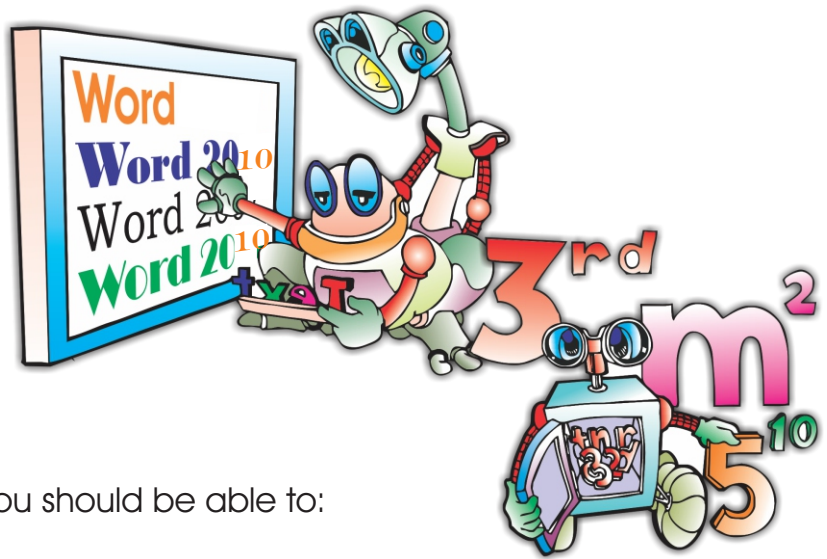


Chapter 2

Word Watch

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

FORMATTING TEXT



Learning Objectives

After completing this chapter, you should be able to:

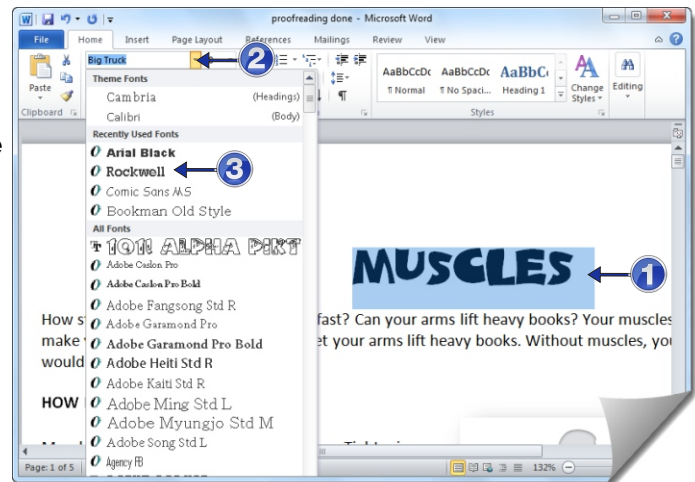
- change the font and text size;
- emphasize text through bold, italic or underline;
- add text color;
- superscript or subscript text; and
- apply strikethrough to text.

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.

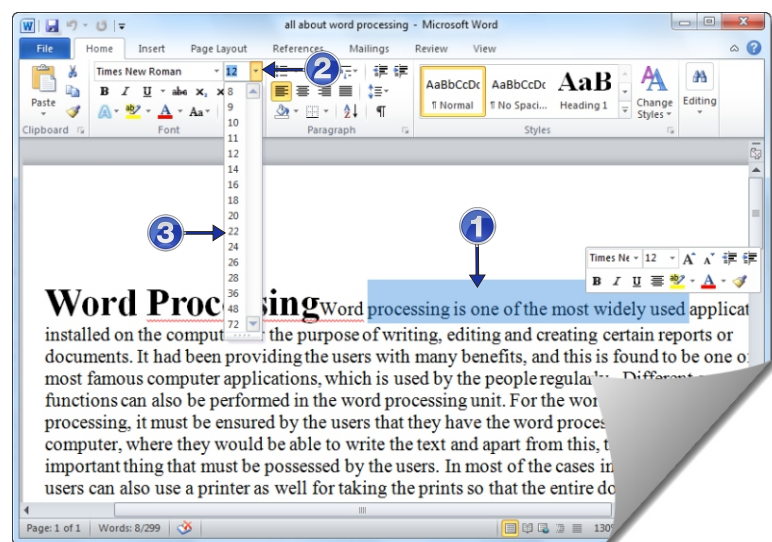


Changing Text Size

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

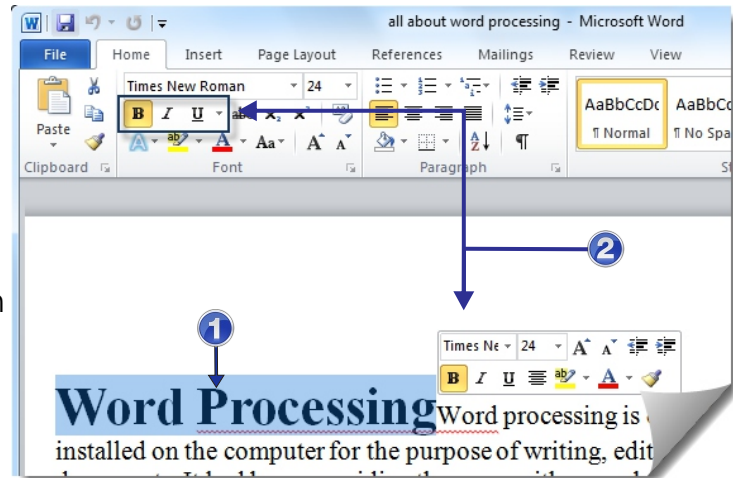
- 1 Select the text that you want to assign with a new size.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving the cursor up toward the Mini Toolbar.
 - To use the Ribbon, click the Home tab.
- 2 Click the Font Size pull-down arrow to display a list of the possible 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.

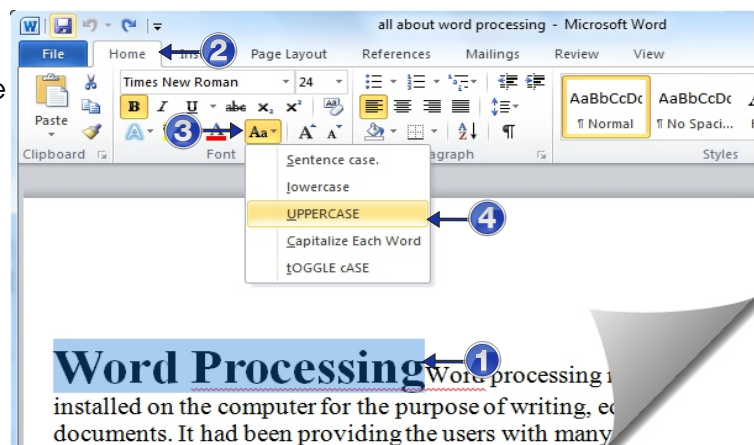
- 1 Select the text that you want to emphasize.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving up toward the Mini Toolbar.
 - If you want to use the Ribbon, click the **Home** tab.
- 2 Click the **Bold** icon (**B**), the **Italic** icon (**I**), or the **Underline** 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.

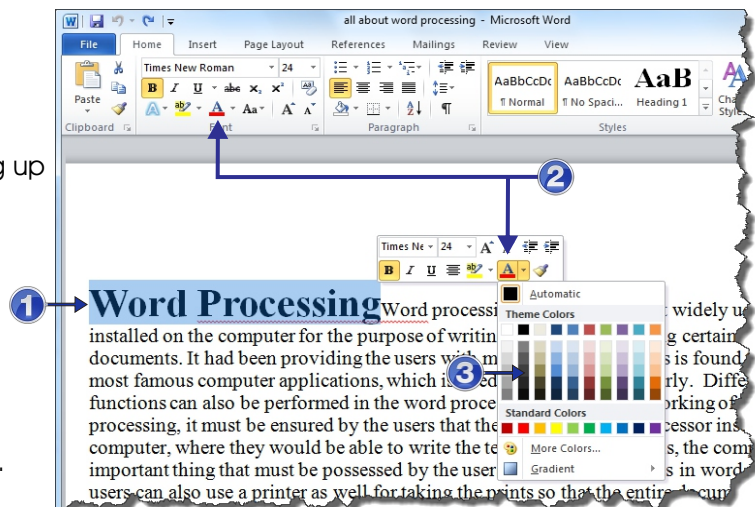
- 1 Select the text that you want to assign with a new case.
The Mini Toolbar appears faded in the background.
- 2 Click the Home tab.
- 3 Click the Change Case icon (**Aa**).
- 4 Click the case that you want to use.
The selected text appears in the new case.
 - You can click anywhere outside the selection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

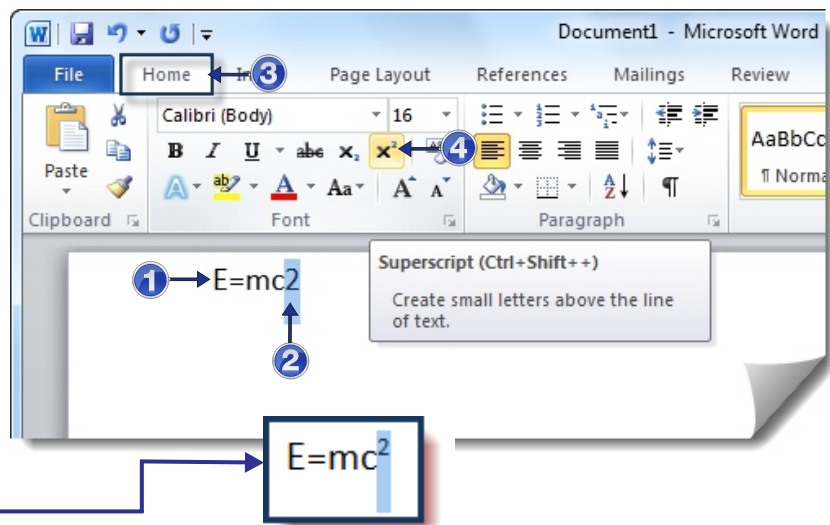
- 1 Type the text that you want to apply with superscript or subscript.
- 2 Select the text that you want to apply with superscript or subscript.

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 Strikethrough

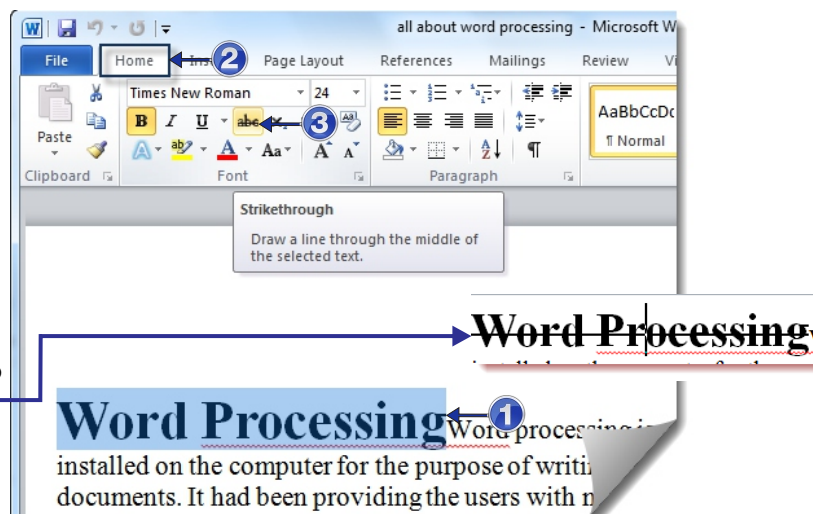
- 1 Select the text that you want to apply with strikethrough formatting.

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.



Chapter 1 Starting MS Word

Exercise 12 Just The Same

Directions:

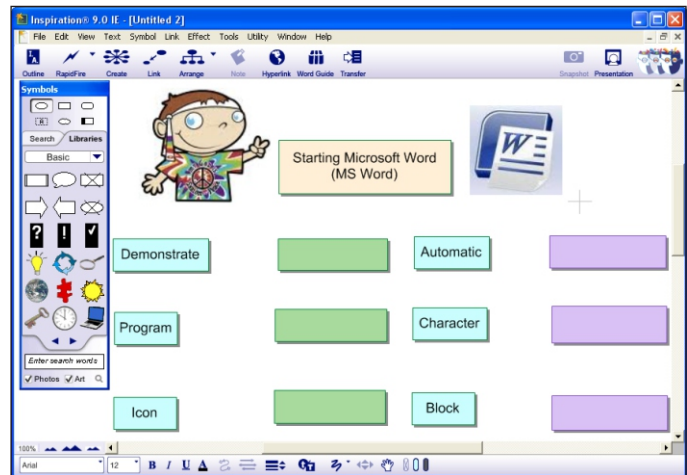
1. Launch **Inspiration**.
2. Open and answer **Just the Same**.
3. Search the synonyms of the given words in **Thesaurus Microsoft Encarta**. Type the correct answers in the boxes provided.
4. Link the words to their synonyms using the Link tool.
5. Save the exercise as its document name and place it to your own folder.

Synonym is a word that means the same or nearly the same as another word.

Examples:

small-little; create-make; buy-purchase

Preview:



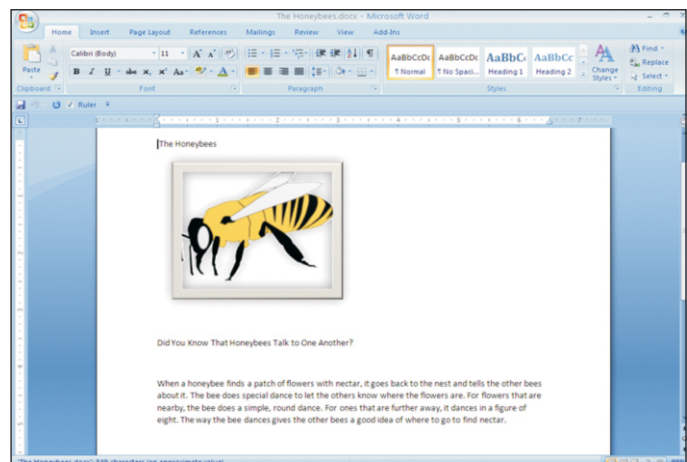
Chapter 2 Formatting Text

Exercise 13 Change It!

Directions:

1. Launch **Microsoft Word**.
2. Open your **Honeybees** document.
3. Follow the steps on how to change the font style and font size of text.
4. Specifically, perform the following:
 - a. Change the title's font to **Century Gothic** and the rest of the paragraph to **Comic Sans MS**.
 - b. Change title to 24 font size and the rest of the paragraph to 18 font size.
5. Save the exercise as its document name and place it to your own folder.

Preview:



TIPS

Can I also use my keyboard to select text?

Yes. You can use keyboard shortcuts to select text in your document. You can use **↑**, **↓**, **←**, and **→** to move around the document. To select text, use one of these shortcuts:

To select a single word, press **Ctrl** + **Shift** + **←** or **Ctrl** + **Shift** + **→**.

To select a paragraph, press **Ctrl** + **Shift** + **↑** or **Ctrl** + **Shift** + **↓**.

To select all of the text from the cursor onward, press **Ctrl** + **Shift** + **End**.

To select all of the text above the current cursor location, press **Ctrl** + **Shift** + **Home**.

To select the entire document, press **Ctrl** + **A**.



Can I change the default font and size that Word always applies to new documents?

Yes. To change the default font and size, follow these steps:

1. Display the Font dialog box as shown in this task.
2. Click the font and font size that you want to set as defaults.
3. Click Default. A confirmation prompt appears.
4. Click **Yes**.
5. Click **OK**.

The next time that you create a new document, Word applies the default font and size that you specified.

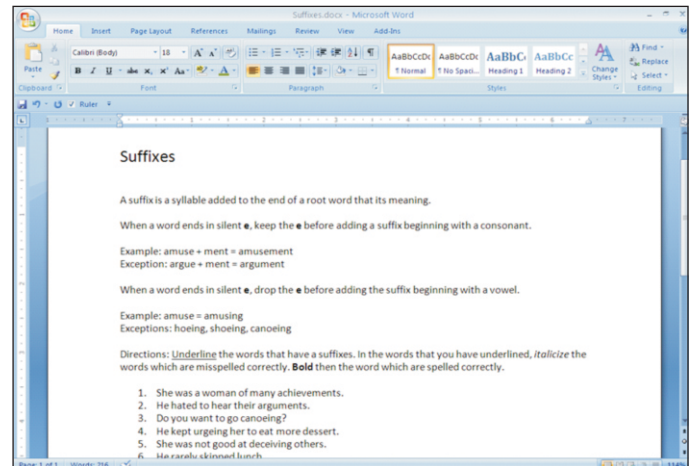
Chapter 2 Formatting Text

Directions:

1. Launch **Microsoft Word**.
2. Open the **Suffixes** document.
3. Perform the following:
 - a. Apply **bold** formatting to the title.
 - b. Set the definition of suffix to *Italic*.
 - c. Underline the examples and exceptions.
4. Save the exercise as its document name and place it to your own folder.

Exercise 14 For Your Emphasis

Preview:



Chapter 2 Formatting Text

Directions:

1. Launch **Inspiration**.
2. Open and answer **Formatting Text**.
3. Search the antonyms of the given words. Type your answers inside the box symbols. Use **Microsoft Student Encarta Thesaurus** to research.
4. Label orderly the topics about formatting text by dragging the given numbers to label the lessons.
5. Save the exercise as its document name and place it to your own folder.

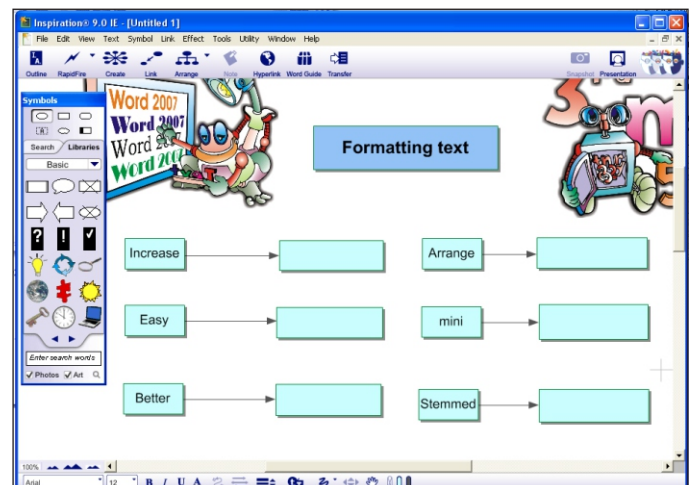
Antonym is a word which means the opposite of another word.

Examples:

young - old; kind - mean; show - disappear

Exercise 15 Opposing Poles

Preview:



TIPS

How do I apply superscript or subscript text?

You can apply superscript and subscript text for reference numbers or scientific coding.

Superscript text appears smaller and slightly above the baseline, while subscript text appears smaller and slightly below the baseline. To apply superscript or subscript text, simply click the Superscript or Subscript buttons (X² and X₂) on the Home tab of the Ribbon.



Is there another way to change my font sizes?

Yes. You can click the **Grow Font** and **Shrink Font** buttons (A⁺ and A⁻) on the Home tab to quickly change the font size. Word increases or decreases the font size with each click of the button. You can also find these buttons on the mini toolbar when you move the mouse pointer over selected text or right-click the text.



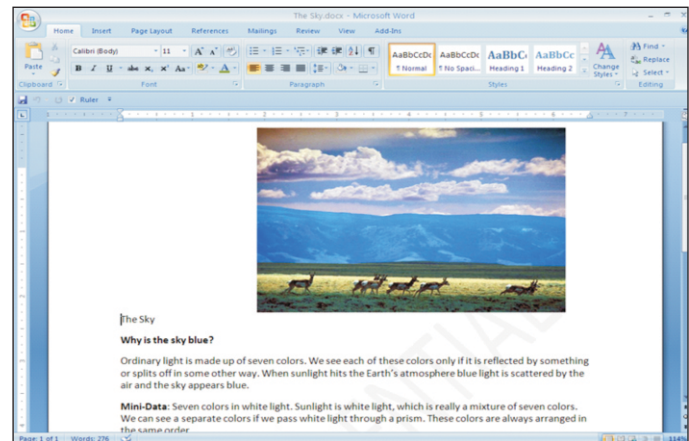
Chapter 2 Formatting Text

Directions:

1. Launch **Microsoft Word**.
2. Open the **Sky** document.
3. Follow the steps on how to change the text case and text colors, add superscript or subscript to text, and apply strikethrough to text.
4. Specifically, perform the following:
 - a. Change the case of the bold text to uppercase.
 - b. Apply all the color that you have encountered in reading the informative selection to your text. Apply a different color in each sentence.
 - c. Search the chemical formula of the compound below using Microsoft Student. Use subscript for your answer.
 - d. Apply a strikethrough to the compound.
5. Save the document as its document name and place it to your own folder.

Exercise 16 Text Level Up

Preview:



Chapter 3 Proofreading Documents

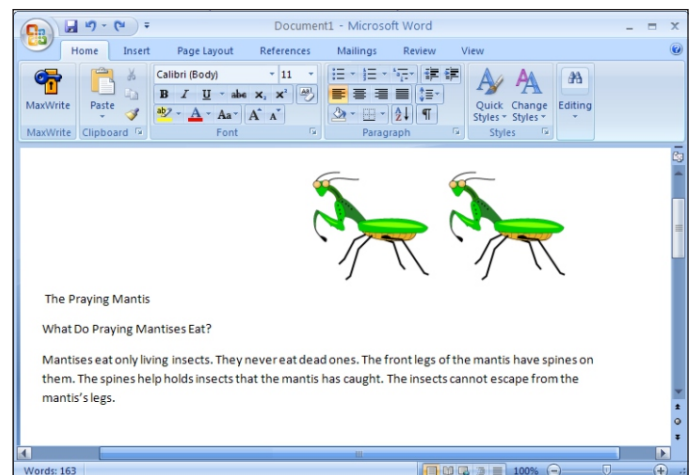
Directions:

1. Launch **Microsoft Word**.
2. Type the informative selection about praying mantis below in the document area.
3. Perform how to find text in a document and search for the following words:

a. dragonflies	e. enemies
b. spines	f. eat
c. insects	g. legs
d. escape	h. praying mantis
4. Save the exercise as **Praying Mantis** and place it to your own folder.

Exercise 17 The Search Is Over

Preview:



TIPS

Is there a way that I can use Word 2003 and earlier spacing?

Yes. On the Home tab, click the Change Styles button, point to Style Sets, and click Traditional to set line spacing within a paragraph to single spacing and line spacing between paragraphs to 0.



How many points should I use before and after paragraphs to leave one blank line between paragraphs?

Assign 6 points before and after each paragraph. The 6 points of space at the bottom of Paragraph 1 plus the 6 points of space at the top of Paragraph 2 equals 12 points, or one line space. A point is 1/72nd of an inch. A 72-point line of text is approximately 1 inch high. Measure 1 inch of text vertically; in most cases, six lines of text fill 1 vertical inch of space. One line equals about 1/6 of an inch, and 1/6 of an inch equals 12 points of vertical line space.

