

# MICROSOFT WORD

MICROSOFT WORD



Formatting Text

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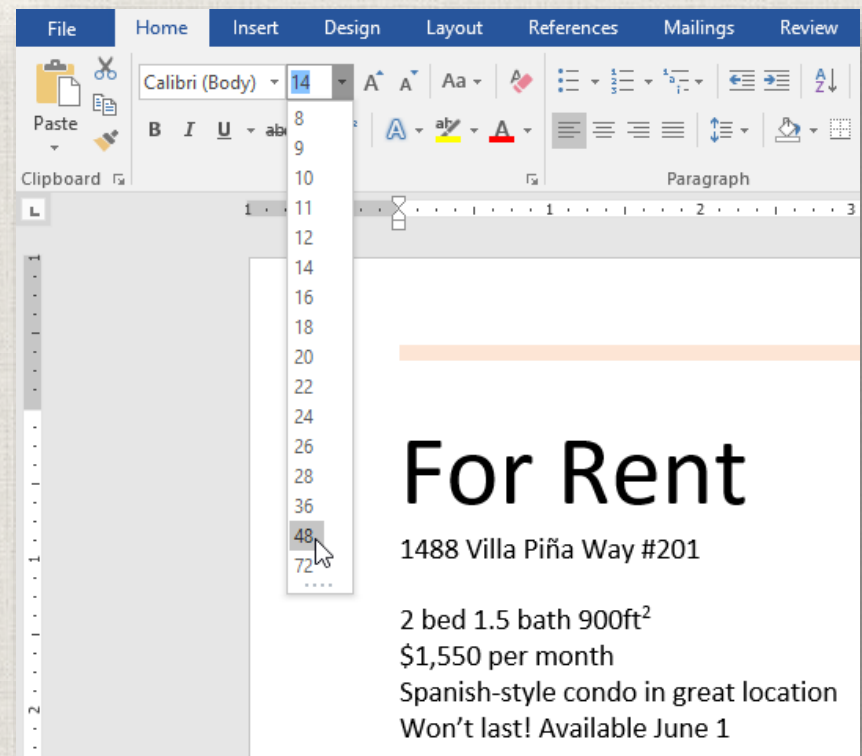
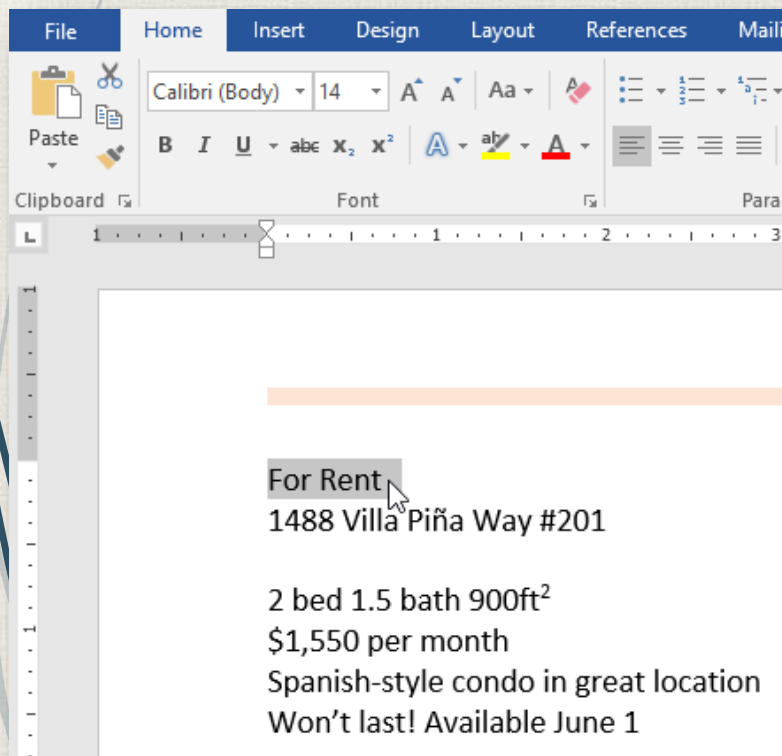
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# Introduction

- ▶ **Formatted text** can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

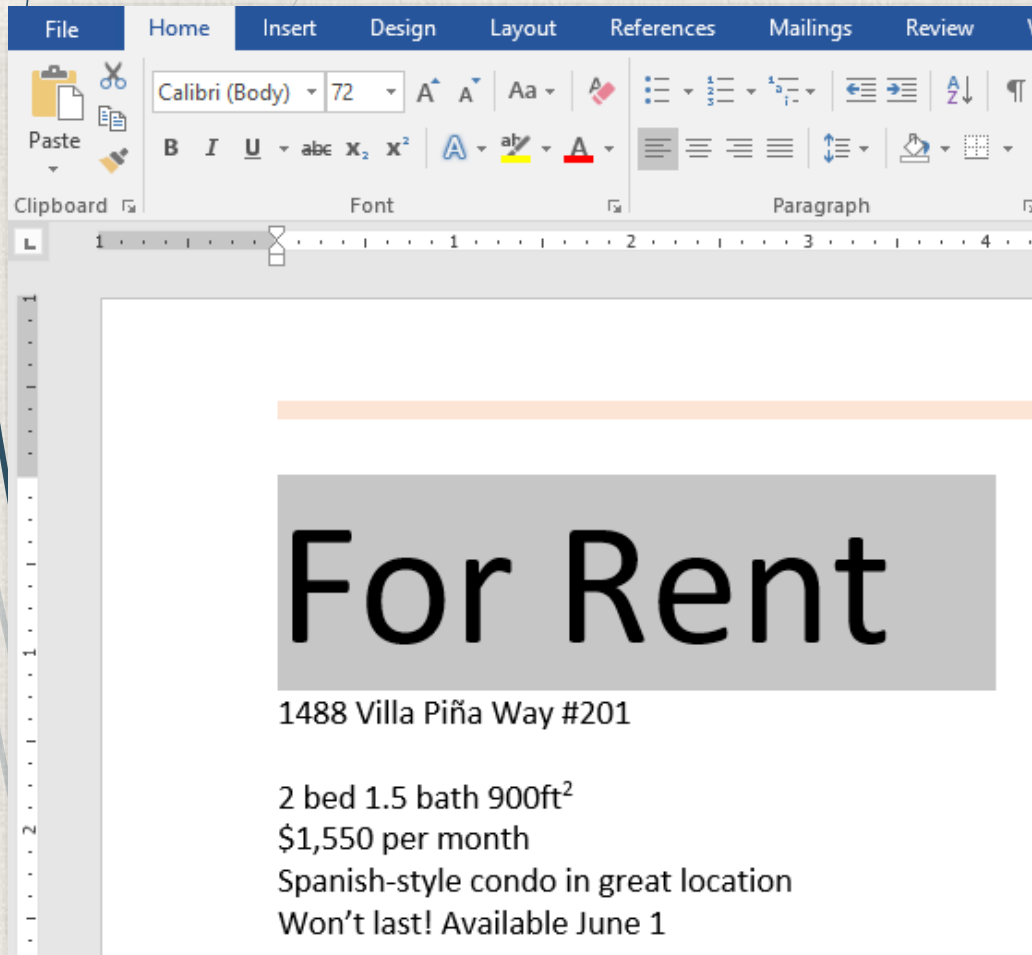
# Changing font size

1. Select the text you want to modify.
2. On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.

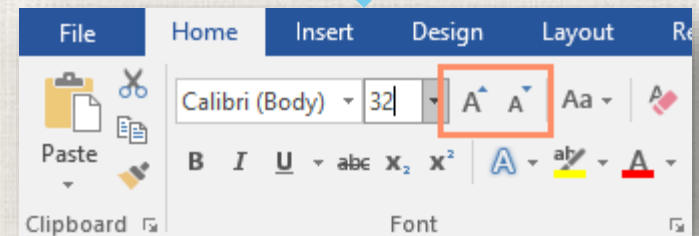


# Changing font size

3. The font size will change in the document.



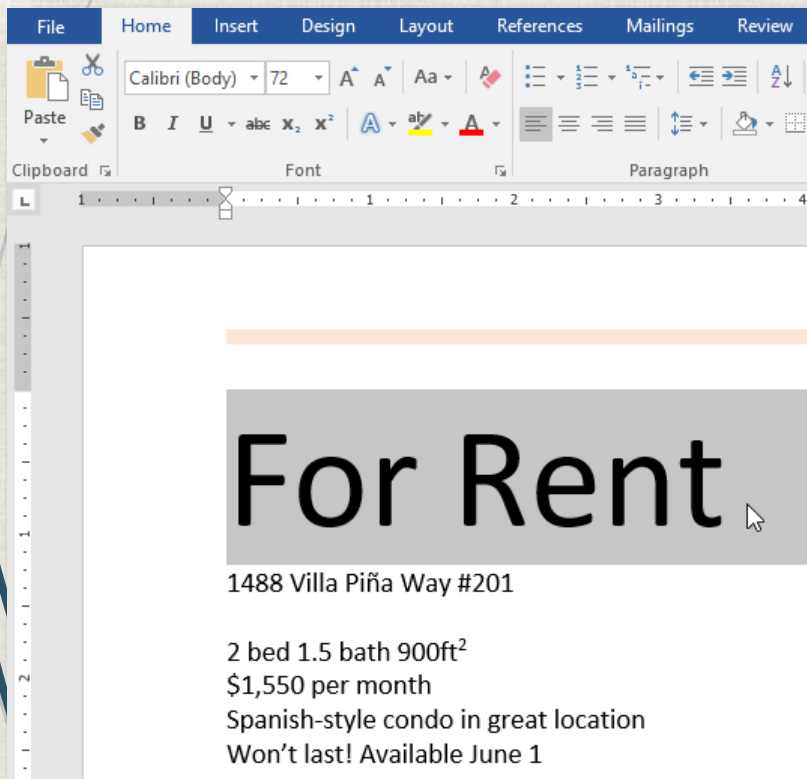
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



# Changing the font

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

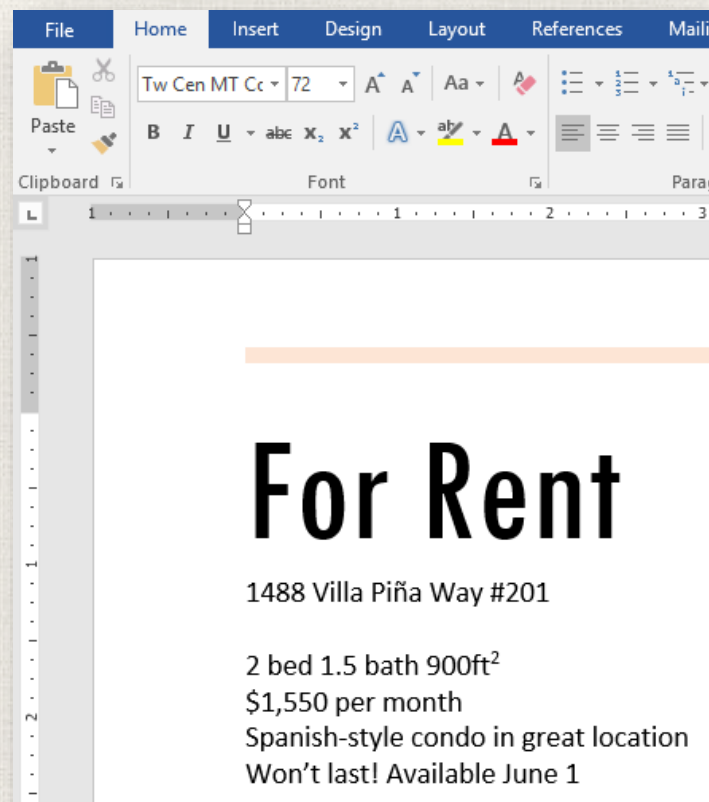
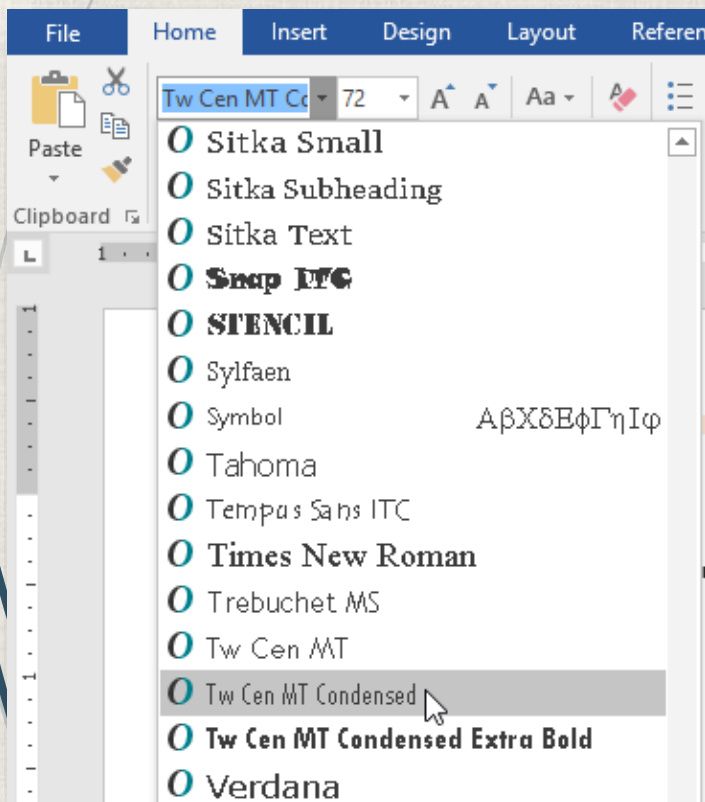
1. Select the text you want to modify.



When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

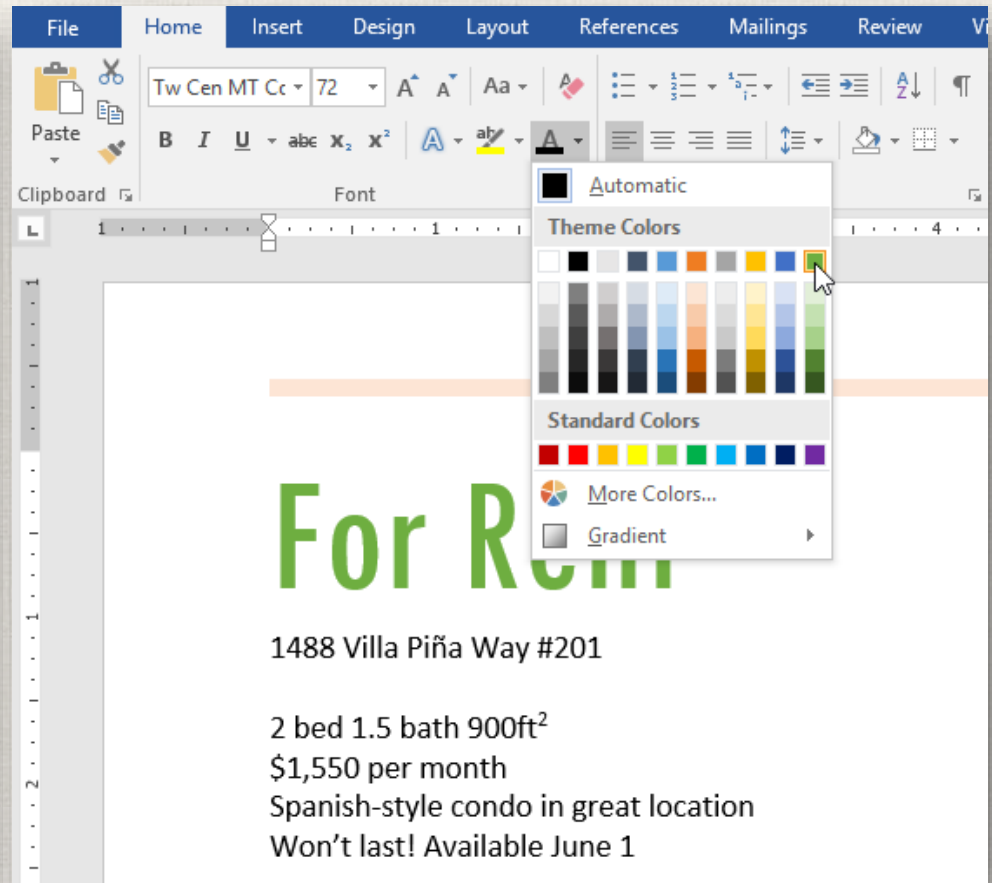
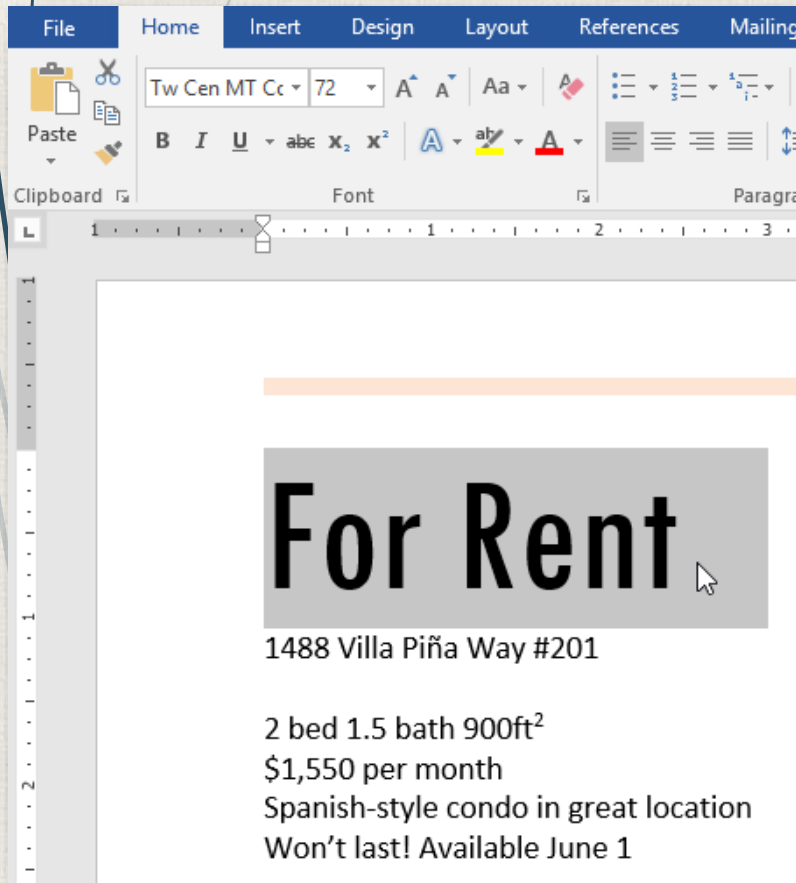
# Changing the font

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Select the font style you want to use.
4. The font will change in the document.



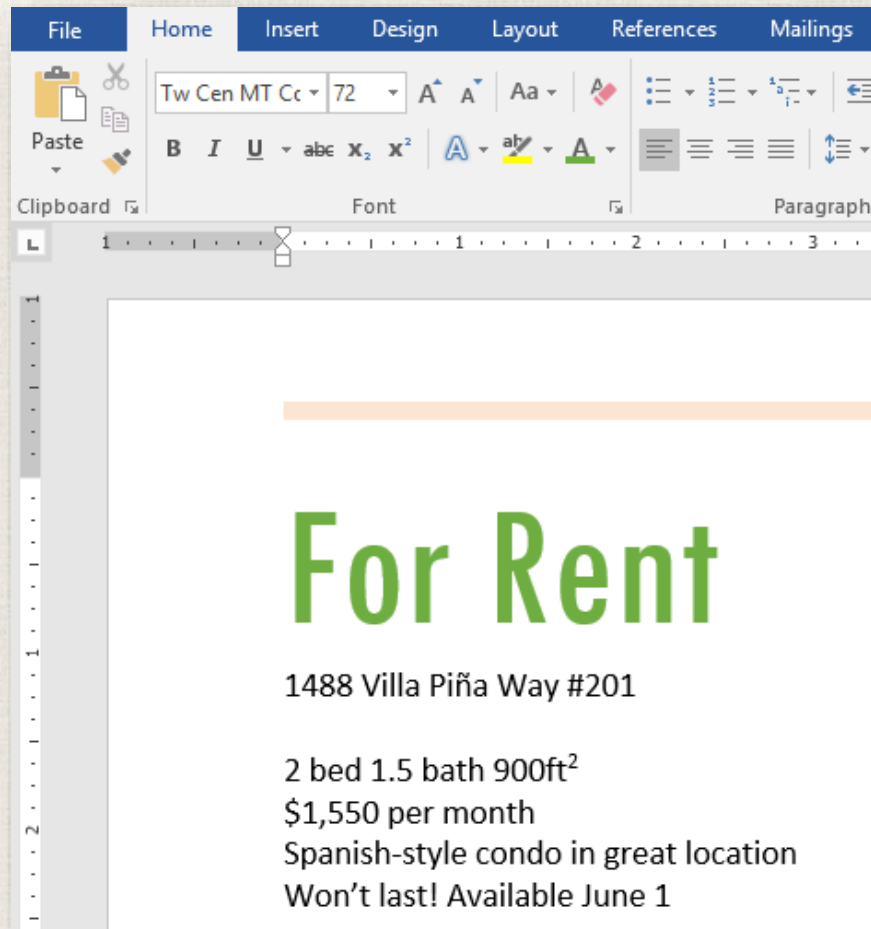
# Changing font color

1. Select the text you want to modify.
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



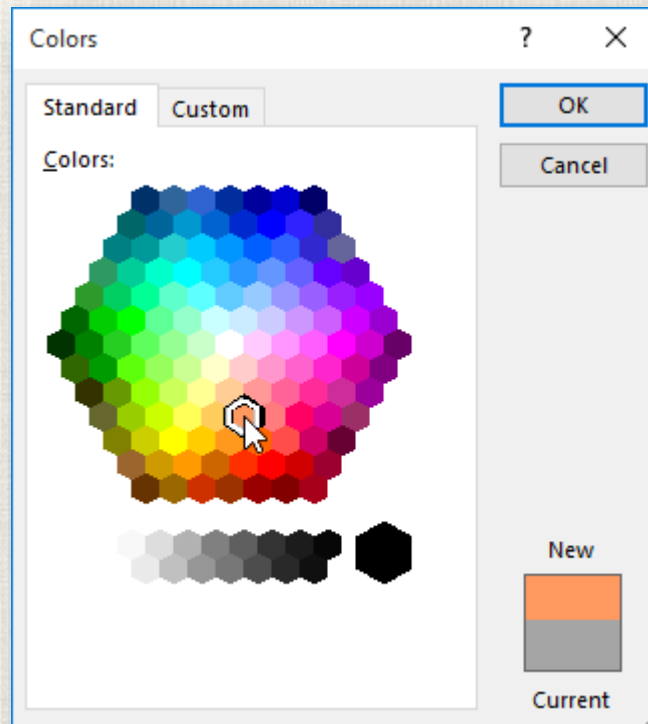
# Changing font color

3. Select the font color you want to use. The font color will change in the document.



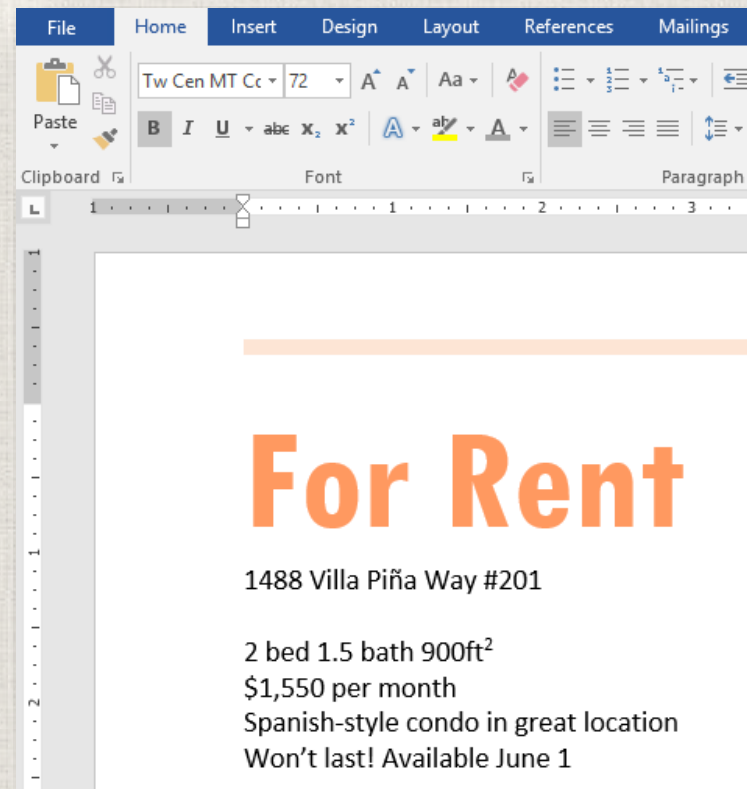
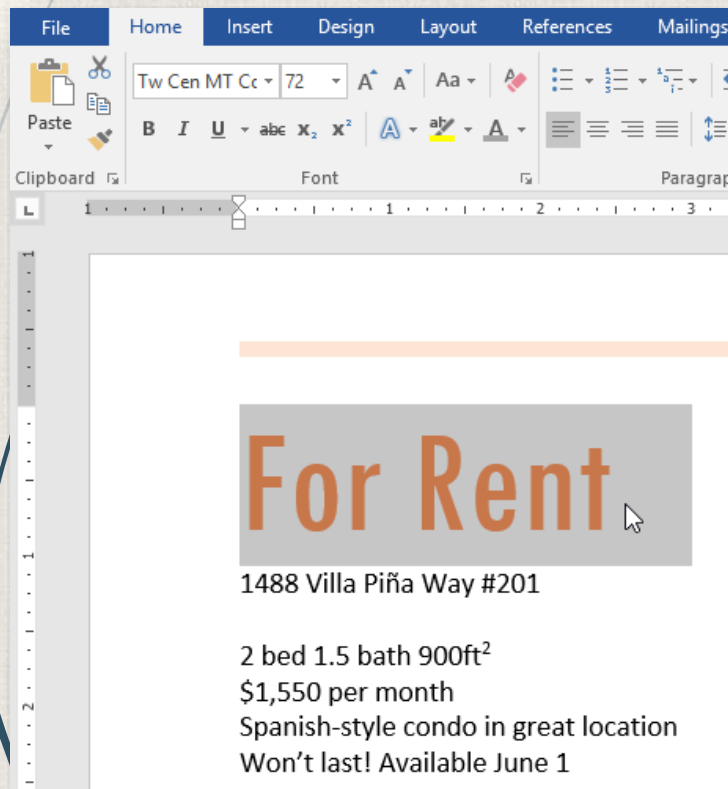
# Changing font color

- Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



# Bold, *Italic*, and Underline

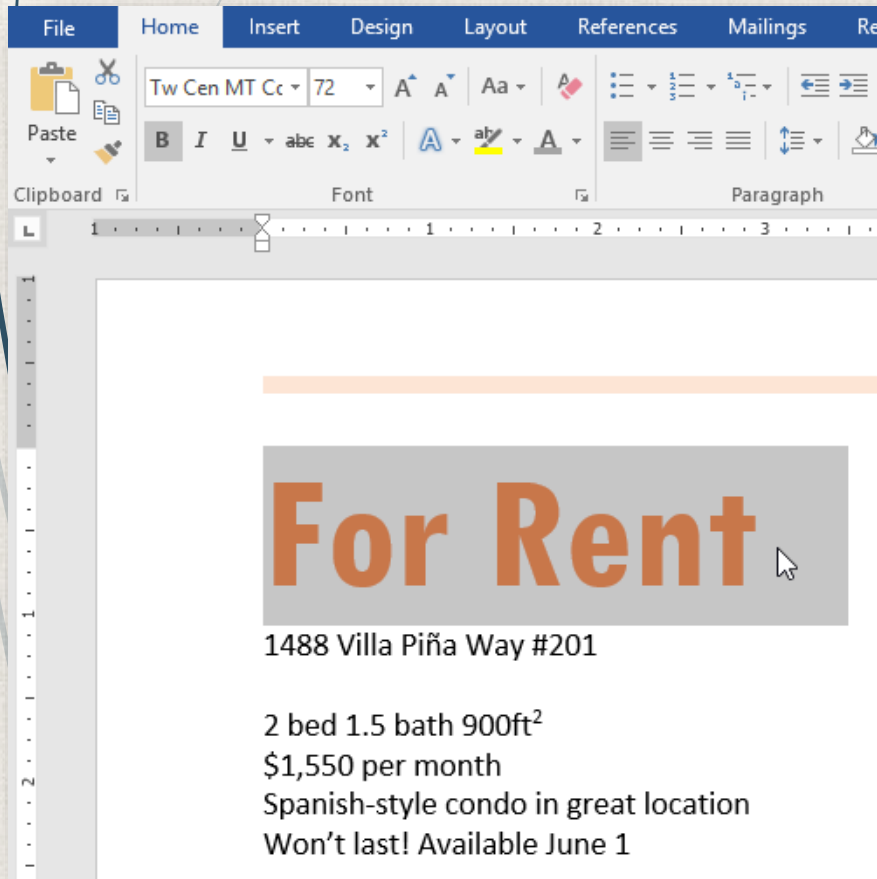
1. Select the text you want to modify.
2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.
3. The selected text will be modified in the document.



# Changing text case

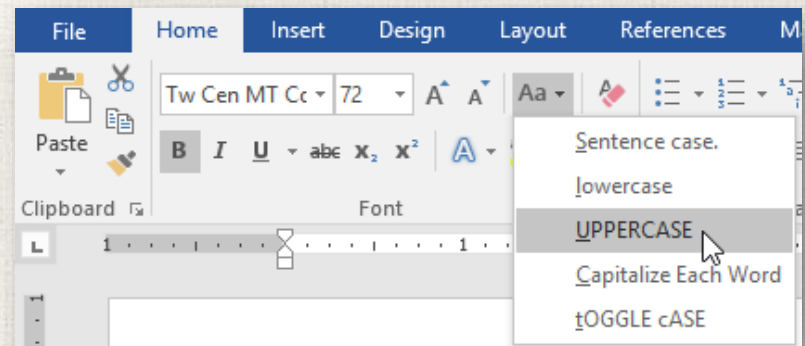
When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

1. Select the text you want to modify.



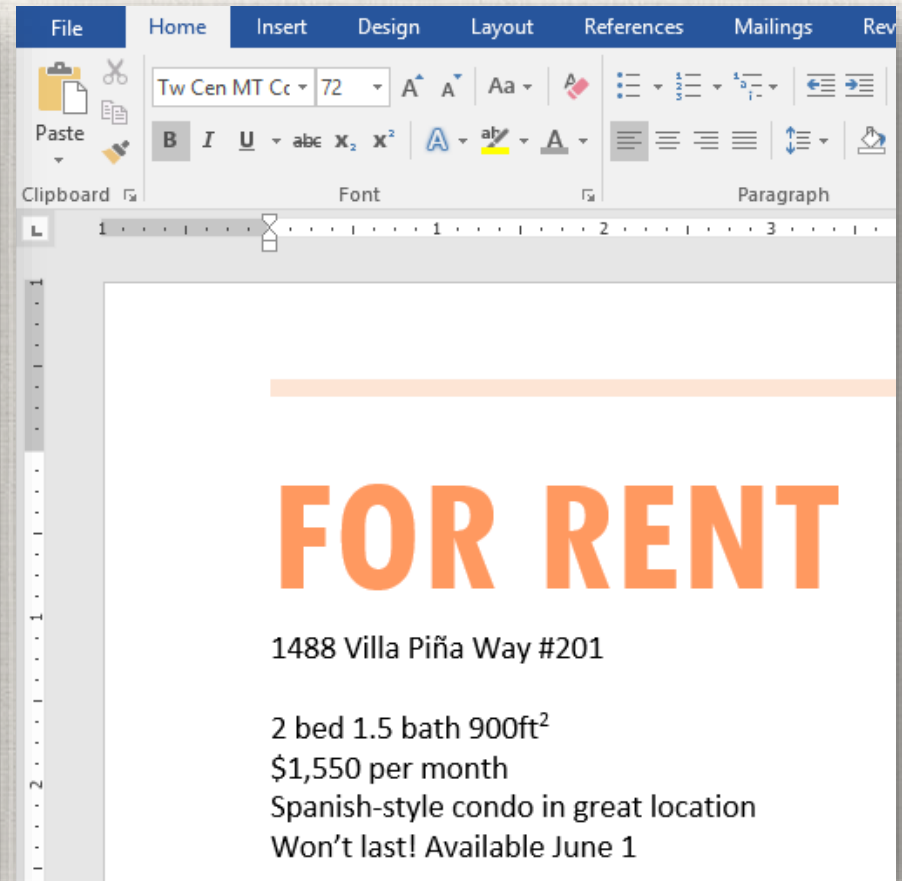
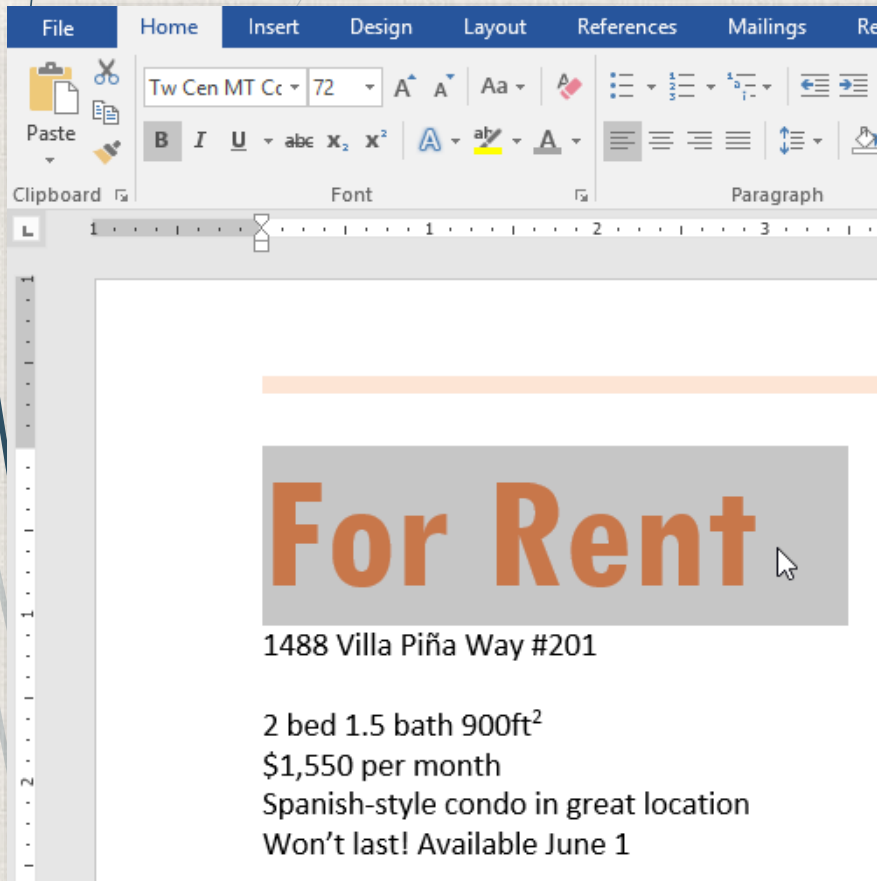
2. On the Home tab, click the **Change Case** command in the **Font** group.

3. A drop-down menu will appear. Select the desired case option from the menu.



# Changing text case

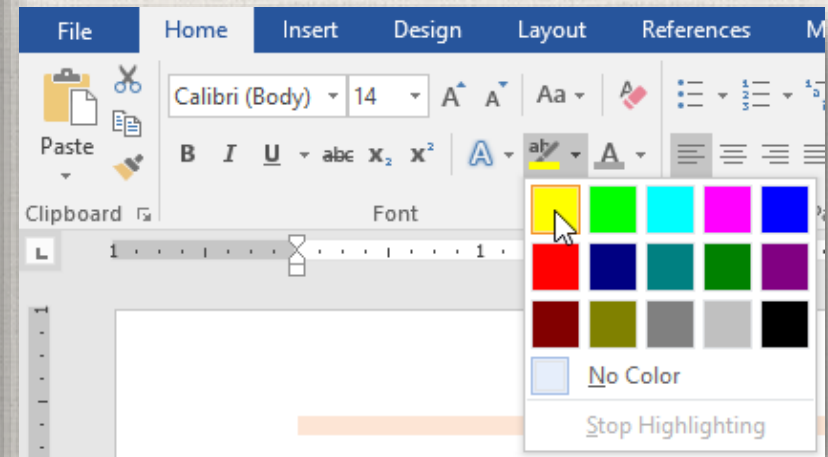
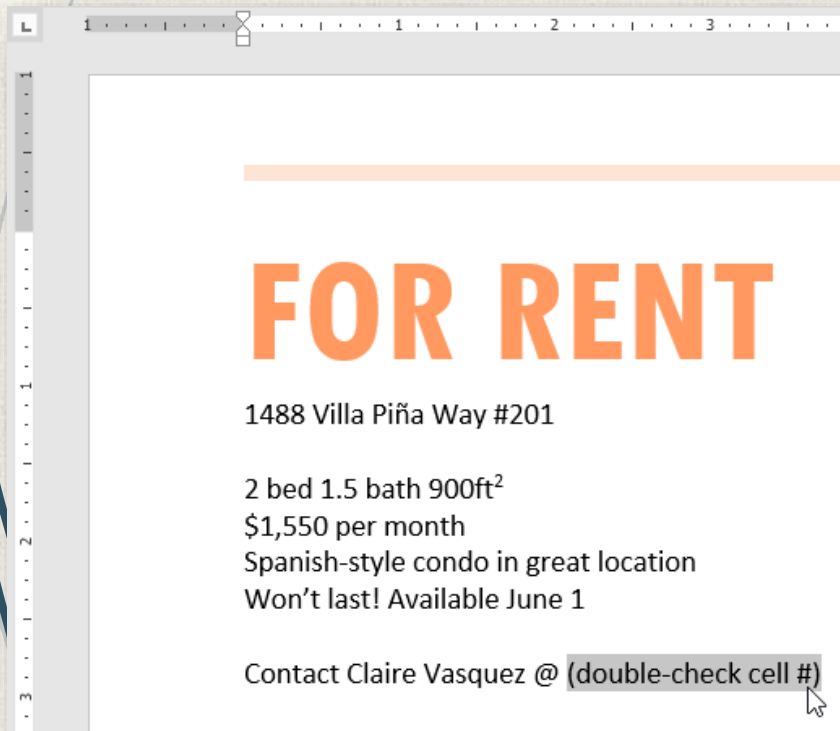
4. The text case will be changed in the document.



# Highlight text

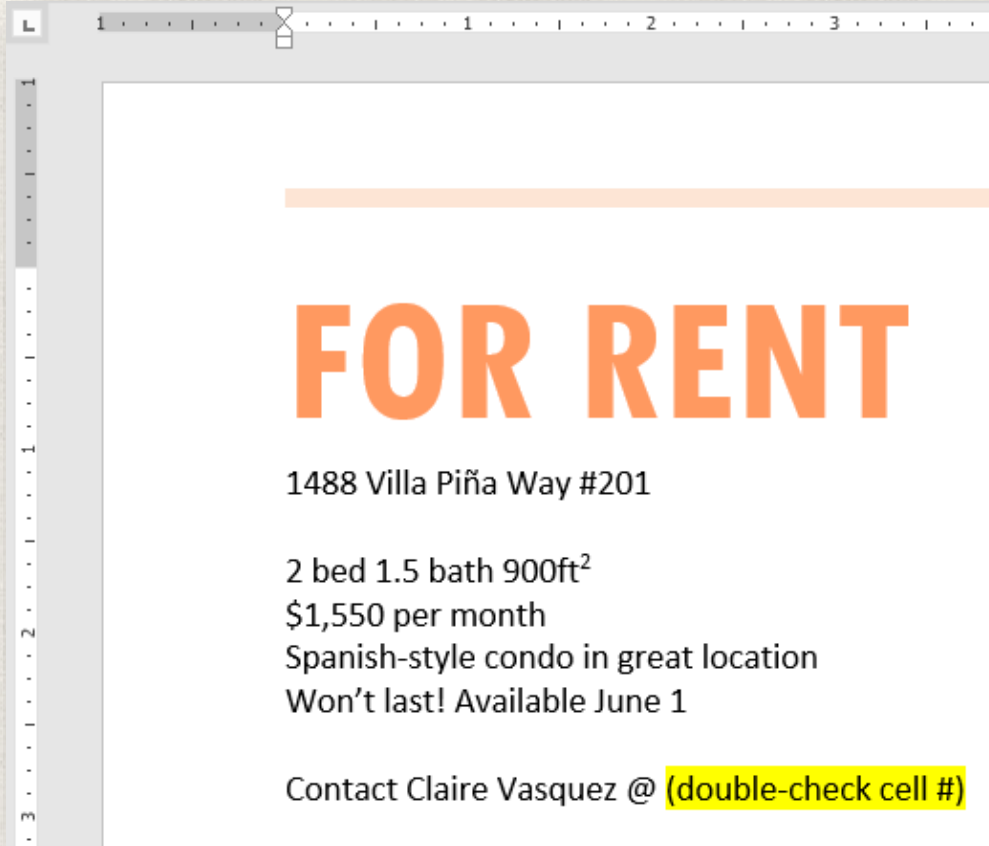
Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



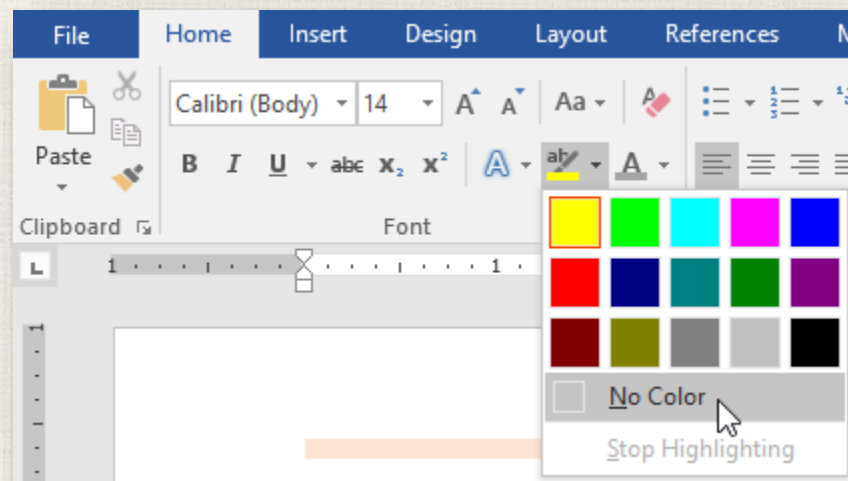
# Highlight text

3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



# Highlight text

- To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

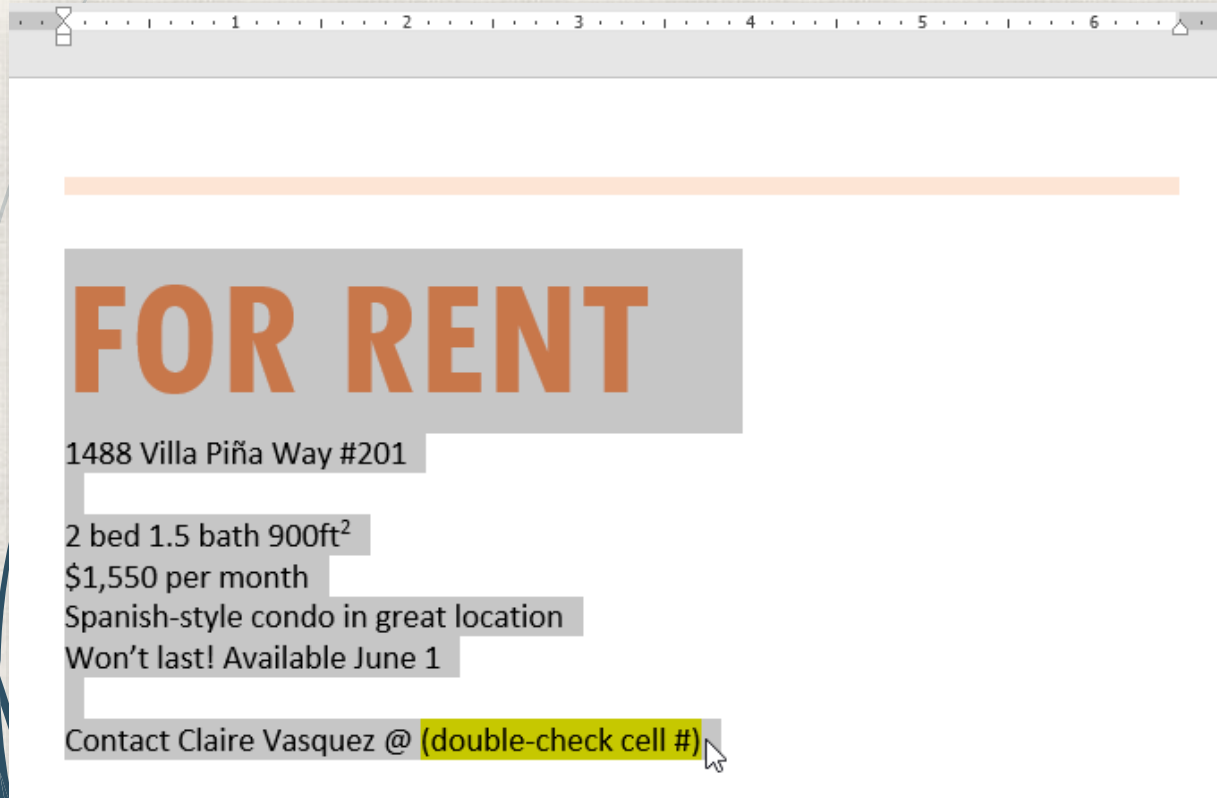


- If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click, hold, and drag the highlighter over the lines you want to highlight.

# Changing text alignment

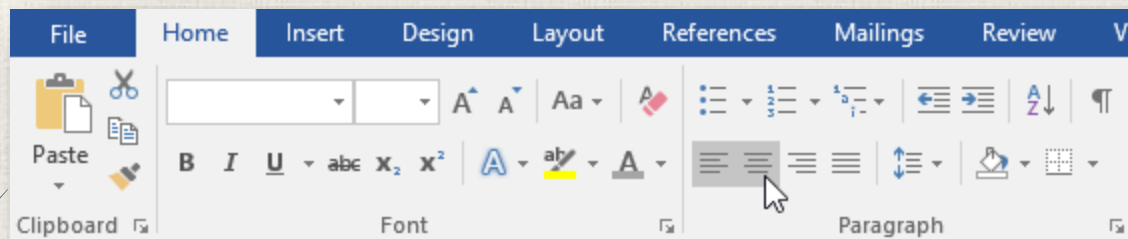
By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.



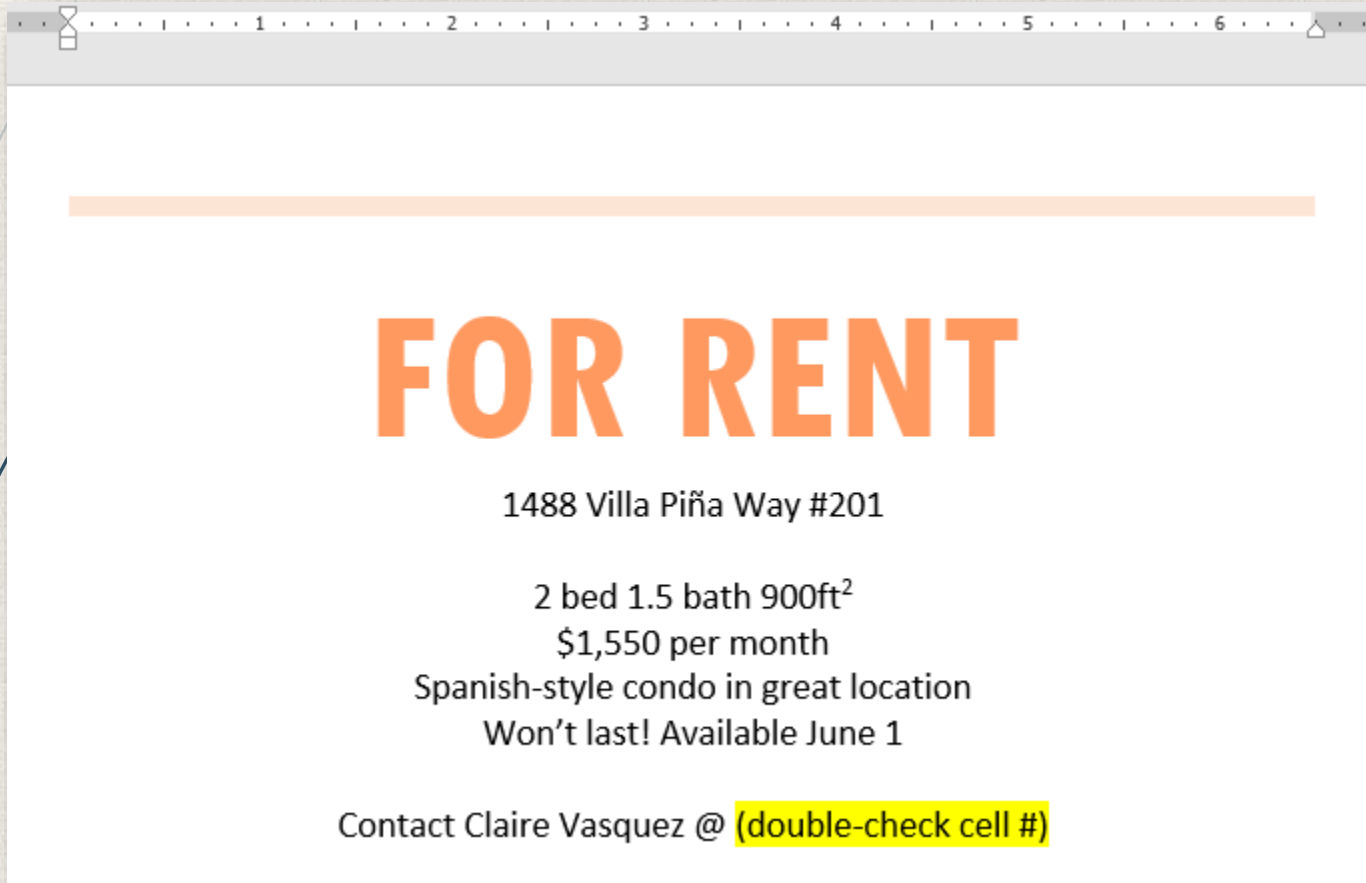
# Changing text alignment

2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



# Changing text alignment

3. The text will be realigned in the document.



# Practice

- Open our **practice document**.
- Scroll to **page 2**.
- Select the words **For Rent** and change the **font size** to **48 pt**.
- With the text still selected, change the **font** to **Franklin Gothic Demi**.  
**Note:** If you don't see this font in the menu, you can select a different one.
- Use the **Change Case** command to change For Rent to **UPPERCASE**.
- Change the color of the words **For Rent** to **Gold, Accent 4**.
- **Remove the highlight** from the phone number (919-555-7237).
- Select all of the text from **For Rent** to **(919-555-7237)** and **Center Align**.
- **Italicize** the text in the paragraph below **About Villa Piña**.

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## FOR RENT

1502 Villa Piña Way #103

1 bed 1 bath 750ft<sup>2</sup>

\$850 per month

Spanish-style condo in great location

Won't last! Available August 1st

Contact Juanita Vasquez @ (919-555-7237)



Beautiful grounds



Dine-in kitchen



Spacious master

### ABOUT VILLA PIÑA

*Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.*

For more information, visit us online:

[www.villapinacondos.com](http://www.villapinacondos.com)

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The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

**THE END**

THE END