Formatting Text

Objective

To become proficient at spell checking and changing text font, style, alignment and other graphical elements in order to produce high quality and visually appealing documents

Key Concepts

Font, style, layout, line spacing, spell checking, bullets, toolbars

Skills

* Checking the attributes of text in a document
* Changing text font, style and size
* Changing alignment and text spacing
* Spell checking a document
* Inserting pictures and other graphical elements
* Using the find and replace function to fix recurring errors
* Bulleting and numbering lists

Welcome to formatting. Now that you know how to use menus, ribbons and dialog boxes and save files exactly where you want, you can create your own documents and make them look however you want. Formatting documents makes them more attractive and easier to read. Because most documents we produce need to be read by sighted people, visual formatting is important. People will take you less seriously if you send them messy documents, especially if those documents contain typos and spelling mistakes.

This unit covers changing basic text and document layout features to make a document clear and attractive. Additionally, you will learn to use spellcheck to make sure that what you type is accurate.

The importance of spellcheck cannot be over-emphasized. With resumes and cover letters, spelling mistakes can get an otherwise decent application thrown in the trash. Some college professors will take off points for typing and spelling mistakes. Employers will not appreciate needing to have someone else proofread your work because you are unable to do so yourself, at least until you become important enough in a field like publishing to warrant someone else being paid to do this work for you.

As you work through this unit, make sure to check your work thoroughly so that you do not need to go back and correct assignments later; always feel free to ask for help if something is unclear or if you are unsure whether you did something correctly.