

Text Formatting

in MS Word 2021

Font Styles, Sizes, Colours and Effects



The Font Group — Home Tab

Option	Shortcut	Effect / Description
Font Face	Font name box	Changes the visual style — e.g. Calibri, Arial, Times New Roman
Font Size	Size box	Height in points (pt). 1 pt = 1/72 inch. Body text: 11–12pt
Bold	Ctrl + B	Makes text heavier/thicker — headings, keywords, emphasis
Italic	Ctrl + I	Slants text right — book titles, foreign words, light emphasis
Underline	Ctrl + U	Line below text — links and headings in older documents
Strikethrough	—	Line through text — deleted or completed items
Subscript	Ctrl + =	Below baseline — H ₂ O (chemical formulas)
Superscript	Ctrl+Shift++	Above baseline — x ² (exponents, footnote numbers)
Font Colour	—	Changes the colour of the text characters
Text Highlight	—	Background colour behind text — like a physical highlighter

Aa Change Case and Clear Formatting

Aa Change Case — Home Tab → Font group → Aa button

UPPERCASE

ALL LETTERS ARE CAPITALS — LIKE THIS

lowercase

all letters are small — like this

Sentence case

First letter of the sentence capitalised only

Title Case

First Letter Of Each Word Capitalised

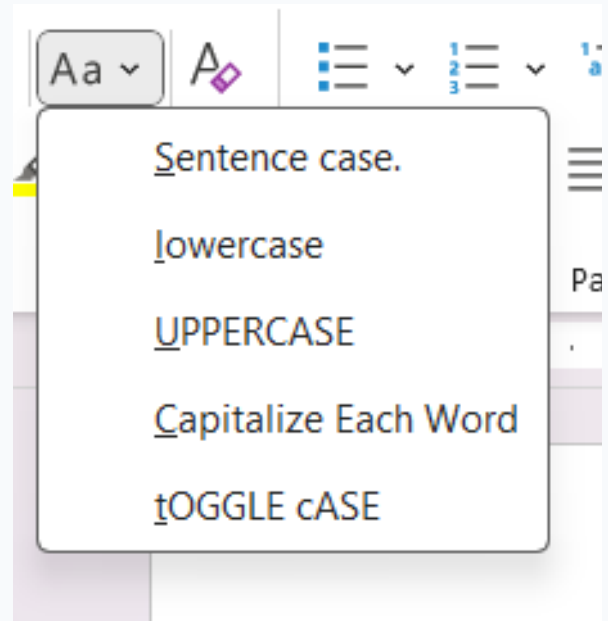
tOGGLE cASE

Reverses the case of every letter



Clear All Formatting

- Select text → Home Tab → Font → Clear All Formatting (eraser icon)





Font Dialog Box — Ctrl + D



Font Dialog Box — open with Ctrl + D

Font tab

Typeface, style (Regular/Bold/Italic/Bold Italic) and size

Underline

None, Single, Double, Dotted, Dashed, Wave

Font colour

Any RGB colour for the text characters

Effects

Strikethrough, Double strikethrough, Superscript, Subscript

Small Caps

Lowercase letters display as small capitals

ALL CAPS

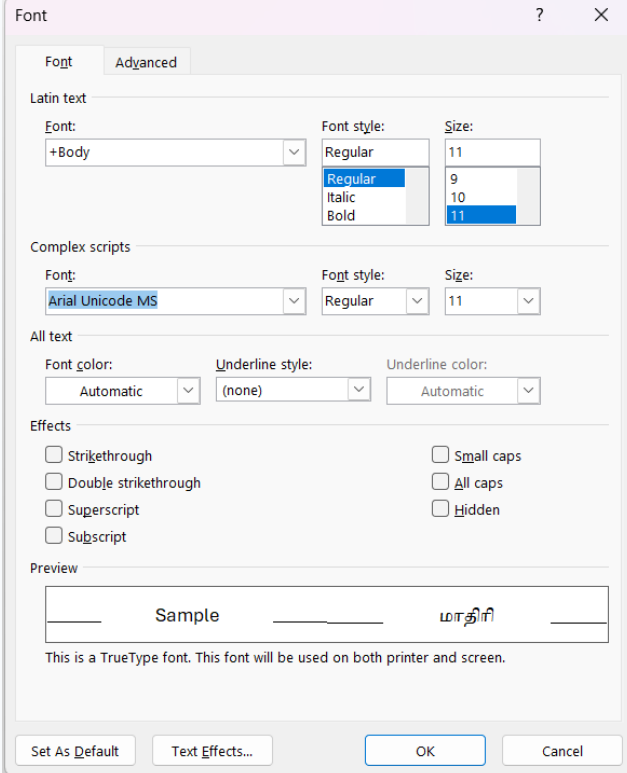
Forces all text uppercase without retyping

Preview pane

Shows how text looks before clicking OK

Advanced tab

Scale, Spacing, Position, Kerning, OpenType features





Key Takeaways — Text Formatting



Quick Recap

- Format text: select it first, then use Home Tab → Font group
- Bold (Ctrl+B) · Italic (Ctrl+I) · Underline (Ctrl+U) are the three basic toggles
- Subscript (Ctrl+=) lowers text: H₂O | Superscript (Ctrl+Shift++) raises text: x²
- Change Case (Aa): UPPERCASE · lowercase · Sentence case · Title Case · tOGGLE cASE
- Font Dialog (Ctrl+D) gives access to ALL formatting options in one place