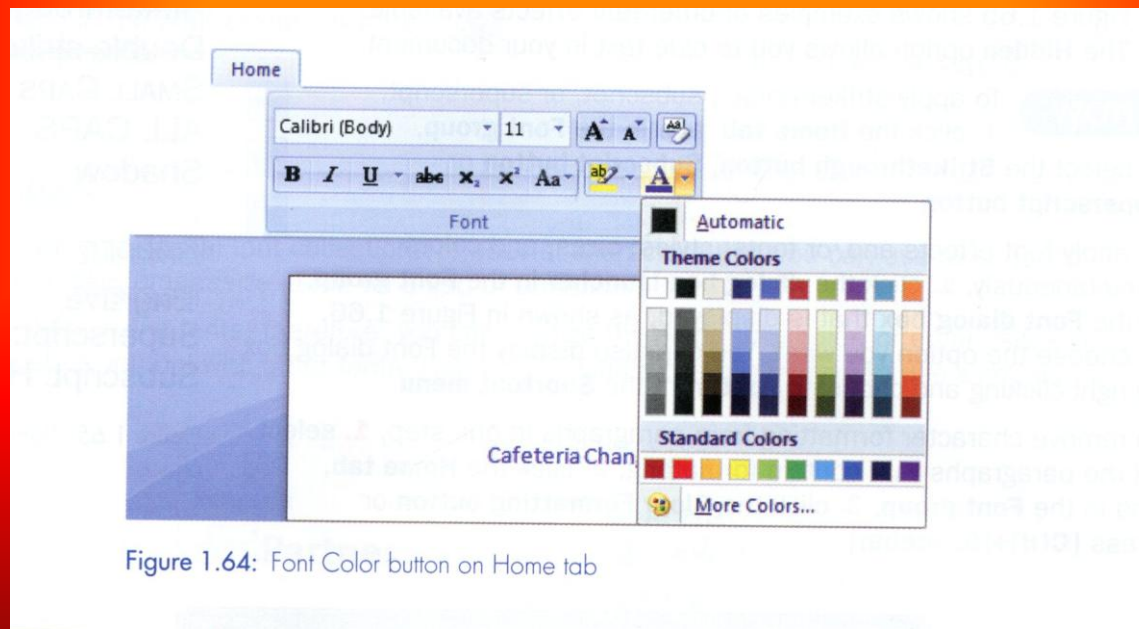


Figure 1.64: Font Color button on Home tab

FONT EFFECTS

- Small caps
- All caps
- Strikethrough
- Double strikethrough
- Shadow
- Outline emboss
- Engrave
- Subscript
- Superscript

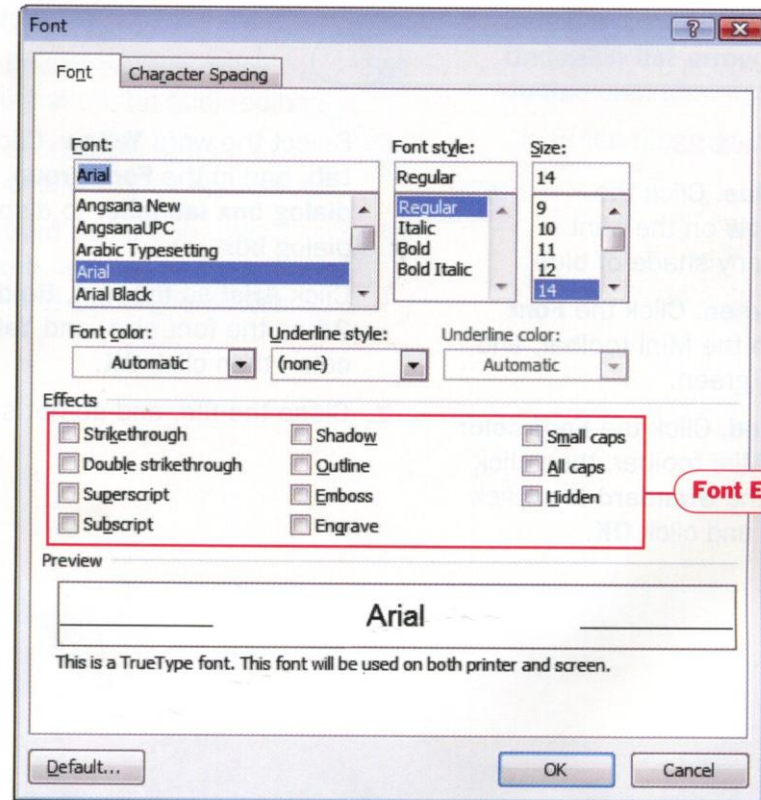


Figure 1.66: Font dialog box

SUPERSCRIPTS & SUBSCRIPTS

- Superscripts are characters that print slightly above the normal typing line.
- Subscripts are characters that print slightly below the normal typing line.

HOW TO CHANGE FONT EFFECTS

- Click home tab
- In font group
- Select the font effect you want

Or

- Right click on text and choosing the Font from the shortcut menu

~~Strikethrough~~

~~Double strikethrough~~

SMALL CAPS

ALL CAPS

Shadow

Outline

Emboss

Engrave

Superscript: x^2

Subscript: H_2O

- To remove character formatting from paragraphs in one step
- Select all the paragraphs that contain formatting
- Click the home tab and in the font group
- Click the clear formatting button

Or

[Ctrl] + [Spacebar]

SYMBOLS

Ornamental font collections or special characters that you can use to separate items on a page, emphasize items on a list, or enhance a document.

- Symbols behave like fonts; therefore, you can change the point size, color, or emphasis style of a symbol just as you did with other fonts.

1.67

Simpson
& Partners

Blue Fin
Group



- Mail
- Phone
- Web
- E-mail

BOOK SALE

Figure 1.67: Ornamental font uses

HOW TO INSERT SYMBOLS

- Click the insert tab and in the symbols group
- Click the symbol button, and
- Choose a symbol that is displayed, or click more symbols to display the symbol dialog box
- Click a symbol you want to insert, then
- Click insert

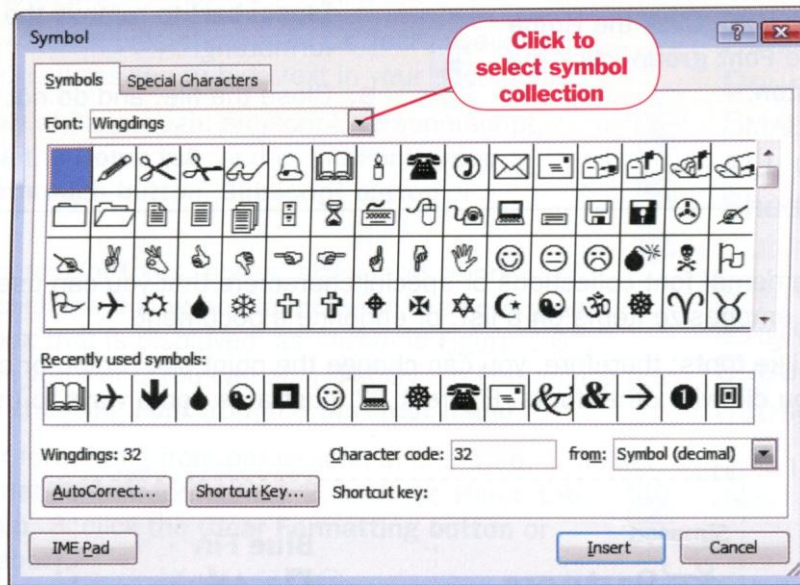


Figure 1.68: Symbol dialog box

FORMAT PAINTER

- Feature allows you to copy formatting such as a font face, style, and size from one block of text to another

How

- Select the text or data that contains the formatting you wish to copy
- Click the format painter button on the mini toolbar (after clicking the format painter button, the insertion point becomes a paintbrush.), then
- Select the text to receive the formatting.

Or

- Click the home tab, and in the clipboard group
- Click the format painter button, then
- Select the text to receive formatting

To copy formatting from one location to several locations

- follow the above steps, but double-click the format painter button.
- To turn off this feature, click the format painter button again.

HIGHLIGHT TEXT

- Allows you to mark text or graphics for emphasis as; though they were marked with a highlighter pen

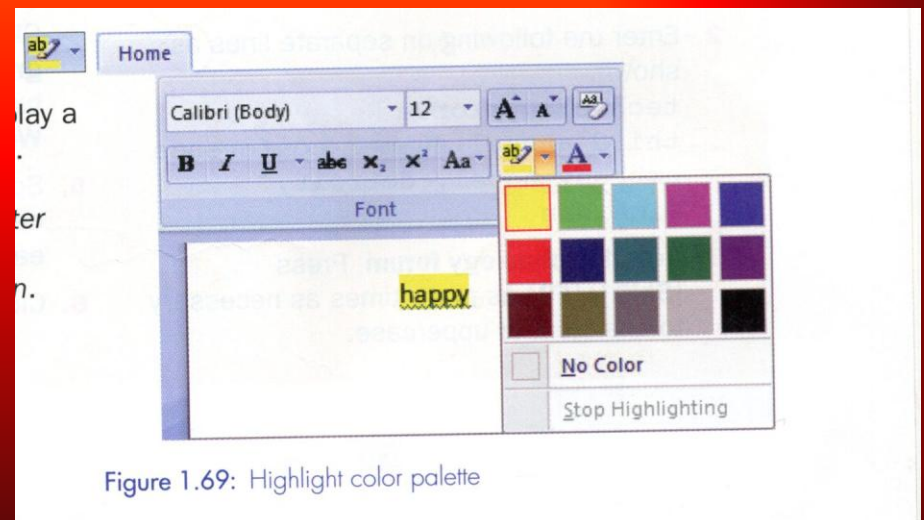


Figure 1.69: Highlight color palette

CHANGE CASE

- Allows you to easily convert one case (upper case, lowercase, sentence case, title case) to another.

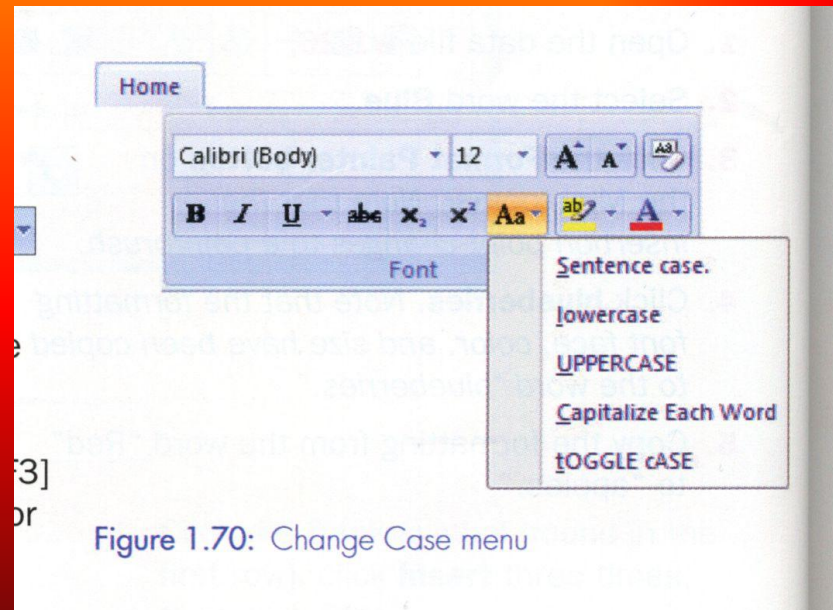


Figure 1.70: Change Case menu

CHANGE CASE SHORTCUTS

- [Shift] + [F3] once to capitalize each word,
- [Shift] + [F3] twice for uppercase, and
- [Shift] + [F3] three times for lowercase.

CHANGE CHARACTER SPACING

- Word sets a default for the amount of space it leaves between letters and words. You can adjust the spacing between characters for selected text or for particular characters by using the character spacing feature. Setting character spacing can affect the readability of text, particularly headlines.

Look	Normal
L o o k	Expanded by 10 points
look	Condensed by 2 points
Look	Scaled by 200%
Look	Scaled by 33%
Look	Kerned "o"

Figure 1.71: Character spacing options

SPACING OPTIONS

- Expand or condensed spacing
- Evenly alters the spacing between all selected letters by the same amount. Expanded or condensed spacing in measure in points.

Scale text

changes the shapes of the characters by percentages and allows you to set their width. Percentages above 100% stretch the text; percentages below 100% compress the text.

- Kern characters
 - fit letters closer together and is used to refine letter spacing, particularly when working with large or decorative letters. Kerning alters the spacing between particular pairs of letters.

HOW TO CHANGE CHARACTER SPACING

- Select the text to affect
- Click the home tab, and in the font group, click the font dialog box launcher. In the font dialog box,
- Click the character spacing tab and
- Make the selections you want.