LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
First Quarter, Week 8

Formatting Documents

Name of Learner: _____   Date: _____

Grade Level /Section: _____

BACKGROUND INFORMATION FOR LEARNERS

Formatting text and *paragraphs* include a number of preferences to adjust such as the size, color, alignment and also to insert special symbols. Formatted text and paragraph can attract attention of the readers to particular parts of a document putting emphasis on important information.

Formatting Text

To change the font

Word provides fonts that can be used in customizing text and titles. By default,*Calibri* is set in every new document.

1. Highlight the text to modify.

2. *Home* tab>click *drop-down arrow* next to the *Font* box to appear the set of choices of font styles.

3. Move the mouse over the font styles to see the live preview then Select the font style to use.

4. The selected will take effect in the document.
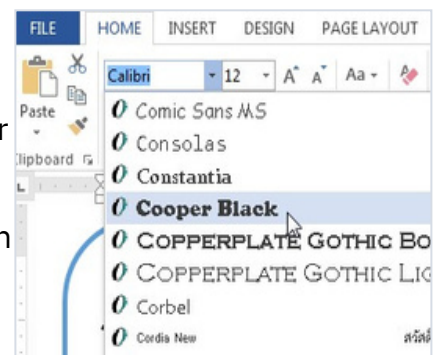
To change the font size

1. Select the text to modify.

2. Select the desired font size formatting options:

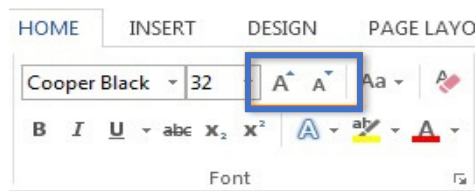Font size drop-down arrow: *Home* tab>click the Font size drop-down arrow to appear the set of choices of font styles.
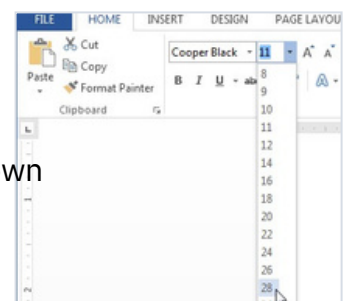
Font size box: If the needed font size is unavailable in the Font size drop-down arrow, click the Font size box and then *type* the desired font size, press *Enter*.
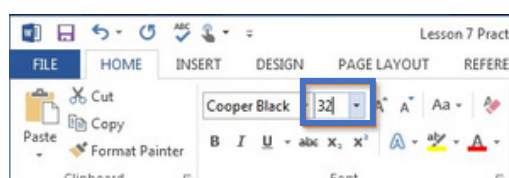
Grow and shrink font commands : To change the font size, click the *Grow Font* or *Shrink Font* commands

3. The font size will take effect in the document.

To change the font color

1. Select the text to modify.
2. *Home* tab>click the *Font Color* drop-down arrow to appear the *Font Color* menu.
3. Move the mouse over the font colors for live preview then select the font color to use.
4. For more color choices, Select *More Colors…* and choose the desired color then click *OK*.
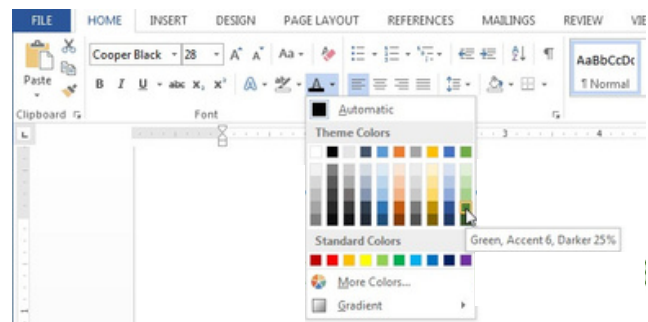
To highlight text

It is a useful tool to emphasize important text in document by marking.
1. Select the text to highlight.
2. Home tab>click the *Text Highlight Color* drop-down arrow and the *Highlight Color* menu will appear.
3. Select the desired *highlight color*.

To remove highlighting, select the highlighted text>click the *Text Highlight Color* drop-down arrow>select *No Color*.

To change the text case

In changing the text case quickly instead of deleting and retyping text, use the *Change Case* command.
1. Select the text to modify.
2. *Home* tab>click the *Change Case* command.
3. A drop-down menu appear. Select the desired case option from the menu.
4. The text case will take effect in the document.

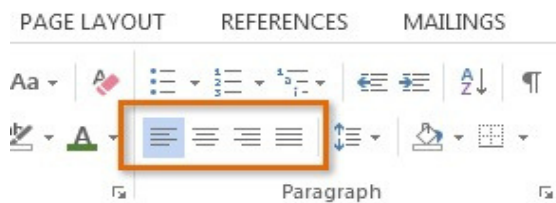Using keyboard just select the text want to modify and press SHIFT + F3.

To change text alignment

Left margin is the Word default alignment in every new document. Though, there are instances when wanted to adjust the text alignment.
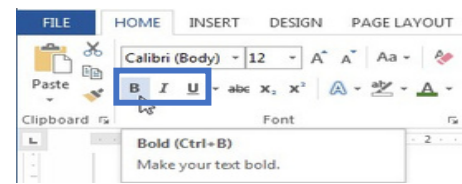
1. Select the text to modify.

2. *Home* tab> select one of the *alignment options* from the *Paragraph* group.

Applying Font Styles and Effects

To use the Bold, Italic, and Underline commands

   1. Select the text to modify.

   2. *Home* tab>click the Bold (B), Italic (*I*), or Underline (U) _ command from the *Font* group.

   3. The selected text will modify in the document.

To apply text effect options

   1. Select the text.

   2. *Home* tab> *Font Group*>click *bottom right arrow*.

   3. *Font dialog box*>select the *Font, style, size and effects* to apply.

   4. Click the *Text Effects* button.

   5. When done, click on OK.
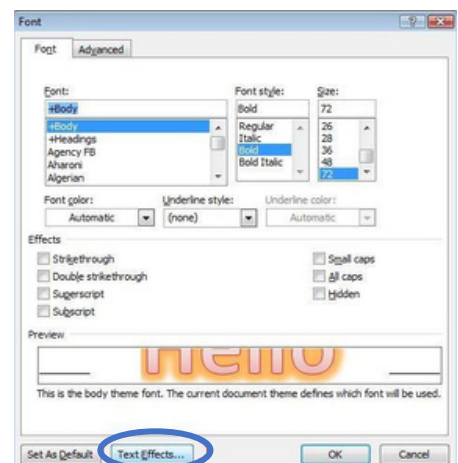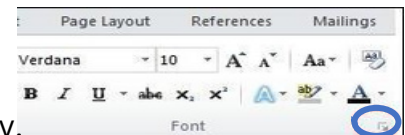
To clear formatting

  1 Select the text or press *Ctrl + A* to select the entire document.

  . *Home* tab> *Font* group>click *Clear All Formatting*

  2

  .

To copy formatting

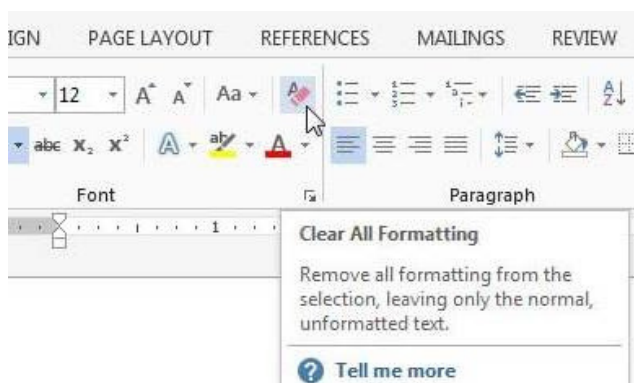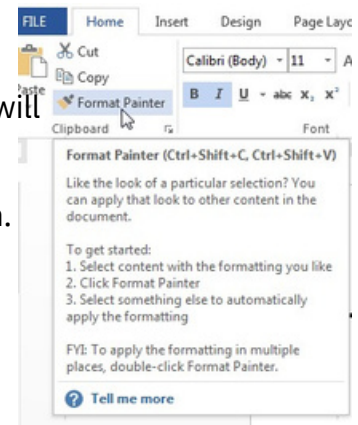To copy and to paste content is commonly Word document task. Nevertheless, copying and pasting formatting a block of text as well as images can also be used.

1. Highlight the text to copy format.
2. *Home* tab> on *Clipboard* section click *Format Painter*. The cursor will change into paintbrush.
3. Apply the copied format through selecting the text and clicking on.

Formatting Paragraphs

It allows changing the overall look of the document.

To change paragraph alignment

1. Select the paragraph to align.
   Home Tab>Choose the appropriate button for alignment on the *Paragraph Group*
2. *Align Left* to align paragraph to left margin
   Center to align paragraph within margins
   Align Right to align paragraph to right margin
      Justify to align paragraph both the left and right margins.
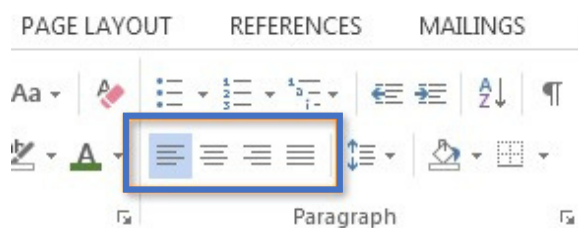
Changing Line and Paragraph Spacing

In designing the document and making formatting decisions, it needs to consider the *line* and *paragraph spacing*.

Word allows customizing line spacing either *single space* (one line high*), double space* (two lines high), or any other amount. The default spacing in Word 2013 is *1.08 lines* which is slightly larger than single space.

To change space between lines and paragraphs

1. Select the paragraph/s to change.
2. *Home* Tab>*Paragraph* Group>*Indents and Spacing* Tab.
3. In Spacing section, adjust the spacing as desired and click OK.
4. The paragraph spacing will take effect in the document.

INDENTING PARAGRAPHS

Allows setting text within a paragraph at different margins. MS Word provides *indent markers.* The indent markers are positioned to the left of the horizontal ruler.

First-line indent marker : Adjusts the first-line indent

Hanging indent marker : Adjusts the hanging indent

Left indent marker : Moves both the first-line indent and hanging indent markers at the same time
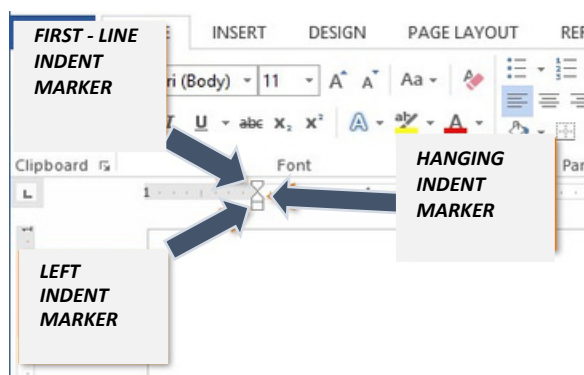
To indent using the Tab key:

The easiest way to indent is through *Tab* key. This will create *1/2 inch* first-line indent.

1. Place the cursor *at the very beginning* of the paragraph to indent.

2. Press *Tab* key and the first line of the paragraph will be indented.

TABS

 Using *tabs* gives added control over the placement of text. By default, the insertion point will move *1/2 inch* to the right when tab is pressed.

THE TAB SELECTOR

It is located above the *vertical ruler*. Move the mouse over the tab selector to see the name of the active *tab stop*.
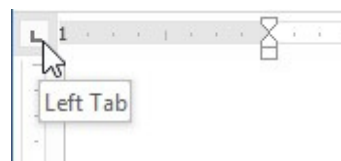
Types of tab stops include:

Left Tab : Left align the text at the tab stop

Center Tab : Center the text on the tab stop

Right Tab : Right align the text at the tab stop

Decimal Tab : Align decimal numbers using the decimal point

Bar Tab : Draw vertical line on the document

First Line Indent : Indent the first line of text in a paragraph

Hanging Indent : Inserts the hanging indent marker and indents all lines other than the first line

ADDING BORDERS AND SHADING

a. *Home Tab>* on the *Paragraph Group* click*Borders Button*

b. the Select *Border and Shading*.

c. Select the appropriate options then click
OK.

Creating Bulleted and Numbered Lists

Bulleted and numbered lists is used in outlining, arranging, and emphasizing text in document.

To create bulleted list

1. Select the text to format.

2. *Home* tab>click *drop-down arrow* next to *Bullets* command

3. Hover the mouse over the bullet styles and select the bullet style
to use.

4. The bulleted list text will take effect.
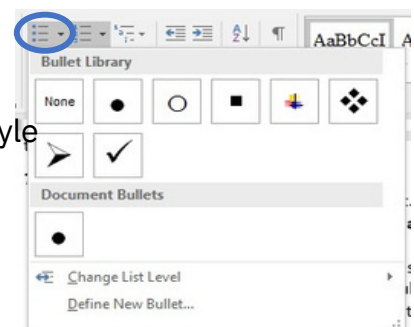
To create a numbered list

1. Select the text to format.

2. *Home* tab>click the *drop-down arrow* next
to *Numbering* command.

3. Hover the mouse over the numbering styles and choose the
numbering style.

4. The numbered list text will take effect.
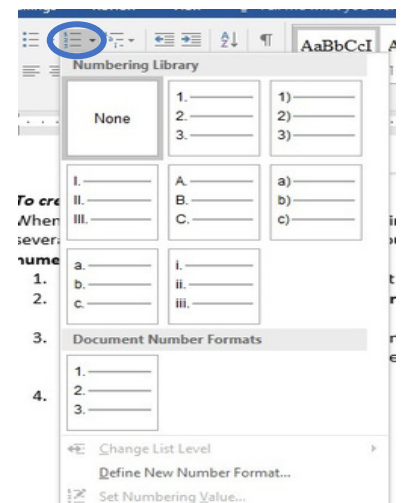
To use a picture as a bullet

1. Select an existing list to format.

. *Home* tab>click *drop-down arrow* next to the *Bullets* command. *Define New Bullet...*

2. Select *Define New Bullet* dialog box will appear>*Picture* button.

. *Insert Picture* dialog box will appear>Select the desired image file> *Insert* .

3. The image appears in Preview section of the *Define New Bullet* dialog OK.

. box> The image will be appeared in the list.

4
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SYMBOLS

5   At times, it requires to add symbol to the text and it seems they are unavailable on keyboard.

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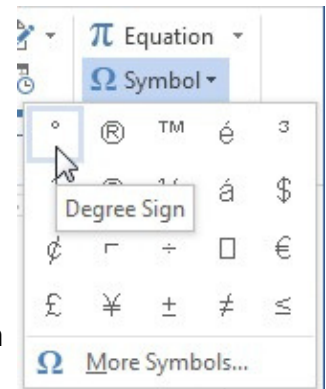
6

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To insert a symbol

1. Place the *cursor* in the location where to insert symbol.

2. *Insert* tab>*Symbol* drop-down arrow

3. Select the symbol to apply.

4. The symbol appears in the document.

If the symbol looking for cannot be located, click   *More Symbols..* to open the Symbol dialog box. Find and select the desired symbol and click *Insert* .

Applying Styles

To apply *Quick Styles* follow the following steps:

1. Select the text to format.

2. *Home* Tab> on *Styles* Group>Click the style to apply.

For further applying of styles, use the mini toolbar as it appears when highlighted text is right-click.

Formatting Headings

It is used for particular requirements for most documents like adding chapter titles and/or front titles that need to be formatted in a same manner.

To setup heading

From *Home Ribbon*> *Styles Group*>right-click on the *Heading 1 style* > select *Modify*.
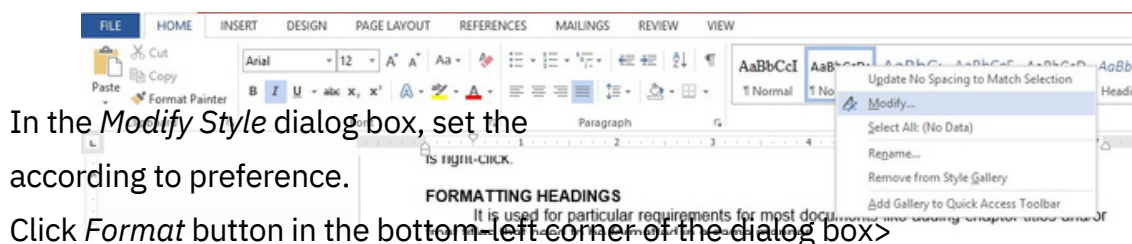
In the *Modify Style* dialog box, set the according to preference.
Click *Format* button in the bottom-left corner of the dialog box>

1. In the *Indents and Spacing* tab>set the *font, font size, text color, line spacing, and alignment*

2. *Paragraph alignment, indentation, and spacing>* Click *OK* .

3.

Printing Documents

Finally, after creating documents one may need previewing and printing it. Previewing is important and useful before printing to see what a document looks like.

It is very easy to preview and print a document in Word through *Print Pane*.

To access the Print pane

1. Select the tab and the *File* *Backstage view* appears.
2. Select the *Print* *Print Pane*

   To access also the , press *Print Pane* Ctrl+P.

To print a document

1. Navigate on the *Print*. Select the *printer's name*.
2. Fill the number of copies to print.
3. Select additional *settings* as needed.
4. Click *Print*.
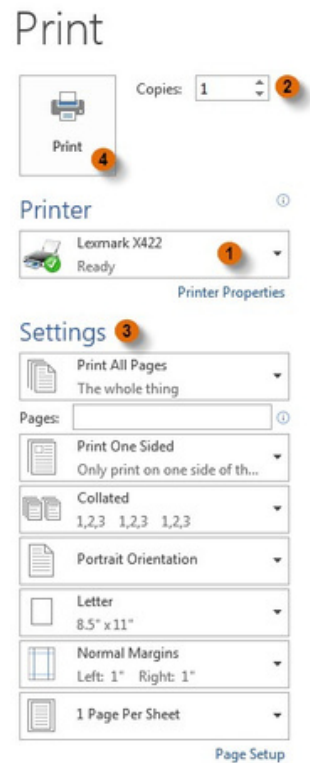
CUSTOM PRINTING.
It allows to identify exactly which pages would like to print.

To custom print a document:

To print individual page/s, it will be needing to separate each entry with *comma* (e.g. 10, 11, 12, 15-17, or 10-14).

1. Navigate to the *Print pane*.
2. In the Pages: field; enter the pages want to print.

Enter the desired pages in the Pages' field

3. Click *Print*.

LEARNING COMPETENCY
To format and print documents.

ACTIVITIES

ACTIVITY 1

Directions: Arrange the steps *Highlighting/Selecting Text, Adding Borders and Shading, Creating Bullets,* and *Inserting Symbols.* Write the letter of your choice on the space provided.

A. Highlighting/Selecting Text

a. Click the Home tab.
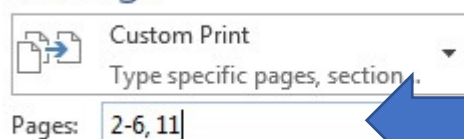b. Highlight Color menu will appear.
c. Select the text to highlight.
d. Select the desired highlightcolor.
e. Click the Text Highlight Color drop-down arrow.

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____

C. Creating Bullets

a. Hover the mouse over the bullet styles.
b. Click *Home* tab and click *drop-down arrow* next to *Bullets* command.
c. Select the bullet style to use.
d. The bulleted list text will take effect.
e. Select the text to format.

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____

B. Adding Borders and Shading

a. Select Border and Shading.
b. Select the appropriate options then click OK.
c. Click the Borders Button.
d. Click the Home Tab on the Paragraph Group

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____

D. Inserting Symbols

a. On the *Insert* tab select *Symbol* drop-down arrow.
b. The symbol appears in the document.
c. Place the *cursor* in the location where to insert symbol.
d. Select the symbol to apply.

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____

The following are the criteria in assessing the performance Activity 2, 3 and 4.

RUBRICS FOR PERFORMANCES

DIMENSION	HIGHLY SKILLED 5 4 3	MODERATELY SKILLED		UNSKILLED 2	NO ATTEMPT 1
Application of Procedure	Systematic application of procedure all the time without supervision.	Systematic application of procedure with minimum supervision.	Systematic application of procedure some of the time with constant supervision.	Never follows systematic application of procedure and highly development on supervision.	No attempt to apply procedure.
Speed/Time	Work finished ahead of time.	Work finished on time.	Work finished close to given time.	Work finished beyond the given time.	No concept of time.
Correctness	All elements are correct and satisfy the specifications of the performances.	Minor error(s) in element in satisfying specifications of the performances	Substantial error in elements in satisfying specifications of the performances. Understanding of concepts still visible.	Several errors in elements. Unclear about performances, specifications and how to meet them.	Elements of the performance specifications are ignored and/or not met.
Workmanship	Performed with ease and confidence.	Performed with some hesitations.	Showed slight evidence of nervousness during the performance.	Showed strong evidence of nervousness during the performance.	No attempt.

ACTIVITY 2

Instructions:
1. Launch MS Word.
2. Open an existing document Word Exercise #2 – *Your Name (Last Name, First Name Middle Initial)*
or as instructed by the teacher.
3. Save As the document in your folder with a filename Word Exercise #4 – *Your Name (Last Name, First Name Middle Initial)* or as instructed by the teacher.
4. With your own choice text format, change the font style, font color and font effect, and font size of
the title *(The DepEd Vision, The DepEd Mission, and Core Values).*
5. Highlight some text. Underline the word Filipinos. Bold the persons involved in The DepEd
Mission. Italicize The Core Values content.
6. Uppercase the title: The DepEd Vision, The DepEd Mission, and Core Values. Center all text.
7. Insert a registered trademark symbol at the left-bottom page of your document and type your name. 8. Change the line spacing of some text into single-spaced.
9. Change the paragraph spacing between two paragraphs.
10. Select the title *The DepEd Vision, The DepEd Mission, and Core Values* and apply Borders and
Shading.
11. Insert numbered and bulleted lists into the following document's title:
Numbered - The DepEd Vision
Bulleted - The DepEd Mission
Bulleted Picture - Core Values

ACTIVITY 3

Instructions:

1. Create a newblank document.

2. Change the Setup of the document

Margins : Narrow

Orientation : Portrait

Size : Letter

3. the document in your folder with a filename Word Exercise #5 – Type the text appearing below. Save *Your Name (Last Name, First Name Middle Initial)* or as instructed by the teacher.

4. Close Word.

This line of text is LEFT ALIGNED!

This line of text is CENTER ALIGNED!

This is RIGHT ALIGNED!

Aligned along the right margin wherever the right margin is set determines the alignment. Click the left button to the left or press CTRL + L.

Text that justify alignment must be typed so that there are enough words to cause a word wrap to occur. When there are multiple lines of Word Processing maintained a justify look to paragraphs in justified text. Words spread on the spaces between words so that all words can align at the left and right margin.

It is fun to play with typefaces and type sizes. This text is typed with 12-point Courier New. It is recommended that you use a readable size for 9 to 12.

This type of font is 16 point Arial.

This is written in Garamond at 20 point.

Times New Roman is the font use to do this text at 24 point.

This is printed in BOLD!
This is printed in ITALIC!
This text is printed with underscore!
This text is printed on all three formats!

~~This text has strikethrough effect.~~
~~Double strikethrough took this text~~ effect. This text contains superscript effect.
This text has subscript effect.

ACTIVITY 4
Instructions:
   1. Open all existing Word documents on your folder.
   2. Change the Setup of all documents *(make sure that it fits only to one page)*
   Margins : Normal
   Orientation : Portrait
   Size : Letter
   3. Preview the documents in the Print pane.
   4. Print one copy of each document.
   5. Try custom printing a selection of pages in the document if applicable. 6. Close all documents after printing.

REFLECTION

How formatted text, paragraphs, and objects affect the overall look of the documents?

_____

_____

_____.

REFERENCES FOR LEARNERS

Crisostomo, Conchita C. (Third Edition). *Word Processing for Windows.* 3K-IT Educational Services, Las Piñas City

http://infobitt.blogspot.com/2010/06/open-save-save-document-automatically.html

https://www.computerhope.com/issues/ch001695.htm

https://edu.gcfglobal.org/en/word2007/creating-a-new-document/1/

https://www.youtube.com/watch?v=_vi_BCUIXKI

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