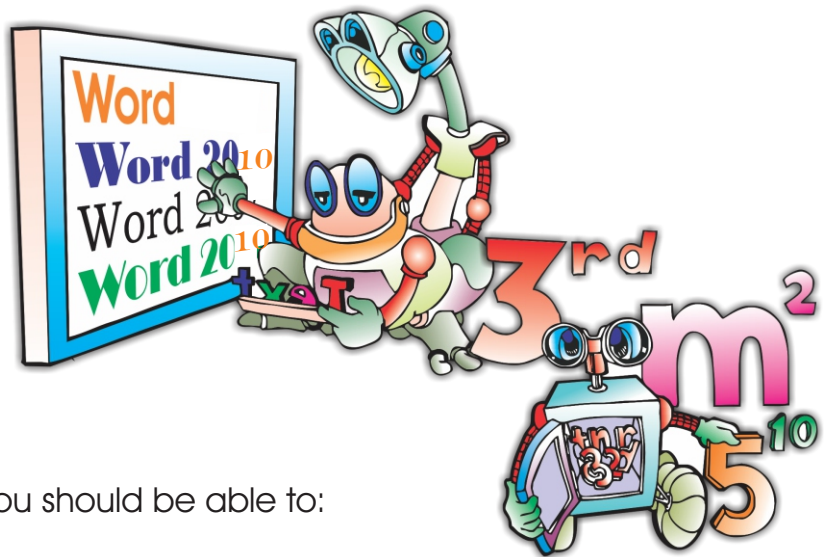# Chapter 2

Word Watch

- Typeface
- Font
- Bold
- Italic
- Superscript
- Subscript
- Strikethrough

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.
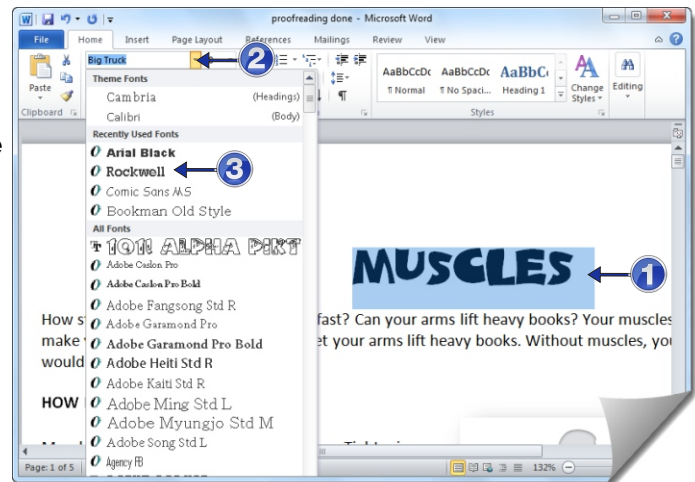
Changing Text Size

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.
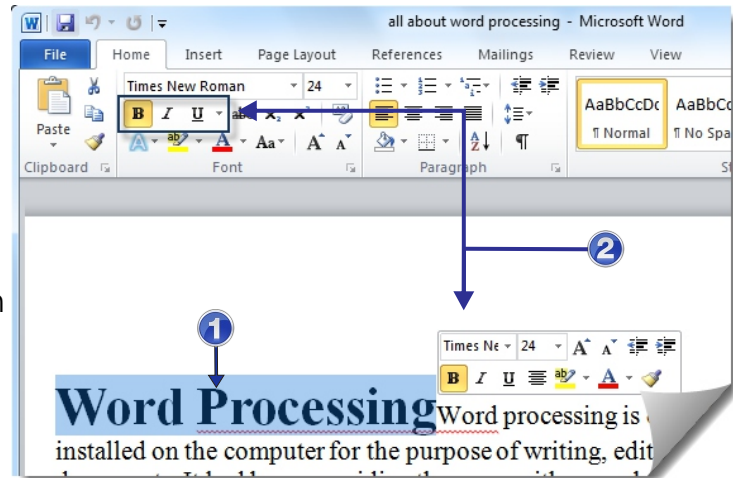
Change Text Size

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 ⌖ 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.
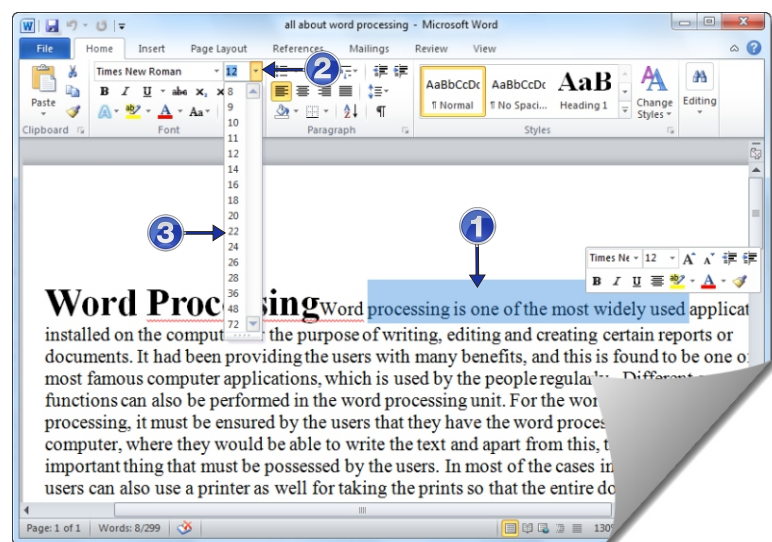
Bold, Italic, or Underline Emphasis

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.
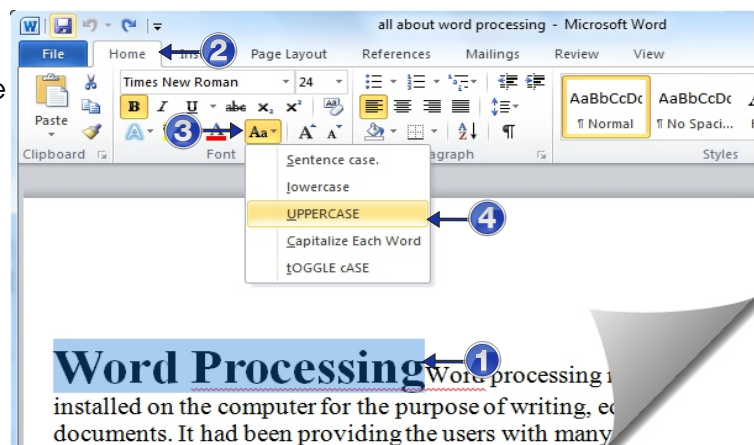
① Select the text that you want to emphasize.

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>U</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 (<u>A</u>) on the Ribbon or on the Mini Toolbar and point at a color.

- If you use the Ribbon, Word displays a sample of the selected text.

③ Click a color.

Word assigns the color to the selected text.

- You can click anywhere outside the selection to continue working.
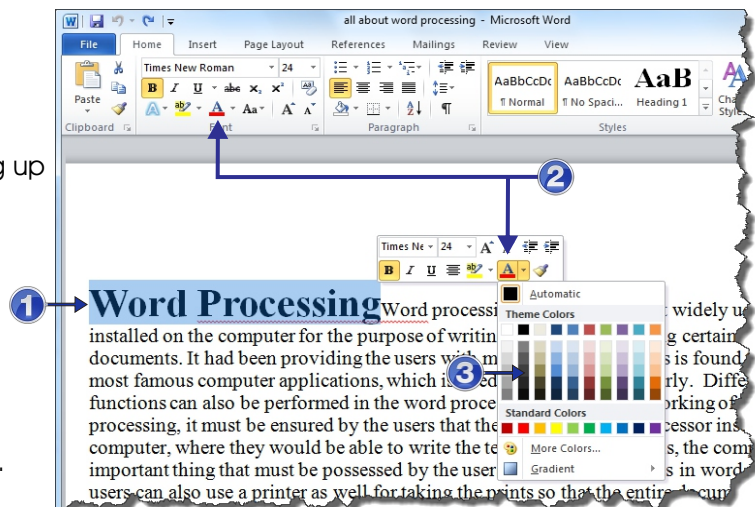
Superscript or Subscript Text

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.
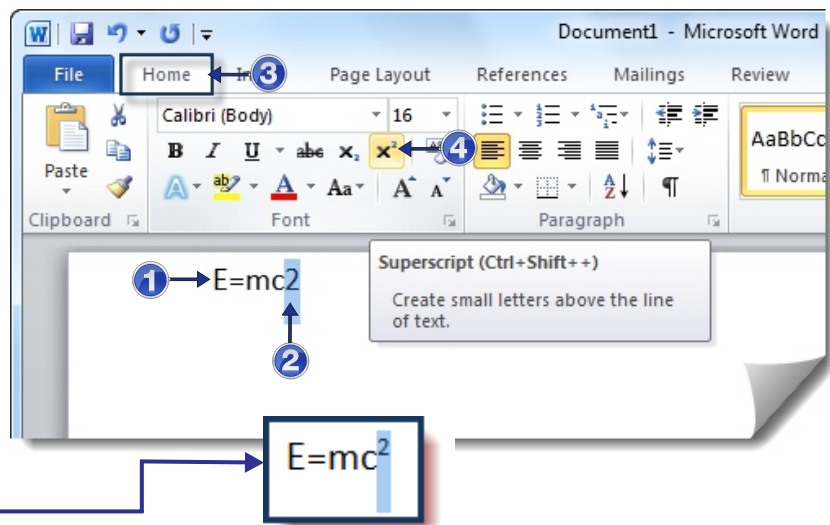
Applying Strikethrough to Text

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 Strikethrough

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 (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.