

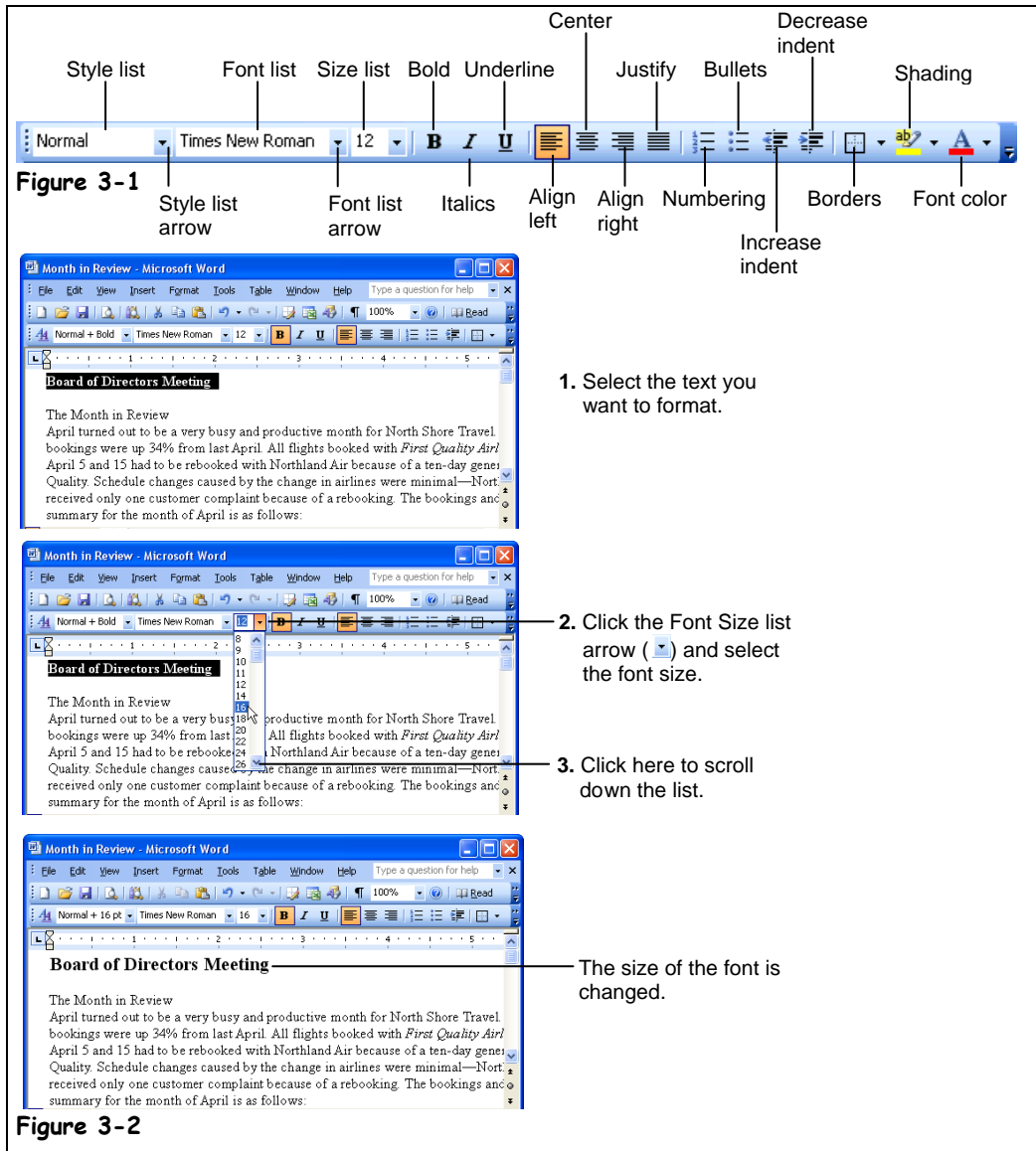
# Lesson 3-1: Formatting Characters Using the Toolbar

**Figure 3-1**

The Formatting toolbar.

**Figure 3-2**

The procedure for changing font size.



**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> + <B>**.

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. The Formatting toolbar includes buttons for applying the most common character and paragraph formatting options.

1. **Start Microsoft Word.**
2. **Open the document named Lesson 3A, and save it as Month in Review.**

The first thing you have to do is give this document a title so people can identify it.

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 is now highlighted in orange, indicating that you are using bold character formatting. Anything you type while the Bold button is highlighted will be in boldface.
4. Type **Board of Directors Meeting** and press **<Enter>** twice.  
Notice how the Bold button is still highlighted? 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 highlighted. You can also change the formatting of existing text by simply selecting the text and *then* formatting it. Let's try selecting some text and then formatting it.
6. In the first paragraph, select the text **First Quality Airlines**.  
Now that the text has been selected, you can format it.
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. Let's 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** in 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. Click **16**.  
The selected text "Board of Directors Meeting" appears in a larger font size (16 point type instead of the previous 12 point type), as shown in Figure 3-2. Wow! The new font formatting really makes the heading stand out from the rest of the document, doesn't it? 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 let's format the first subheading.
11. Select the subheading **The Month in Review**, and using the formatting techniques you have learned, apply the following font formatting to the selected heading: **Arial, Bold, and 14 pt.**

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

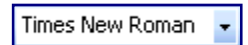
Common Font Types	Common Font Sizes
Arial	Arial 8 point
Comic Sans MS	Arial 10 point
Courier New	Arial 12 point
Times New Roman	Arial 14 point



**Italics button**

Other Ways to Italicize text:

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



**Font List**



**Font Size List**

**Quick Reference**

To Bold Text:

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

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.