# **Using Microsoft Word**

Character Formatting

You may be wondering why we have taken so long to move on to formatting a document (changing the way it looks). In part, it has been to emphasise the fact that the text in a document and making sure it is well written is usually far more important than making it look good. Many users of Word Processors spend too much time worrying about the formatting of a document and not enough time worrying about what they write.

This section will teach you many different methods for changing the appearance of text in a document. The individual letters, numbers and symbols that make up your text are referred to as characters. Many of the formatting options specifically relate to formatting characters. Formatting options for Paragraphs will be covered in the next section.

One of the most commonly used tools for formatting is the collection of icons found on the **Home Ribbon** tab. The list below describes some of the character formatting options on the **Home** tab.

Times New Rom ▾	Font face selection list.
12 ▾	Font size selection list.
B *I* <u>U</u> ▾	Bold, Italic and Underline formatting.
<u>A</u> ▾	Change the text colour.
x_2 x^2	Turns on **Subscript** formatting ($_{like\ this}$) and **Superscript** ($^{like\ this}$)
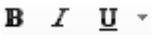
Note	You can find out the purpose of many icons by moving your mouse over them and seeing the **Tool Tip** which appears after a couple of seconds. In many cases the tool tip will also display a keyboard shortcut that can be used to access the same tool.
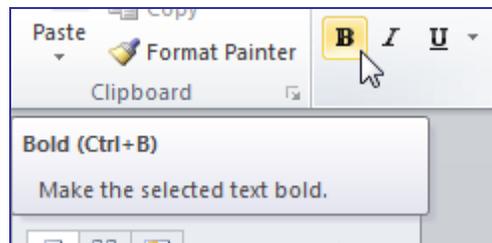
Exercise 1.   Character Formatting using the Toolbar Icons

1) Open the document called *Introduction to Character Formatting*.

2) Select the first line of text that says *Introduction to Character Formatting* (remember you can click to the left of the text to select an entire line).
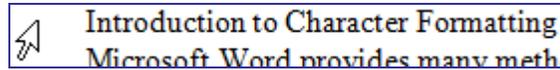
3) Click on the arrow next to the Font Faces list on the toolbar. A list of available fonts will appear. The most recently used font faces will appear at the top of the list, with an alphabetical list below that. Each font name will be shown in a way which demonstrates how that font looks.

4) You can either scroll through the list to select the font you want to use, or you can type the first few letters of a font and press **[Enter]** when the font you want becomes selected. Type the letters *com*. When *Comic Sans MS* is selected in the Font Face box **[Enter]** to change the style of the selected font.
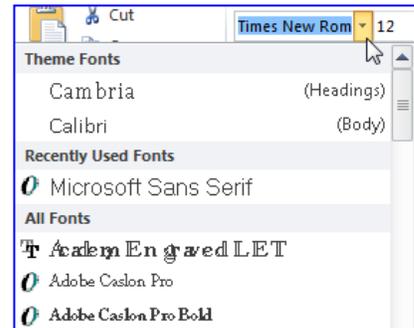
5) With the same text selected, click the arrow next to the Font Size list. Again, you can select from the list of font sizes available or enter a font size.
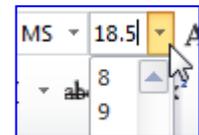
6) Type 18.5 for the font size and press **[Enter]**.

7) With the same text selected, make the text bold (thicker lines in the text) by clicking the **Bold** icon **B** on the ribbon or by pressing **[Ctrl] [B]**.

8) Now we'll add an underline to the text. Click the **Underline** icon **U** on the ribbon or press **[Ctrl] [U]**.

9) In the first paragraph under the main heading, locate the sentence that begins with *Formatting options allow*. Select the word *Formatting*.

10) We will format this word using the Italics (slanted text) option. Click the **Italics** icon *I* on the toolbar or press **[Ctrl] [I]**.

Many of the formatting controls, such as Bold, Italic and underline, are toggle controls. This means that the same control can be used to turn the formatting on and off.

11) Select the first line (the heading). You will notice that the Bold and underline icons both **[B _I_ U]** appear to be pressed in, indicating that the selected text is formatted using both of those options.

12) Click on the Underline icon **U** or press **[Ctrl] [U]** to turn underline formatting off for the selected text.

Tip   You can click the arrow next to the **Underline** icon to select from a list of underline styles.
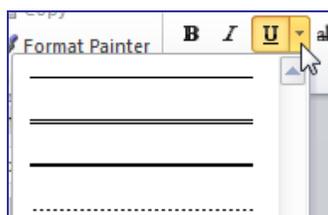
Exercise 2.   Changing Font Colours

1) Make sure the first line of text (the heading) is still selected. We will use this selected text to test the font colour options.

2) Locate the Font colour icon **A** ▾ on the ribbon. Notice that the letter *A* on the icon has a coloured bar underneath it. Often this will be set to the last font colour chosen. If you click the icon the text will change to colour indicated.

3) Click the arrow next to the font colour icon and a colour palette will appear. Click a blue square in the colour palette. The selected text will change to that colour and the bar under the colour icon will also change to that colour.
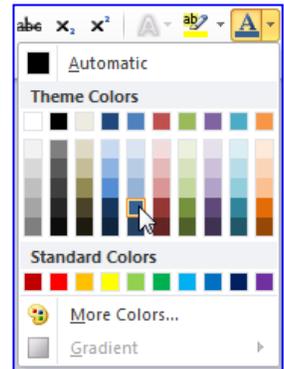
Note	The colour of the text may appear different while it is still selected due to the way Word shades selected text.

4) Display the Font Colour Palette again.

5) Click on the **More Colors** option at the bottom of the palette. A dialog box enabling you to select from additional colours will appear.
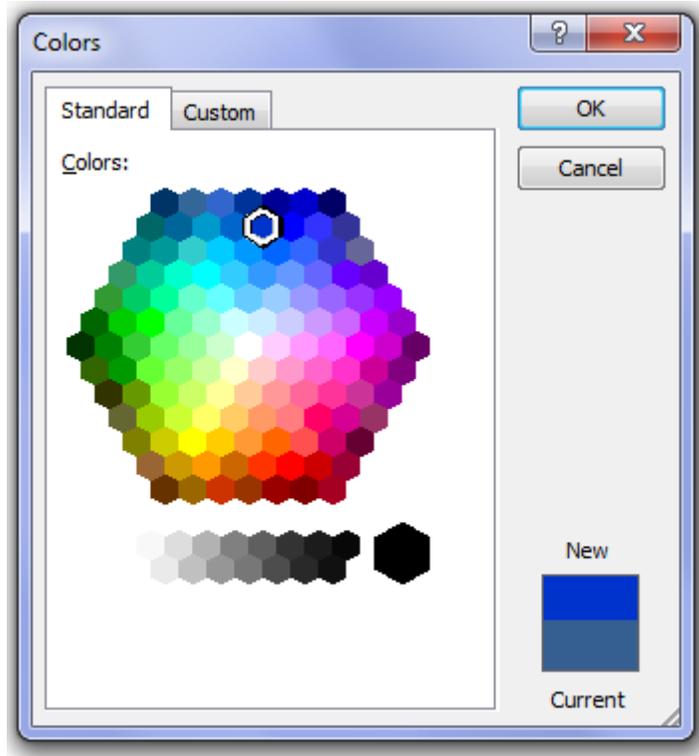
6) Click **Cancel** to close the dialog box.

Exercise 3.   Using the Format Painter

The format painter is a tool that enables you to copy formatting options from selected text to another range of text. This can save you from having to manually repeat the formatting process. In the heading of the document you have been working, you have changed the font face, size, and colour and added bold formatting. If you wanted the other headings to look the same then rather than make four font changes to each one, you could copy the change you have already made.

1) Click on the text from your heading. You don't have to have the whole line selected. All you need is to have your insertion point in an area you want to copy formatting from.

2) Click the Format Painter icon 🖌 on the toolbar (it looks like a yellow paint brush). When you move your mouse pointer back over the document, it will change to a brush shape. 🖌

3) Move your mouse to the second heading which says *Font Faces*. Drag your mouse pointer over this text. The formatting from the first heading will be copied to the text you just dragged your mouse over.

You can also use the format painter to copy formatting repeatedly, which would be useful in a case like this where we want to us the same formatting over several headings.

4) Make sure your insertion point is in either one of the formatted headings.

5) Double-click on the format painter icon. This will mean that you will be able to apply the selected formatting repeatedly until you click the icon again to turn it off.

6) Drag the mouse pointer over each of the other headings in the document.

7) When each of the headings is formatted, click the format painter icon again to turn it off.

Note	Many other programs also have a format painter. It's one of the most useful, little-known features in Word.

Introduction to Character Formatting

Microsoft Word provides many methods for changing the way a document looks. Character formatting options can be used effectively to give documents and attractive and professional look. Formatting options allow you to change many things about the way text looks including font style, font size, font colour and other font effects.

Font Faces

Font Faces are text styles that can be used to change the way your lettering looks. Some are formal looking while others are very casual or artistic looking. When Windows and Word are installed on your computer, they will both add a collection of Font Faces to your computer which can be used in many programs. The default font that is used in new Word documents in the Times New Roman font.

Font Sizes

You can adjust the size of text on a page to whichever size you choose. Font sizes are measured in 'points', a measurement unit common in printing. There are 72 points to an inch so text that is font size 72 would be one inch in height. The font sizes you enter do not have to be whole numbers. For instance, you could enter a font size of 14.5 for some text that you have selected. The default font size for new Word documents is 12 points.

Exercise 4.   Using the Font Dialog Box for Formatting

Many character formatting options that aren't available on the toolbar are available in the Font Formatting dialog box. When you have selected text, you can open the Font Dialog box from the **Home Ribbon**, from the right-mouse menu or from a keyboard shortcut.

1) The paragraph under the first heading begins with the text *Microsoft Word*. Select *Word* as we will format the name of the program.

2) With the text selected, open the **Font** dialog by doing one of the following:

- Right click on the select text and then choose A | **Font...** from the menu

- Press **[Ctrl] [Shift] [F]**.

- Click the small arrow in the bottom corner of the ribbon's **Font** section.
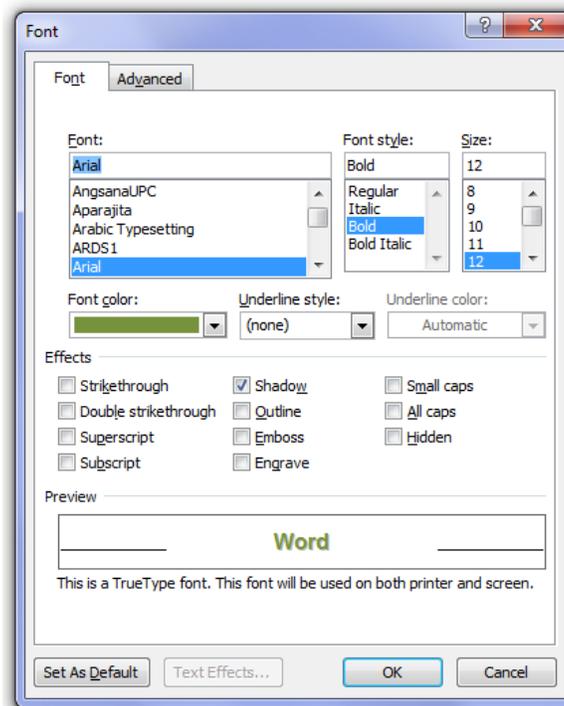
There are two tabs at the top of the dialog box. The options on the first tab include all of the standard character formatting options. The options on the second tab allow you to adjust the width and spacing of characters.

8) Make sure the **Font** tab is selected and choose the options shown above. I.e.

- Select Arial from the **Font** list

- Select **Bold** from the **Font Style** list

- Select Green for the **Font color**

- Tick the Shadow box under **Effects**.

Notice that a preview at the bottom of the dialog box will show how the selected text will look with the formatting changes.

9) Click on the **Advanced** tab at the top of the dialog box.
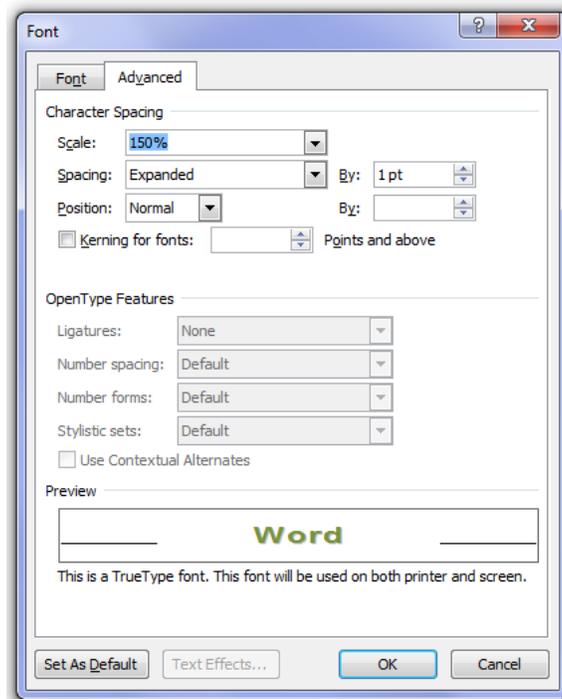
10) Change the **Scale** (width of the characters) to *150%.*

11) Change the **Spacing** to *Expanded* **by** *1pt* as shown above.

12) Click **OK** to confirm the font changes.

13) In the paragraph under the second heading locate the text, *Word* (when Windows and *Word*).

14) Press **[F4]**. This is a quick way of repeating the last action. In this case it repeats all of the formatting options you selected from the Font Formatting dialog box. This handy shortcut can be very useful to remember.

15) Use the **[F4]** Repeat shortcut to repeat the formatting on every other instance of the text, *Word*.

16) Save the changes to the document.

Some of the additional options in the Font Dialog are described below.

The **Underline Styles** list gives you a lot more options that the Underline icon. It allows you to select from styles such as <u>double</u>, <u>dotted</u> and <u>wavy</u> underlines. You can even change the <u>colour</u> of underlines.

The **Position** options under the **Character Spacing** tab are for raising and lowering the text.

The **Kerning** options are for adjusting the spacing between unevenly shaped letters in large font sizes. The following examples show the same letters with kerning and without kerning. In the first example, although the letters are evenly spaced, the shape of letters like A and V makes it appear as though there is a large gap between them. Kerning reduces spacing between letters such as these.

With Kerning   Without Kerning

WAVE   WAVE

Exercise 5.   Changing Case

Word provides a quick tool for switching text between uppercase and lowercase letters. You can also format text so the first letters of each line or each word become lowercase.

1) Select the first paragraph under the first heading (starting with Microsoft **Word**). Remember you can triple-click to select a whole paragraph.

2) Click the **Change Case** icon **Aa** in the **Ribbon** to show the list of case options.
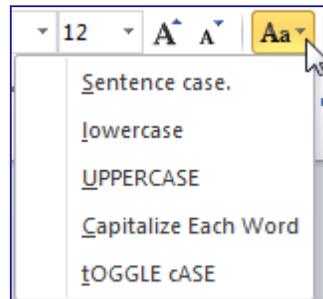
The options in the dialog box are explained below.

Sentence case	The first letter of each sentence will become a capital.
lowercase	All selected letters will be lowercase.
UPPERCASE	Selected text will be all uppercase.
Capitalise Each Word	First letter of each selected word will be uppercase. Also known as **Title Case**.
tOGGLE cASE	Uppercase and lowercase letters of selected text will be reversed.

3) Select the **lowercase** option and click **OK**. All text in the paragraph will become lower case.

4) With the paragraph still selected, change the case to **Sentence case** so the first letter of each sentence becomes an uppercase letter.

5) Select the first heading.

6) Press **[Shift] [F3]**. This is a quick way of switching between **Uppercase**, **Lowercase** and **Sentence Case**.

7) Press **[Shift] [F3]** until the first letter of each word in the heading is an uppercase letter.

8) Save changes to the document.

Exercise 6.   Formatting Before Typing

If you change formatting options while no text is selected, then the formatting options will be applied to text you begin typing.

1) Press **[Ctrl] [End]** to move to the end of the document and press **[Enter]** to create a new paragraph.

2) Click on the **Bold** formatting icon **B** and then click on the **Italics** formatting icon *I*.

3) Type the following text.

This text is formatted in Bold and Italics.

4) Click on the **Bold** formatting icon **B** and then click on the **Italics** formatting icon *I* to turn those formatting options back off.

5) Press the spacebar to add a space and then type the following text.

This text is formatted normally.

6) Save changes to the document.

Exercise 7.   Character Formatting Exercise

1) Open the document called *Character Formatting Exercise*.

2) Follow the instructions in the document to make it look like the example below.

3) Save the changes and close the document when you are done.

Character Formatting Exercise

Read the instructions below and make formatting changes within the text as instructed.

1. Format this line as Bold, Italic, Arial font face, dark blue colour and 15pt font size.

2. Change the word 2nd so that it looks like 2nd.

3. Change the word H_2O so that it looks like H_2O.

4. Format this sentence so that the words, and not the spaces between the words, are underlined.

5. Change All Of The Text In This Line To Title Case.

6. Format this sentence to reduce the amount of space between each letter by 1 point.

7. Format the following line so that it is Bold, font size 28 with Kerning turned on.

Text with Kerning

Shortcuts Covered in This Section

Ctrl [	Make text smaller by one point
Ctrl]	Make text larger by one point
Ctrl B	Turn bold formatting on and off.
Ctrl I	Turn italics formatting on and off.
Ctrl U	Turn underline formatting on and off.
Ctrl =	Subscript formatting
Ctrl Shift +	Superscript formatting
Ctrl Shift <	Make font smaller.
Ctrl Shift >	Make font larger.
Ctrl Shift A	All Caps formatting.
Ctrl Shift D	Double Underline formatting.
Ctrl Shift K	Small Caps formatting.
Ctrl Shift W	Word only underline – i.e. <u>no</u> <u>lines</u> <u>under</u> <u>spaces</u>
Ctrl Shift F	Open the Font options dialog box
F4	Repeat the last action.
Shift F3	Change case of selected text