

# FORMATTING WORD DOCUMENTS

## Class room notes

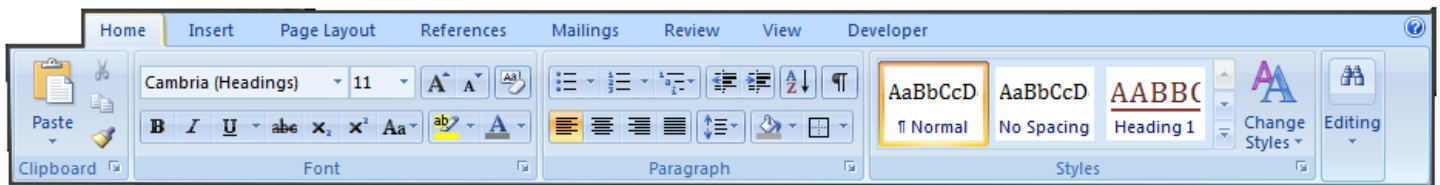
### WHAT IS FORMATTING?

- ✓ Formatting is the art of changing the layout, appearance and presentation of a document.
- ✓ You can also say, it's the process of enhancing the appearance of a document

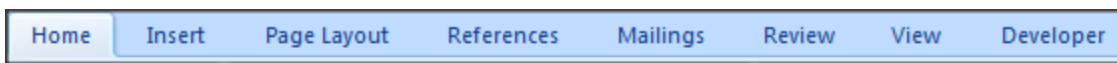
### TEXT FORMATTING FEATURES

Text formatting features changing of color (text, background, fill, page and highlight color), changing fonts (type, styles and sizes), underlining, bolding, italicizing, superscript, subscript, change case, strikethrough, alignment, bulleting, numbering etc.

### SCREEN PARTS



### THE RIBBON



↓  
**TABS**

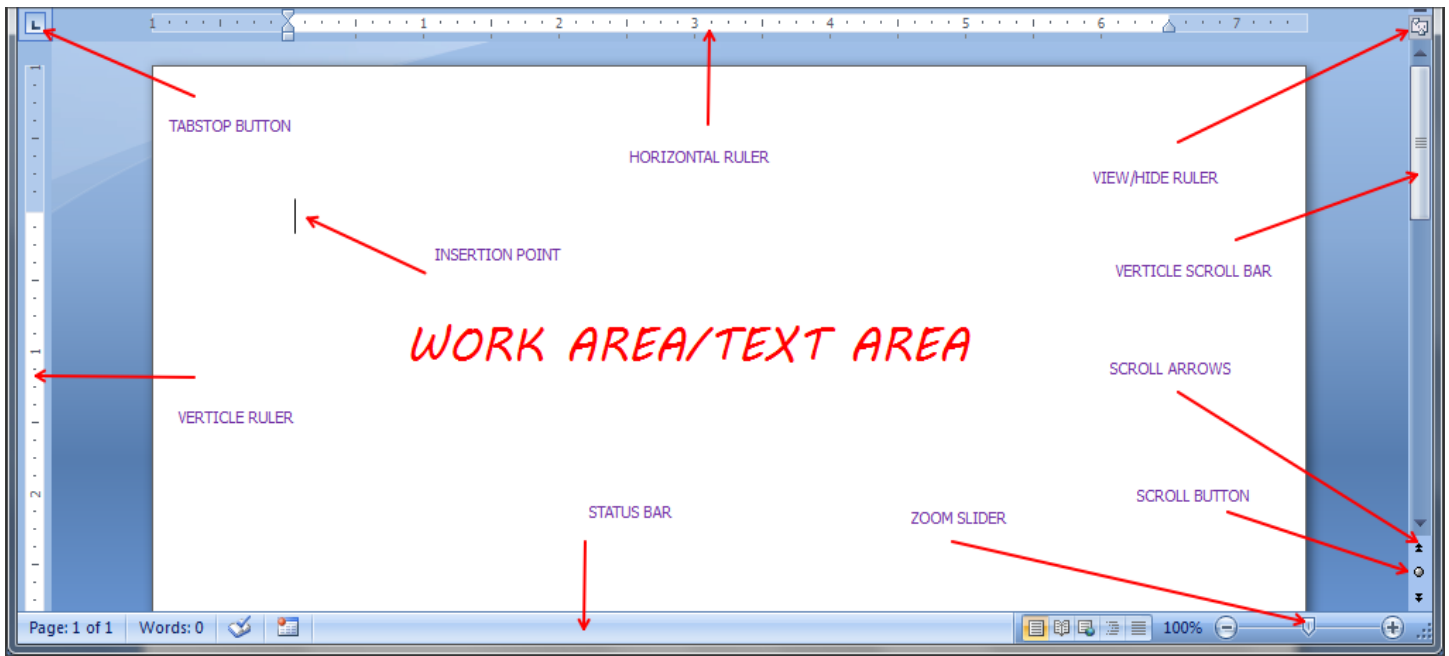


OFFICE BUTTON



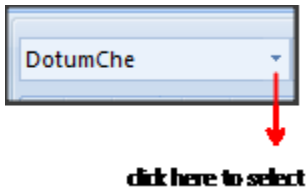
QUICK LAUNCH TOOLBAR



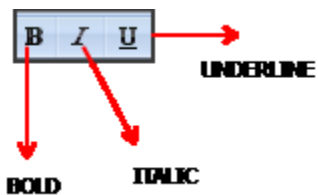


## FORMATTING THE DOCUMENT WITH TOOLS FROM THE HOME BUTTON

Font face- used to change font face/font family/font type



Italic-used to make text lies slightly forward



Underline-used to put lines below text

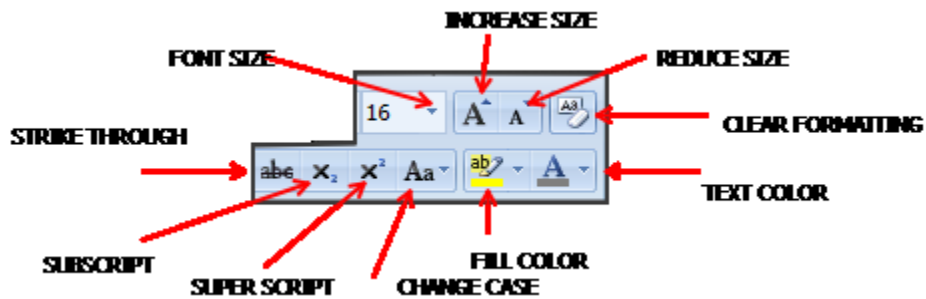
Bolding- used to make text darker

Font size-used to select the size of highlighted text measured in pixels

Strikethrough-draws a line through the middle of the selected line

Subscript- creates small letters below the text baseline e.g. H<sub>2</sub>O

Superscript-creates small letters above the line of text X<sup>2</sup>



Change case- change letters to UPPERCASE, lowercase, sentence case, Capitalize Each Word and TOGGLE CASE

Grow font- increase the font size

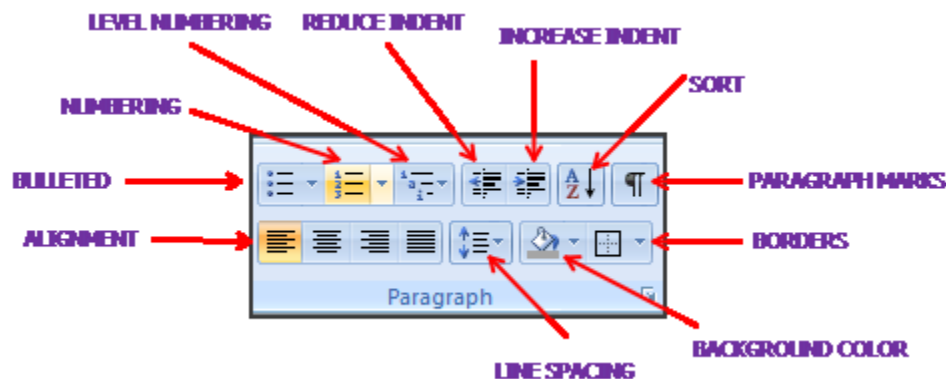
Shrink font- decrease the font size

Text highlight color- it makes text look like it was marked with a highlighter pen

Font color- change text color

- Bullets-creates a bulleted list
- 1. Numbering-creates a numbered list
- 1) Multilevel list-creates a list of different levels in alignment

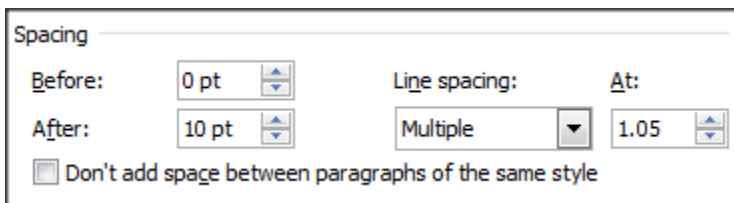
Decrease indent-used to reduce indents



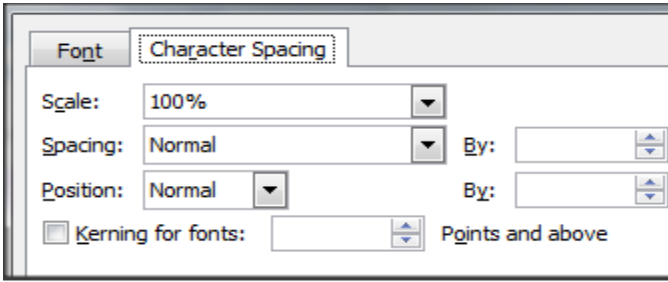
Increase indent-used to increase indents

Alignment features-used to align text either left, center, right or justified

Line spacing-used to create spaces between two lines



Character spacing- used to create spaces between one characters to the next

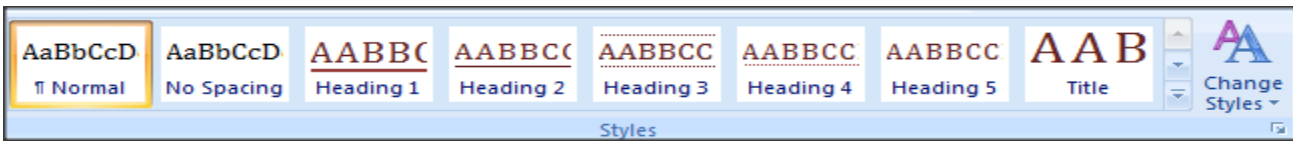


## CHARACTER SPACING

Border-Used to insert a border on selected text

Sort tool- used to sort numeric values in ascending or descending order

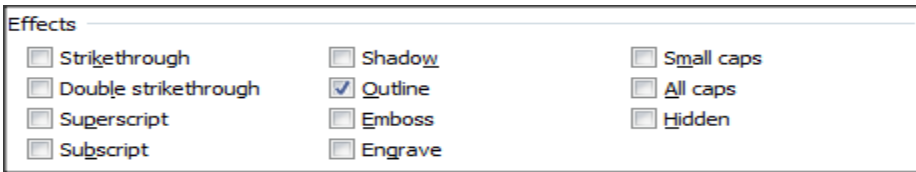
Styles-A *font* is a set of printable or displayable text characters in a specific *style* and size, the *font-style* property selects between normal, italic and oblique faces within a font family



## FONT STYLES

Outline

Emboss



## FONT EFFECTS

Engrave

SMALL CAPS

ALL CAPS

Hidden-hides text from the text area

Indent and spacing-used to increase and decrease indents

Lines and page breaks-opening a new page

## PRACTICAL QUIZ

---

*Start Microsoft Office Word 2007 and type the following article to help you answer questions that follow*

Arsene Wenger's side slipped a point behind Chelsea at the top of the Premier League after a 5-1 hammering at Anfield on Saturday, which emphatically ended their eight-game unbeaten run in the top flight.

The Emirates Stadium outfits were 4-0 down after only 20 minutes, as Raheem Sterling and Daniel Sturridge added to Martin Skrtel's early brace in an electrifying start by the Merseysiders.

That game marked the beginning of a tough sequence of fixtures for Arsenal, which includes an FA Cup fifth-round clash with Liverpool on Saturday before their Champions League last-16 tie against holders Bayern Munich.

First up is a Premier League meeting with United on Wednesday, though, and Oxlade-Chamberlain feels it is Arsenal's "responsibility" to react from their chastening defeat at Anfield against the reigning champions.

"We are very disappointed, especially with the first half," the England international said. "We know we are better than that, so in that sense we are gutted.

"But these things happen in football and it is our responsibility to turn that around and we have a great opportunity on Wednesday night.

"When the first goal went in early you have to respond and see out the next 10 or 15 minutes.

"We failed to do that and, credit to Liverpool, I thought they were brilliant and we were not up to scratch.

"In the second half we knew we had to improve, and I believe we did that. So there are some mental positives today but we have to put it right on Wednesday."

### Questions

- I. Font the first paragraph with a green color
- II. Bullet paragraph 2, 3 and 4
- III. Number in italics paragraph 4, 5, 6, 7 and 8
- IV. Bold paragraph 6
- V. Italicize paragraph 8
- VI. Change the font face of paragraph 5 into LUCIDA BRIGHT
- VII. Highlight text color of paragraph 7 with yellow color
- VIII. Shade paragraph 2 with blue 40%
- IX. Create an all round border to "Oxlade-Chamberlain"
- X. Make paragraph 3 uppercase and paragraph 6 capitalize each word
- XI. Put a creative heading and font it with the title style
- XII. Put an expanded character spacing on paragraph 8
- XIII. Put a strikethrough for 'Liverpool' word

- XIV. Emboss the word ‘Arsenal’
- XV. Outline the word ‘Anfield’
- XVI. Add paragraph 9 with ‘Arsenal’s previous sponsors when they last had a trophy was O<sub>2</sub> that is when they used to score goals in the power of 8 (2<sup>8</sup>). For Arsenal to lift another trophy in the near future, **invade a bank** to sign world class players’
- XVII. Zoom slide the document active window to 99%
- XVIII. Indent all paragraphs to 0.5 pixels
- XIX. Save your work on the desktop as **manyamfranchised tests**
- XX. Create a folder on the desktop labeled France and move your document(manyamfranchised test.docx) inside
- XXI. Burn the folder into a blank CD and submit to your teacher for marking

*Note: apply clear formatting command on the document to see what happens*