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SELF-LEARNING PACKAGE IN

ICT 7

Quarter 1 | Week 4

Formatting Text

Learning Competency:

Applying formatting text.

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Ready to Launch!

Module 3, familiarized you with *the text basics of typing*. You are now ready to learn the basics of formatting text.

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.



Aim at the Target!

At the end of this module you are expected to:

1. Apply formatting text in a document such as:
 - a. select font color and font size
 - b. highlight text
 - c. align text left, right, justify and center
 - d. bold, underline, italicize texts
 - e. change text case



Try This!

Gear Up! Let's see if you have ideas regarding this topic.

Direction. Unscramble the following words base on the given clue.

WORD	CLUE
1) OMEH BAT	It contains the most frequently used commands in Word.
2) LOBD	A set of type characters that are darker and heavier than normal.
3) GILNA FELT	A text that is align on the left edge.
4) GHIHGHTLI XTTE	A tool for marking important text in your document.
5) IGLAN GHTIR	A text that is align on the right edge.



Keep This in Mind!

Formatting text in Microsoft Word involves tasks like bolding the text, italicising it, and changing the font and size. The commands to perform all of these formatting tasks are found on the Home tab in the Font group.

You can also set the formatting before you type by clicking the appropriate button or using the shortcut, and then anything you subsequently type will be formatted. To unset the formatting, you click the same command button or use the same shortcut. So you can see that these commands act like toggles.

Activity: Naming a formatting command

Direction. The pictures below are some of the basic commands in MS Word in formatting text. Identify the name of each command.

1



2



3

4



5



6

Analysis.

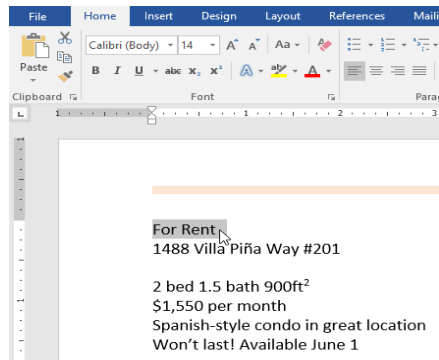
1. How do you think these commands will help you in formatting texts?

Abstraction and Generalization

Change font size, color and text alignment

To change the font size:

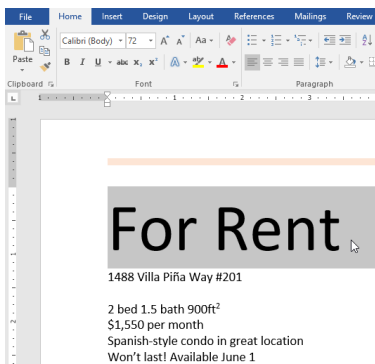
1. Select the text you want to modify.



2. On the **Home** tab, click the Font Size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font Size box and **type** the desired size, then press **Enter**.

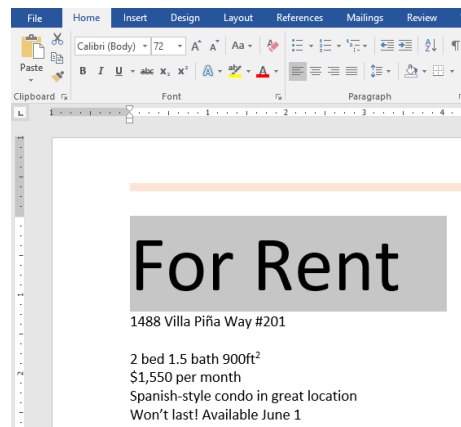
To change the font:

By default, the font of each new document is set to **Calibri**. However, Word provides many other fonts you can use to customize text.



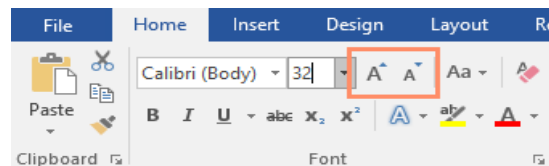
1. Select the text you want to modify.

3. The font size will change in the document.

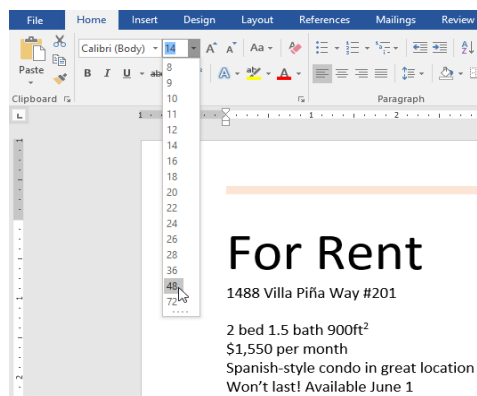


Note:

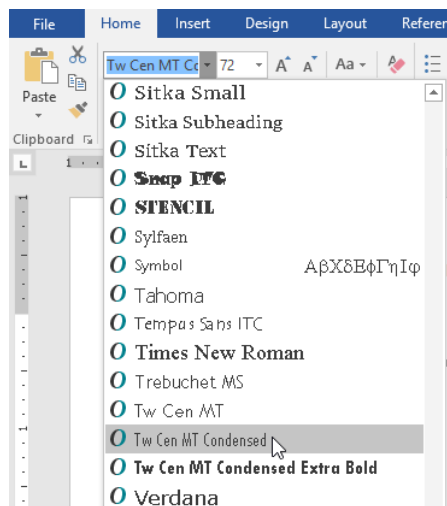
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



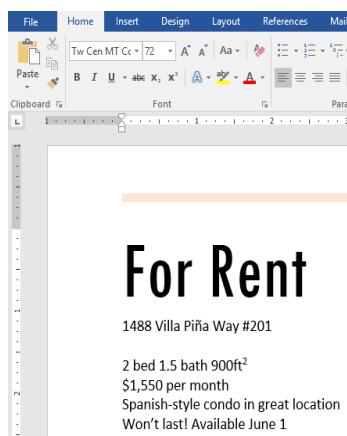
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.



3. Select the font style you want to use.



4. The font will change in the document.

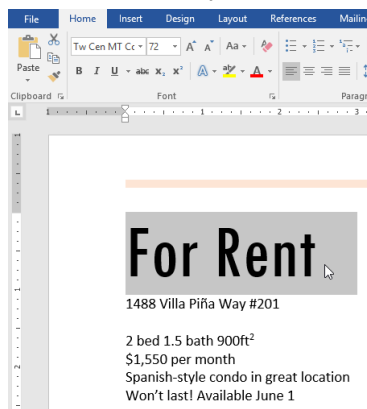


Note:

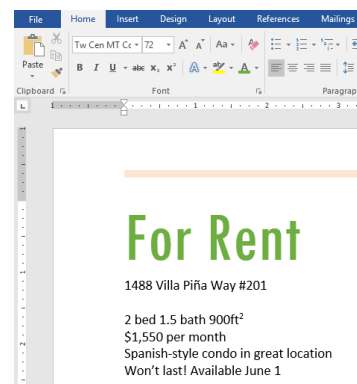
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

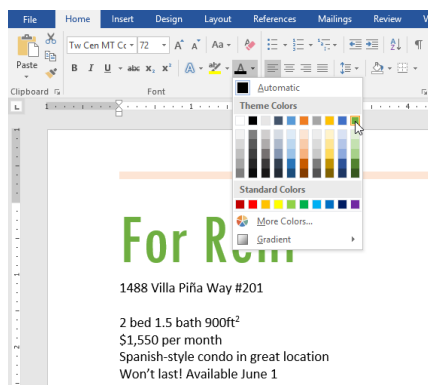
1. Select the text you want to modify.



3. Select the font color you want to use.
The font color will change in the document.

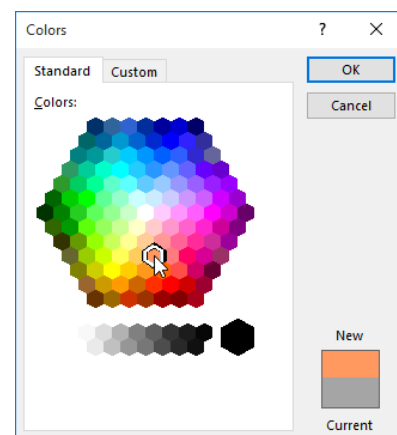


2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



Note:

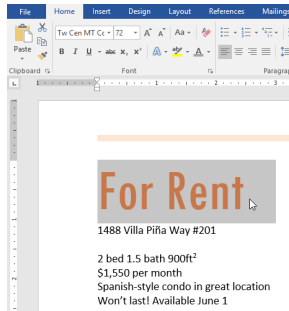
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



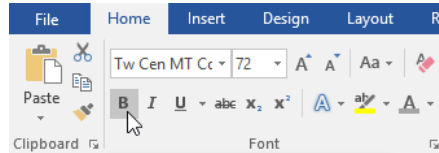
To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

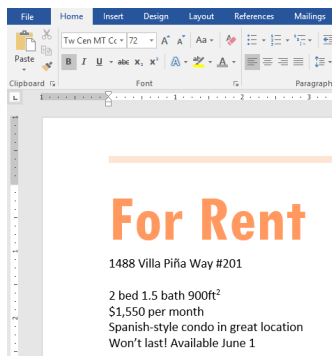
1. Select the text you want to modify.



2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.



3. The selected text will be modified in the document.



Note:

Alternate Method—All Three with Keys

On the line that begins with "Keys," select the words "All three."

Press Ctrl+b(bold).

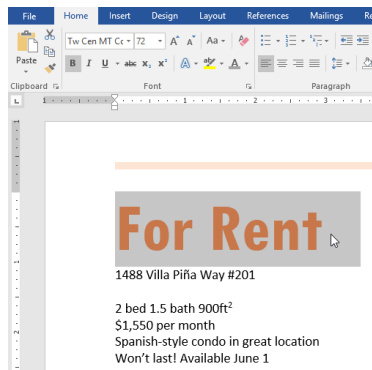
Press Ctrl+i (italicize).

Press Ctrl+u (underline).

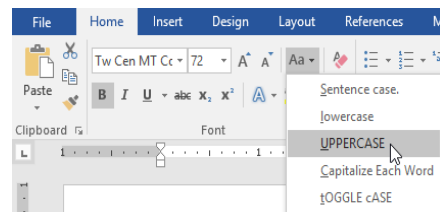
To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

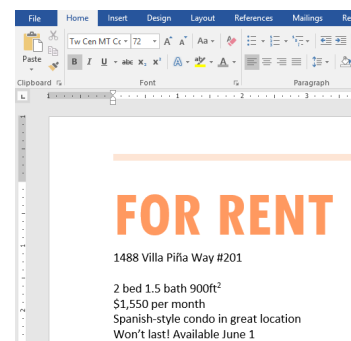
1. Select the text you want to modify.



3. A drop-down menu will appear. Select the desired case option from the menu.



4. The text case will be changed in the document.

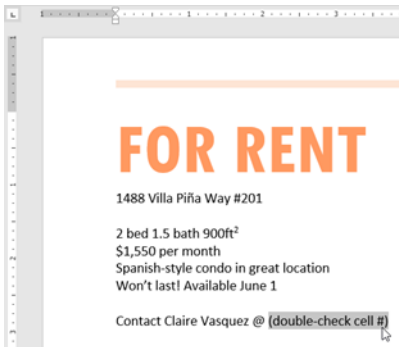


2. On the Home tab, click the **Change Case** command in the Font group.

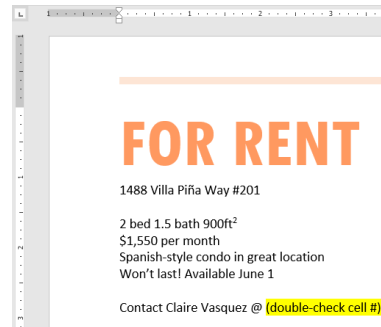
To highlight text:

Highlighting can be a useful tool for marking important text in your document.

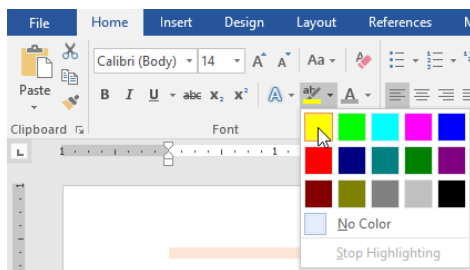
1. select the text you want to highlight.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document

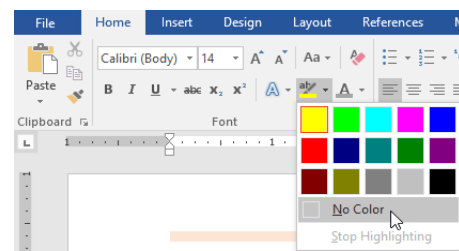


2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



Note:

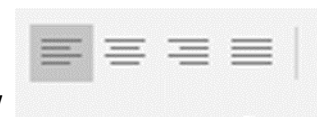
To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.



If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over the lines you want to highlight.

Text Alignment

Microsoft Word gives you a choice of several types of alignments. **Align Text Left** aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created. **Center** aligns text an equal distance from the left and right margins. **Align Text Right** aligns all selected text to the right margin. **Justify** the justified text is equal on both sides. It lines up equally to the right and left margins.



EXAMPLE: Left Aligned

Sample Paragraph

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages and other document building blocks. When you create pictures, charts or diagrams, they also coordinate with your current document group.

EXAMPLE: Right Aligned

Sample Paragraph

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages and other document building blocks. When you create pictures, charts or diagrams, they also coordinate with your current document group.

EXAMPLE: Centered

Sample Paragraph

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages and other document building blocks. When you create pictures, charts or diagrams, they also coordinate with your current document group.

EXAMPLE: Justified

Sample Paragraph

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages and other document building blocks. When you create pictures, charts or diagrams, they also coordinate with your current document group.

Application.

Activity: Formatting Fun

Direction: follow the instructions given below:

1. Open the Worksheet File and locate the Application section.
2. Highlight the sentence with a yellow color

The Effect of Covid-19

2. Color These Words:

Red
Blue
Green
Yellow
Orange

3. Move These Words:

Right
Left
Center

4. Space These Words:

Bob was a frog. He did not like to hop. Bob liked to walk on his tiptoes. Silly Bob!

5. In number 4, do the following : Bold—Bob Underline—frog Italicize—Silly Boob



Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____



Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below.

Activity: My Fourth Navigation

1. Open our **practice document**.
2. Scroll to **page 2**.
3. Select the words **For Rent** and change the **font size** to **48 pt**.
4. With the text still selected, change the **font** to **Franklin Gothic Demi**.
Note: If you don't see this font in the menu, you can select a different one.
5. Use the **Change Case** command to change For Rent to **UPPERCASE**.
6. Change the color of the words **For Rent** to **Gold**.
7. **Remove the highlight** from the phone number (919-555-7237).
8. Select all of the text from **For Rent** to **(919-555-7237)** and **Center Align**.
9. **Italicize** the text in the paragraph below **About Villa Piña**.
10. Save the document with a filename Task4_CT_*** (where *** is your family name) and save it in PC.



Assess Your Learning

Multiple Choice. Chose the best answer. Select the letter of your choice.

1. The Font group is part _____ tab.
a. Home c. Design
B. Review d. Page Layout
2. Organizing or arranging the text according to a chosen pattern is called?
a. Saving c. Opening
b. Editing d. Formatting
3. The following options are example of a font style , except?
a. Bold c. Italic
b. Border d. Underline
4. It is used to emphasize headings, subheadings, and other things?
a. Text highlight c. Bold, Underline, Italicize
b. Font Color d. All of the above
5. There are four types of text alignment in MS Word, except:
a. Text left c. Justify
b. Center d. Strikethrough
6. This alignment is making the text aligned both to the right and to the left margins
a. Middle alignment c. Right Alignment
b. Center d. Justify
7. By default in MS Word, the font name is set to _____.
a. Times New Roman c. Arial Narrow
b. Arial d. Calibri
8. The following options are example of a font style , except?
a. Bold c. Italic
b. Border d. Underline
9. It refers to the text layout with respect to document margins
a. Text alignment c. Text formatting
b. Text Highlighter d. None of the above
10. This type of text formatting is usually used to mark some important facts in the text
a. Text highlight c. Font color
b. Font name d. Text alignment



References & Photo Credits

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