Chapter 3

Formatting Characters and Paragraphs

Displaying Formatting Marks

Font Formatting

Changing the Appearrance of the Text

Format Painter

Paragraph Formatting

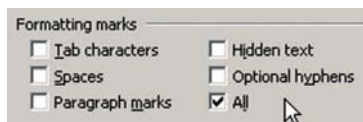Borders and Shading

Columns

Styles

¶

Show \ Hide

To control which formatting marks are displayed

* *From the Menu bar, choose Tools, Options*

* *Select the View tab, in the Formatting marks area, select All, or specify what formatting marks you wish to display.*
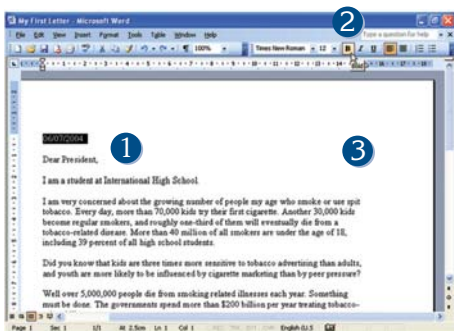
Formatting marks
☐ Tab characters   ☐ Hidden text
☐ Spaces   ☐ Optional hyphens
☐ Paragraph marks   ☑ All

B   *I*

Bold   Italic

Font Size
The unit of font size is called a point. A 12 point size font is approximately 0.4 cm in height.

Formatting the Selected Text

Displaying Formatting Marks

To make it easier to edit your document, you can display **formatting marks** such as paragraph marks and space marks on your screen. Formatting marks are not printable.

If formatting marks are not currently displayed, on the **Standard toolbar**, click the **Show \ Hide** button.

| When Formating Marks are hidden | Dear President |
| When Formating Marks are displayed | Dear·President¶ |

Space mark   Paragraph mark

Font Formatting

Font Formatting enables you to give the text in your documents different looks and styles. Using the font dialog box or the Formatting toolbar, you can change the font, font size, and font style, as well as underline text, and change the color and the spacing between letters. You can even animate text.

Fonts

A font is a set of characters and letters of the same look and styles. Each font has a particular design. The size of a font is called font size. The most preferred fonts are Times New Roman, Arial, and Courier New.

Practice

Formatting text in bold and italic

In this exercise, you will select the text that you wish to format as bold or italic in your document. (My Letter or My First Letter)

❶ Select the text Date

❷ From the Menu bar, choose Format, Font, Font Style, Bold.

Or on the Formatting toolbar, click the Bold button.

Or press Ctrl + B

③ Click anywhere outside the selected text to cancel the selection.

④ Select the text Sincerely,

⑤ From the Menu bar, choose Format, Font, Font Style, Italic.

Or on the Formatting toolbar, click the Italic button.

Or press Ctrl + I

⑥ Click anywhere outside the selected text to cancel the selection.

Change the font and font size

In this exercise, you will change the font and font size of the text "John Doe".

① Select the text John Doe.

② On the Formatting toolbar, click the Font drop-down arrow and in the list click Verdana

Or on the Font dialog box, select the Font tab and in the font list select Verdana.

The selected text is changed to the Verdana font.

③ On the Formatting toolbar, click the Font Size drop-down arrow and in the list click 10 pt.

Or on the Font dialog box, select Font tab and in the Size list select 10 pt.

The size of the selected text changes to 10 pt.

**④** Click anywhere outside the selected text to cancel the selection.
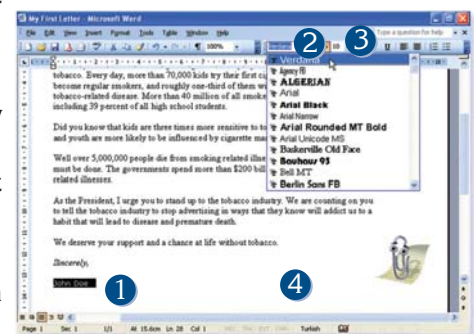
Change the font and font size

Changing the Appearrance of the Text

TO		DO THIS
change the font color of a text	Or	select the color from the Font color list on the Formatting toolbar.
		from the Menu bar, choose Format, Font, Font Color.
underline the text		select the style of underline from the Underline style list.
apply any text effect		select them from the Effects option.
animate your text		use the Text Effect tab of the Font dialog box. You must remember that these can be seen on the screen, but will not be printed!
increase or decrease the space that a character takes up or spacing around the character,		use the Character Spacing tab in the Font dialog box.

Formatting Characters and Paragraphs

Word̶	Strikethrough	Word	Shadow	WORD	Small caps
Word̶	Double strikethrough	Word	Outline	WORD	All caps
W^ord	Subscript	Word	Emboss	Word¶	Hidden
W_ord	Superscript	Word	Engrave		

Effects
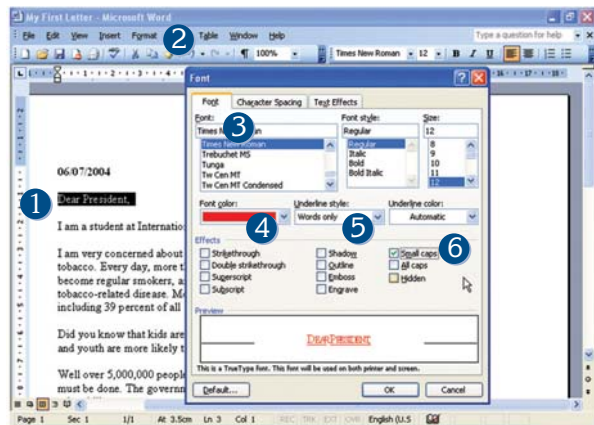
Formatting a Text
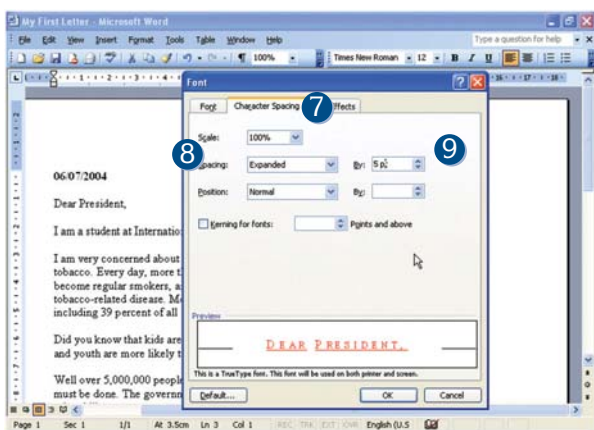
Formatting Character Spacing

Change the font color, the space between characters and apply text effect

In this exercise, you will change the font color of a text, underline the text, apply text effect and increase the space between characters.

❶ Select the text Dear President.

❷ On the Format menu, click Font.

The Font dialog box appears

❸ Click the Font tab.

❹ Click the Font Color drop-down arrow and select the color red.

❺ Click the Underline Style drop-down arrow and select Words only.

❻ In the Effects area, select the Small Caps check box.

❼ Click the Character Spacing tab.

❽ Click the Spacing drop-down arrow and select Expanded.

❾ In the By box, select 5 pt. and click OK.

Format Painter

At the end of your document (**My Letter** or **My First Letter**) there is a second text President. If you want to format this one like the first one, you must repeat the 9 steps in the previous topic, or you can use a shortcut that copies formatting from text, then pastes it onto the other text selection. This feature is called **Format Painter.**
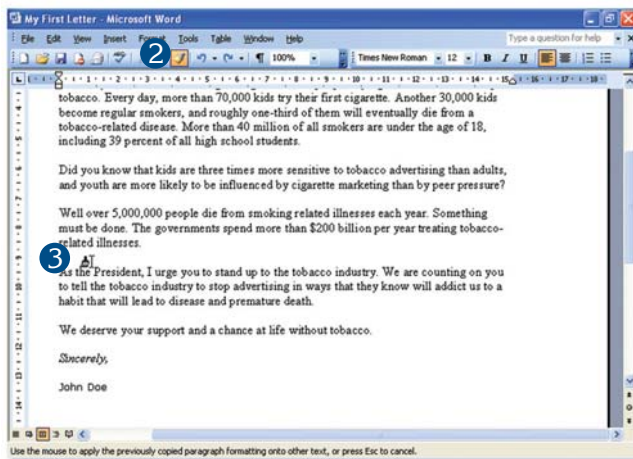

Format Painter

Use the Format Painter

In this exercise, you will apply formatting using the Format Painter.

❶ Select the text Dear President.

❷ On the Standard toolbar, double-click the Format Painter button if you're going to copy the formatting to several locations, or just click the button if you're going to copy the formatting only once. In this exercise you are going to copy once, so just click the Format Painter once.

Format Painter is active.

If you made the Format Painter active by double-clicking it, you must click the Format Painter again to turn it off after any formatting action.

Copying a format with Format Painter

❸ Move your mouse pointer to the second text President

❹ Drag the mouse pointer across the text

Format Painter pastes the formatting to the destination text and turns off.
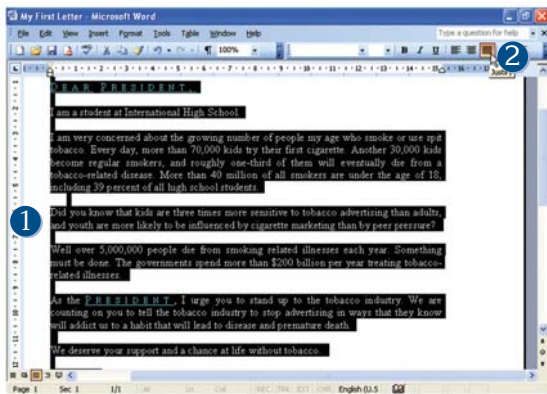
Paragraph Formatting

The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc. All these features allow you to enhance the appearance of your document.

Paragraph Alignment

There are four ways to align a paragraph.

The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.
LEFT Ctrl+L Each line of text is aligned left.	**CENTER** Ctrl+M Each line is centered.	**RIGHT** Ctrl+R Each line is aligned right.	**JUSTIFY** Ctrl+J The text of each character in each line is spread out so paragraph aligns with the both sides of the typing area.

Aligning a Paragraph

Practice

In this exercise you will justify the text in your document.

1 Select the whole document

2 On the Formatting toolbar, click the Justify button

Or press Ctrl + J

Or from the Menu bar, choose, Format, Paragraph.

The Paragraph dialog box opens.

❖ Click the Indents and Spacing tab

 In General area;

❖ Click the Alignment drop-down arrow and select Justify

❖ Click OK.

The text in your document is justified.

Indenting

If you do not want all paragraphs to align with the borders of the typing area, you can use the indentation options to indent the text.

Normal	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.
Left: 1.25 cm	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.
Right: 1.25 cm	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.
First line	The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.
Hanging	The format of a paragraph can be changed by setting tabs,indenting, aligning, changing line spacing within and between paragraphs, controlling page breaks etc.

To further customize the indentation of the paragraphs, you can also set the following special indentation types:

None - No indentation

First line - Indents the first line.

**Hanging -** Indents every line except the first

Decrease Indent

Increase Indent

To indent text

❶ Select the paragraph starting with the text "**I am very concerned**"

❷ From the Main menu, choose Format, Paragraph

❸ In the indentation section, specify the indentation from the left margin. Type in the left box: 1.25 cm

❹ To specify the indentation from the right margin type in the right box: 1.25 cm

❺ Click OK.
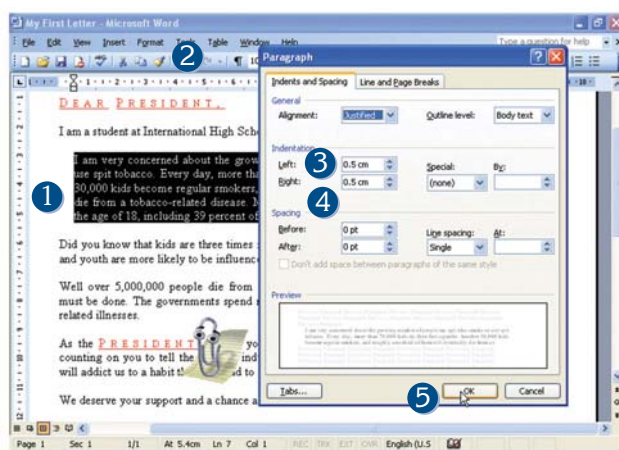
Indenting a Text

Paragraph spacing

You can change the amount of spacing between lines in a paragraph or between paragraphs by using the **Spacing** section in the Paragraph dialog box.

To change line spacing;

In this exercise, you will change the amount of spacing between lines in a paragraph.

1 Select the paragraph or click anywhere in the paragraph starting with the text "I am very concerned"

2 On the Format menu, click Paragraph.

The Paragraph dialog box opens.

3 Select the Indents and Spacing tab.

4 In the Line Spacing box, click the drop-down arrow and select 1.5 lines.

5 Click OK.

The line spacing changes to 1.5 lines.

Changing the amount of spacing between lines

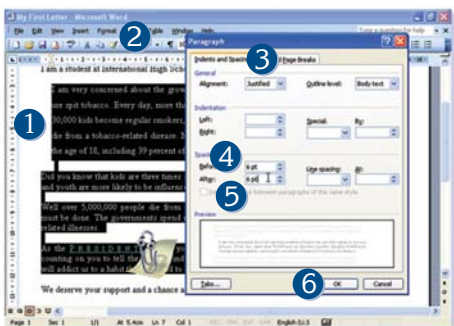### To change paragraph spacing;

In this exercise, you will change the amount of spacing between paragraphs.

1 Select the first four paragraphs in your document.

2 On the Format menu, click Paragraph.

3 In the Paragraph dialog box, select the Indents and Spacing tab.

4 In the Spacing section, in the Before box click the up arrow until 6 pt.

5 In the Spacing section, in the After box click the up arrow until 6 pt.

6 Click the OK.

The Paragraph dialog box closes and the spacing in the before and after paragraphs changes to 6 pt.
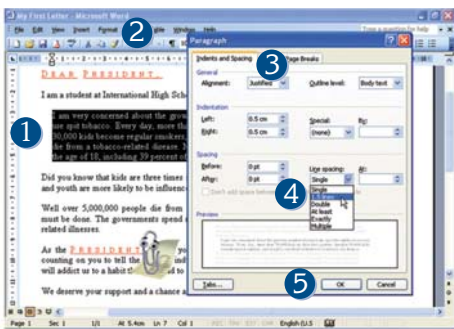
Changing the amount of spacing between paragraphs

Line and Page Breaks

There are other useful paragraph rules that you can apply by clicking the Line and Page Breaks in the Paragraph dialog box. Such as: Widow/Orphan Control, Keep Lines Together etc. These options are summarized as follows.

Option	Description
Widow/Orphan control	Prevents the last line of a paragraph from being printed at the top of a page (widow) or the first line of a paragraph from being printed at the bottom of a page (orphan).
Keep with next	Keeps the paragraph and the following paragraph on the same page.
Keep lines together	Keeps all lines of a paragraph on the same page.
Page break before	Inserts a page break before a specified paragraph.
Suppress line numbers	Suppresses line numbering when the line numbering feature is active.
Don't hyphenate	Takes off hyphenation of page numbers

Borders and Shading

You can add borders and shading around pages and text selections to emphasize a section or to enhance the look of the document.
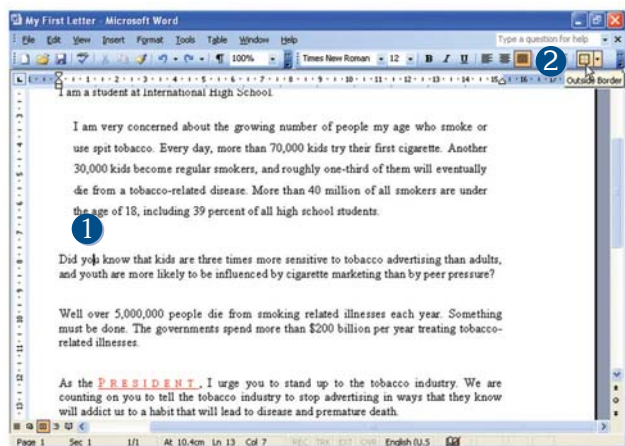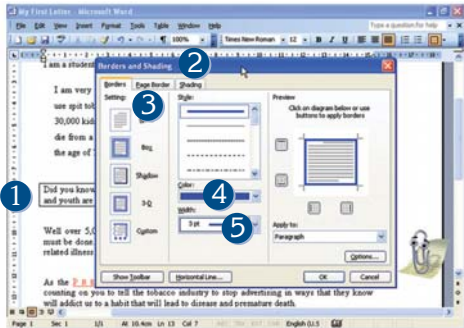

Outside border

Practice

Apply a Border

In this exercise, you will apply a border around a paragraph.
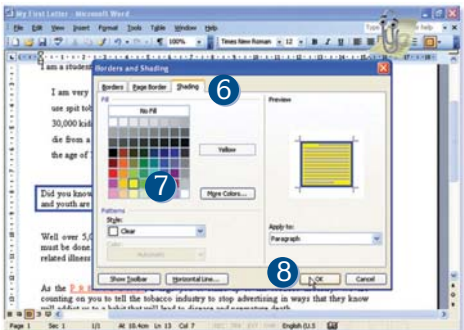
❶ Click the paragraph starting with the text "**Did you know that**"

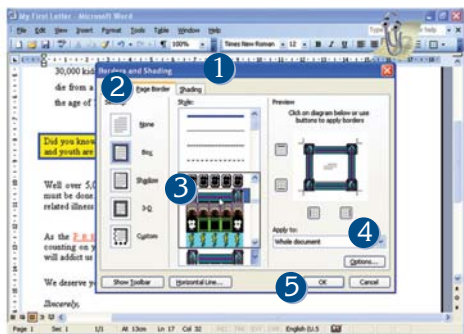❷ On the Formatting toolbar, click the Outside Border button.

Applying a border

Changing a border

Applying shading

Adding a Page Border

Change the border and apply shading

In this exercise, you will change the color, style and width of a border and apply shading to a paragraph.

❶ Click the paragraph starting with the text "Did you know that"

❷ From the Menu bar, choose Format, Borders and Shading. the *Borders and Shading dialog box opens*

❸ Select the Borders tab and from the Style section of the dialog box, select a new style.

❹ In the Color section, select the color blue.

❺ In the Width section, select 3 pt.

❻ Select the Shading tab

❼ In the Fill section, select the color yellow.

❽ Click OK.

The paragraph is surrounded by a new border and is filled with yellow shading.

Add a Page Border

In this exercise, you add a Page Border.

❶ From the Menu Bar, choose Format, Borders and Shading.
   The Borders and Shading dialog box opens.

❷ Select the Page Border tab.

❸ In the Art section, select any picture.

❹ In the Apply To section, select Whole Document.

❺ Click OK.

Formatting Characters and Paragraphs

Columns

You can change the number of columns in a document or a section of a document. You can create newspaper columns, parallel columns and uneven columns.

Practice

Create columns

In this exercise, you will create two columns in a section of your document.

❶ Select the paragraph starting with the text "Well over 5.000.000 people"

❷ From the Menu bar, choose Format, Columns.

The *Columns dialog box opens*

❸ In the Presets section, click two

❹ In the Apply To section, select Selected Text.

To format all the text into two columns, in the Apply to section select Whole Document.

❺ Click OK.

If you want to create two columns, click the Columns button on the Standard toolbar. Drag and select two columns and click.
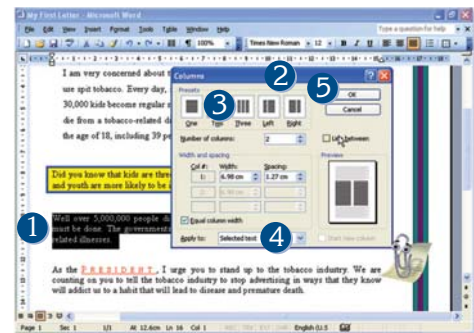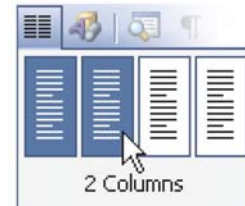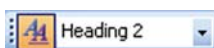

Creating columns
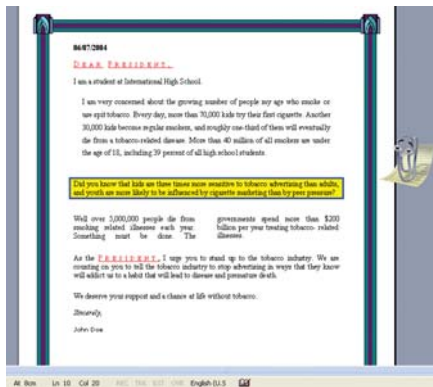
If you want to apply further formatting to columns you need to display the Column dialog box. For example to insert a line between columns check the Line Between option. To change the width of the columns first clear the equal column width check. Then specify in the In Width and Spacing sections the new value.
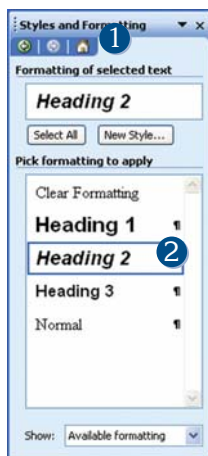
Applying Style

Style drop-down button

Styles

A style is a group of paragraph and character formats stored under a name. Style is a time saving feature.

Applying a Style

❶ From the Menu bar, choose Format, Styles and Formatting

Or Styles and Formatting on the Formatting toolbar.
   The Styles and Formatting task pane opens.

❷ In the Pick formatting to apply area select a style to apply.

Practice

Creating Your Own Style

In this exercise you will create your own paragraph style.

❶ Select the paragraphs that have previously applied formating information, such as font color, size, Align left and italic etc.

❷ In the Formatting toolbar, click the Style drop-down menu.
   The current name will be highlighted.

❸ Type a new style name.

❹ Press Enter.

To use your new style, first of all select the destination paragraph and then select your new style from the style drop-down menu.

Case Study

Opening, editing and saving a document

Step-1   Display the formatting marks by clicking the Show/Hide button on the Standard toolbar.

Step-2   Type the text **"Happy Birthday"**

Step-3   Select the text **"Happy Birthday"** and the paragraph mark.

Step-4   To copy text, press Ctrl + C or on the Standard toolbar click the copy button.

Step-5	Paste the text two times; press Ctrl + V two times or on the Standard toolbar click the paste button two times.
Step-6	Select the first **"Happy Birthday"** and open the Font dialog box:
	From the Menu bar, choose Format, Font
Step-8	Apply the following formats to the first **"Happy Birthday"** text:
	<u>Font:</u> Arial; Font Style: Bold; Size: 24 pt.; Font Color: red
	Effect: Double Strikethrough
	<u>Character Spacing</u>: Scale: 150%
	<u>Text Effects</u>: Animation: Las Vegas Light
Step-9	Select the second **"Happy Birthday"** text
Step-10	Align the selected text in center.
	Click the **center** alignment button on the **Formatting** toolbar.
Step-11	Open the **Font** dialog box.
Step-12	Apply the following formats to the second **"Happy Birthday""** text:
	Font:Font Style: Italic, Size: 26 pt., Font Color: blue, Effect: Small Caps
	Character Spacing: Spacing: Expanded by: 3 pt.
	Text Effects: Animation: Sparkle Text

Fill in the blank

1. To align text along both the left and right side of the typing area you use the _____ button on the formatting toolbar.
2. To copy the formatting of a text to another part of the document quickly, use the _____ button on the Standard toolbar.
3. You can display formatting marks such as paragraph marks and space on your screen by clicking the _____ button.

True or False

1. Superscripted texts are those that appear raised above other text on a line.

   ☐ True ☐ False
2. Borders can be applied on all the edges of a paragraph.

   ☐ True ☐ False

Formatting Characters and Paragraphs

1. Use the _____ toolbar to enhance the appearance of your document, including the style and size of the type.
    a. Status
    b. Menu
    c. Standard
    d. Formatting

2. Choose the text format effects which are printable. (Choose three answers)
    a. Font - Shadow and Outline
    b. Superscript - Subscript
    c. Font - Text effects - Blinking Background
    d. Highlight (Text Background Color)

3. Which of the following can be formatted using the Format - Paragraphs option? (Choose three answers)
    a. Line space between paragraph lines
    b. Space between paragraphs
    c. Indent space of paragraphs
    d. Page space of documents

4. Select the statements that are true about paragraph borders. (Choose two answers)
    a. You can apply borders to all sides of a paragraph
    b. Paragraphs cannot contain border and shading together
    c. Borders should be applied to each paragraph separately
    d. The Border button on the Standard toolbar can be used to apply borders

5. Which of the following indents all the text in a paragraph except the first line?
    a. Hanging indent
    b. First line indent
    c. Right paragraph indent
    d. Decrease indent

6. The Column dialog box allows you to; (Choose two answers)
    a. Set the number of columns
    b. Change the spacing between columns
    c. Change the font formatting of column text
    d. Set the alignment of columns

7. What is Orphan Control?
    a. Keeps the paragraph and the following paragraph on the same page
    b. Keeps all lines of a paragragh on the same page.
    c. Prevents the first line of a paragraph from being printed at the bottom of a page.
    d. Suppreses the line numbering .

8. Which of the following is a shortcut for aligning the text to the right?
    a. Ctrl +L
    b. Ctrl +M
    c. Ctrl + R
    d. Ctrl + B

9. Which of the following shortcuts is for Bold text format?
    a. Ctrl + U
    b. Ctrl + I
    c. Ctrl + A
    d. Ctrl + B

10. Which of following effects cannot be printed?
    a. Emboss
    b. Shadow
    c. Engrave
    d. Shimmer