

## Work with text

### Time for formatting!

Text editors like Microsoft Word let you modify your text to make it more interesting and understandable.

The first step is to open Microsoft Word:

- Click the Start button.
- Scroll down the sidebar with the applications and click Microsoft Office and then. Microsoft Word

To use Bold, Italic and Underline.

- Select the text you wish to modify.
- On the Home tab in the Font group. click Bold, or Italic, or Underline.

Remember to select the text you want to modify first before applying any font format.

You can highlight some points in your text to make them stand out.

To highlight text:

- On the Home tab, in the Font group, click the arrow next to the Text Highlight Color button.
- In the list, click a highlight color e.g. Yellow.
- Select the text you wish to modify and it will be highlighted.

### Find text

If your document is very large and you want to find a word or text quickly, you can use Find.

Ctrl+F

To find a word or phrase:

- On the Home tab, in the Editing group, click Find.
- The Navigation task pane will appear.
- In the Search box, type the text you want to find e.g. center. As you type, the matching text will be highlighted in the document.

### Undo an action.

If you change your mind about a text format, click Undo or press Ctrl + Z

You can't Undo some actions, such as clicking commands on the File tab or saving a file.

### Zoom in and out.

To only change the size of text appearance on screen, click the zoom slider on the status bar at the bottom of the window, hold down the left mouse button and then drag the slider to the right or left.

## Give a title.

The title of your article must be interesting and understandable because it's the first thing people read. Use some special formatting to make it stand out.

To change the font:

- Select the text you want to modify.
- On the Home tab, in the Font group, click the arrow next to the Font button.
- In the list, click the font you want to use e.g. Berlin Sans FB Demi.
- The font will change.

To change the font size:

- Select the text you want to modify.
- On the Home tab, in the Font group, click the arrow next to the Font Size button.
- In the list, click the font size you want to use e.g. 36
- The font size will change.

To change the text alignment:

- Select the text you wish to modify.
- On the Home tab, in the Paragraph group, click one of the four alignment options.

Align Text Right aligns all the selected text to the right of the page.

Center aligns text in the middle of the page.

Align Text Left aligns all the selected text to the left of the page.

## Make a list.

### Bullets and numbers

To create a list, use bullets and numbers.

To create a bullet list:

- On the Home tab, in the Paragraph group, click the arrow next to the Bullets button.
- In the list, click the Bullet you want to use.
- A bullet will appear on the left.
- Type a word or phrase and press Enter to automatically insert another bullet.
- To finish the list, press Enter twice, or press Backspace to delete the last bullet or number on the list.

To create a numbered list, follow the same steps, but instead of bullets use numbering. A list of numbers will appear.

## Insert a symbol.

You can choose a symbol from a big list of special symbols.

To insert a symbol:

- Click the place where you want to insert the symbol.
- On the Insert tab, in the Symbol group, click Symbol.
- In the Symbol list click the symbol you want to use e.g. Wingdings 74
- The symbol will appear.