

Hide menu

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

Work Smarter with Microsoft Word > Module 3 > Exercise: Applying character formatting

< Previous Next >

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!

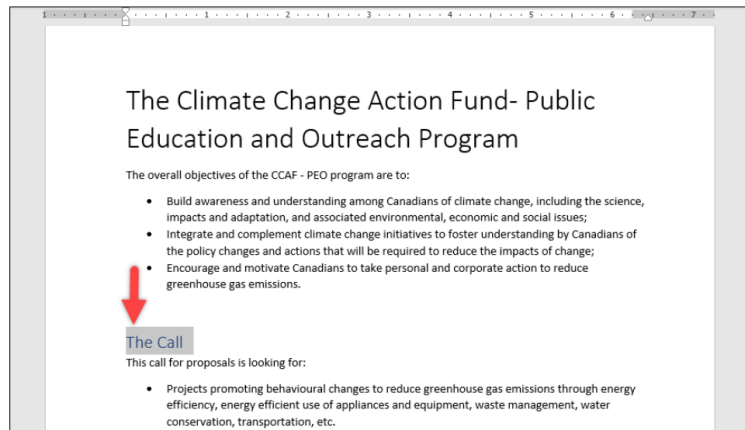
Let's get started!

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

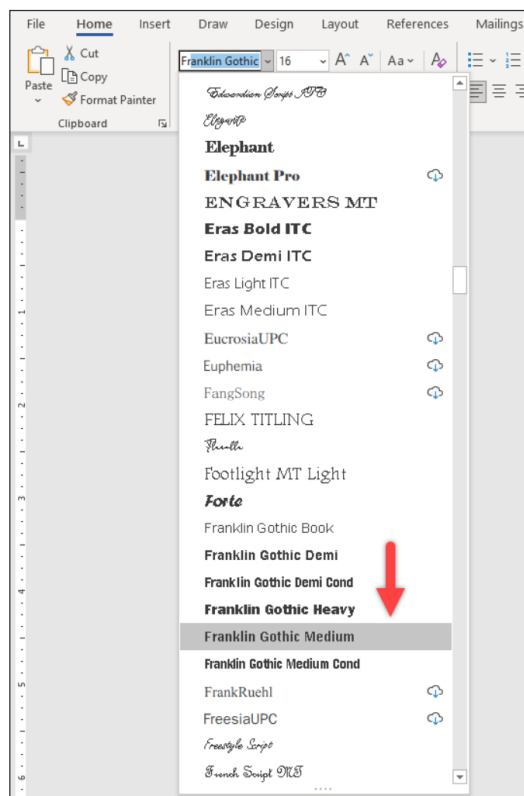
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[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:

The Call

This call for proposals is looking for:

- Projects promoting behavioural changes to efficient use of appliances and equipment,

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

Encourage and motivate Citizens to take personal and corp

The Call

This call for proposals is looking for:

- Projects promoting behavioural changes to reduce resources and equipment, waste n
- Projects promoting renewable and/or green energy
- Projects promoting communication/strategies to a
- Projects should be community focused, but can be

selected number of communities, right across the c

in a particular province, territory, or part of the co

and ongoing. Proponents may also take advantage

6. Click "Dark Blue:"

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

File Home Insert Draw Design Layout References Mailings Review View Help

Cut Copy Paste Format Painter

Calibri Light (H) 16 A⁺ A⁻ Aa A_o

B I U

Clipboard Font Paragraph

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

What groups are eligible?

Funds can be provided to any of the following kinds of Canadian organizations:

- Not-for-profit, non-governmental organizations (NGOs) including environmental, youth, labour organizations
- Community groups (voluntary groups, community associations, institutions)
- Aboriginal communities, organizations and associations
- Educational and academic institutions
- Other governmental agencies (provincial, territorial, regional, municipal); and Businesses, industries, and their professional associations.

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

9. Both titles will now have the same formatting:

The Call

This call for proposals is looking for:

- Projects promoting behavioural change
- Projects promoting efficient use of appliances and equipment
- Projects promoting renewable and/or
- Projects promoting communication/st
- Projects should be community focused

selected number of communities, right

in a particular province, territory, or p

and ongoing. Proponents may also tak

What groups are eligible?

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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