Microsoft® Office 2013

First Course • Second Course • Third Course

Formatting Text and Paragraphs

Objectives

- Format with fonts
- Use the Format Painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs

Objectives

- Work with indents
- Add bullets and numbering
- Add borders and shading
- Insert online pictures

Format with Fonts

- Formatting text with fonts is a powerful way to enhance the appearance of a document
  - A font is a complete set of characters with the same typeface or design

Format with Fonts

- Changing the size of text, or the font size, helps determine the impact of text
  - Font size is measured in points
  - A point is 1/72 of an inch
  - 11-point Calibri is the default font size and font for a new Word document
- You can also change the font color

Format with Fonts

- Font list and Font Color Palette

Use the Format Painter

- Font styles
  - Make text darker and thicker by applying bold
  - Slant text by applying italic
  - Underline text for emphasis
- The Format Painter allows you to copy the format setting applied to selected text to other text

Use the Format Painter

- Font tab in Font dialog box

Font, font style, and font size options

Font color and underline style options

Font effects options

Preview of selected font and font effects

Text effects

Change Line and Paragraph Spacing

- Adding white space to a document can make it easier to read
  - Increase space between lines using the Line and Paragraph Spacing list arrow
  - Increase space between paragraphs using the Before and After text boxes in the Paragraph group on the Page Layout tab

Change Line and Paragraph Spacing

Change Line and Paragraph Spacing

- Formatting with Quick Styles
  - Apply multiple format settings in one step with a style
  - Use styles to give your document a more cohesive look
  - A style is a set of format settings that are named and stored together
  - Styles can include character and paragraph format settings
  - Apply Quick Styles by selecting a style from the Quick Styles gallery

Change Line and Paragraph Spacing

- Each Quick Style set includes styles for a title, several heading levels, body text, quotes, and lists

- Each Quick Style Set has a different design

Align Paragraphs

- Paragraphs are aligned relative to the left and right margins
  - Left-aligned text is flush with the left margin and has a ragged right edge
    - Text is left-aligned by default
  - Right-aligned text is flush with the right margin
  - Centered text is positioned evenly between the margins
  - Justified text is flush with both the left and right margins

Align Paragraphs

- Modified paragraph alignment
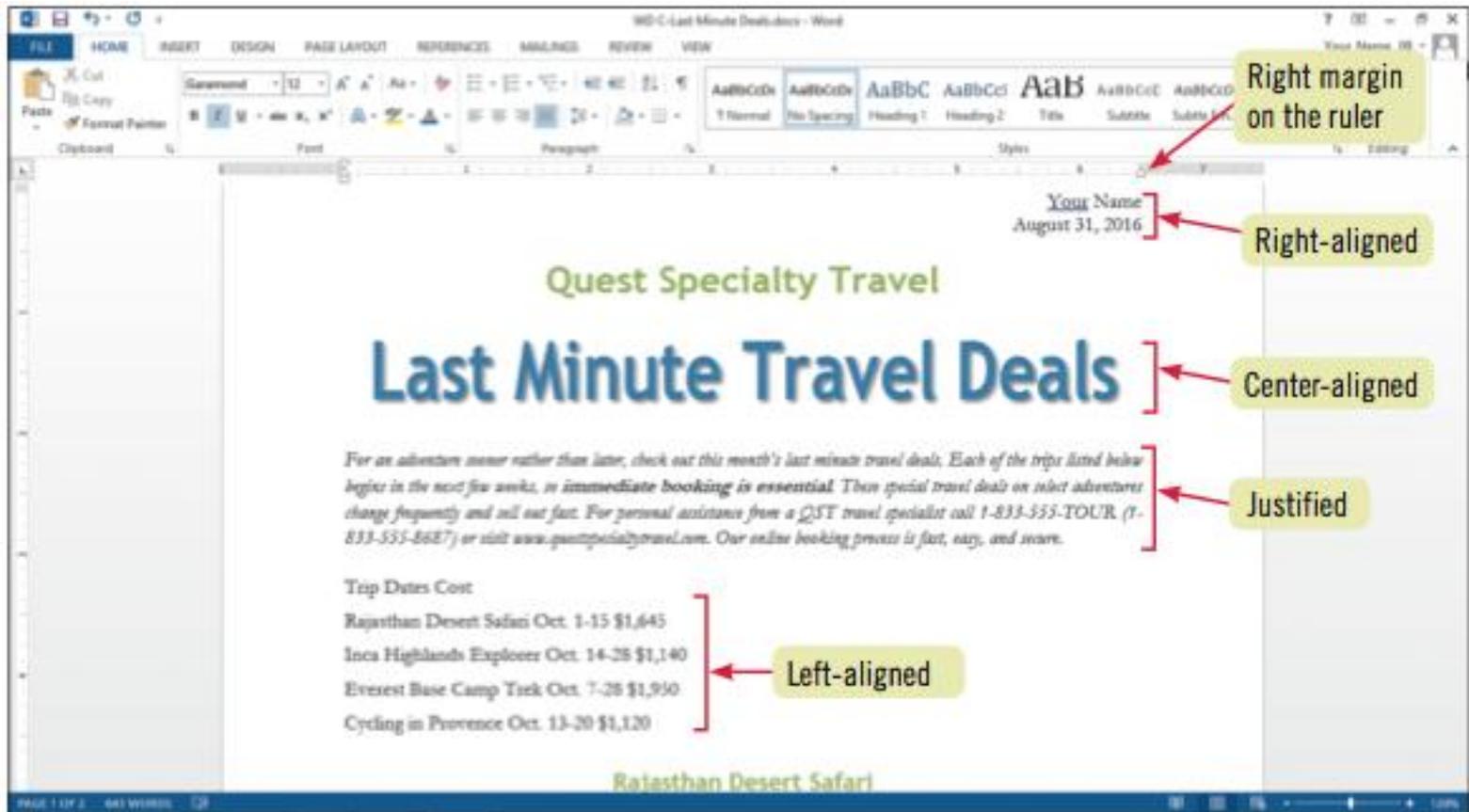
Align Paragraphs

- Indents and Spacing tab in the Paragraph dialog box
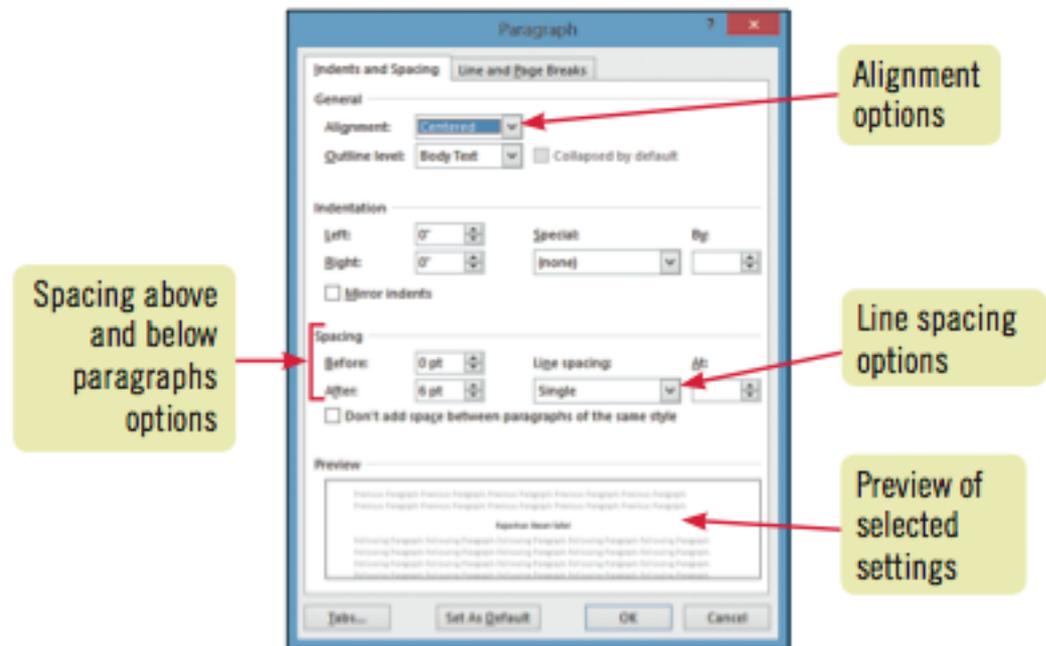
Align Paragraphs

- Format a document using themes
- A theme is a complete set of theme colors, fonts, and effects
- Preview a theme before applying it
  - Applying a Theme changes all content that uses theme colors, font and table styles, and graphics effects
- Click the Themes button in the Themes group on the Page Layout tab to select and apply a theme

Work with Tabs

- Tabs help you to align text vertically at a specific location on a page
  - A tab stop is a point on the horizontal ruler that identifies a text alignment location
  - Text can be aligned to the left, right, or center of a tab stop, or aligned with a bar character or decimal point
  - Set tabs using the Ruler

Work with Tabs
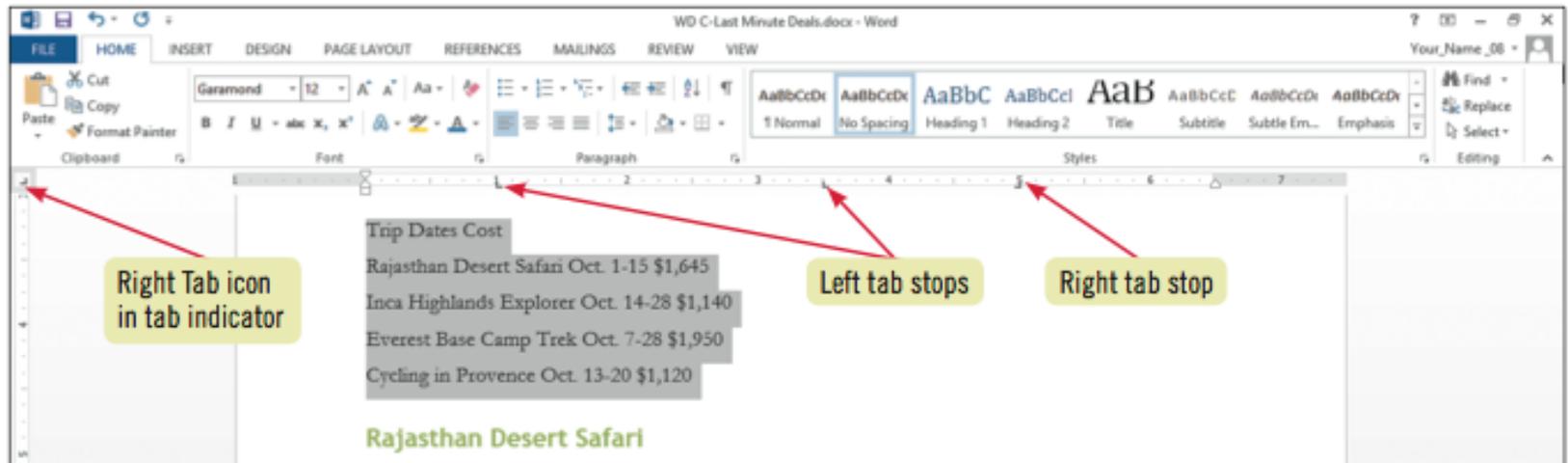
Work with Tabs

- Types of tabs

tab	use to
Left tab	Set the start position of text so that text runs to the right of the tab stop as you type
Center tab	Set the center align position of text so that text stays centered on the tab stop as you type
Right tab	Set the right or end position of text so that text moves to the left of the tab stop as you type
Decimal tab	Set the position of the decimal point so that numbers align around the decimal point as you type
Bar tab	Insert a vertical bar at the tab position

Work with Indents

- Indenting a paragraph moves the edge of the paragraph in from the left or right margin
  - Indent the entire left or right edge of a paragraph
  - Indent just the first line
  - Indent all lines except the first line
  - Indent the left edge of a paragraph to the left of the left margin
- Indent markers on the horizontal ruler identify the indent settings for the paragraph in which the insertion point is located

Work with Indents

- Applying Word Text Effects and Typography feature
  - Allows you to add visual appeal by adding special text effects such as outlines shadow, reflections, and glows
  - WordArt – preformatted combined text effects

Work with Indents
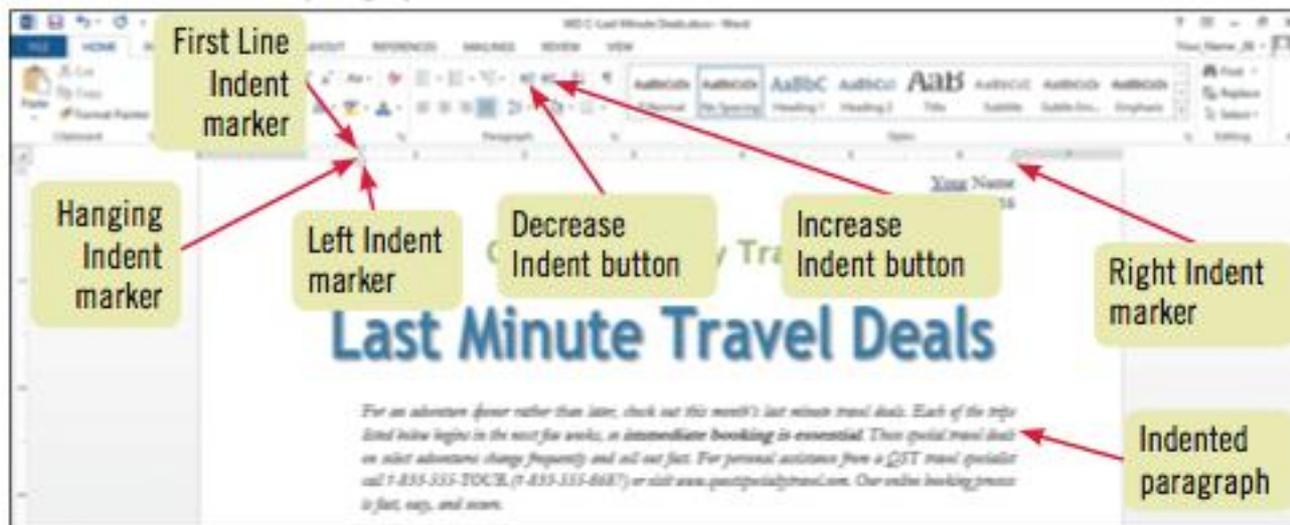
Work with Indents

- ## Types of indents

indent type: description	to create
Left indent: The left edge of a paragraph is moved in from the left margin	Drag the Left Indent marker ☐ on the ruler to the right to the position where you want the left edge of the paragraph to align; when you drag the left indent marker, all the indent markers move as one
Right indent: The right edge of a paragraph is moved in from the right margin	Drag the Right Indent marker △ on the ruler to the left to the position where you want the right edge of the paragraph to align
First line indent: The first line of a paragraph is indented more than the subsequent lines	Drag the First Line Indent marker ▽ on the ruler to the right to the position where you want the first line of the paragraph to begin; or activate the First Line Indent marker ▽ in the tab indicator, and then click the ruler at the position where you want the first line of the paragraph to begin
Hanging indent: The subsequent lines of a paragraph are indented more than the first line	Drag the Hanging Indent marker △ on the ruler to the right to the position where you want the hanging indent to begin; or activate the Hanging Indent marker △ in the tab indicator, and then click the ruler at the position where you want the second and remaining lines of the paragraph to begin; when you drag the hanging indent marker, the left indent marker moves with it.
Negative indent (or Outdent): The left edge of a paragraph is moved to the left of the left margin	Drag the Left Indent marker ☐ on the ruler left to the position where you want the negative indent to begin; when you drag the left indent marker, all markers move as one

Add Bullets and Numbering

- Formatting paragraphs with bullets and numbering can help to organize ideas in a document
  - A bullet is a character, often a small circle, that appears before the items in a list to add emphasis
  - Numbering the items in a list helps to illustrate sequence and priority

Add Bullets and Numbering

- Use the Bullets button or Numbering button in the Paragraph group on the HOME tab to apply bullets or numbering to paragraphs
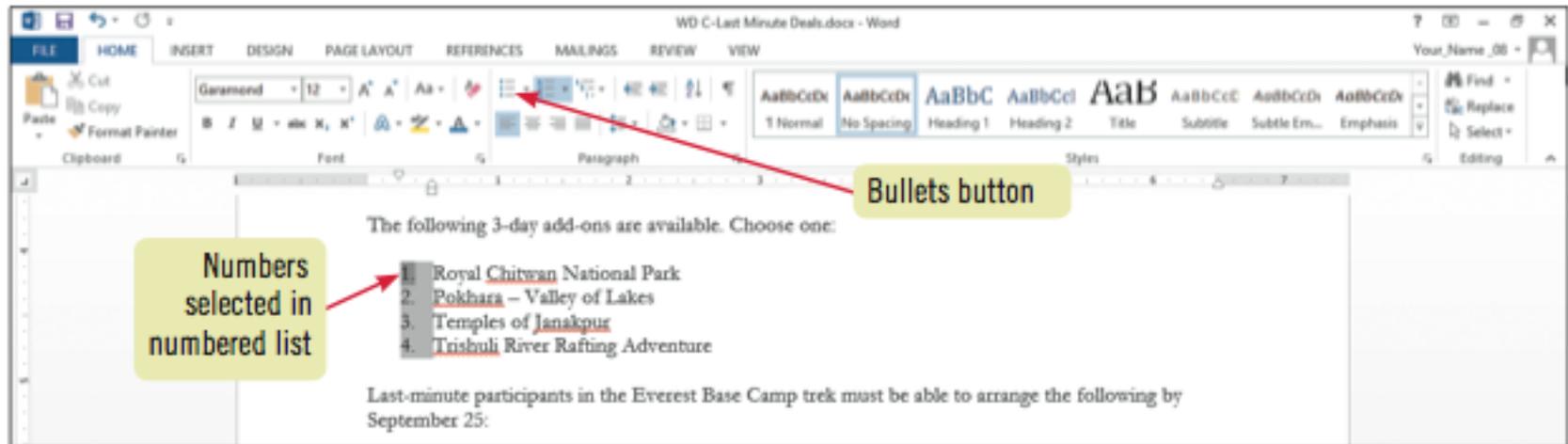
Add Bullets and Numbering

- Creating multilevel lists
  - To create a hierarchical structure in a list, apply a multilevel list style
  - Click the Multilevel List list arrow to select and apply a multilevel list style
  - Format an existing list
    - Demote items using the Increase Indent button
    - Promote items using the Decrease Indent button

Add Borders and Shading

- Adding borders and shading to text can help to enhance the information in a document
  - A border is a line added above, below, to the side of, or around words or paragraphs
  - Shading is a color or pattern that is added behind words or paragraphs
  - Use the Borders button or the Shading button in the Paragraph group on the Home tab

Add Borders and Shading

- Borders tab in Borders and Shading dialog box

Add Borders and Shading

Add Borders and Shading

- Highlighting text in a document
  - Highlighting is transparent color that is applied to text using the Highlight pointer
  - Highlighting is most effective when a document is viewed on screen
    - Highlighting does print
  - To highlight text, click the Text Highlight Color list arrow in the Font group on the Home tab, select a color, then select the text

Insert Online Pictures

- Clip art is a collection of graphic images that you can insert in a document

- Office.com Clip art images are royalty-free photos and illustrations you can add to a document using the Online Pictures command on the INSERT tab

Insert Online Pictures

- ## Office.com Clip Art window
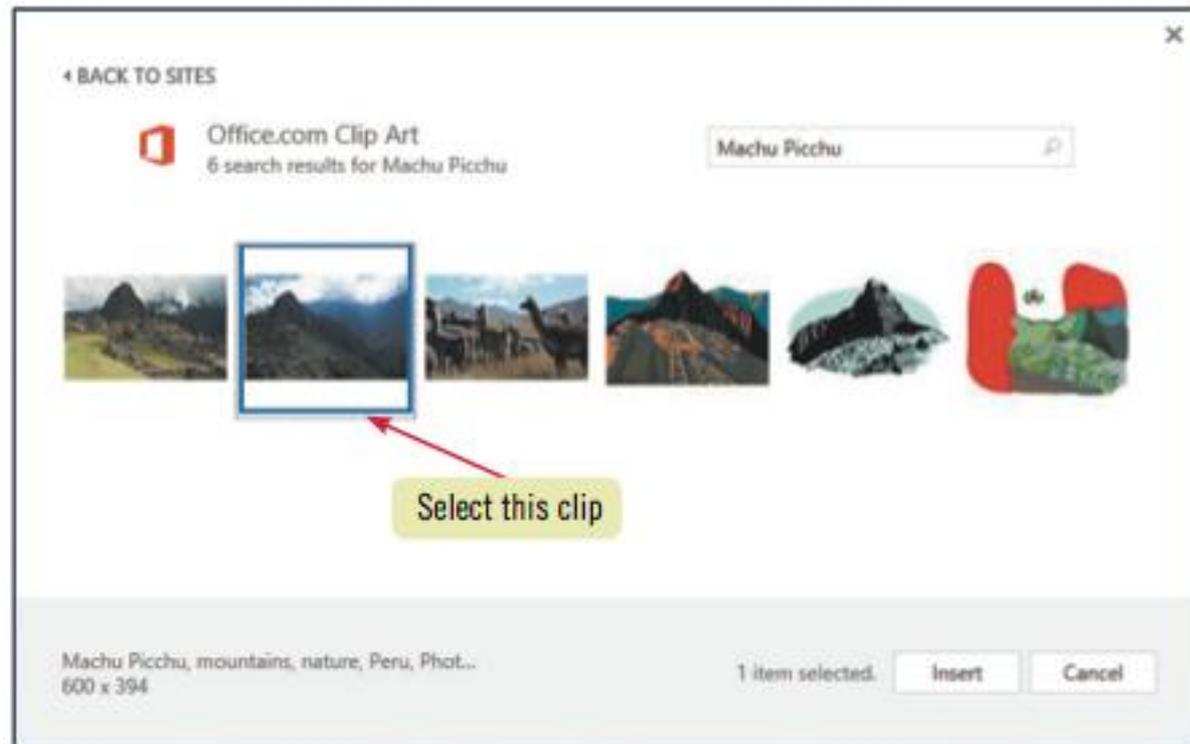
Summary

- Enhance documents with formatting
    - Format characters:
        - Font, font size, font styles, font effects, and character-spacing
    - Format paragraphs
        - Alignment, line spacing, paragraph spacing, tabs, indents, bullets, numbering, borders, and shading
    - Insert clip art images into a document
- Choose appropriate formatting for the document's purpose and audience
- Take care not to over format a document