# Word 2013

Formatting Text

Introduction

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have many options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

To change the font:

By default, the font of each new document is set to Calibri. However, Word provides a variety of other fonts you can use to customize text and titles.
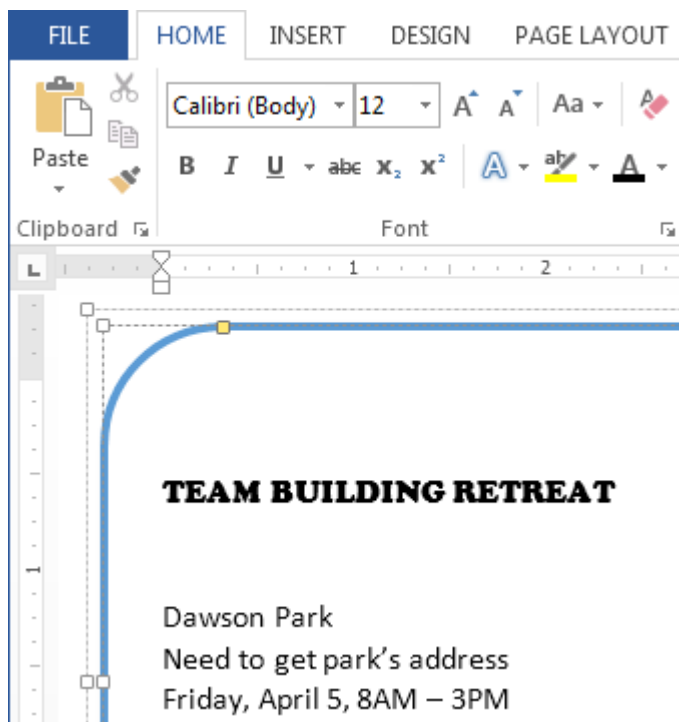
1. Select the text you wish to modify.

Source: http://www.gcflearnfree.org/office2013
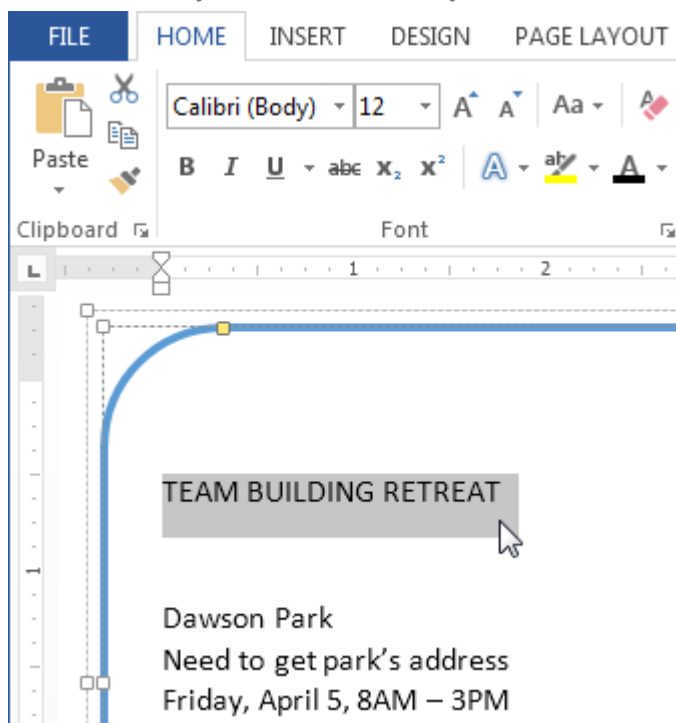
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.

3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you wish to use.
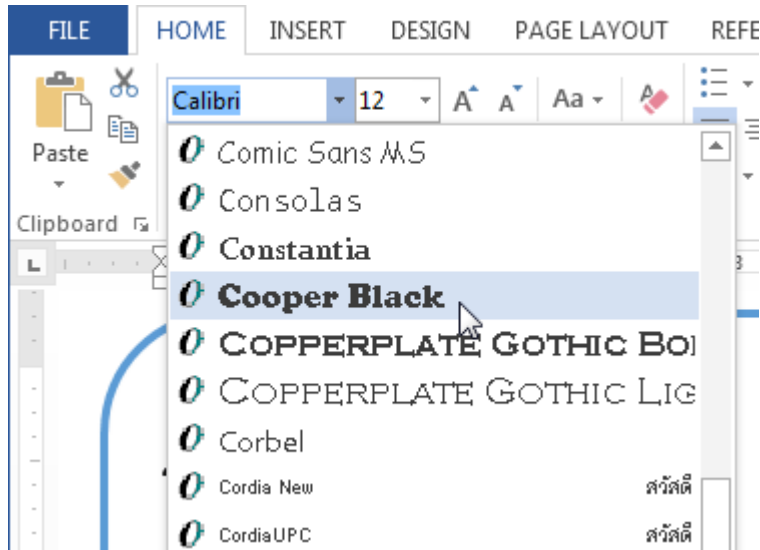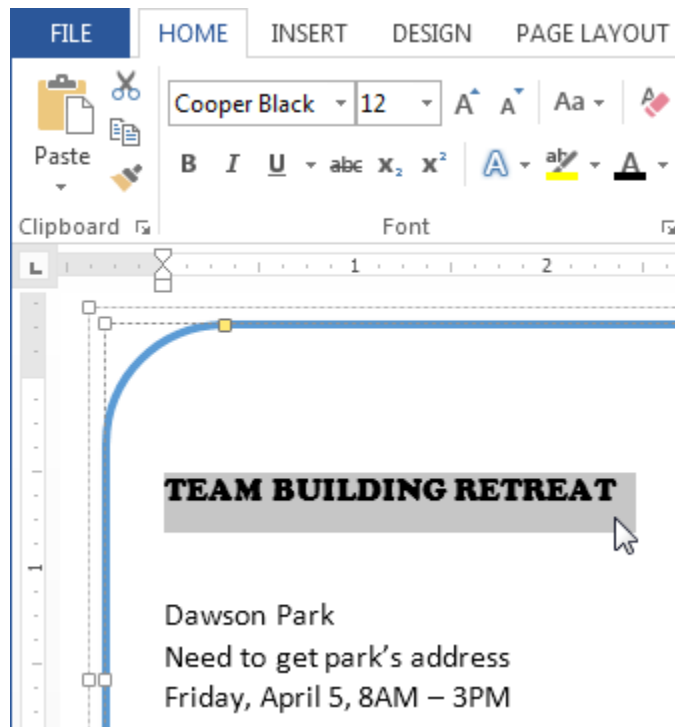


4. The font will change in the document.

When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that is easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.
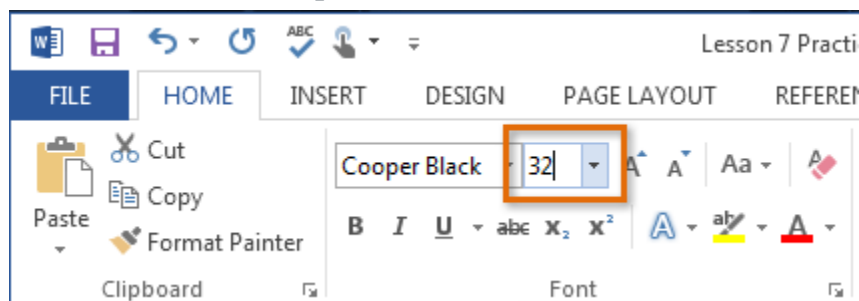
To change the font size:
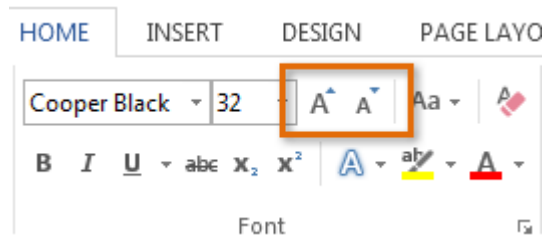
1. Select the text you wish to modify.

2. Select the desired font size formatting option:
   - **Font size drop-down arrow:** On the **Home** tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.
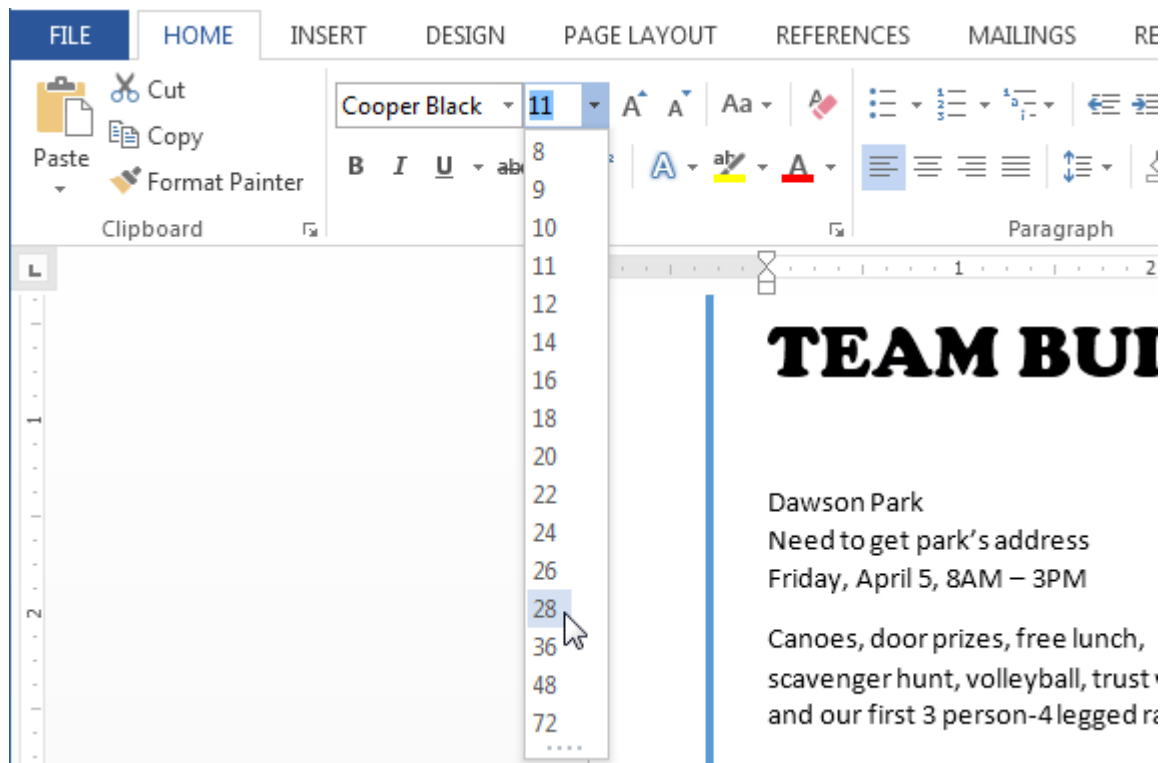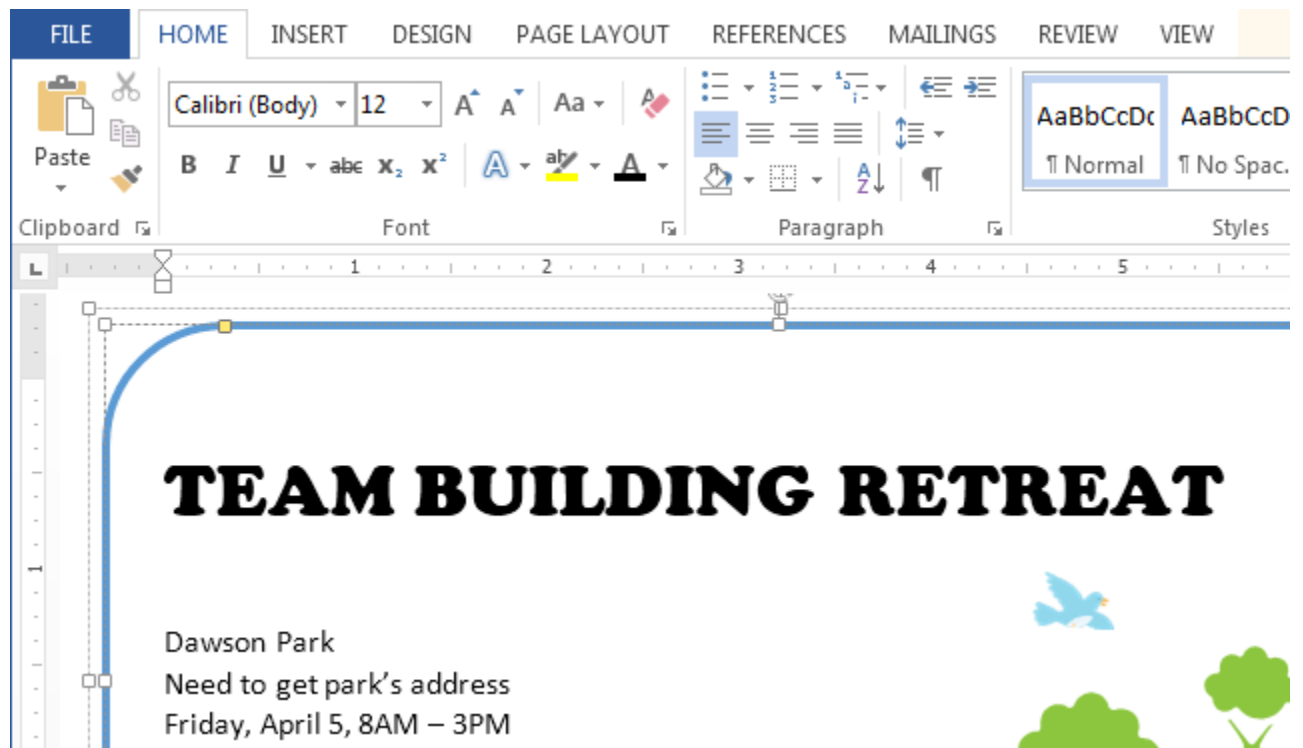
o **Font size box:** When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and **type** the desired font size. Then press **Enter**.

o **Grow and shrink font commands:** Click the **Grow Font** or **Shrink Font** commands to change the font size.
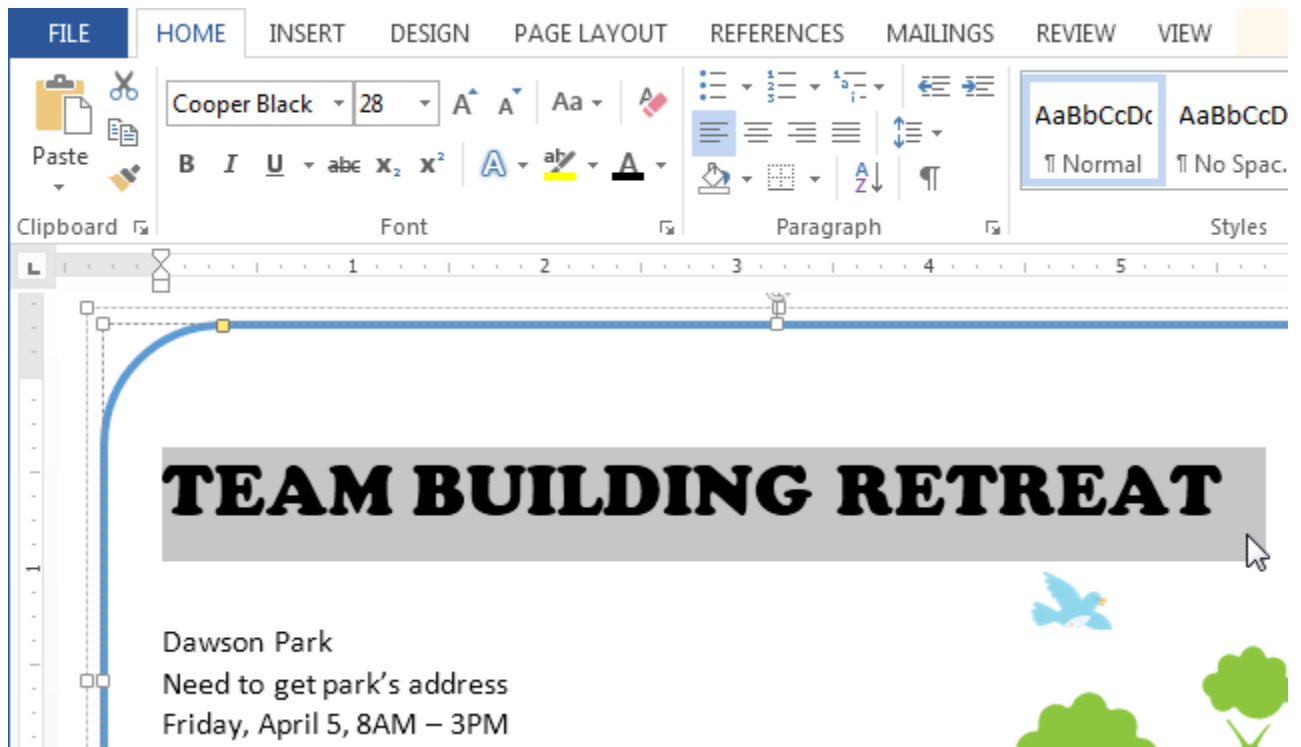

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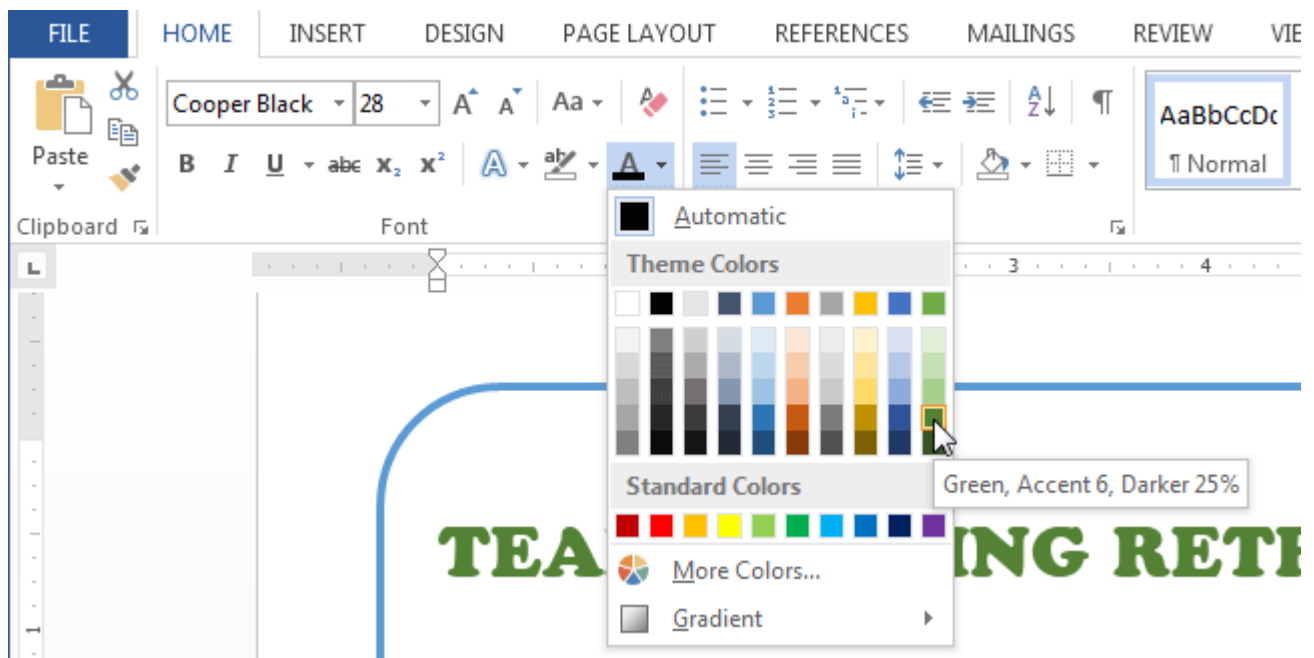3. The font size will change in the document.

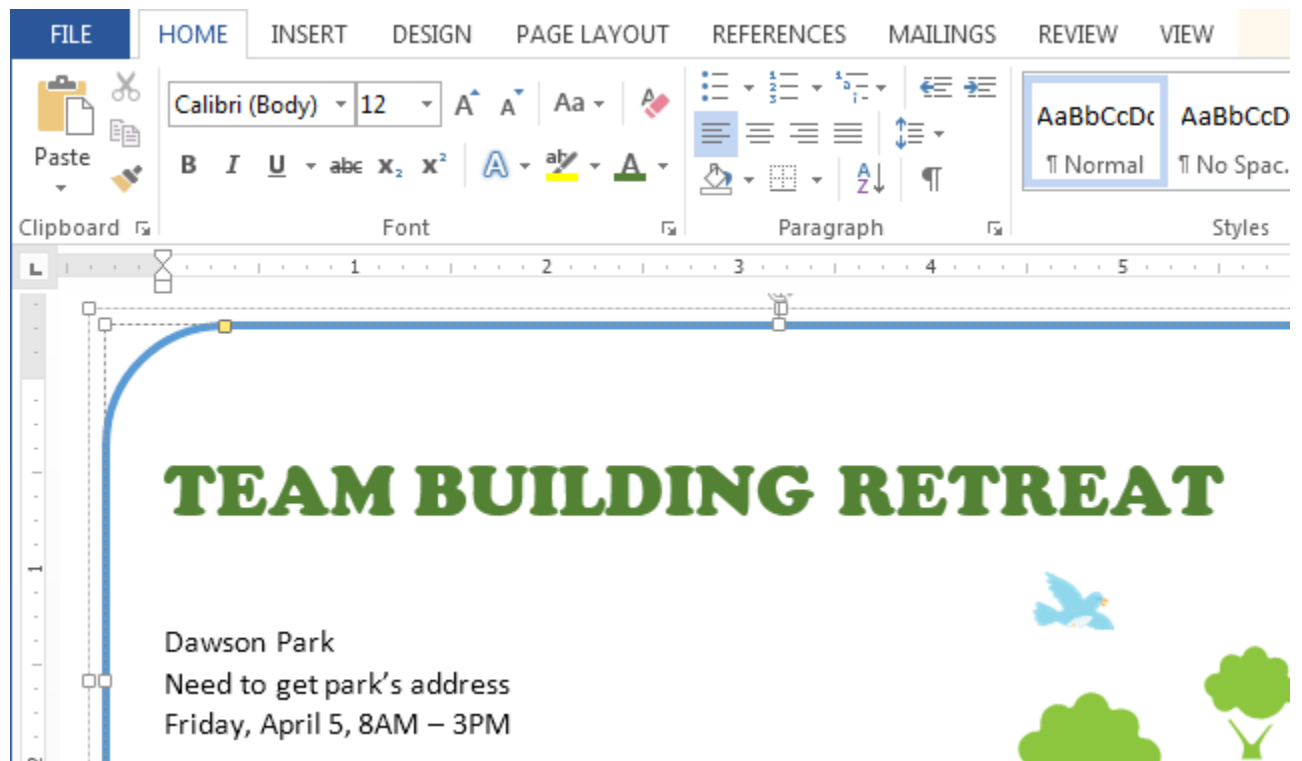## To change the font color:
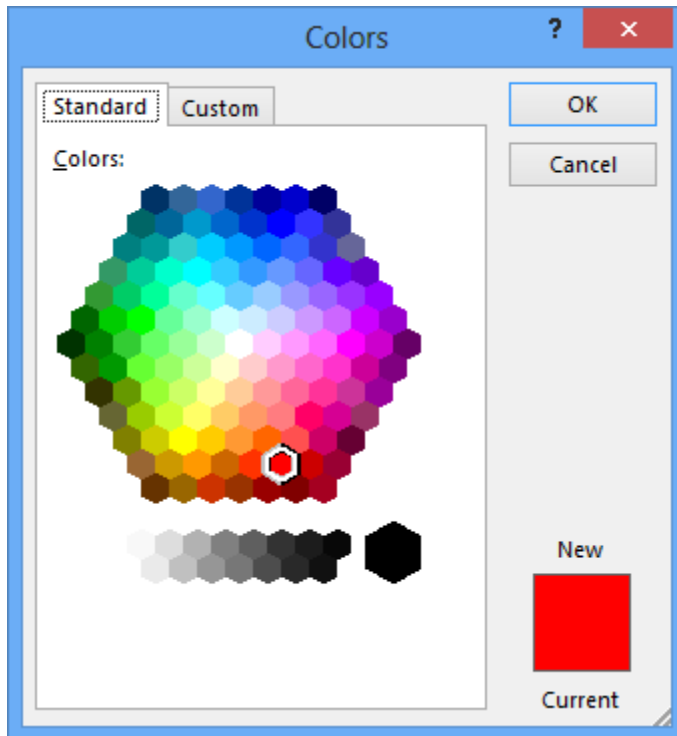
1. Select the text you wish to modify.

2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.

3. Move the mouse over the various font colors. A live preview of the color will appear in the document.

4. Select the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors...** at the bottom of the menu to access the **Colors** dialog box. Choose the color that you want, then click **OK**.
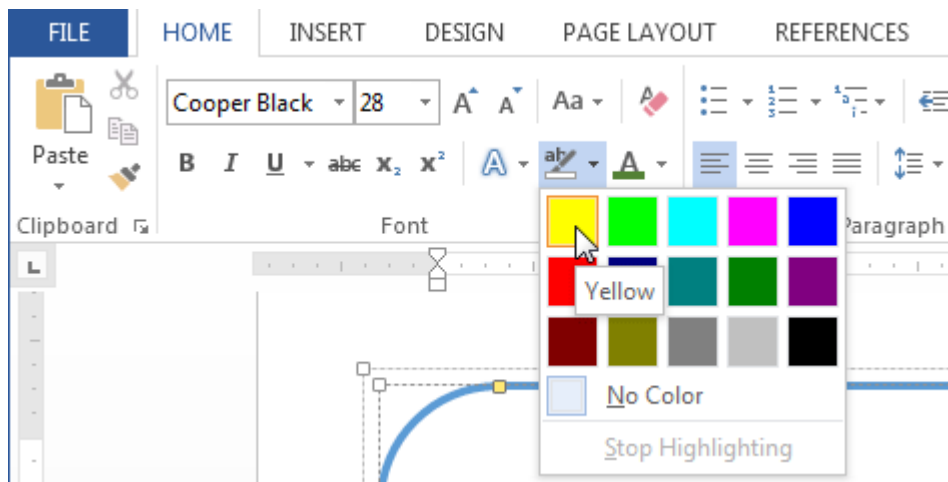
To highlight text:

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you wish to highlight.

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
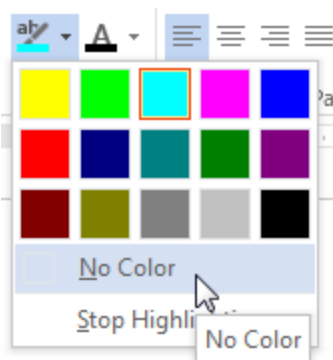
3. Select the desired highlight **color**. The selected text will then be highlighted in the document.

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.


If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Simply click the **Text Highlight Color** command, and the

cursor changes into a highlighter ![highlighter icon]. You can then click, hold, and drag the highlighter over the lines you wish to highlight.
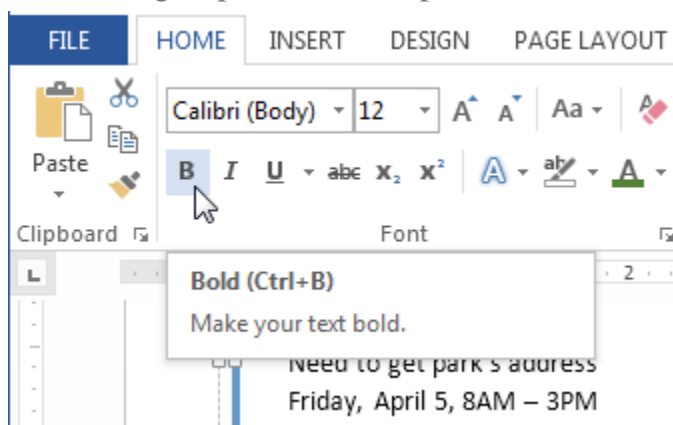
To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.
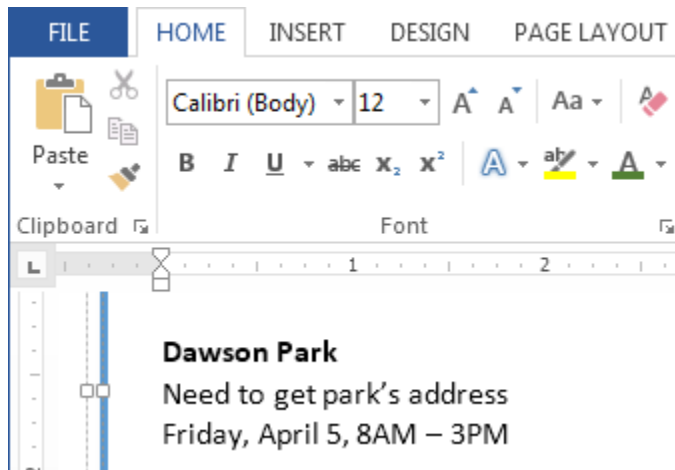
1. Select the text you wish to modify.
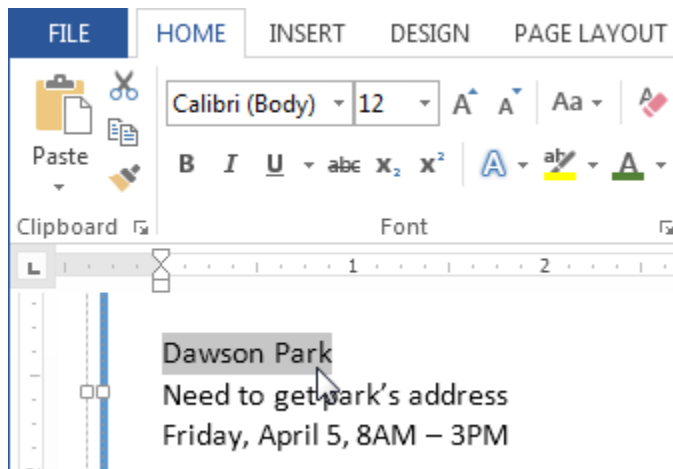
2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.
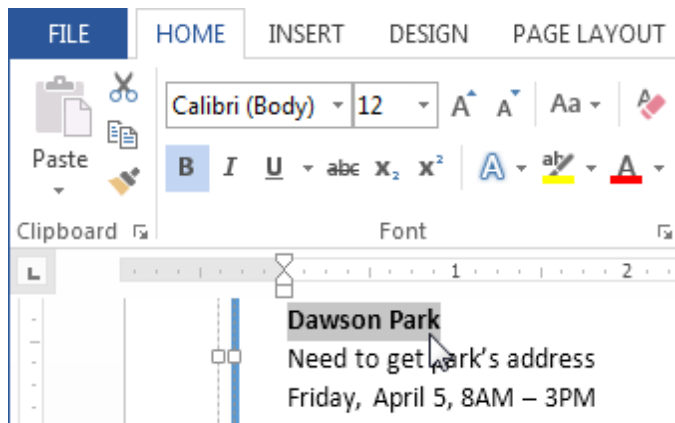
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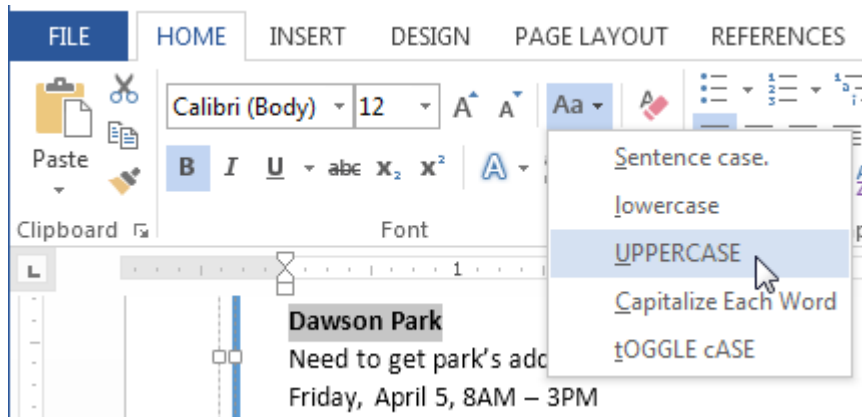3. The selected text will be modified in the document.

To change the text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.
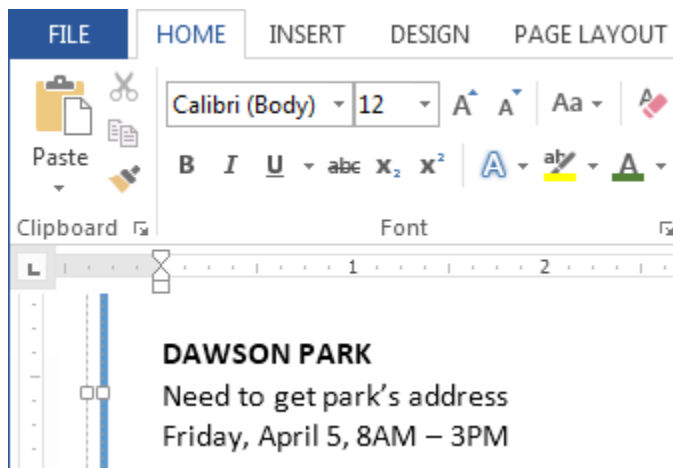
1. Select the text you wish to modify.

2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.

4. The text case will be changed in the document.
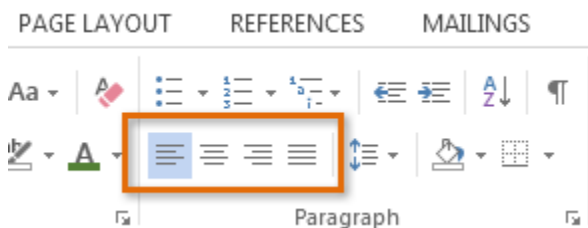

To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you wish to modify.
2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.

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Click the arrows in the slideshow below to learn more about the four text alignment options.

Align Text Left: Aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

Center: Aligns text an equal distance from the left and right margins.

Align Text Right: Aligns all selected text to the right margin.

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

Symbols

Sometimes you may find that you need to add a **symbol** to your text, such as the Copyright symbol, ©. Word offers a large collection of symbols for currency, languages, mathematics, and more.

To insert a symbol:

1. Place the **insertion point** in the location where you want to **insert** a symbol.

Place the insertion point at the desired location

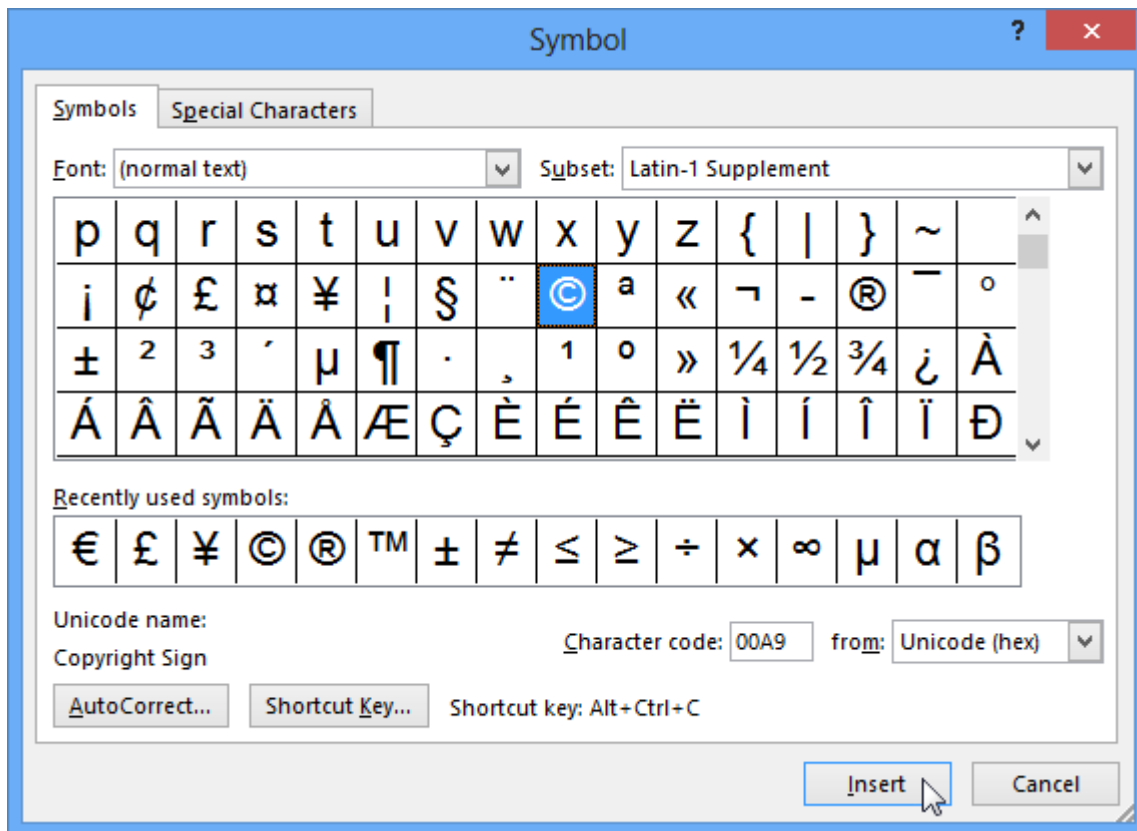2. On the **Insert** tab, click the **Symbol** drop-down arrow. A menu of symbols will appear.

3. Select the desired **symbol**.
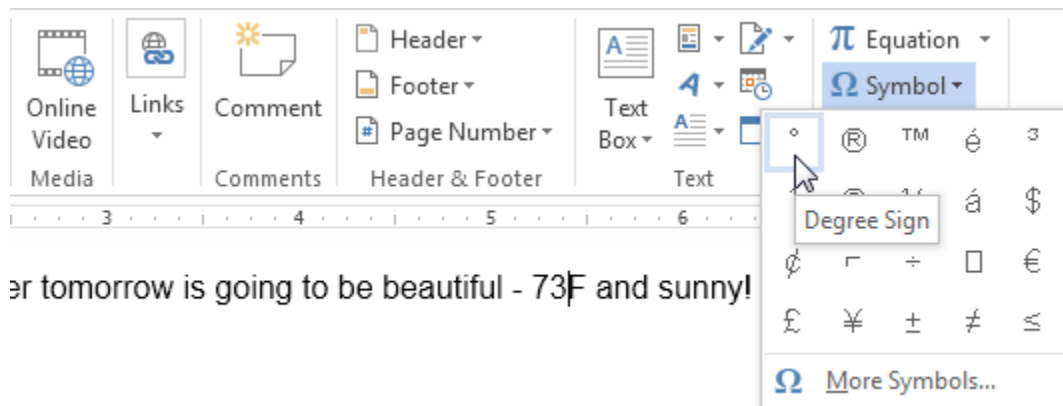
4. The symbol will appear in your document.
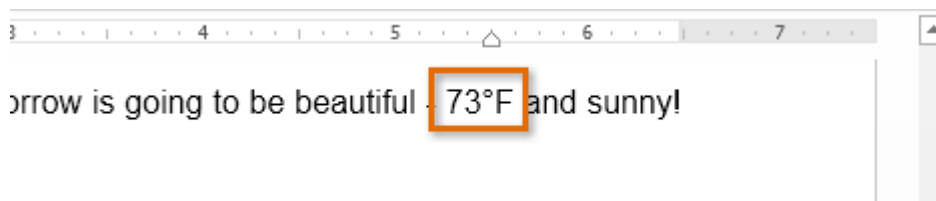
If you don't see the symbol you're looking for, click **More Symbols...** to open the Symbol dialog box. Locate and select the desired symbol, then click Insert.

YOUR ASSIGNMENT IS ON THE FOLLOWING PAGE!

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Assignment!!

1. Open the **Microsoft Word Practice Document.**
2. Change the **font style** of the title.
3. Change the **font size** of the title.
4. Change the **font color** of the park's name (any color will do).
5. **Highlight (in yellow)** the line that reads "need to get park's address".
6. **Bold, Italicize** and **Underline** the date of the event.
7. Change the **case** of the name of the park to all upper case using the **case change** feature.
8. **Center** align the title.
9. Insert a **symbol**, the registered trademark **symbol**, ®, after **Sullie's Subs.**