

Microsoft[®] Office 2013

First Course

Second Course

Third Course

Word 2013
UNIT C

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

The image shows two screenshots from Microsoft Word 2013. The top screenshot displays the font selection menu, and the bottom screenshot displays the font color palette. Red arrows point from callout boxes to specific elements in both screenshots.

Font list and Font Color Palette

- Fonts used in the default theme
- Font Size list arrow
- List of recently used fonts (your list may differ)
- Font list arrow
- Alphabetical list of all fonts on your computer (your list may differ)
- Font Color list arrow
- Name of color appears as a ScreenTip
- Click to create a custom color



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

The screenshot displays the Microsoft Word 2013 interface with the 'PAGE LAYOUT' ribbon selected. The 'Spacing' section in the Paragraph group is highlighted with a red box, showing 'Before' set to 12 pt and 'After' set to 0 pt. A yellow callout box points to this section, stating: 'Spacing section shows paragraph spacing for the paragraph where the insertion point is located'. Below the ribbon, the document content includes a main heading 'Last Minute Travel Deals' and a sub-heading 'Rajasthan Desert Safari'. Several yellow callout boxes provide specific spacing details: '12 points of space added before Last Minute Travel Deals heading' points to the space between the sub-heading and the main heading; '6 points of space added after the heading' points to the space after the sub-heading; 'Line spacing is 1.15' points to the paragraph of text below the main heading; and 'Line spacing is 1.5' points to the list of travel packages below that paragraph. The status bar at the bottom indicates 'PAGE 1 OF 2', '842 WORDS', and a zoom level of '120%'.

12 points of space added before Last Minute Travel Deals heading

Spacing section shows paragraph spacing for the paragraph where the insertion point is located

Line spacing is 1.15

Line spacing is 1.5

6 points of space added after the heading

Insertion point (your placement may vary)

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

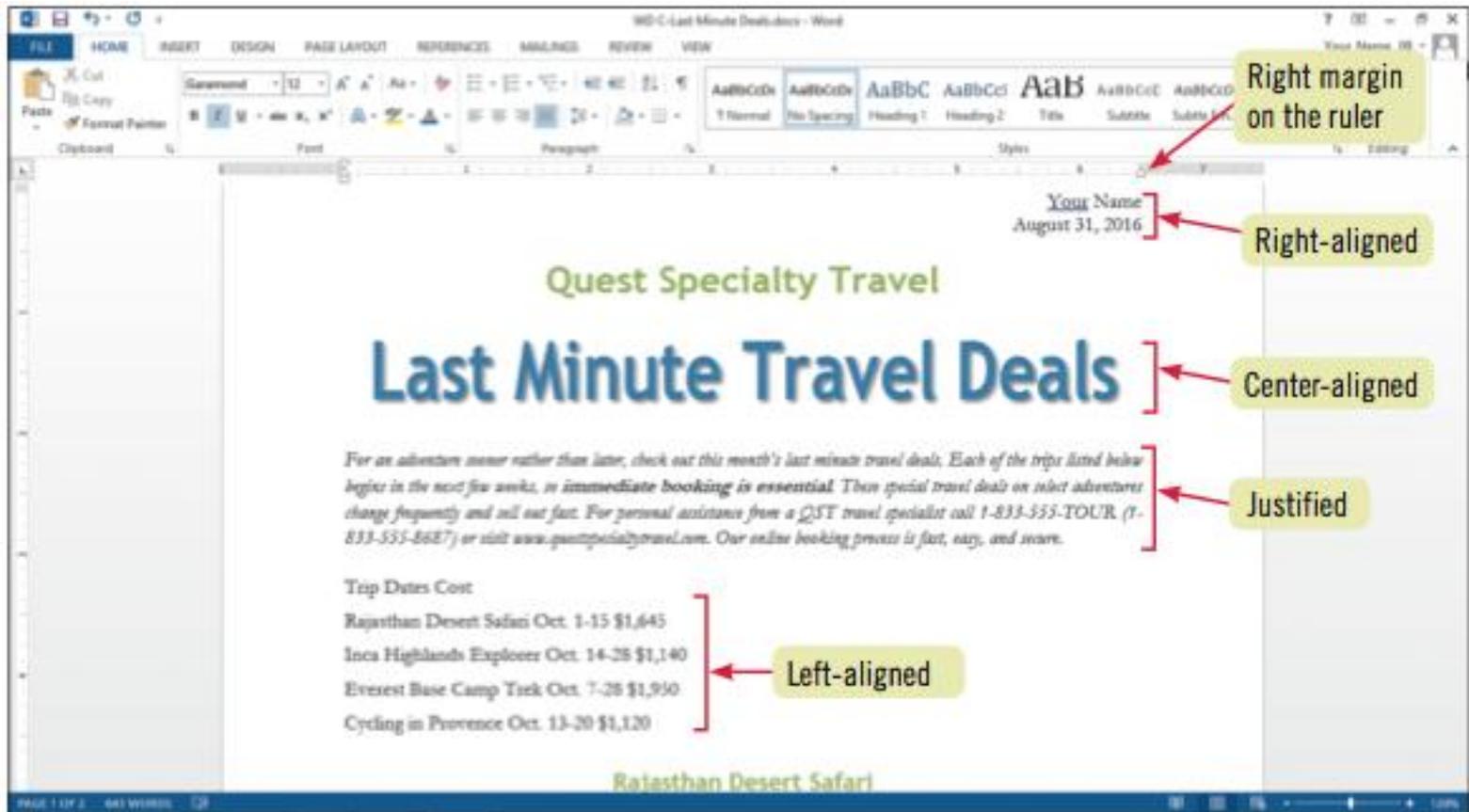


Align Paragraphs

- 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

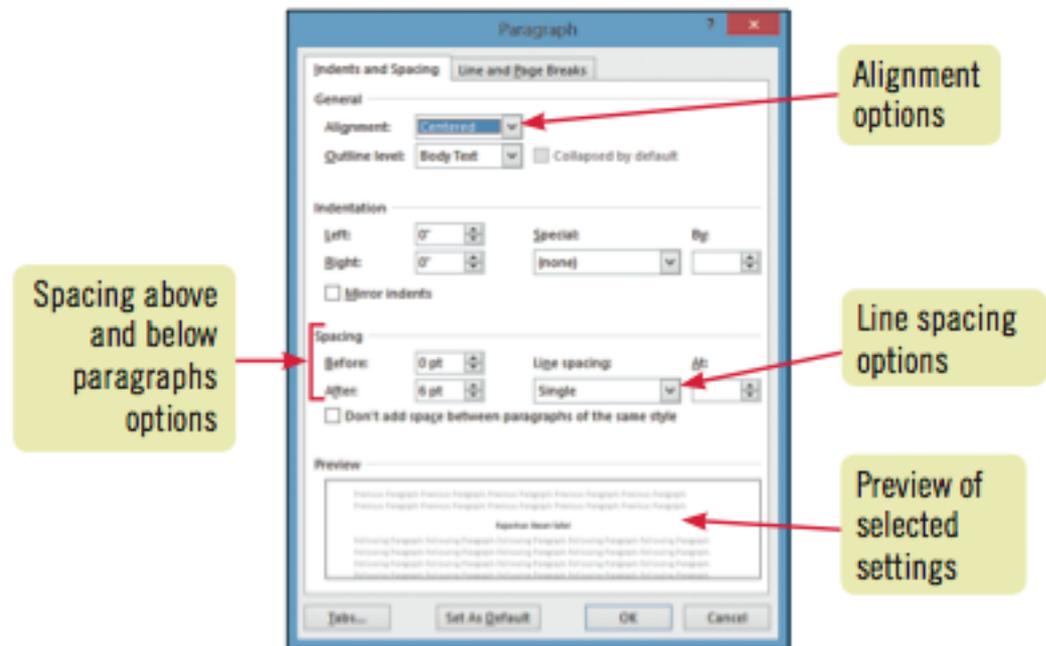
Align Paragraphs

- Modified paragraph alignment



Align Paragraphs

- Indents and Spacing tab in the Paragraph dialog box



Align Paragraphs

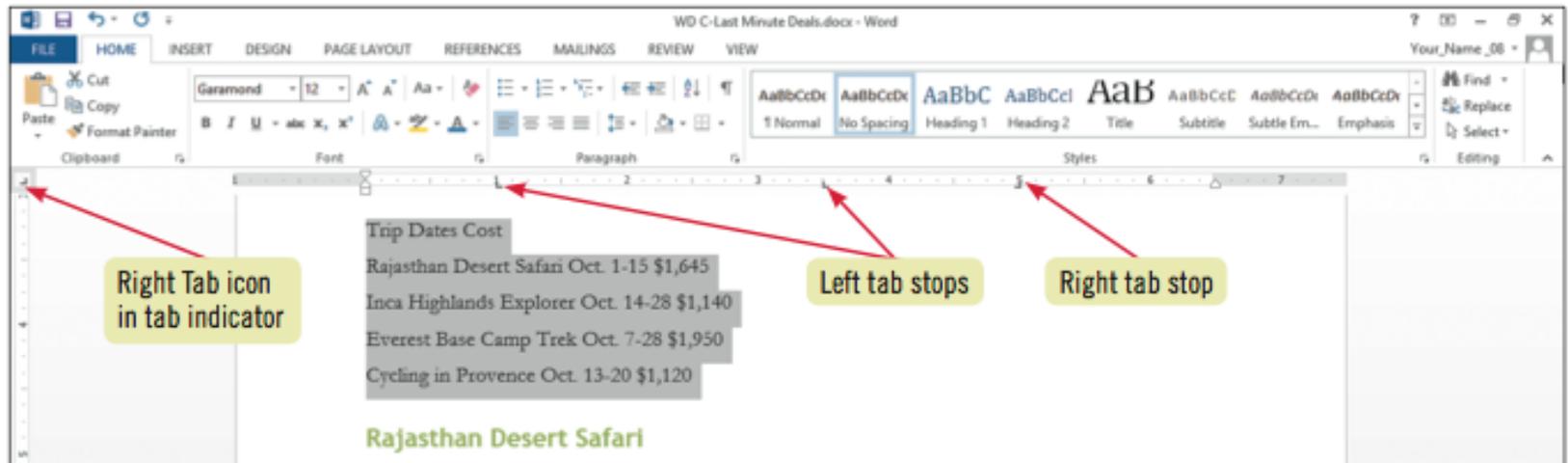
- Format a document using themes
- A **theme** is a complete set of theme colors, fonts, and effects
- Preview a theme before applying it
 - Applying a Theme changes all content that uses theme colors, font and table styles, and graphics effects
- Click the Themes button in the Themes group on the Page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

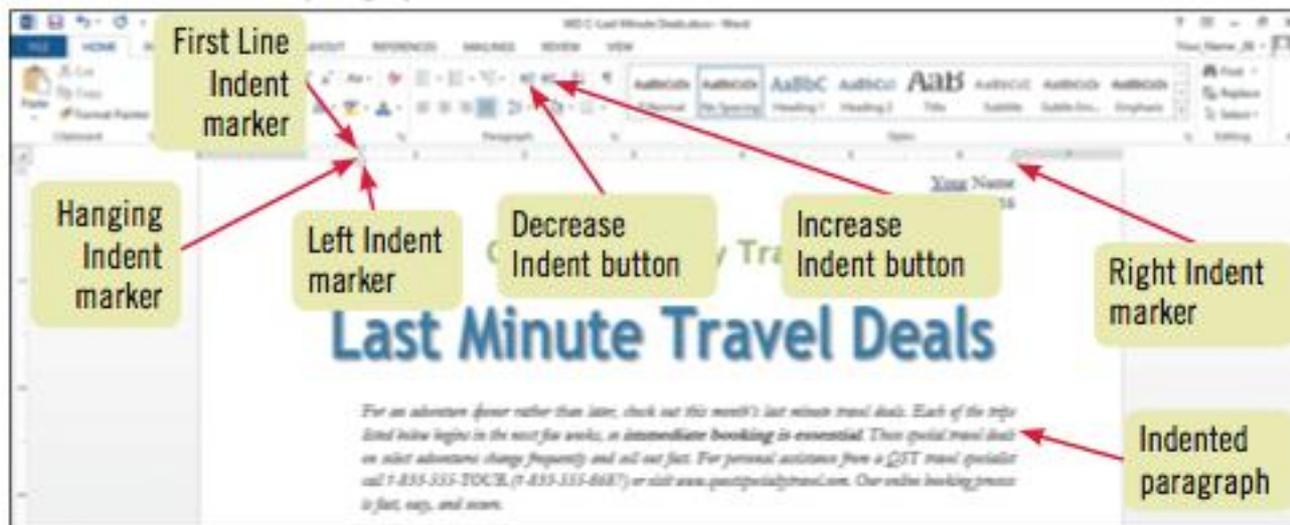
- **Indenting** a paragraph moves the edge of the paragraph in from the left or right margin
 - Indent the entire left or right edge of a paragraph
 - Indent just the first line
 - Indent all lines except the first line
 - Indent the left edge of a paragraph to the left of the left margin
- **Indent 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

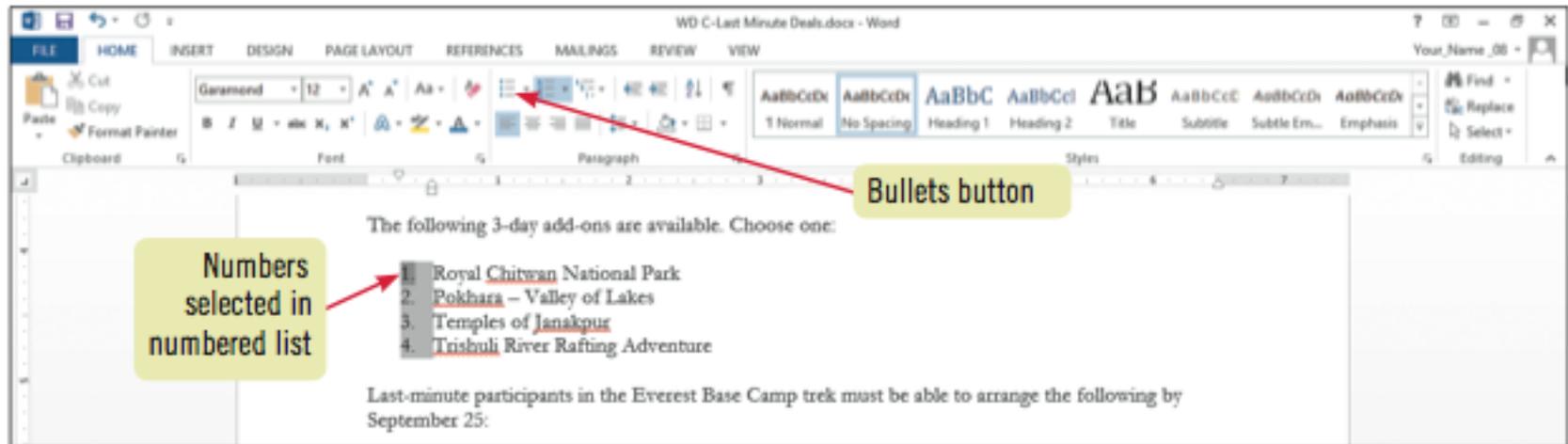
indent type: description	to create
Left indent: The left edge of a paragraph is moved in from the left margin	Drag the Left Indent marker  on the ruler to the right to the position where you want the left edge of the paragraph to align; when you drag the left indent marker, all the indent markers move 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

Select border formats before applying them in the Preview area

Click to change the location of the border relative to the text

Choose a line style

Preview of border settings

Click buttons or edges of preview to apply borders

Choose to apply the settings to a paragraph or to selected text

Add Borders and Shading

The screenshot shows a Microsoft Word document with a table. The table has a double-line, 1 1/2-point, blue border and a light green shading. The text in the table is formatted in green, small caps. The text in the first column is also bold and blue. The text in the second and third columns is in regular weight and blue. The text in the first column is also bold and blue.

TRIP	DATES	COST
Rajasthan Desert Safari	Oct. 1-15	\$1,645
Isca Highlands Explorer	Oct. 14-28	\$1,140
Everest Base Camp Trek	Oct. 7-28	\$1,950
Cycling in Provence	Oct. 13-20	\$1,120

Rajasthan Desert Safari

An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of Rajasthan and the Great Thar desert, this tour explores the forts, temples, palaces, and bazaars of the fabled cities along old camel caravan routes. Participants choose between the Camel Safari and the Maharaja Experience. Accommodations are hotels, with camping on the Camel Safari. 15 days.

Text formatted in green, small caps

Double-line, 1½-point, blue, box border

Text formatted in bold, blue

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

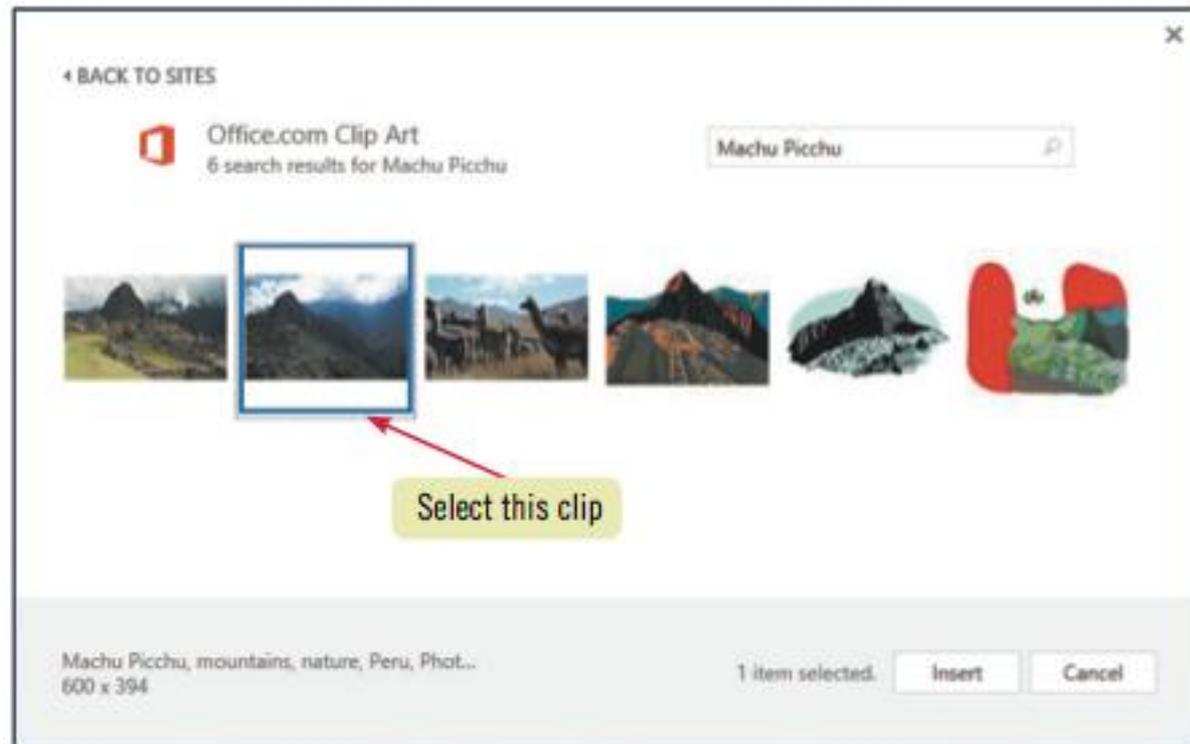


Insert Online Pictures

- **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