

Chapter 2

Formatting Text

Learning Objectives

After completing this chapter, you should be able to:

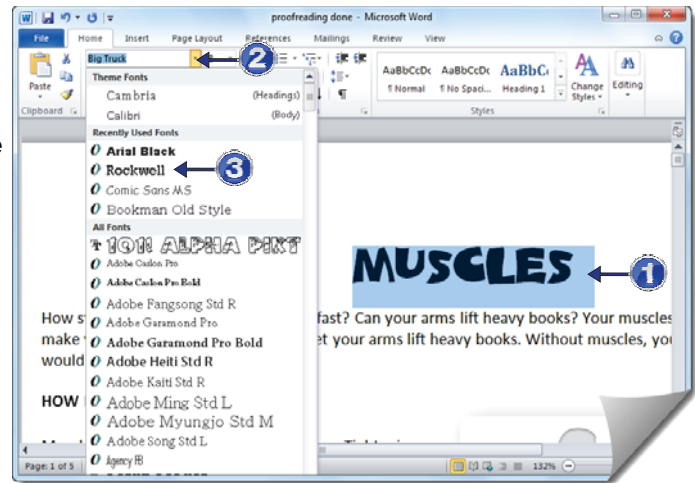
- change the font and text size;
- emphasize text through bold, italic or underline;
- add text color;
- superscript or subscript text; and
- apply strikethrough to text.

Changing the Font

You can change the typeface that appears in your document by changing the font. Changing the font can help readers understand your document better. Microsoft has added many new TrueType fonts to Microsoft Word.

Change the Font

- 1 Select the text that you want to change to a different font.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving the cursor up toward the Mini Toolbar.
 - To use the Ribbon, you can click the Home tab.
- 2 Click on the Theme Fonts pull-down arrow to display a list of available fonts on the computer.
 - If you use the Ribbon, Word displays a sample of the selected text in any font at which you point the mouse.
- 3 Click the font that you want to use.
Word assigns the font to the text you selected.
 - You can click anywhere outside the selection to continue working.

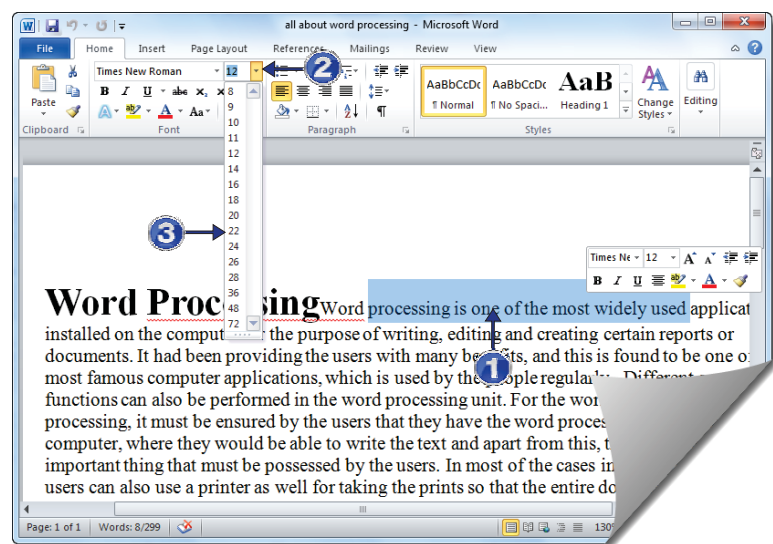


Changing Text Size

The size of the text in your document can be increased or decreased. Increase the size to make reading of the text easier; and decrease the size to fit more text on a page.

Change Text Size

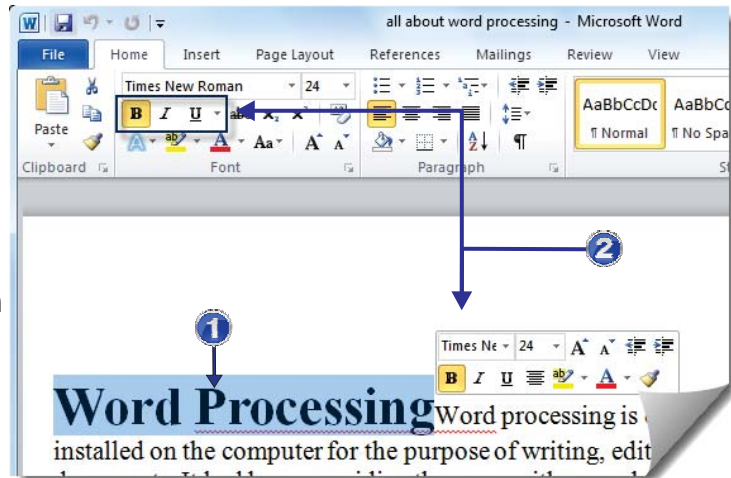
- 1 Select the text that you want to assign with a new size.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving the cursor up toward the Mini Toolbar.
 - To use the Ribbon, click the Home tab.
- 2 Click the Font Size pull-down arrow to display a list of the possible sizes for the current font.
 - If you use the Ribbon, Word displays a sample of the selected text in any font size at which you point the mouse.
- 3 Click the size that you want to use.
Word changes the size of the selected text.
 - You can click anywhere outside the selection to continue working.



Bold, Italic, or Underline Emphasis

Arrange the way your fonts look like to make your text look better. You can apply italics, boldface, or underline to text in your document for emphasis.

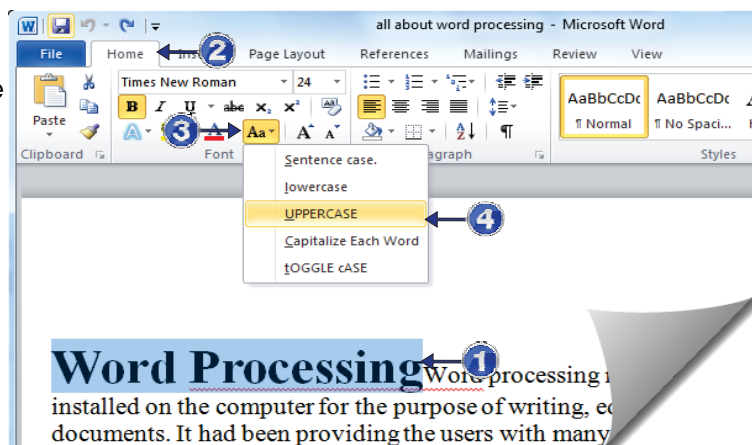
- 1 Select the text that you want to emphasize.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving up toward the Mini Toolbar.
 - If you want to use the Ribbon, click the **Home** tab.
- 2 Click the **Bold** icon (**B**), the **Italic** icon (**I**), or the **Underline** icon (**U**) on the Ribbon or the Mini Toolbar.
Word applies the emphasis you selected.
 - You can click anywhere outside the selection to continue working.



Changing Text Case

You can change the case of a selected text instead of retyping it with a new case applied.

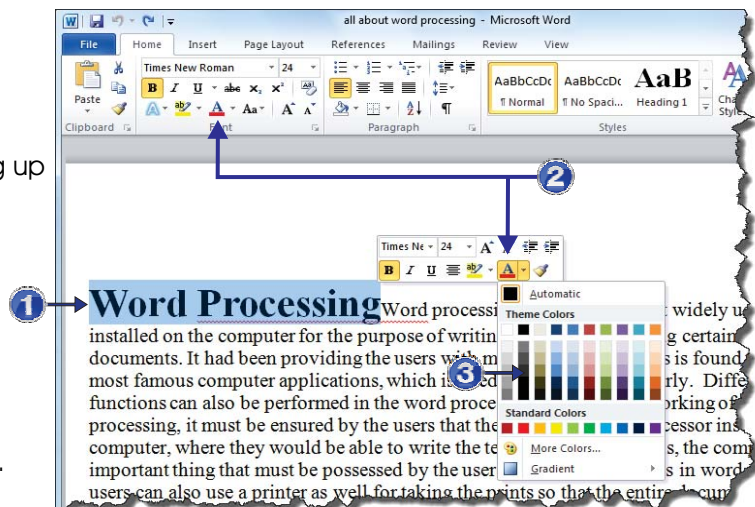
- 1 Select the text that you want to assign with a new case.
The Mini Toolbar appears faded in the background.
- 2 Click the Home tab.
- 3 Click the Change Case icon (**Aa**).
- 4 Click the case that you want to use.
The selected text appears in the new case.
 - You can click anywhere outside the selection to continue working.



Changing Text Color

You can change the color of the selected text for emphasis. Color is effective when you view your document on-screen, when you save it to a (pdf) portable document format file, or when you print it using a colored printer.

- 1 Select the text that you want to change to a different color.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving up toward the Mini Toolbar.
 - To use the Ribbon, click the Home tab.
- 2 Click the Font Color icon (**A**) on the Ribbon or on the Mini Toolbar and point at a color.
- 3 Click a color.
Word assigns the color to the selected text.
 - You can click anywhere outside the selection to continue working.



Superscript or Subscript Text

A subscript or superscript is a number, figure, symbol or indicator that appear smaller than the normal line of type. You can assign superscript or subscript notation to any text to make it appear above or below the regular line of text. Superscripting and subscripting are often used when inserting trademark symbols.

Applying Superscript

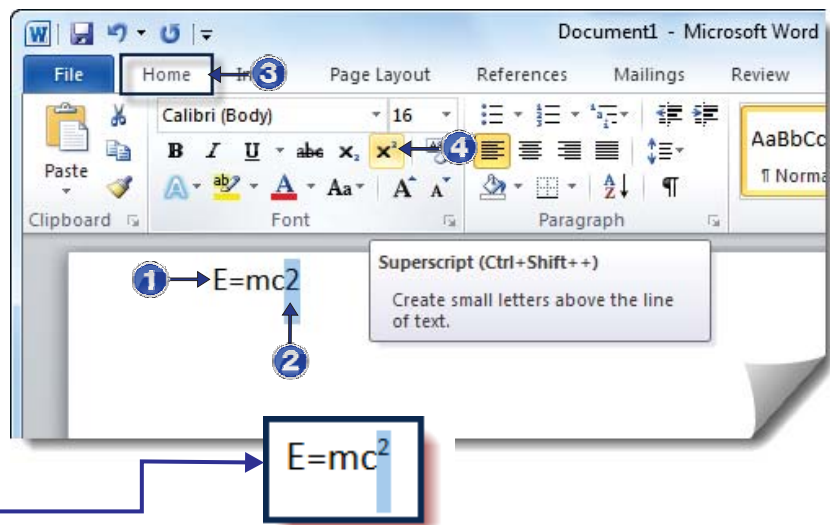
- 1 Type the text that you want to apply with superscript or subscript.
- 2 Select the text that you want to apply with superscript or subscript.

The Mini Toolbar appears faded in the background.

- 3 Click the **Home** tab.
- 4 Click the **Superscript** icon (x^2) or the **Subscript** icon (x_2).

Word applies superscripts or subscripts to the selected text.

- You can click anywhere outside the selection to continue working.



Applying Strikethrough to Text

Strikethrough formatting is often used in the legal community to identify the text that the reviewer proposes to delete. Word adds a horizontal line through the middle of the selected text.

Applying Superscript

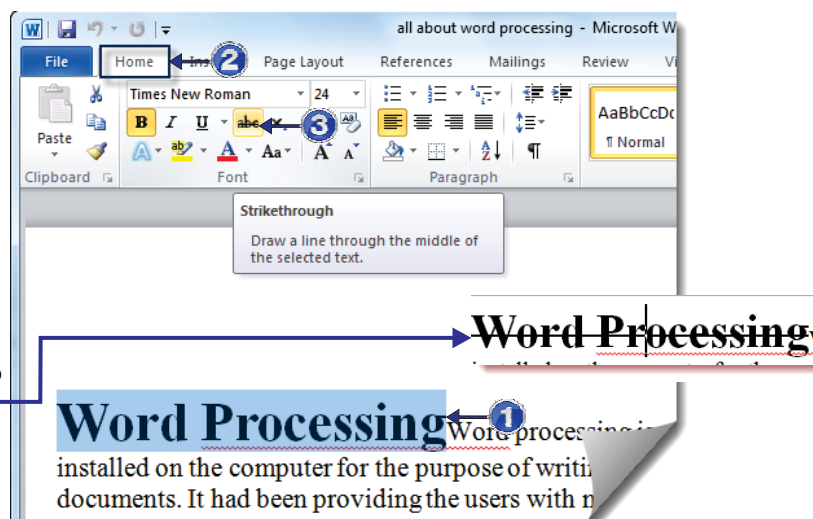
- 1 Select the text that you want to apply with strikethrough formatting.

The Mini Toolbar appears faded in the background.

- 2 Click the Home tab.
- 3 Click the Strikethrough icon (\overline{abc}).

Word applies strikethrough formatting to the selected text.

- You can click anywhere outside the selection to continue working.
- You can repeat above steps to remove strikethrough formatting.







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Chapter Test

A. Multiple Choice: *Using the answer sheet provided below shade the letter of the correct answer.*

- These are used to insert trademark symbols.
 - Strikethrough formatting
 - Bold, italics or underline
 - Superscripting and subscripting
 - Font formatting
- You happen to click the strikethrough icon, which possibly happens?
 - Cursor will not move
 - Text becomes smaller
 - Strikethrough formatting applied
 - Steps are repeated
- Which appears faded in background when texts in the document is selected?
 - Word displays
 - Mini toolbar
 - Text Size Icon
 - Font Icon
- Which is the first step in changing text case?
 - Click the change case icon.
 - Select the text.
 - Click the home tab.
 - Click close
- Which icon is helpful in changing the text color?
 - 
 - 
 - 
 - 
- Which should be the keyboard technique to double underline the text in your document?
 - CTRL+SHIFT+D
 - CTRL+D
 - SHIFT+D
 - CTRL+U
- It is often used in the legal community to identify the text the reviewer proposes to delete.
 - Strikethrough formatting
 - Text Case
 - Superscript or Subscript
 - Text Color
- Which is correct?
 - Click Color Font Icon to change the color of the text.
 - Click Bold icon to assign a new case to the text.
 - Click Font Size Icon to change the font.
 - Click the Font Icon to change the size.
- It is a number, figure, symbol or indicator that appears smaller than the normal line of type.
 - Text Case
 - Text Size
 - Superscript or Subscript
 - Text Color
- Changing the font can help readers understand the document. Which step should be followed in changing font?
 - Click the font color icon
 - Click the font pull-down arrow
 - Click the font size pull down arrow
 - Click anywhere outside the selection

Name: _____

Grade/Section: _____ **Date:** _____

A B C D

1 ○ ○ ○ ○

2 ○ ○ ○ ○

3 ○ ○ ○ ○

4 ○ ○ ○ ○

5 ○ ○ ○ ○

6 ○ ○ ○ ○

7 ○ ○ ○ ○

8 ○ ○ ○ ○

9 ○ ○ ○ ○

10 ○ ○ ○ ○

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B. True or False. Shade A if the statement is correct or shade B if not, in the answer sheet provided below.

1. You can split a log file into two scrollable panes to view different parts of it.
2. In order to copy a data, you press Ctrl + X.
3. Ctrl + C is press to cut a data.
4. You can press Ctrl + V to paste data.
5. You can select text from the margin in Excel.
6. You can specify the number of copies to print using the copies spin box.
7. When you click New, the Save As dialog box appears.
8. To save the file you created, you simply click the page layout button.
9. Printing a file definitely needs a printer that is disconnected to the computer.
10. You need to select the data that you want to cut or copy.

Name: _____	
Grade/Section: _____	Date: _____
A B	
1 ○ ○	
2 ○ ○	
3 ○ ○	
4 ○ ○	
5 ○ ○	
6 ○ ○	
7 ○ ○	
8 ○ ○	
9 ○ ○	
10 ○ ○	
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