

Hide menu

Formatting text

Formatting text and paragraphs

- ✓ **Video:** Control paragraph layout 6 min
- ✓ **Reading:** Exercise: Controlling paragraph layout 10 min
- ✓ **Video:** Apply borders and shading 3 min
- ✓ **Reading:** Exercise: Applying borders and shading 10 min
- ✓ **Video:** Apply styles 4 min
- ✓ **Reading:** Exercise: Applying styles 10 min
- ✓ **Video:** Manage formatting 4 min
- ✓ **Reading:** Exercise: Managing formatting 10 min

Work Smarter with Microsoft Word > Module 3 > Exercise: Managing formatting

< Previous Next >

Exercise: Managing 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!

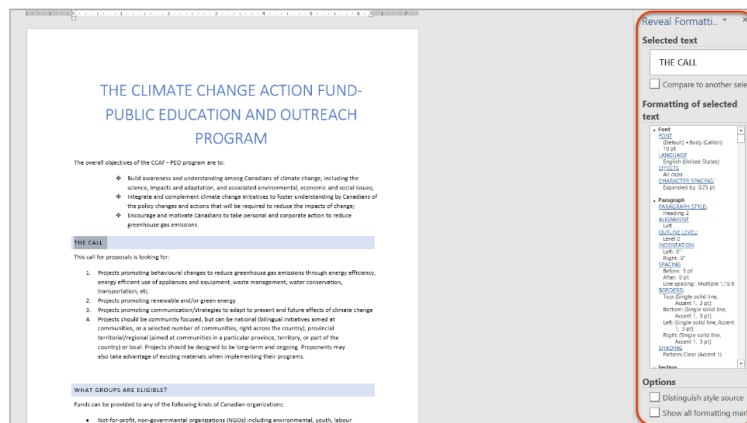
Let's get started!

In this exercise, you will put the finishing touches on our sample document.

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

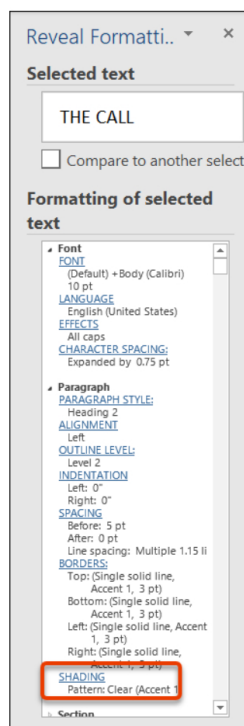
[Exercise: Managing formatting](#)

2. Select "The Call" heading. Press Shift + F1 to open the Reveal Formatting task pane:

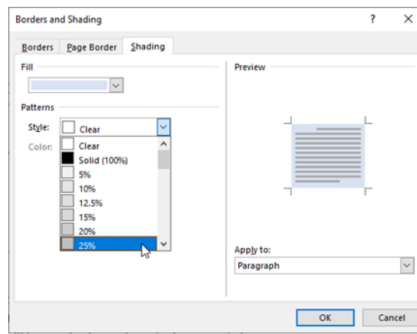


(Feel free to resize the task pane if necessary.)

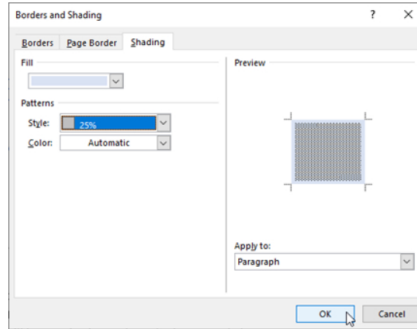
3. Click the Shading link to open the appropriate dialog box:



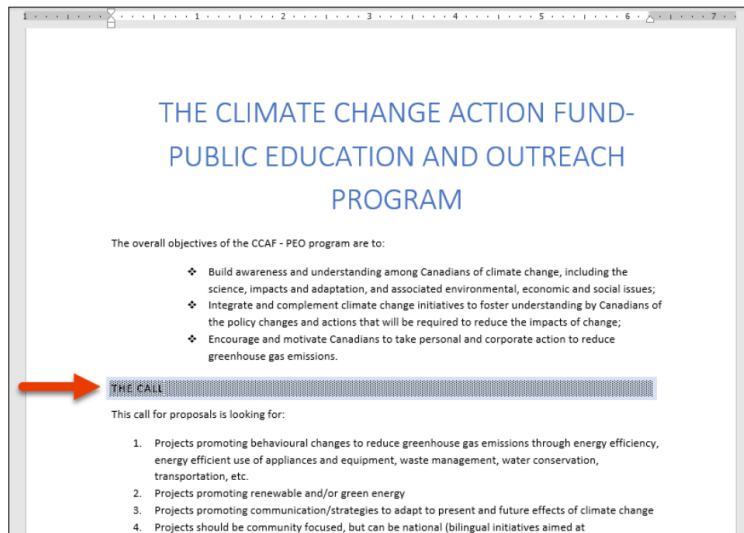
4. The Borders and Shading dialog box will open. Click the Style menu and choose 25%:



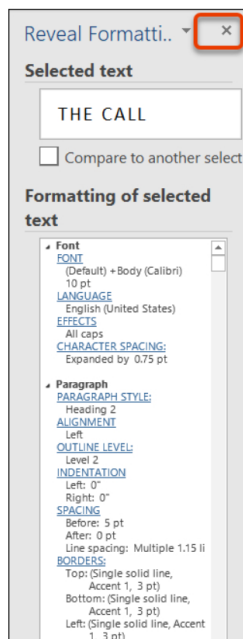
5. Click "OK:"

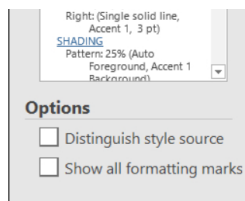


6. You will see the changes reflected in the Reveal Formatting task pane and the document:



7. You can now close the pane:

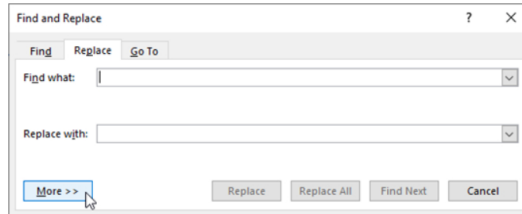




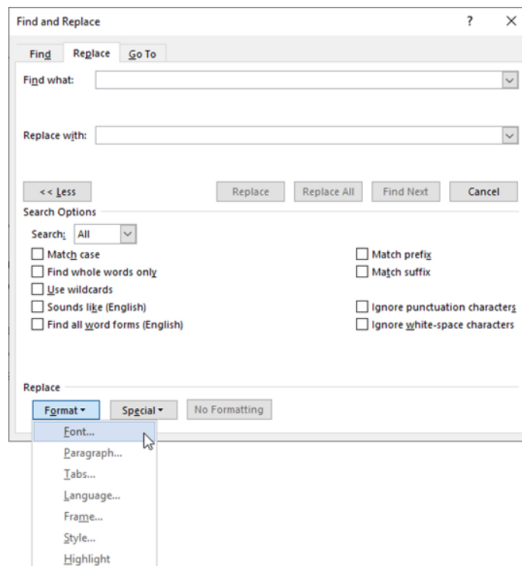
8. Click anywhere in the document to de-select the text. Click Home → Replace:



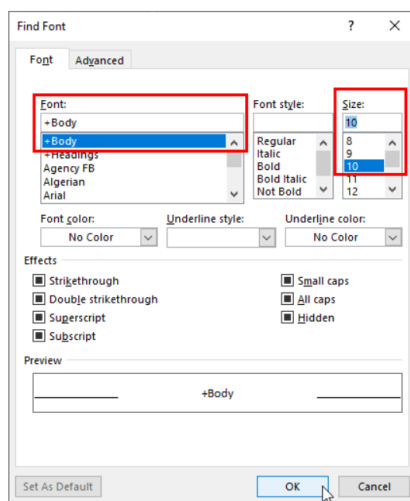
9. In the Find and Replace dialog box, click the More button:



10. Ensure that your cursor is in the “Find what” field. Click Format → Font:

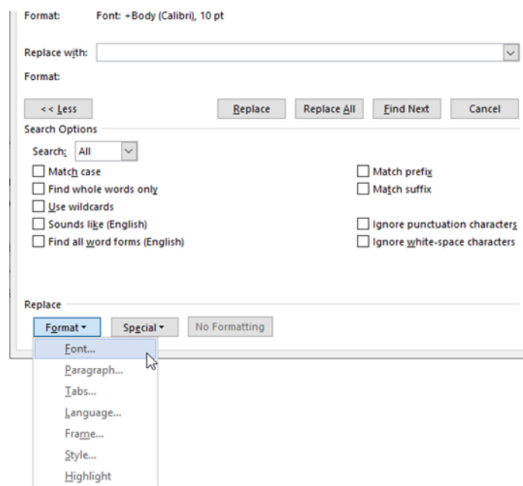


11. In the Font dialog box, choose +Body from the Font list and 10 from the Size list. Click “OK.”

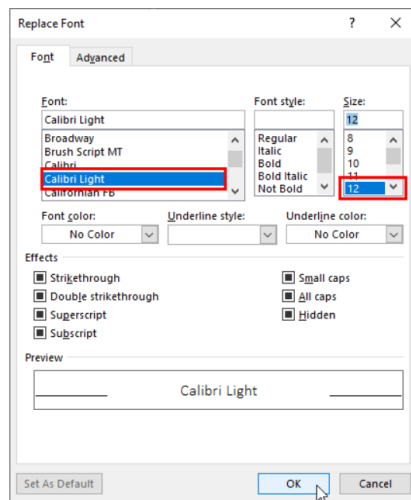


12. Back in the Find and Replace dialog box, move your cursor to the “Replace with” field. (Also, notice that your font choices appear below the “Find what” field.) Click Format → Font:

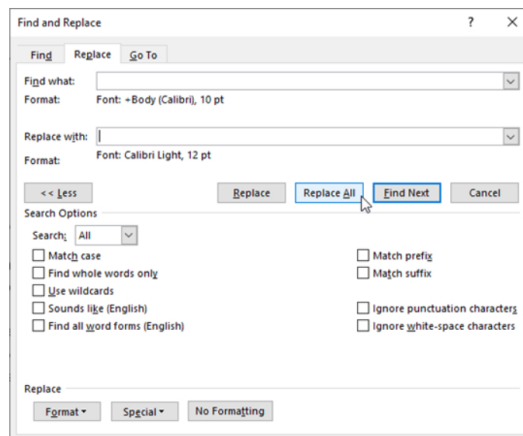




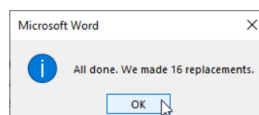
13. In the Font dialog box, choose Calibri Light from the Font list and 12 from the Size list. Click "OK:"



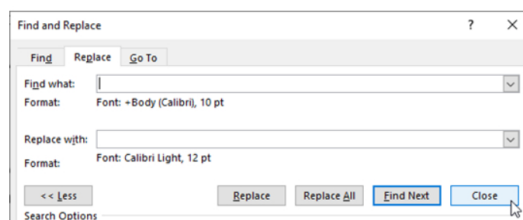
14. Click "Replace All:"



15. Microsoft Word should inform you that it has made 16 replacements. Click "OK" in this dialog box:



16. Close the Find and Replace dialog box:



Search:

☐ Match case
 ☐ Match prefix

☐ Find whole words only
 ☐ Match suffix

☐ Use wildcards
 ☐ Ignore punctuation characters

☐ Sounds like (English)
 ☐ Ignore white-space characters

☐ Find all word forms (English)

Find

17. Review the changes to the document:

THE CLIMATE CHANGE ACTION FUND- PUBLIC EDUCATION AND OUTREACH PROGRAM

The overall objectives of the CCAF - PEO program are to:

- ❖ Build awareness and understanding among Canadians of climate change, including the science, impacts and adaptation, and associated environmental, economic and social issues;
- ❖ Integrate and complement climate change initiatives to foster understanding by Canadians of the policy changes and actions that will be required to reduce the impacts of change;
- ❖ Encourage and motivate Canadians to take personal and corporate action to reduce greenhouse gas emissions.

THE CALL

This call for proposals is looking for:

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.
2. Projects promoting renewable and/or green energy
3. Projects promoting communication/strategies to adapt to present and future effects of climate change
4. Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the

18. Save your document as **Activity 3-7 Complete**. Close Microsoft Word 365.

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

[Completed exercise: Managing formatting](#)

Mark as completed