

Apply Character Formatting



The Font Group

- ✓ In the world of typography, a font is a set of letters, numbers, punctuation marks, and other characters in a specific typeface, size, weight, and style.
- ✓ Typesetters would select Times Roman 12 *italic* text from one font, and Times Roman 12 *bold* text from another.
- ✓ In Word, as in other Windows® applications, you typically select the **font** (typeface), and then apply additional settings, such as **size**, **style**, **color**, and **case**.
- ✓ These options are available on the **Home** tab, in the **Font** group.

Font Options

Fonts

- ✓ Word provides a list of typefaces that are installed on the computer. In the list, the name of each typeface is shown formatted in that typeface, so you can preview the appearance of a font before selecting it.

Styles

- ✓ Word provides the following styles.

Style	Description
Bold	Applies bold formatting to the text.
<i>Italic</i>	Italicizes the text.
<u>Underline</u>	Underlines the text.

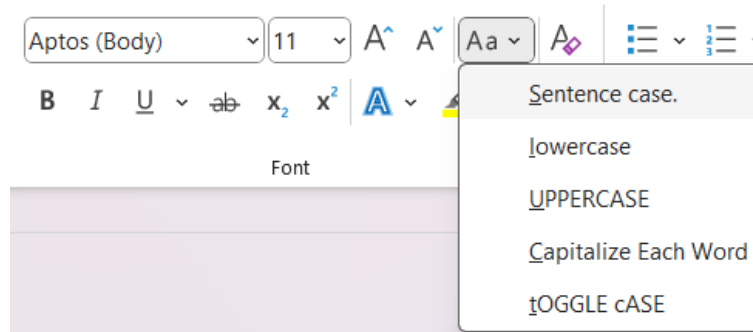
Keyboard Shortcuts for Font Styles

- ✓ You can press key combinations to quickly apply font styles. For example, press **Ctrl + B** to apply bold formatting, and press **Ctrl + I** to italicize the selected text.

Font Options

Size

- ✓ The **Size** control is both a text box and a list. You can type a number directly in the box, or select the arrow to choose from a list of sizes.
- ✓ In addition to specifying a particular font size directly, you can quickly increase or decrease font size using the buttons provided for this.

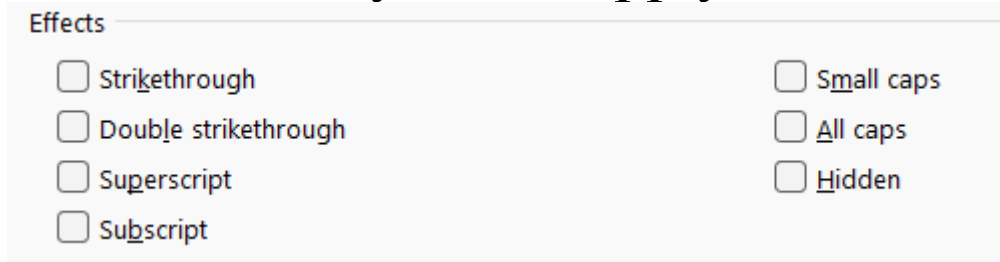


Option	Description
Sentence case	Capitalizes the first letter of every sentence in the selected text.
lowercase	Converts all the characters of the selected text into small letters.
UPPERCASE	Capitalizes all the characters of the selected text.
Capitalize Each Word	Capitalizes the first letter of each word in the selected text.
tOGGLE cASE	Inverts the current capitalization of the selection. Lowercase letters become uppercase, and vice versa.

Font Options

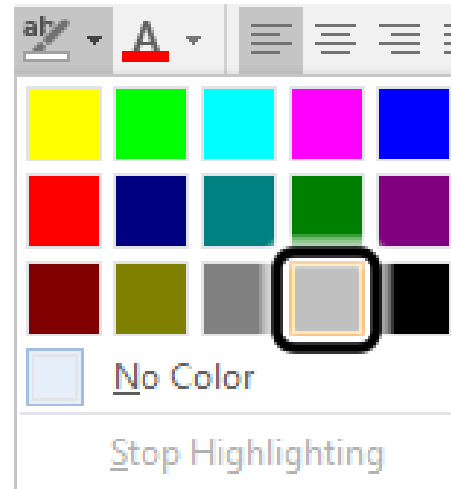
Effects

✓ Word also provides numerous effects you can apply to text.



Effect	Description
Strikethrough	Runs a line through the selected text. This effect is conventionally used to denote information that was deleted.
Double strikethrough	Runs two lines through the selected text. This effect is used when more emphasis is needed than what is provided by a single strikethrough.
Subscript	Decreases the font size and moves the text below the text baseline.
Superscript	Decreases the font size and moves the text above the text line.
Small caps	Converts all the characters in the selected text to uppercase, but reduces them to dimensions similar to lowercase characters. However, any capital letters converted to small caps will be slightly larger than the rest of the letters.
All caps	Capitalizes all the characters of the selected text, resulting in all the characters being the same size.
Hidden	Hides the selected text.

Text Highlighting Options



- ✓ You can turn on highlighting by selecting the **Text Highlight Color** button in the **Font** group. You can then click and drag to highlight the desired text.
- ✓ The default highlight color is yellow, but you can select the arrow on the **Text Highlight Color** button and then select a different color from the gallery. The button displays the selected color. The highlighter remains active until you select the **Text Highlight Color** button again to turn it off.

Printing a Document with Highlighted Text

- ✓ If you are printing your document to a black and white printer, select a light highlight color. This helps ensure that the printed text is readable.

Control Paragraph Layout



Paragraph Alignment Options

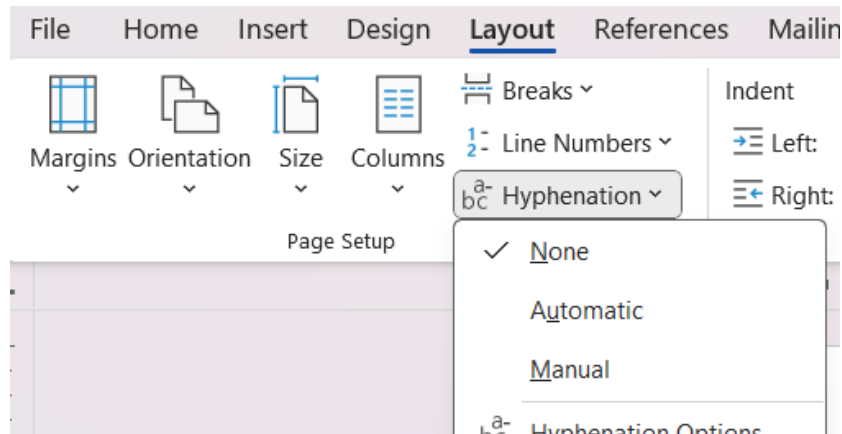
Paragraph alignment refers to the horizontal position of a paragraph relative to the left and right margins in a document

Option	Description
Align Left	Aligns the left edge of a paragraph along the left margin. The left edge of the paragraph is even, while the right side is jagged. This is the default alignment option in Word.
Center	Aligns both sides of a paragraph equidistant from the left and right margins. Both the left and right sides of the paragraph appear jagged.
Align Right	Aligns the right edge of a paragraph along the right margin. The right side is even, and the left side is jagged.
Justify	Aligns both sides of a paragraph along the left and right margins. Word adjusts the spacing between the words so that they stretch from the left margin to the right margin.

Hyphenation Options

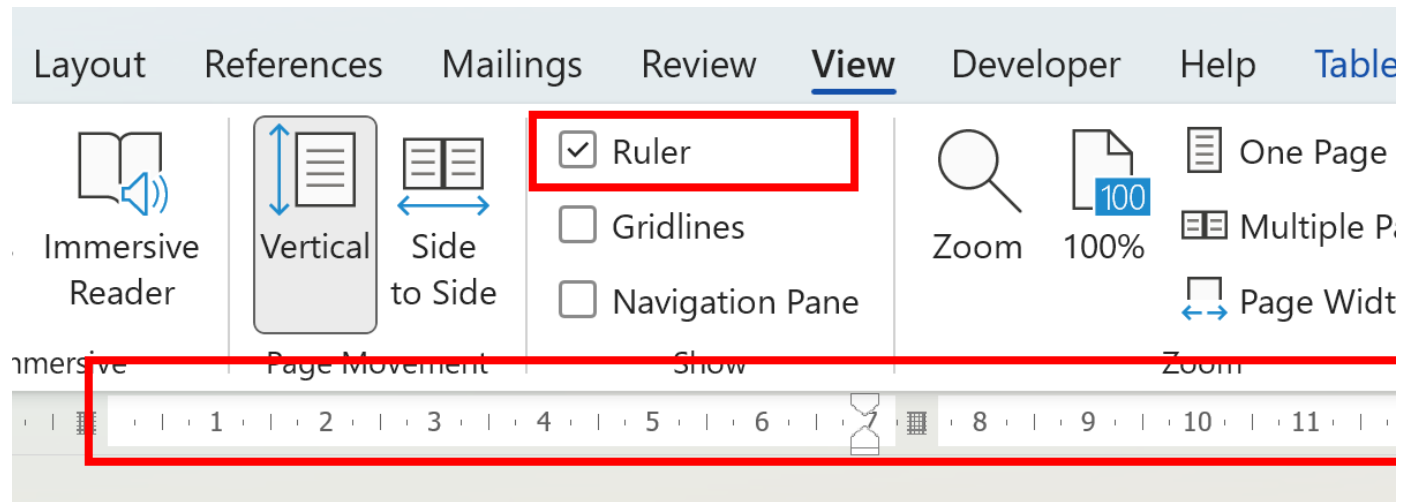
- ✓ Hyphenation refers to the use of the hyphen, a punctuation mark that joins separate words, or splits words by their syllables.
- ✓ Hyphenation in a paragraph enables you to maintain an even line length and eliminate unwanted gaps in text.

Option	Description
None	Disables hyphenation in the document. This is the default setting in Word.
Automatic	Instructs Word to automatically hyphenate the document.
Manual	Enables you to manually hyphenate the words in a document.
Hyphenation Options	Opens the Hyphenation dialog box. Here, you can make additional hyphenation adjustments.



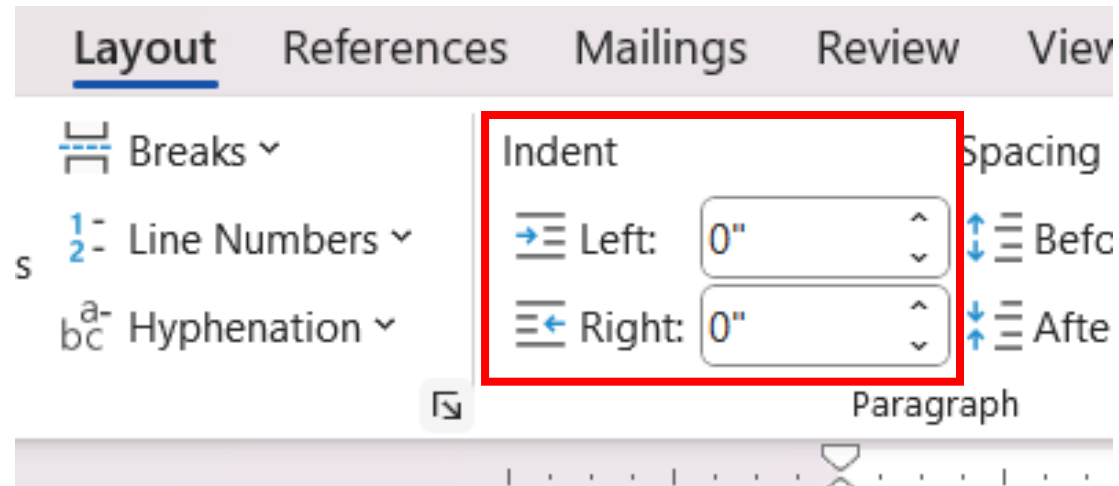
Rulers

- ✓ The rulers display margins and the indentation boundaries of the selected paragraph. They also give you an idea of the size of items in your document.
- ✓ Rulers are displayed at the top of a document and at the extreme left of the document. You can display measurement units as inches, centimeters, millimeters, points, or picas.
- ✓ The default measurement unit is inches. By default, rulers are hidden. You can display or hide rulers on the **View** tab in the **Show** group.



Indents

- ✓ An indent refers to the amount of space between a margin and a line or paragraph.
- ✓ You can increase or decrease indents within the page margins. You can also create a negative indent, which pulls the line or paragraph toward the left margin.

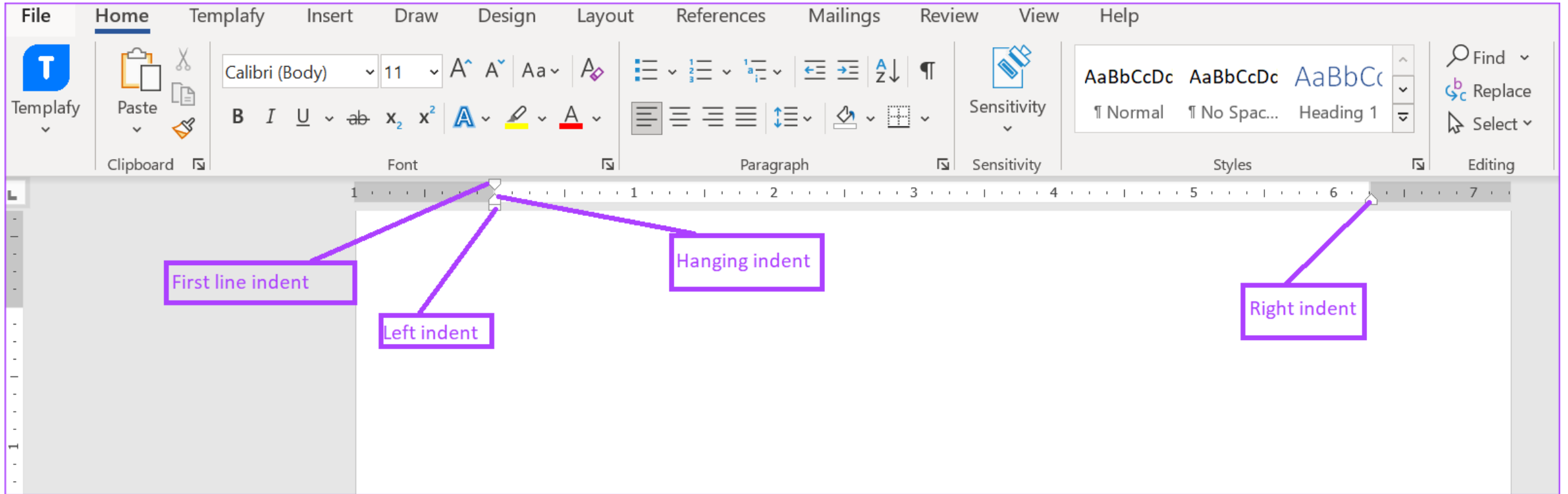


Indent Markers

- ✓ An indent refers to the amount of space between a margin and a line or paragraph.
- ✓ You can increase or decrease indents within the page margins.
- ✓ You can also create a negative indent, which pulls the line or paragraph toward the left margin.

Marker	Description
First Line	Controls the left boundary of the first line of a paragraph.
Hanging	Controls the left boundary of every line in a paragraph, except the first line. This is generally used to align the first line with the margin and indent the remainder of the paragraph away from the margin.
Right	Controls the right boundary of every line in a paragraph.
Left	Enables you to move the hanging indent and first line indent as a set.

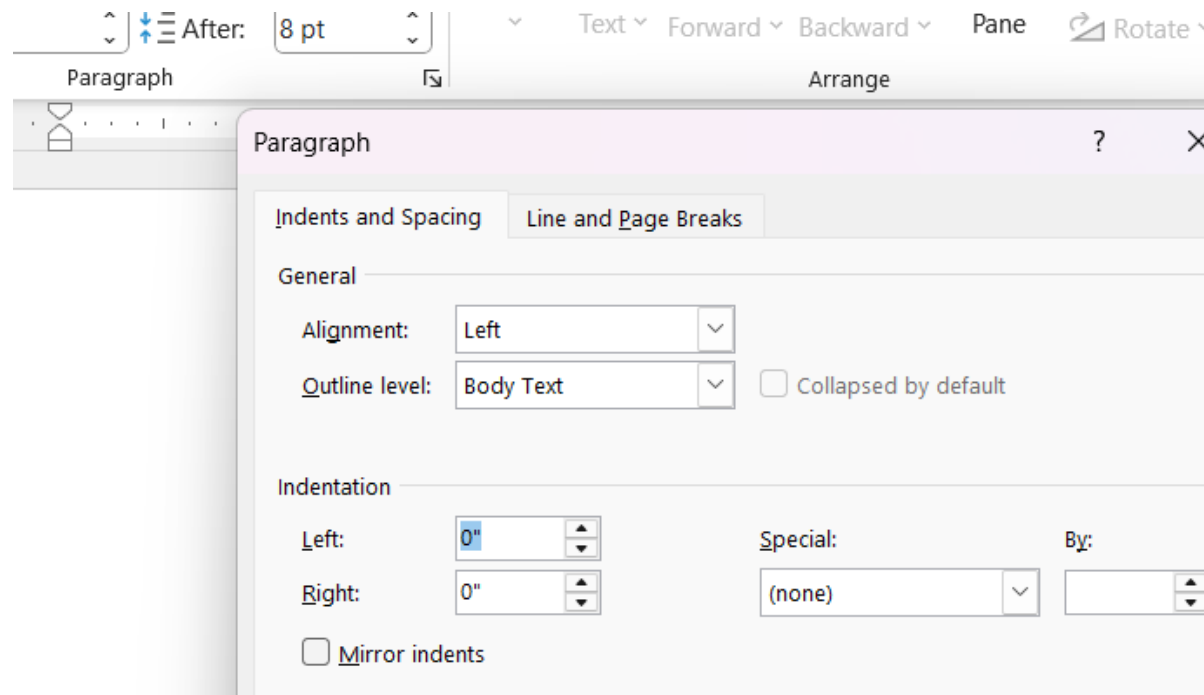
Indent Markers



Indentation Options

- ✓ You can set precise indentation options in the **Indentation** section of the **Paragraph** dialog box.

Option	Description
Left	Sets the left indentation of the paragraph. You can increase or decrease the value in the text box.
Right	Sets the right indentation of the paragraph.
Special	Displays whether a First line or Hanging indent marker is set for the selected paragraph.



Line and Paragraph Spacing

- ✓ You can adjust the amount of spacing between lines and paragraphs by using the options in the **Spacing** section of the **Paragraph** dialog box.

Option	Description
Before	Sets the amount of space before the selected paragraph. The spacing before a paragraph can vary from 0 to 1,584 points.
After	Sets the amount of space after the selected paragraph. The spacing after a paragraph can vary from 0 to 1,584 points.
Line spacing	Sets the amount of space between the lines in a paragraph. You can set it to single space, one and a half space, or double space. You can also set the spacing to an exact or a minimum amount, or choose Multiple to adjust the spacing by a percentage of the existing spacing.
At	Sets the amount of space between the lines in the selected text. The value entered in this field depends on the Line spacing option that is selected.
Don't add space between paragraphs of the same style	Eliminates space between consecutive paragraphs that have the same paragraph formatting.

Spacing

Before: 0 pt

After: 8 pt

Line spacing: Multiple

At: 1.08

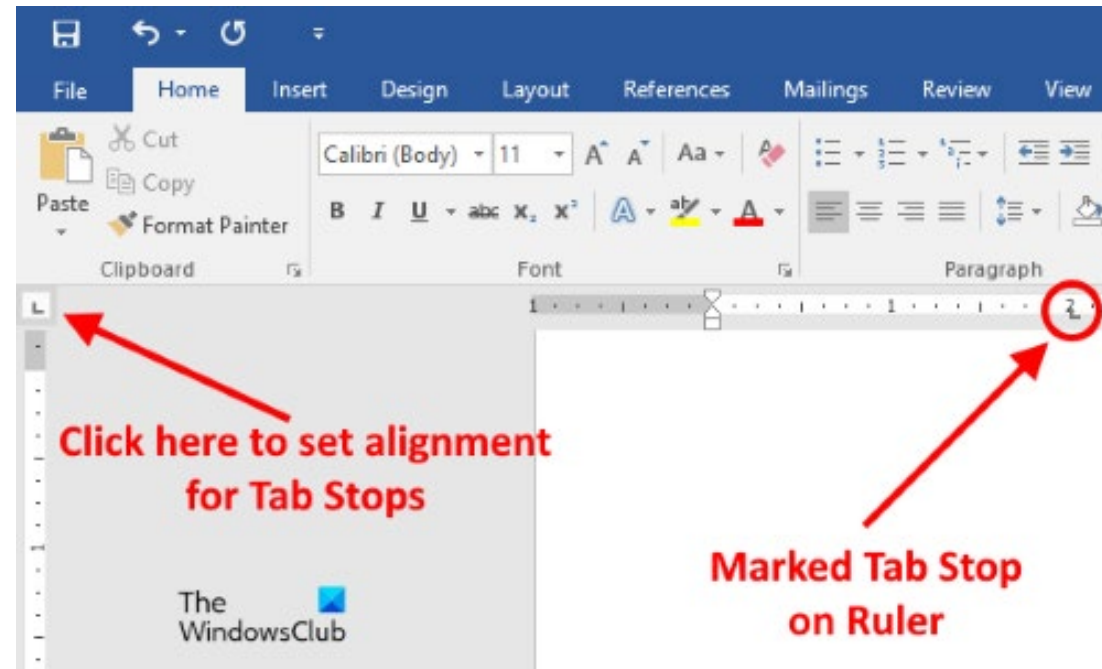
Don't add space between paragraphs of the same style

Align Text Using Tabs








Custom Tab Stops

- ✓ When you press **Tab** to enter a tab character, it causes the insertion point to move to the next stop on the ruler. The default tab stops are at every half-inch on the ruler.
- ✓ A hanging indent overrides all of the default tab stops to the left of it on the ruler; therefore, the hanging indent effectively acts like the first tab stop on the ruler.
- ✓ You can add custom tab stops, which override the default tab stops to the left of them. Suppose you want the first tab stop to be much farther into the ruler than 1/2".



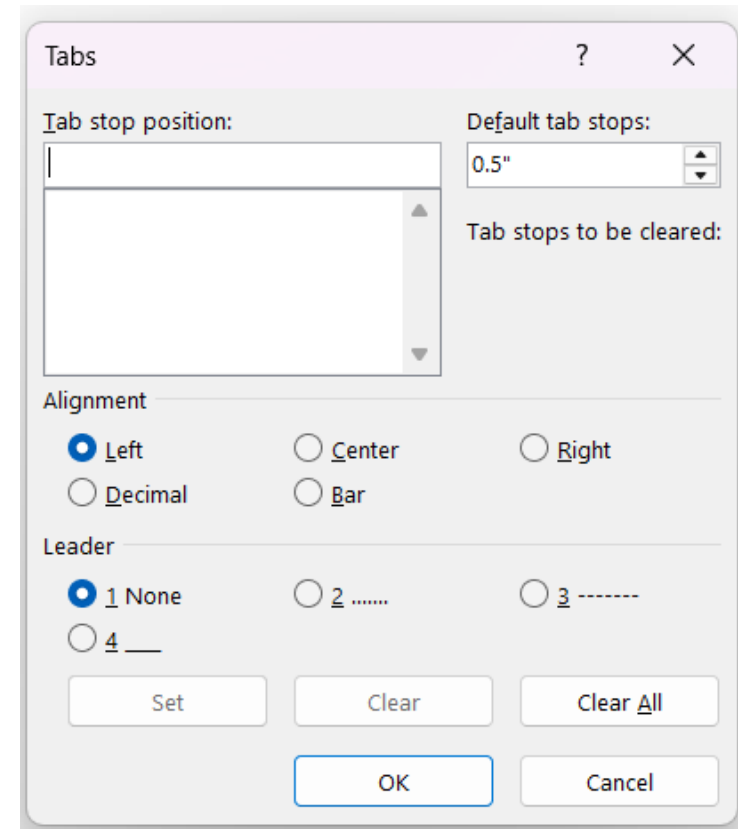
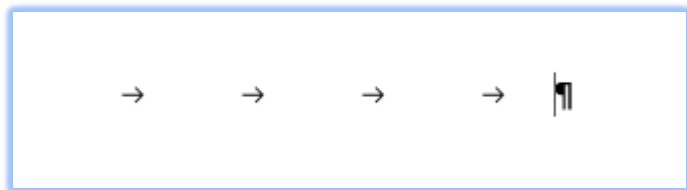
Types of Custom Tab Stops

- ✓ Using tabs, you can align text to the left, right, or center of the tab stop, or you can set other specialized tab types.

Tab		Function
Left Tab		Sets the left edge of the text at the tab position and enables the text to flow to the right of the tab stop
Center Tab		Centers the text around the tab position
Right Tab		Sets the right edge of the text at the tab position and enables the text to flow to the left of the tab stop
Decimal Tab		Aligns the decimal point of numbers to the tab position, when numbers are used
Bar Tab		Inserts a vertical line through the paragraph at the tab position

The Tab Character

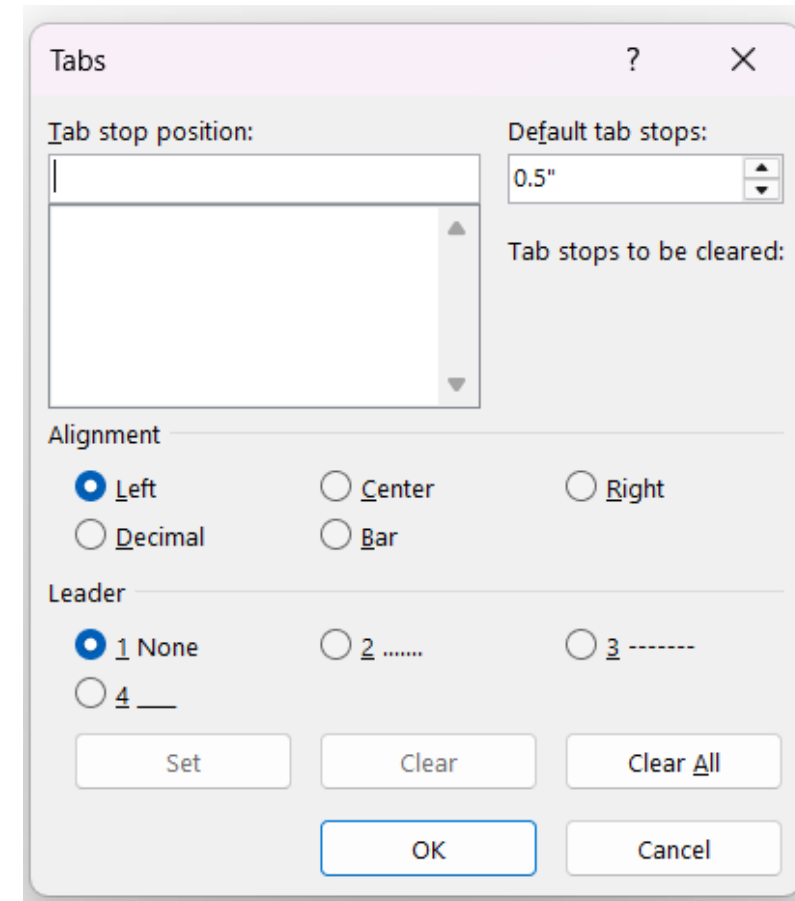
- ✓ Word inserts a tab character in your text when you press the **Tab** key.
- ✓ A tab character signifies a one-time indentation in your text. When you press **Tab**, the insertion point will stop at the next half-inch location on the ruler or at the hanging indent marker—whichever comes first.
- ✓ If you pressed **Tab** repeatedly, the insertion point would stop at 1", 1.5", 2", and so forth.
- ✓ You can change the default half-inch increment for tab stops in the **Tabs** dialog box. Show the **Tabs** dialog box by selecting **Tabs** from the **Paragraph** dialog box (**Home -> Paragraph -> Tabs**)
- ✓ You can make tab characters visible on screen the same way as paragraph marks by selecting the **Show/Hide ¶** button. Tab characters appear as a right-pointing arrow



The Tabs Dialog Box

- ✓ You can easily set and clear tabs by using options in the **Tabs** dialog box, which you can access in the **Paragraph** dialog box by selecting **Tabs**.

Option	Enables You To
Tab stop position	Specify the tab location on the ruler.
Default tab stops	Specify the spacing between default tabs.
Alignment	Change tab alignment.
Leader	Insert leader characters before a tab, such as dots, dashes, or lines.
Set	Set the tab position specified in the Tab stop position box.
Clear	Clear the position specified in the Tab stop position box.
Clear All	Clear all tab stops on the ruler.



Guidelines for Using Tabs and Indents

Using Tabs and Indents Effectively

- ✓ Tabs and indents combine to give you a lot of control over columnar paragraph layouts, but careless use of tabs and indents may cause you a great deal of frustration.
- ✓ Follow these guidelines to use tabs and indents effectively.
- ✓ Don't press the **Spacebar** repeatedly to indent. Use tabs and indents.
- ✓ Don't press **Tab** to indent the first line of a paragraph. Set the **First Line Indent** instead, so paragraphs of that style automatically indent.
- ✓ Don't press **Tab** repeatedly to get the indentation you want using default tab stops. Instead, set a custom tab stop exactly where you want to indent, and press **Tab** once to indent to that point.
- ✓ If one of your columns will contain multiple lines of text, then make it the last column.
- ✓ If more than one column will contain multiple lines of text, then use a table instead of tabs and indents.

Display Text in Bulleted or Numbered Lists

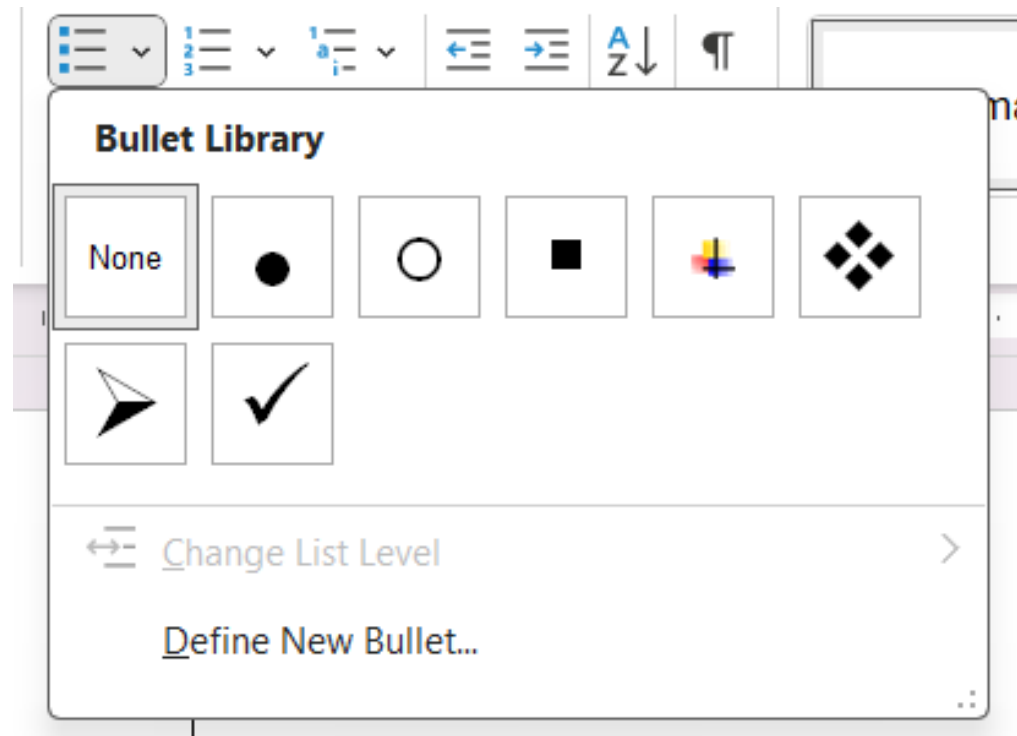


Lists

- ✓ A list is a data grouping method in which the items in a group are displayed one after the other.
- ✓ A list often has a lead-in sentence that provides a brief description of the items in it.
- ✓ There can be any number of items in a list.
- ✓ Lists can have a single level or multiple levels, and can use various styles of numbers or bullets.
 - Bulleted Lists
 - Numbered Lists
 - Multilevel Lists

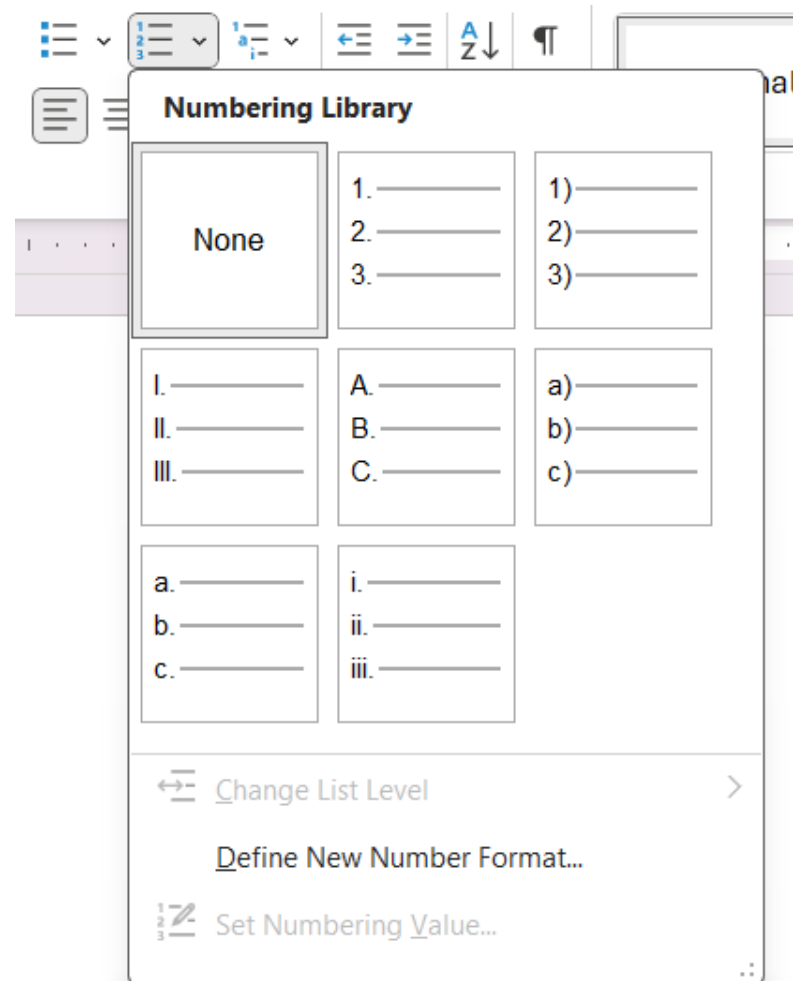
Bulleted Lists

- ✓ A bulleted list is an unordered list that contains items of equal importance. Items in a bulleted list are grouped under a single heading. Although unordered, bulleted lists can have multiple levels.
- ✓ You can customize a bulleted list by choosing different bullet styles.



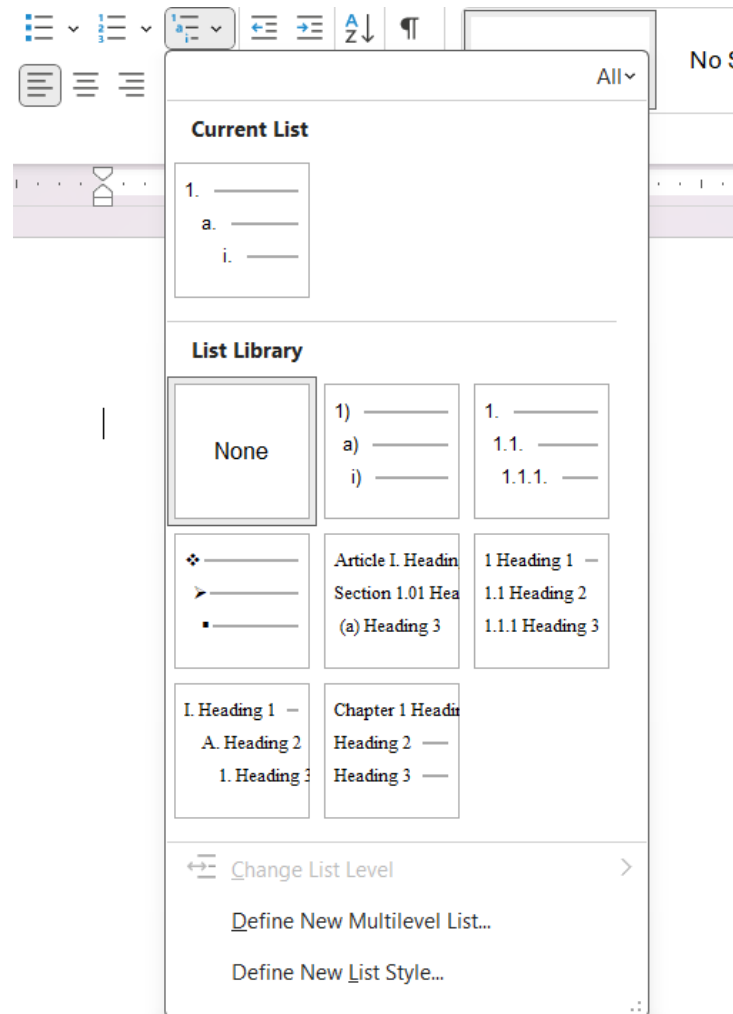
Numbered Lists

- ✓ A vertical numbered list contains items that are displayed in a ranked order.
- ✓ Numbered lists can be multilevel, and can be customized using different number or letter styles and formats.



Multilevel Lists

- ✓ A vertical numbered list contains items that are displayed in a ranked order. Numbered lists can be multilevel, and can be customized using different number or letter styles and formats.

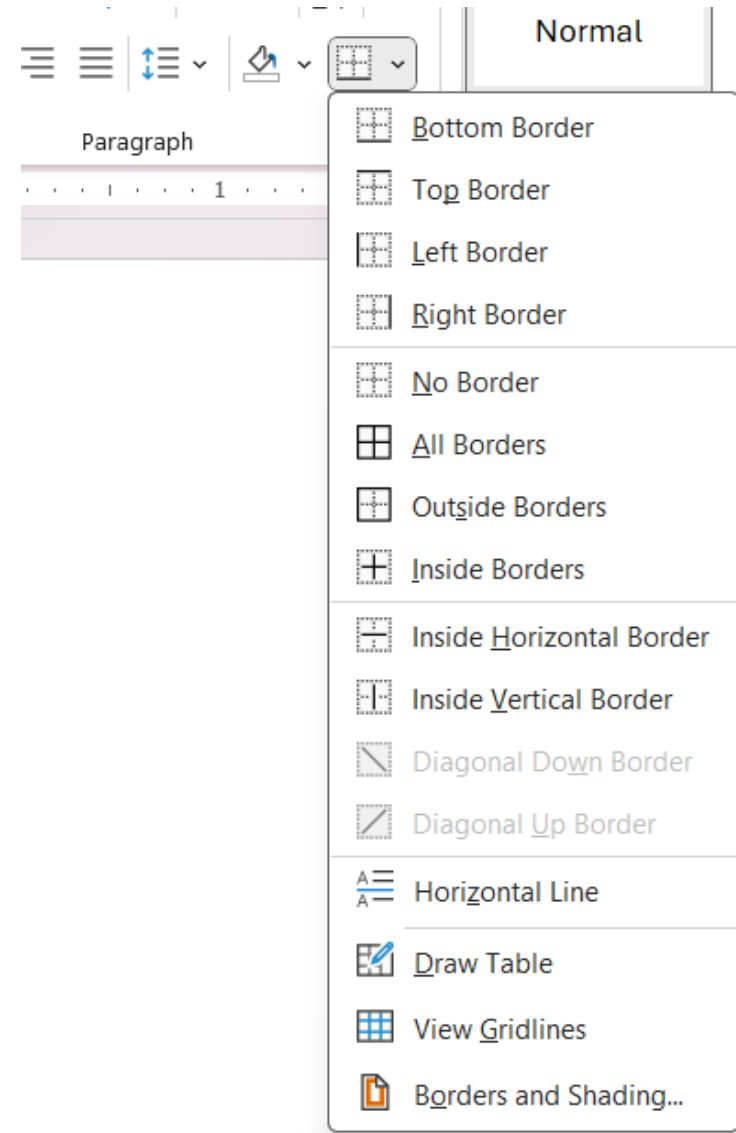


Apply Borders and Shading



Borders

- ✓ A border is a plain or decorative line or pattern that surrounds an object. Borders can be applied to paragraphs, pages, and pictures to draw attention to them.
- ✓ Borders can be applied to the top, bottom, or all four sides of a page or an object
- ✓ On the **Home** tab, in the **Paragraph** group, you can select from a list of border types by selecting the **Borders** button down arrow.
- ✓ From the list, you can also select **Borders and Shading** to open the **Borders and Shading** dialog box.



Types of Borders

Border Type	Description
Bottom Border	Inserts a line below the selected object or text.
Top Border	Inserts a line above the selected object or text.
Left Border	Inserts a line to the left of the selected object or text.
Right Border	Inserts a line to the right of the selected object or text.
No Border	Removes the existing border from the selected object or text.
All Borders	Applies an outline to the selected table and inserts vertical and horizontal lines between the table cells. This option works only on tables.
Outside Borders	Applies an outline to the selected object.
Inside Borders	Inserts vertical and horizontal lines between the table cells. This option works only on tables.
Inside Horizontal Border	Inserts horizontal lines between the selected rows of a table. This option works only on tables.
Inside Vertical Border	Inserts vertical lines between the selected columns of a table. This option works only on tables.
Diagonal Down Border	Inserts a descending diagonal line across a selected cell. This option works only on tables.
Diagonal Up Border	Inserts an ascending diagonal line across a selected cell. This option works only on tables.

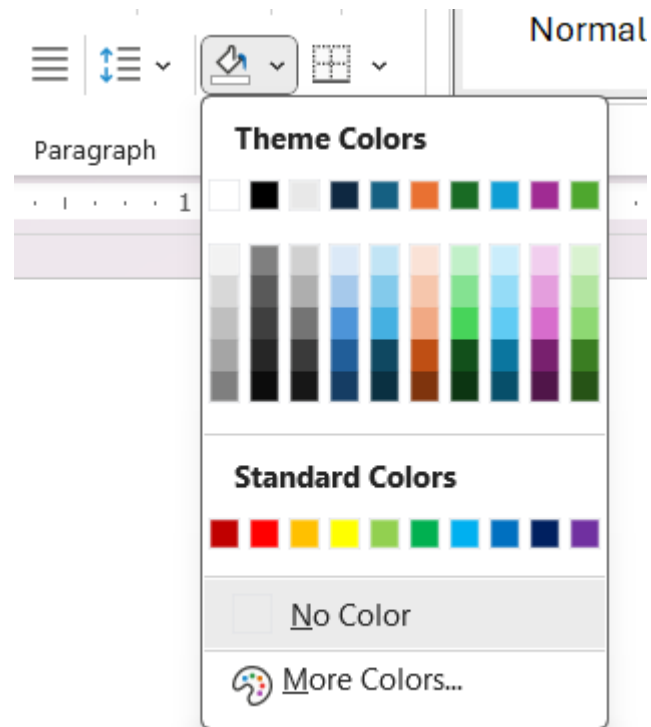
Additional Border Options

- ✓ In addition to selecting a predefined border, there are options in the **Borders** drop-down list that enable users to customize and specify how the borders are displayed in a document.

Option	Description
Horizontal Line	Inserts a horizontal line on the line where the insertion point is placed.
Draw Table	Draws a table of the desired size.
View Gridlines	Shows or hides the gridlines in tables.

Shading

- ✓ Shading refers to a percentage of colour that can be added to the background of objects. Shading can be used to highlight information or to apply a shadow effect.
- ✓ You can apply shading to a line, paragraph, or table data. You can specify a plain fill colour or a pattern in a contrasting colour.
- ✓ On the **Home** tab, in the **Paragraph** group, you can specify a shading colour by selecting the drop-down arrow for **Shading** and choosing a colour from the gallery



The Borders and Shading Dialog Box

On the tabs in the **Borders and Shading** dialog box, you can specify precise border and shading options.

- ✓ **Borders** tab: Contains options for setting the border type, style, colour, width, and the object to which the border will be applied.
- ✓ **Page Border** tab: Contains options for setting the page border type, style, colour, and width. You can also specify predefined art to use as a border, and the pages of the document to which the border will be applied.
- ✓ **Shading** tab: Contains options for setting the fill colour, pattern and pattern colour, and the object to which it should be applied.

