

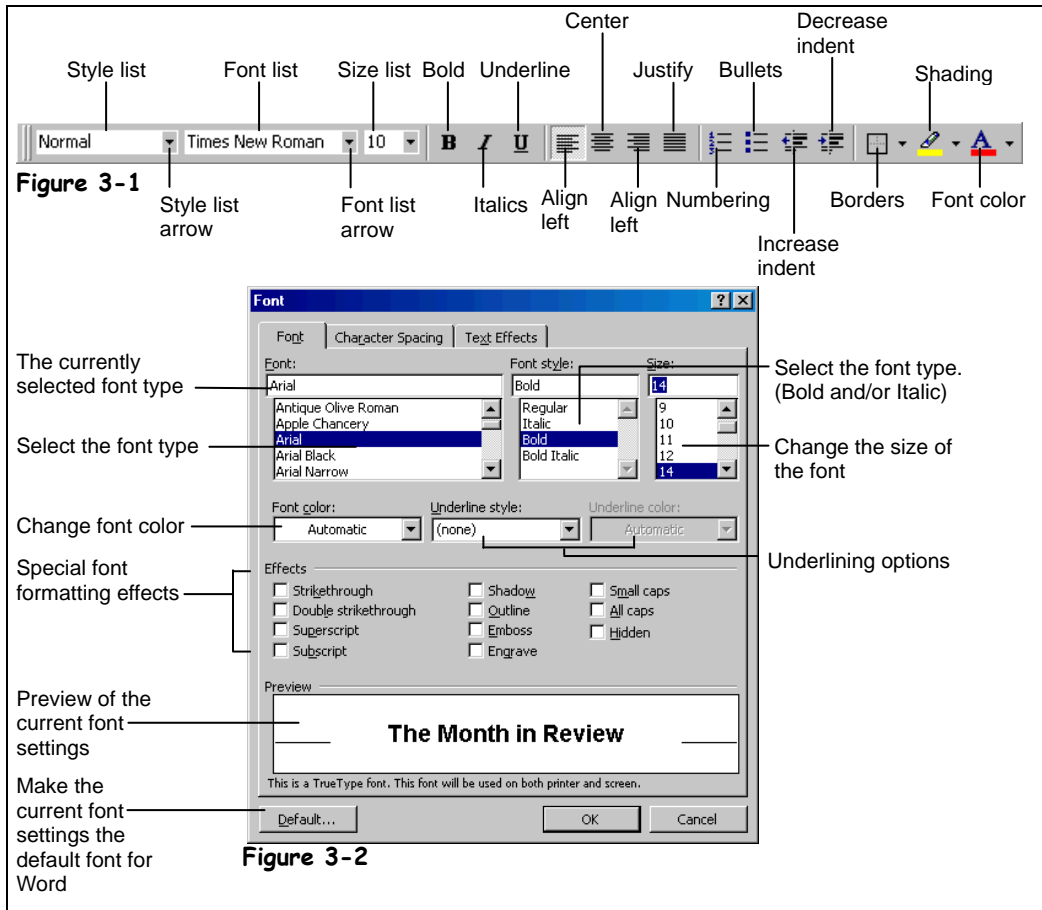
Lesson 3-1: Formatting Text

Figure 3-1

The Formatting toolbar

Figure 3-2

The Font dialog box



ECDL

Skill Set: 3.3.1.1 and 3.3.1.2
 Req. File: Text Formatting.doc

B

Bold button

Other Ways to Bold:

- Select **Format** → **Font** from the menu, select **Bold** from the Font Style box, then click **OK**.
- Press **<Ctrl> + **.

You can emphasize text in a document by making the text darker and heavier (**bold**), slanted (*italics*), larger, or in a different typeface (or font). One of the easiest ways to apply character formatting is to use the Formatting toolbar, which includes buttons for the most common character and paragraph formatting options. However, to see every possible character formatting option, you need to use the Font dialog box.

1. **Start Microsoft Word.**
2. **Navigate to your Practice folder, open the document named **Text Formatting** and save it as **Month in Review**.**

The first thing to do is give this document a title so people will know what it is.

3. **Press **<Ctrl> + <Home>** to move the insertion point to the top of the document and click the **Bold** button on the **Formatting** toolbar.**

The Bold button on the Formatting toolbar depresses, indicating that you are using bold character formatting. Anything you type while the Bold button is depressed will be in boldface.

4. **Type **Board of Directors Meeting** and press **<Enter>** twice.**

Notice how the text “Board of Directors” is in bold face? You don’t want to use bold character formatting anymore so...

5. Click the **Bold button on the Formatting toolbar.**

The Bold button on the Formatting toolbar is no longer depressed. You can also change the formatting of existing text by simply selecting the text and then formatting it. Try selecting and then formatting some text now.

6. In the first paragraph, select the text **First Quality Airlines.**

You can format the text now that it is selected.

7. Click the **Italics button on the Formatting toolbar.**

The selected text “First Quality Airlines” appears in Italics.

Besides applying Italics and Bold to text, you can also change the font type and font size. Make the headings in our summary stand out more by changing both the font and font size.

8. Select the text **Board of Directors Meeting.**

9. Click the **Font list arrow on the formatting toolbar, then scroll to and click **Arial** from the list of fonts.**

The selected text “Board of Directors Meeting” appears in Arial Font. Arial and Times New Roman are two of the most commonly used fonts. Next, make the font size larger.

10. Keeping the same text selected, click the **Font Size list arrow on the Formatting toolbar. Then select **16**.**

The selected text “Board of Directors Meeting” appears in a larger font size (16 point type instead of the previous 12 point type). Font sizes are measured in points (pt.) which are 1/72 of an inch. The larger the number of points, the larger the font.

Now format the first subheading using the Font dialog box.

11. Select the heading **The Month in Review. Select **Format** → **Font** from the menu.**

The Font dialog box appears.

12. In the Font list, select **Arial. In the Font Style list, select **Bold**. In the Size list, select **14 pt**. Click **OK**.**

The font appears in 14 pt Arial font, with bold formatting.



Italics button

Other Ways to Italicize:

- Select **Format** → **Font** from the menu, select **Italic** from the Font Style box, then click **OK**.
- Press **<Ctrl> + <I>**.

Quick Reference

To Bold Text:

- Click the **Bold** button on the Formatting toolbar or press **<Ctrl> + **.

To Italicize Text:

- Click the **Italics** button on the Formatting toolbar or press **<Ctrl> + <I>**.

To Underline Text:

- Click the **Underline** button on the Formatting toolbar or press **<Ctrl> + <U>**.

To Change Font Size:

- Select the pt. size from the **Font Size** list on the Formatting toolbar.

To Change Font Type:

- Select the font from the **Font** list on the Formatting toolbar.

To Change Formatting Using the Font Dialog Box:

1. Select the text you want to format.
2. Select **Format** → **Font** from the menu.
3. Make formatting changes in the dialog box.
4. Click **OK**.

Table 3-1: Examples of Common Font Types and Sizes

<i>Common Font Types</i>	<i>Common Font Sizes</i>
Arial	Arial 8 point
Comic Sans MS	Arial 10 point
Courier New	Arial 12 point
Times New Roman	Arial 14 point