Text Formatting

FONT TYPE: By default Word 2007 uses a font called Calibri. Select the paragraph starting with the text FONT TYPE within your document and experiment will applying different font types. To do this, make sure that the Home tab is selected, and then click on the down arrow, to the right of the text within the Font control.

FONT SIZE: The font size refers to the height of the text. Below 8 pt font size text is almost unreadable, so try and use a font size that is easy to read on the screen and also when printed.

Bold, italic or underline: You can add emphasis to parts of you text by displaying them in Bold, Italic or Underlined, or in a combination of these attributes.

Subscript and superscript: Sometimes you need to display a character above or below the normal text line.

Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

E=MC2

Subscript refers to text displayed below the normal line. An example would be the chemical formula for water.

H2O

Case changing: This feature allows you to select a portion of text and then change the capitalization within that text. For instance you could select a heading within your document and format it to display as all upper case letters.

Highlighting: The highlighting feature is great if you are reviewing a document and is used in the same fashion as you would use a pen highlighter on a printed copy. You can change the highlighting colour but if you intend to print the document in black and white, do not use a very dark highlighting colour, as you may find the highlighted words are blacked out and unreadable.

Font colour: You can apply different colours to your text which can add impact to your documents if you are going to print them using a colour printer. Do not use too many colours on a single page as this can look messy. The rule with colour is that less is good. Also be careful when using faint colours which may not show up well when printed on a black and white printer. Finally consider that some people have various types of colour blindness and may not be also to read some colours as others would.

Copying text formatting: This feature allows you to pick up the formatting that has been applied to one portion of text and apply that formatting to another portion of text