

Formatting text.

One of the most common tasks to write text, It can be anything from a small note to an email to a friend, to a school project. Text is so important that many different programs have been developed to create and edit it. Microsoft Word is a very powerful program, not only for writing but also to for formatting text, making tables and labels or even having fun with pictures and shapes. The environment of Microsoft Word is simple and easy to use.

To open word:

- Click the search button type word and press enter
- The program opens

The ribbon is dynamic. When you select an object, a new tab offering new options for pictures will appear. If you change the size of the main window, the ribbon may hide some options.

Grouping the buttons is very important, because some buttons do similar things. For example, the font gives you all of the necessary tools to format the font of your text.

The ribbon is at the top of your screen from here you can access all the tools in Microsoft the page layout word. Each tab deals with the specific task, e.g. the page layout.

Each tab consists of groups of buttons and dropdown lists this is how the program organizes its features.

Rulers allow you to align your text or change the size of a table.

The white area is the page where you can type your text

At the bottom left of your screen is the view buttons and the zoom slider. Here, you can change how you view the document, or you can zoom in or out.

Start typing.

It is very easy to start typing in Microsoft Word. Just click the white page as soon as the cursor starts flashing, use your keyboard and type away.

In order to learn how to type fast and correctly, you need to know how to place your hands on the keyboard. First of all, you need to use both hands.

Imagine that your keyboard is divided into two areas. You use your left hand and the area from the TGB keys and to the left and right hand from the YHN keys and to the right.

Save, open, create new document.

While you're working, a lot of things can go wrong. That is why it's very important to save your work every now and then. In this way, you can switch off your computer and continue working on a project later, without risking losing any work. You can also create a new document, so that you can work with multiple text.

To save your document:

- Open the file tab, click save as.
- Click browse.
- In the save as window, in the file name text box, type the name for your file and click save.

If you want to reduce the amount of blue light from your computer screen, you can enable dark mode option via the file tab and the account panel. It will be more comfortable for your eyes.

You can save your documents in different types of formats. By default, Microsoft Word saves your text as a Word document (.docx), but you can choose other types., such as PDF, HTML, or plain text.

To open a file.

- On the file tab, click or press ctrl + O.
- Click browse.
- In the open window, locate your file, click it, and then click open.

To create a new document.

- On the file tab, click new, and then click blank document.

You can also press CTRL + N.

Format Text

Now that you know how to save and open your work and see how you can play with your font so that you can make your document look more attractive.

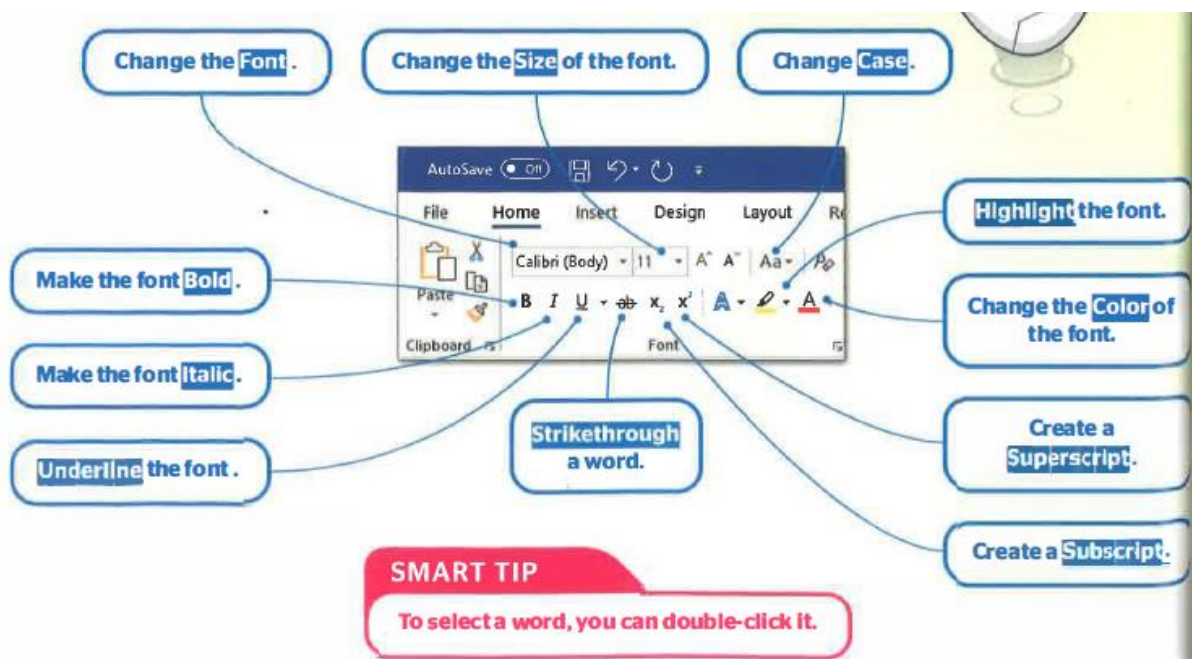
To change the font of a word or phrase.

- Hey word or phrase. For example your name.
- On the Home tab, in the Font group, click the font you want.
- select the size of the font so that your name looks bigger than the rest of the text.
- Your selected text will change accordingly.

To make your text bold and underline it.

- Select your name and on the home tab, in the Font group, click the Bold button.
- Follow the same steps, but instead of Bold, click the Underline button.

As you can see, all the buttons in the Font group work in the same way: first, select the text you want to format and then click the appropriate button to make the changes you want.



Bullets and numbering

Sometimes you may want to present a list of things, for example your favorite animals. Try to avoid just putting the words one below the other. Use bullets and numbering in order to create an attractive list.

To create a bullet list:

- Select the text you want to convert to a list.
- On the Home tab, in the Paragraph group, click the Bullets button.
- Bullets will be applied to your selected text.

Format a paragraph

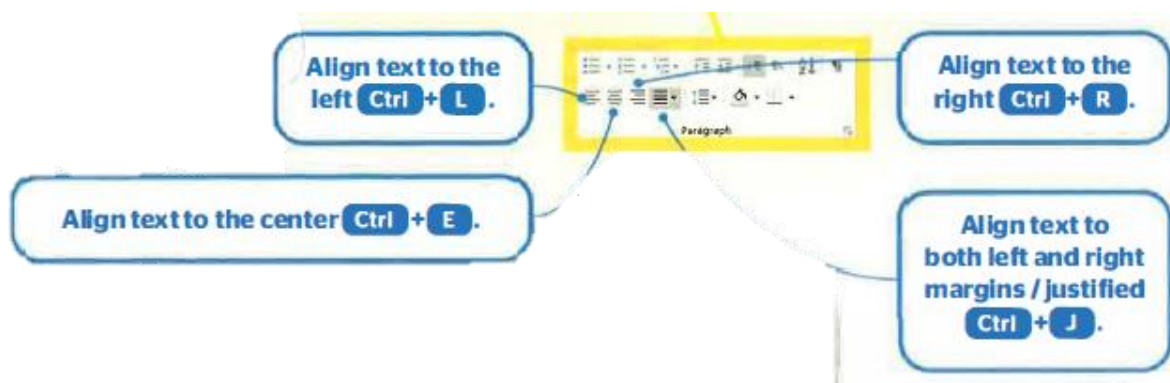
A paragraph is a collection of sentences that deal with a specific subject. In Microsoft Word, most of the paragraph formatting options are on the Home tab, in the Paragraph and Styles groups.

Align text

It's sometimes necessary to align the text in a different way in order to make it look better. We can align one or more paragraphs to the left, right and center or we can justify the paragraphs.

To Align a paragraph:

- Select the paragraph.
- On the Home tab, in the Paragraph group, click the Justify button and select Justify.
- Your paragraph has been aligned and has straight edges on both sides.



Paragraph Indentation

Paragraph indentation determines the distance of the paragraph from either the left or the right margin.

To apply paragraph indentation:

- Place your cursor at the beginning of your paragraph.
- On the Home tab, in the Paragraph group, click the Increase Indent button.

To change the indentation of the paragraph, click the indent increase or decrease button on the home tab in the paragraph group.

Sometimes you want the first line of your text to have some empty space at the beginning. We called this an indented line. To do this, click the beginning of the paragraph and press tab.

Line spacing

Line Spacing is the distance between the lines or the paragraphs of the text. Sometimes you may want to have more or less space between the lines.

To apply line spacing:

- Select your paragraph.
- On the Home tab, in the Paragraph group, click the Line and Paragraph Spacing button.
- Click 1.5.
- The distance between the lines has been changed.

Click add space before paragraph to add more space before the selected paragraph.

Click remove space after paragraph to remove space after the selected paragraph.

HISTORY

Before computers, people used to type text on typewriters. Typewriters first appeared in the 18th century, but the first one commercially successful was invented in 1868 by Sholes and Glidden.

Borders and shading

You can change the color behind your text or put a border around it. You can apply borders and shading to a single word, phrase, paragraph or even an entire text or page.

To apply shading and borders to your paragraph:

- Select your paragraph.
- on the Home tab, in the Paragraph group, click the small arrow next to the Shading button.
- Click a color and it will be applied in the background of the selected paragraph.
- Select your paragraph.
- On the Home tab, in the Paragraph group, click the small arrow next to the Borders button.
- Click Outside Borders.

You can apply a border to the top, bottom, left and right side of your text if you select more than one paragraph. You can also apply horizontal borders between paragraphs.

Advanced font formatting.

Now that you have learned how to apply basic formats, let's raise the level a bit. In this task you're going to learn more Advanced formatting features.

Advanced paragraph formatting.

Now let's see some more details about paragraph formatting. For example, let's find out how we can make a paragraph in which you want to indent all but the first line of the paragraph. This is called a hanging indent.

To create a hanging indent.

- Select a paragraph
- On the Home tab, in the paragraph group, click the expand button.
- In the indentation group, in the special lists, click hanging.
- Click the arrows to change the amount of indentation you want to apply.
- Click OK.
- Your paragraph has been formatted.

Alignment changes the alignment of your paragraph.

Before text and after text determine the left and the right indentation in the paragraph.

Before and after determining the space before and after the selected paragraph.

In the special list you can choose if you want the first line of the paragraph to be indented or hanging.

Use the arrows in the bullet list to change the amount of special indentation you are going to use.

Decide the amount of space you want between the lines by using the line and page break tab.

On the line and page break tab you can find the widow and orphan control option. A widow is the last line of a paragraph printed by itself on the top of a page. An orphan is the first line of a paragraph printed by itself at the bottom of a page. When this option is checked, Word prevents this from happening.

Advanced borders and shading.

You can also create custom borders and shading and apply different styles of borders, more colors or even add a border around the page.

The steps you must follow to add custom borders to your paragraph or pages are quite simple.

- #1 select your paragraph,
- #2 open the borders and shading window.
- #3 click custom border
- #4 select the style of the line you like
- #5 select the color,
- #6 select the width
- #7 select the area which you want to apply to your border top, bottom, left. Or right?

To apply a custom paragraph border.

- Select your paragraph on the home tab in the paragraph group with the small arrow to the borders button.
- Click borders and shading and the border and shading window will appear.
- On the Borders tab, in the shading group, click custom border.
- In the Style list click the double line, choose the color and the width you want.
- In the preview group, click the top border and bottom border and click OK.

To apply a page border.

- Open the borders and shading window and click the page Border tab.
- In the settings group, click Box border.
- In the art list, click the graphic you want to use and click OK.
- A page border with this graphic will appear on your page.

Font formatting.

All the necessary tools to format fonts have been included in the fonts group. There are more options though. For example, what do you do if you want to underline a word in dark red? Let's see this example.

To underline.

- Select a word or phrase
- On the Home tab, in the Font group, CLICK the expand button.
- The font window will appear.
- In the underline style list, click the thick line and in the underline color list, click the dark red color.
- Click OK.

Choose the font, font style and size.

Font color allows you to choose the color of your font.

Apply effects to your characters. Earlier we talked about strikethrough, superscript and subscript. There were also double

With underline styles you can choose the type of line you want your word to be underlined with.

With underline color you can choose the color of your underline.

Character spacing.

Character spacing is the distance between the letters of a word. Characters are the letters, numbers, and symbols of the text. Sometimes you may need more space between them to make the text easier to read, or because you want to make the reader pay attention to his specific word without applying bold or underlining to the word or phrase.

To adjust character spacing.

- Select a word or phrase
- On the Home tab, in the Font group, CLICK the expand button. In the font window, click the advanced tab.
- In the spacing list, click expanded if you want to increase the space and click OK.
- the space between the characters of the phrase we selected has been expanded

Scale can change the width of the characters. Any percentage over 100% will make the characters wider, and anything under 100% will make them narrower.

Position moves the selected characters above or below the position of the rest of the text or the baseline.

In the buy box you can type the spacing in points (pt) 3pt is about 1 millimeter.

Images and graphics

An article that contains only text can be very boring. To make it fun and attractive, use some pictures. You can insert the pictures that you took with your digital camera, or you can import some from Oriy Pictures. Let's try it!

To add a picture from Online Pictures:

- Click the point where you want to insert the image.
- On the Insert tab, in the Illustrations group, click Online Pictures.
- In the Online Pictures window, type a keyword or phrase in the search box and press Enter
- Select one of the Insert. images 4 and click
- The image you chose will be automatically inserted in your document.

To add an image from your computer:

- Click the point where want to insert the image.
- On the Insert tab, in the Illustrations group, click Pictures.
- The Insert Picture window will appear. Click the picture you want 3 and click Insert.
- The picture will be inserted into your document.

Of course, inserting an image into a document isn't enough. As you may have noticed, the picture appears like a big character in your text. If you take a look at magazines or newspapers, you will see that the text is sometimes wrapped around the picture, or the image is in the corner of the page. Let's see how we can do that.

To modify a picture or a shape:

- Click the picture.
- Click the Picture Format tab.
- Use the buttons in the Adjust group to modify your picture.

With the Corrections, Color and Artistic Effects tools, it's easy to play around and create what you want. There are hundreds of possible combinations.

Picture Border helps you change the style and color of the picture border. Choose a different line width or use dashes.

Click Crop, define the area of the picture you want to keep (crop area) and press Enter

With Picture Styles, you can change the outline of a picture or create a shadow with a new picture style. Try them all!

Use Picture Effects for more ways to change your picture. Select from a list of shadow, glow, reflection or even 3D effects

Wrap Text helps you to control how the text appears around the picture.

With Position you can select the correct place for your picture. Try all the choices to see how the picture and the text can fit together.

Insert graphics

Besides pictures and images, you can also use graphics and shapes like arrows, circles, triangles, etc. to make your document more interesting.

To insert and write inside a shape:

- On the Insert tab, in the Illustrations group, click Shapes and in the drop-down list, click the shape you like.
- Drag the shape into an empty space so that you can change its size and position.
- Right-click it and click Add Text.
- The cursor will automatically appear inside the shape. Type whatever you want.

Working with tables

If you want to work with numbers and other data, you can use a spreadsheet. But sometimes you may want to show organized information in a text document.

for example, you may want to show the personal details of your classmates, like their name, last name, address and phone number, or your school schedule. In this case, you can use a table. But this kind of table Doesn't have four legs! It's a grid with rows, columns and cells.

To create a table:

- On the Insert tab, in the Tables group, Table.1 click
- Select the size of the table you want. For example, choose 4x4 to create a table with 4 rows and 4 columns. 2
- To type text, just click inside a cell and start typing.

To insert a table:

- On the Insert tab, in the Tables group, click Table and then click Insert Table.
- In the Insert Table window, set the parameters you want, for example a table with 4 columns 2 and 4 rows 3 and click OK.

Formatting a table

It's very easy to format your table with Styles or create a custom format.

To apply a style:

- Click anywhere in the table.
- On the Table Design tab, in the Table Styles group, click the style you like.
- The style you selected will change the appearance of the entire table.

You can also create a custom style. For example, you can use the Borders or Shading buttons. We discussed in previous lessons that Borders is used for adding lines around the table or inside the grid and Shading for coloring the cells.

To use shading

- Select the cells you want to color.
- On the Table Design tab, in the Table Styles group, click the small arrow under Shading.
- Click the color you want to apply to your table.
- The color of the cells has changed.

A table consists of rows, columns and cells, but they don't have names like on a spreadsheet. If you want to make complex calculations, use Microsoft Excel and then copy all the cells to your document as a table.

As always, first select the area you want to change and then any format you choose from the menus

If you click More Colors, the Colors window will appear. From there, you can use one of the 256 standard colors, or you can choose your own from millions of choices in the Custom tab.

To use a border:

- Select the area of the table you want to add a border to.
- On the Table Design tab, in the Borders group, click the small arrow under Borders.
- Click the type of border you want, for example Outside Borders.

Edit your table

Sometimes you may realize that the table you created is small. Fortunately, you need to create a new one. You can add rows and columns to the table you already have.

To add a row or a column:

- Right-click the cell next to which you want to add a row or a column.
- In the pop-up menu, click Insert.
- For this example, click Insert Columns to the Right.
- A new column will appear on the right side next to the selected cell.

To delete a row or a column:

- Right-click any cell in the row or column you want to delete. 1
- Click Delete Cells. 2
- Click Delete entire row or delete entire column to delete a row or column. 3
- Click OK.

Use AutoFit to automatically adjust your table size:

- Click anywhere in the table.
- On the Layout tab, in the Cell Size group, click AutoFit.
- Click AutoFit Contents 3 to automatically adjust the size of the column to the longest word.

To change the size of a column or a row:

- Point on the right border of the column whose size you want to change.
- Hold, click and drag the border to the left or right.

Sometimes you may have trouble selecting a column, a row or a single cell. But don't worry. You can do this by clicking a specific point on your table. For example, if you want to select the second column, click the top of the column, or if you want to select the second row, click the beginning of the row. But there is also another way to do this.

To select a row, column or cell:

- Click any cell in the table.
- On the Layout tab, in the Table group, click Select.
- For example, click Select Column.
- The column to which the cell belongs will be selected automatically.

To align the text in the cells:

- select a row.
- In the Layout tab, in the Alignment group, select the alignment you prefer.
- The alignment of the text in the row has been changed to the center in this example.

To change the direction of the text:

- Select the cells you want to change the text direction in.
- On the Layout tab, in the Alignment group, click Text direction twice in this example, to change the text direction.

You can make your table fancier and save some space if you put the titles of your columns vertically. It's not something used commonly, but it's very helpful when you want to save space.