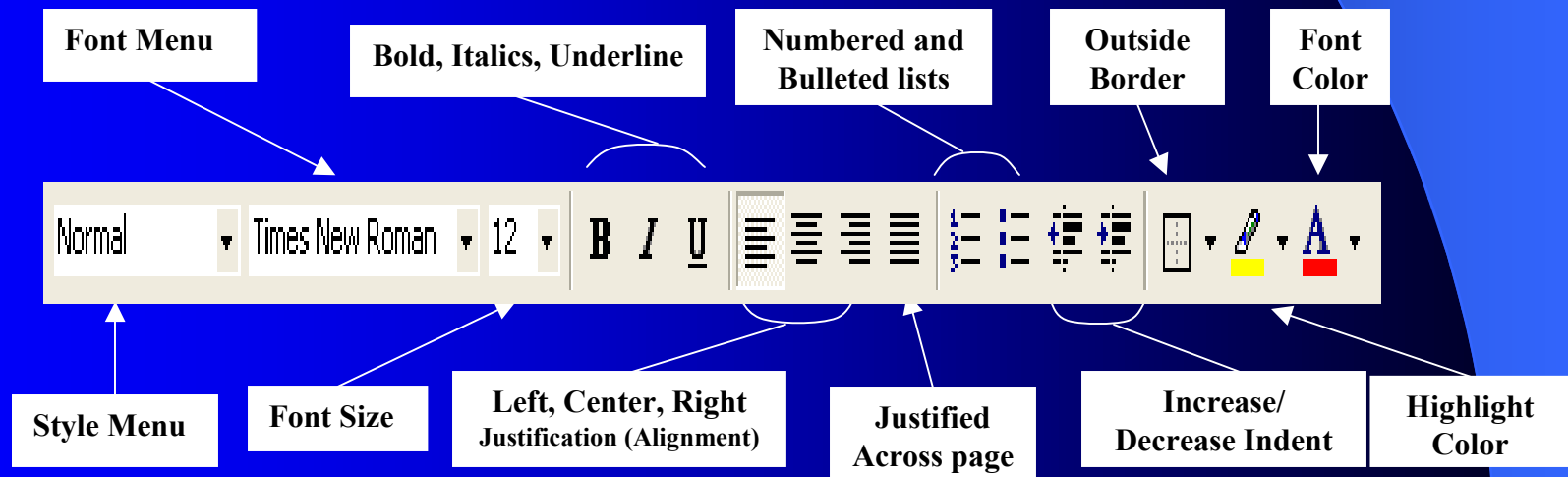# … UNIT THREE

FORMATTING TEXT AND PARAGRAPHS

THE FORMATING TOOLBAR

- The **formatting toolbar** is used to change many attributes of text.
- To display it, go to *View→Toolbars* and choose *Formatting.*
- The following picture shows the formatting toolbar.

| Font Menu | | Bold, Italics, Underline | | Numbered and Bulleted lists | | Outside Border | Font Color |

Normal | Times New Roman | 12 | **B** *I* <u>U</u> | ...

| Style Menu | Font Size | Left, Center, Right Justification (Alignment) | Justified Across page | Increase/ Decrease Indent | Highlight Color |

…THE FORMATTING TOOLBAR

- *Style Menu*: Changes the outline level of a text. E.g. normal, heading 1, heading 2, heading 3, etc.
- *Font Face*: shows list of fonts available.
  - Scroll down to the font you want and select it by clicking. E.g. Arial, Times New Roman, etc.
- *Font Size:* used to view/change the size of fonts in your documents. A font size of 10 or 12 is best for paragraphs of text.
- *Alignment*: used to align a text
  - There are four alignment options: *left*, *center*, or *right* side of the page or it can be *justified* across the page.
  - The keyboard shortcuts used to align a text are:
    - *Ctrl + L* $\Rightarrow$ Left aligned
    - *Ctrl + E* $\Rightarrow$ Center aligned
    - *Ctrl + R* $\Rightarrow$ Right aligned
    - *Ctrl + J* $\Rightarrow$ Justified

…THE FORMATTING TOOLBAR

- *Numbered and Bulleted Lists:* explained later.
- *Increase/Decrease Indent:* Changes the indentation of a paragraph.
- *Outside Border:* Adds a border around a text selection.
- *Highlight Colour:* changes the colour behind a text selection.
- *Text Colour:* changes the colour of the selected text.

The Font Dialog Box

- It shows a larger selection of formatting options.
- Before you go to it, select the text you want to format.
- To access the box:
  - Select *Format → Font* from the menu bar.
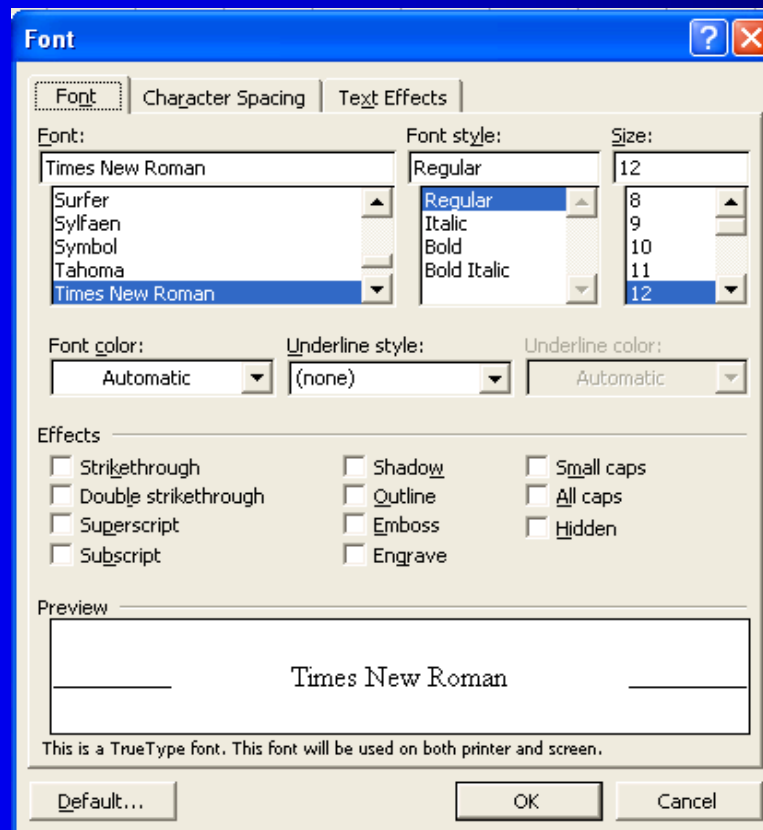
Bulleted and Numbered Lists

- To use Bulleted and Numbered Lists use one of the following options.
    - Click *Bulleted List* (⊞) button or *Numbered List* (⊞) button on the formatting toolbar.
    - Choose *Format →Bullets and Numbering* and select the bullet or numbering you want.
- Use *Increase Indent*(⊞) and *Decrease Indent*(⊞) buttons to create lists of multiple levels.
- To create a *nested list*, such as a numbered list inside of a bulleted list, by going to *Format →Bullets and Numbering* and clicking *Increase/Decrease Indent buttons* for each item.

Formatting paragraphs

- To format a paragraph:
  - Place the cursor within the paragraph.
  - Choose *Format* → *paragraph* from the menu bar.
- **Indenting** a paragraph - use one of the following options:
  - Change the left and right indentation value in the indents and spacing tab of the paragraph dialog box.
  - You can also use special indentations such as:
    - *First line indentation*: only the first line of the paragraph is indented.
    - *Hanging indentation*: all the lines except the first line are indented.
- To change **paragraph spacing** (amount of space between paragraphs), select the number of points before and after the paragraph.
- To change **line spacing** (amount of space between text lines), select *single*, *1.5 lines*, *double*, etc.

…Formatting paragraphs

- The *Drop Cap* feature
  - A *Drop Cap* is a large letter that begins a paragraph and drops through several lines of text.
- To add a drop Cap, use the following steps:
  - Place the cursor within the paragraph.
  - Select *Format → Drop Cap* from the menu bar.
  - Select the *Drop Cap* position, the font, the number of lines to drop, and the distance from the body text.
  - Click **OK.**

AUTOTEXT, AUTOCOMPLETE AND AUTOCORRECT

- Word enables you to insert repetitive elements(texts and graphics) automatically into your documents without fully typing them. E.g. Week days, Months, current date and time, etc.

- When the **AutoComplete** feature is _turned on_, Word will display a ScreenTip when you type the first few characters of an AutoText entry.

- Pressing Enter key will place the AutoText suggestion in the document.

- To go to AutoText entries, select *Insert → AutoText* and click on *AutoText.*

- **AutoCorrect** automatically replaces typed characters with symbols or replaces incorrectly typed words with correctly spelled words as you type.

- To view list of words that are Auto-Corrected, select *Tools → AutoCorrect*

SPELLING AND GRAMMAR CHECK

- Word provides tools to help you check *spelling* and *grammar*.

- **Spelling errors** are indicated in the document with a *red underline* and **Grammar errors** are indicated with a *green underline*.

- To use the spelling and grammar checker:
  - *Tools → Spelling and Grammar* from the menu bar.

- You can also *right-click* on the *red/green underlined* text, and Ms Word will give you suggestion to correct the mistakes.

USING THESAURUS

- The ***Thesaurus*** feature is a source of *synonyms* and *antonyms* that can help you find alternative words as you edit your documents.

- To use the thesaurus:

  – Select ***Tools*** →***Language*** → ***Thesaurus*** from the menu bar.

    (OR)

  – Right Click on the word and select ***synonyms*** → ***Thesaurus.***

BORDERS AND SHADING

- **TO MAKE BORDERS, PAGE BORDER AND SHADING**
  - Select *Format →Borders and Shading* from the menu bar. Then:
  - Click the *Borders tab* to select the border of a text or paragraph.
  - Click *Page Border tab* to select the border of your document pages.
  - Click *Shading tab* to shade your text. Choose the *percentage* and *color* of the shade
  - Finally click **OK**.
- *N.B To delete borders, click the **none** box, and to delete shading, click **no fill**.*