Formatting text

✓ **Video:** Module introduction - Working with text tables and lists
51 sec

✓ **Video:** Apply character formatting
6 min

Reading: Exercise: Applying character formatting
10 min

Video: Align text using tabs
3 min

Reading: Exercise: Align text using tabs
10 min

Video: Display text as list items
3 min

Reading: Exercise: Displaying text as list items
10 min

Reading: Font group commands keyboard shortcuts

Exercise: Applying character formatting

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. 🔗 Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
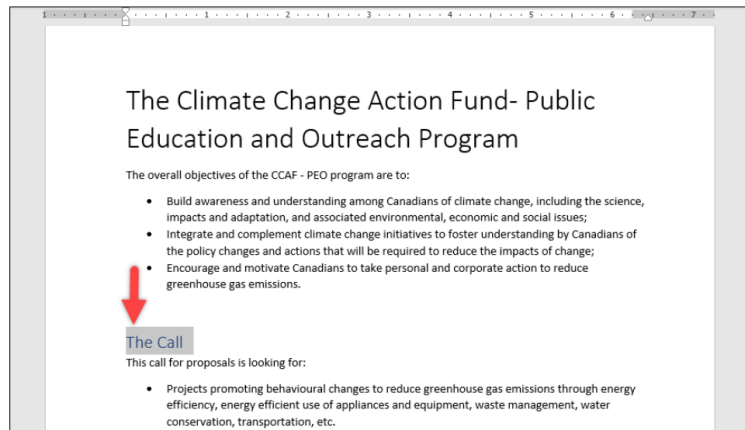
Let's get started!

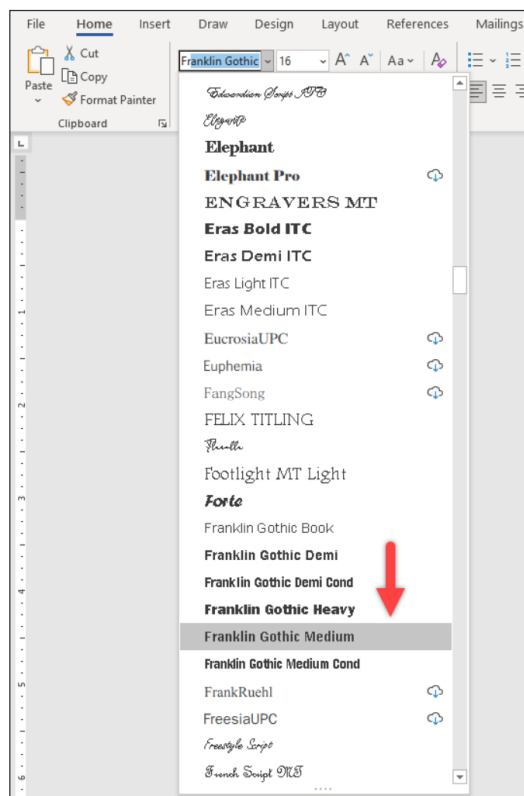In this exercise, you will start formatting a sample document.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Applying Character Formatting 🔗

2. First, let's set up the formatting for the document titles. Select the text "The Call" on the first page:

3. Click the Font menu on the Home tab. Scroll down in the list and click "Franklin Gothic Medium:"

4. Press **Ctrl + Shift + >** twice to increase the font size:

5. With the text still selected, right-click it and click the Font Color drop-down arrow on the mini toolbar:

6. Click "Dark Blue:"

7. With your new title still selected, click Home → Format Painter:

8. Select the text "What groups are eligible?"

(You may need to scroll down in the document to see this text.)

9. Both titles will now have the same formatting:

Funds can be provided to any of the following

10. Save your document as **Activity 3-1 Complete** and close Microsoft Word 365.

11. Now, you can check out an example of a completed document in the link below:

Completed: Applying Character Formatting ↗

Mark as completed

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