

Microsoft Word: Character Formatting | Microsoft 365

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- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-word/docs/character-formatting.html>

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Formatting

- The process of defining the appearance of a document is called formatting. It includes the following options:
 - Changing the font and font size of text
 - Applying borders and shadings

- Adding picture and graphics etc.

Types Of Formatting:

There are three types of formatting:

1. Character Formatting

- A type of formatting that is applied to an individual character is called Character Formatting.
- Important character formatting are typeface, font size , font color, font style and character spacing etc.

2. Paragraph Formatting

- A type of formatting that is applied to a complete paragraph is called Paragraph formatting.
- Paragraph is a collection of text that ends with Enter key.
- Word inserts a new paragraph in the document wherever the user presses the Enter key.
- **Example:** Text Alignment, Indentation, Line space , Bullets and Numbering

3. Page Formatting

- Page formatting: The formatting applied on page is called page formatting.
- It includes the following: Page Size, Margins, Page Orientation, Headers and Footer

1. CHARACTER FORMATTING

1.1. Font

- The appearance of text in the document is called font or typeface.
- Fonts are used to make the text of different styles and sizes. Fonts by Category
<http://www.fontpool.com/categories/> Change the Font

1.2 Font Size

- Size of text in document is called Font Size.
- Font size is measured in points.
- There are 72 points in an inch.

Change Font Size

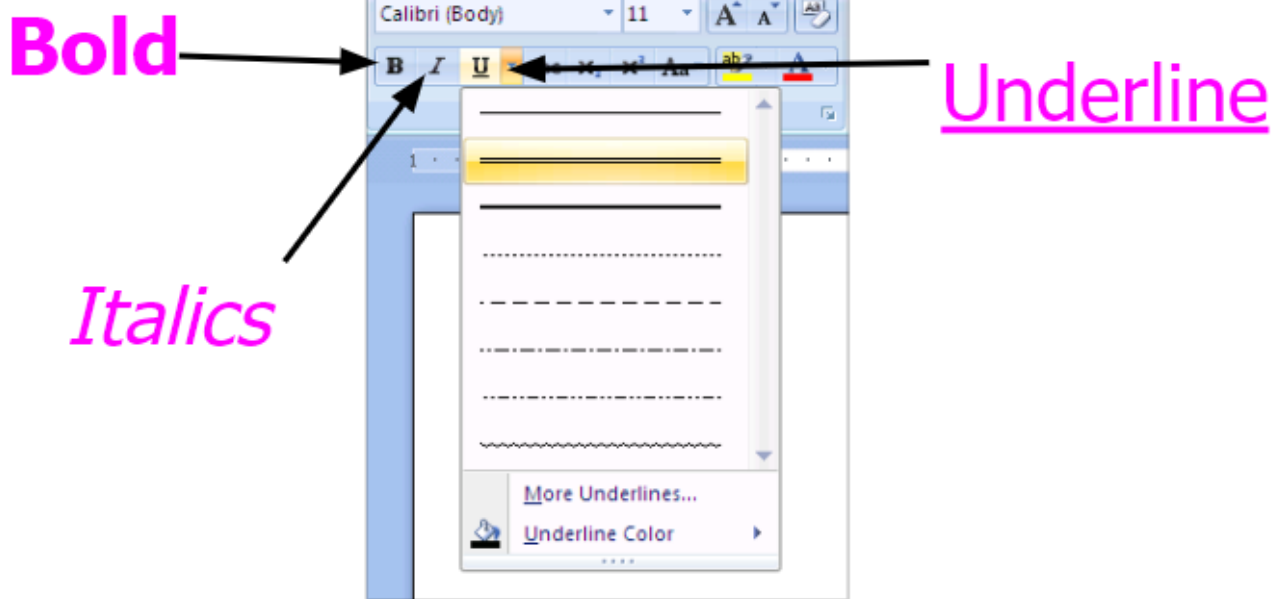
- Click on the Arrow sign of Font Size in Font group

OR

Keyboard shortcut for Grow Font: **CTRL+SHIFT + >** Keyboard shortcut for Shrink Font: **CTRL+SHIFT + <**

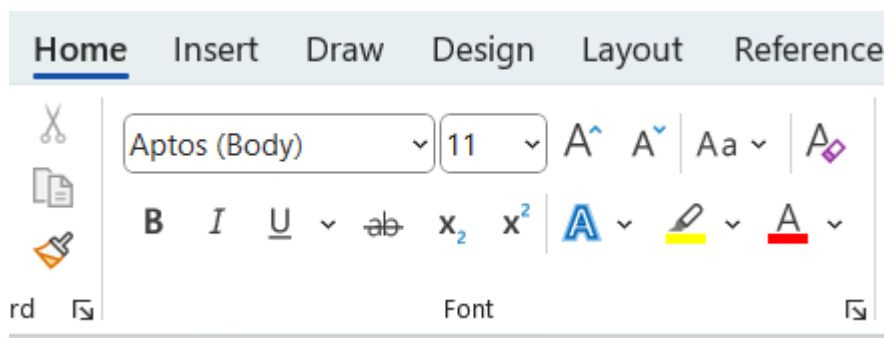
1.3. Font Style

- Font Style is used to bold, Italicize and underline the text.



Change Font Style:

- On the **Home** tab, in the **Font** group, click **Font Style**



Underline words, but not the spaces between them:

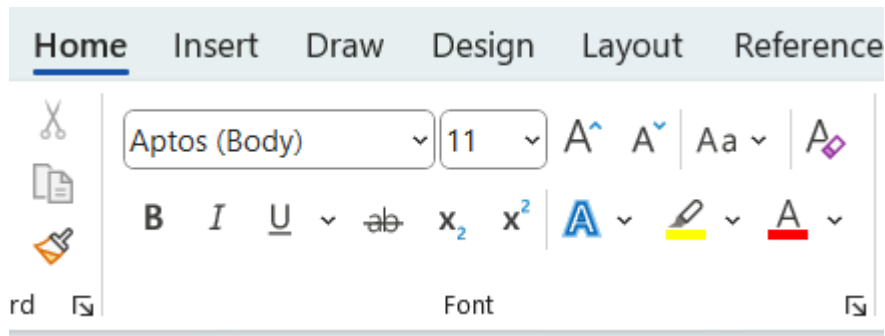
- Select the text that you want to underline.
- On the Home tab, click the Font Dialog Box Launcher, and then click the Font tab.
- In the Underline style box, click **Words only**.

1.4. Font Color

- Font color is used to change the color of the text.

Change Font Color:

- On the Home tab, in the Font group, click Font Color

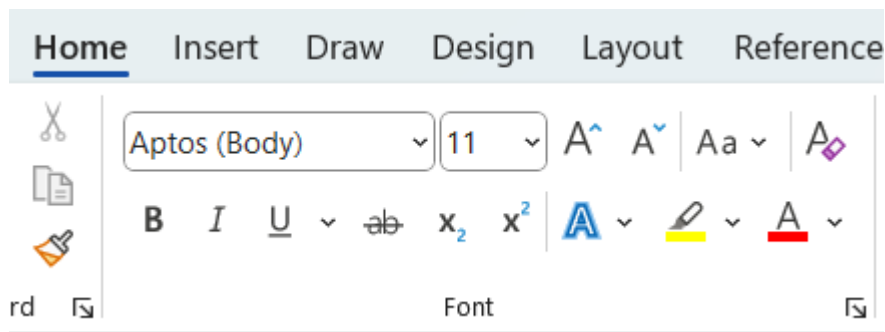


1.5. Text Highlight Color

- Make text look like it was marked with highlighter pen

Text Highlight Color:

- On the **Home** tab, in the **Font** group, click **Text Highlight** Color

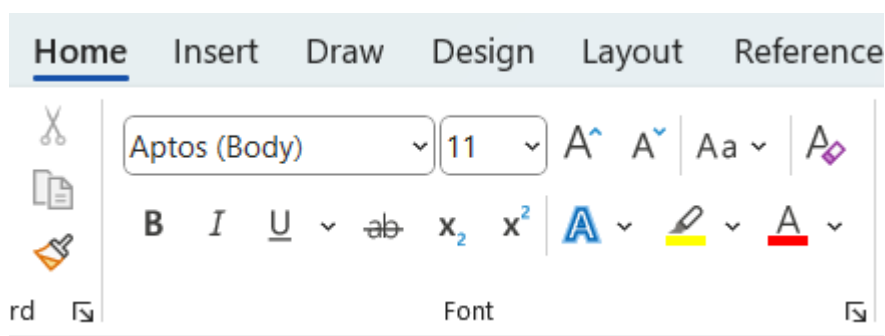


1.6. Subscript

- Create small letters below the text baseline

H2O Change Subscript

- On the **Home** tab, in the **Font** group, click **Subscript**



OR

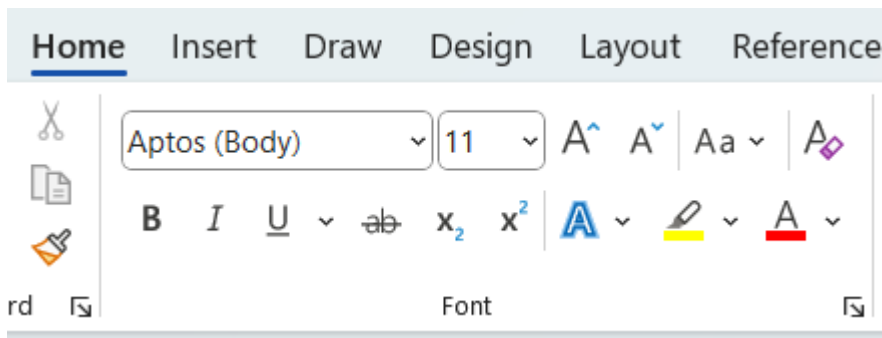
- Keyboard shortcut: **Ctrl+Shift+_**

1.7. Superscript

- Create small letters above the line of text.

5th **Change Superscript:**

- On the **Home** tab, in the **Font** group, click **Superscript**



OR

- Keyboard shortcut: **Ctrl+Shift++**

Task: Applying Subscript and Superscript in Microsoft Word

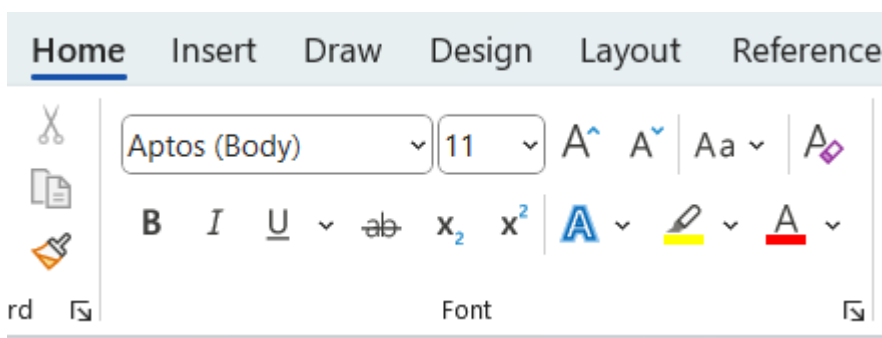
- Write "H₂O" and convert "2" to subscript.
- Write "10⁵" and apply superscript to "5".

1.8. Strikethrough

- Draw a line through the middle of the selected text.

Apply Strikethrough:

- On the Home tab, in the Font group, click Strikethrough



Task: Applying Strikethrough in Microsoft Word

- Write the sentence:
"The deadline for the project is ~~Monday~~ Friday."
- Use the **Strikethrough** feature to cross out the word **Monday**.

Task: Applying Double Strikethrough in Microsoft Word

- Write the sentence:
"The initial budget of \$1000 has been revised."
- Apply **Double Strikethrough** to the text **\$1000** to indicate its removal.

Steps:

1. Highlight **\$1000**.
2. Open the **Font** dialog box (right-click and select **Font** or press **Ctrl + D**).
3. Check the **Double Strikethrough** option.
4. Click **OK** to apply.

1.9. Character Case

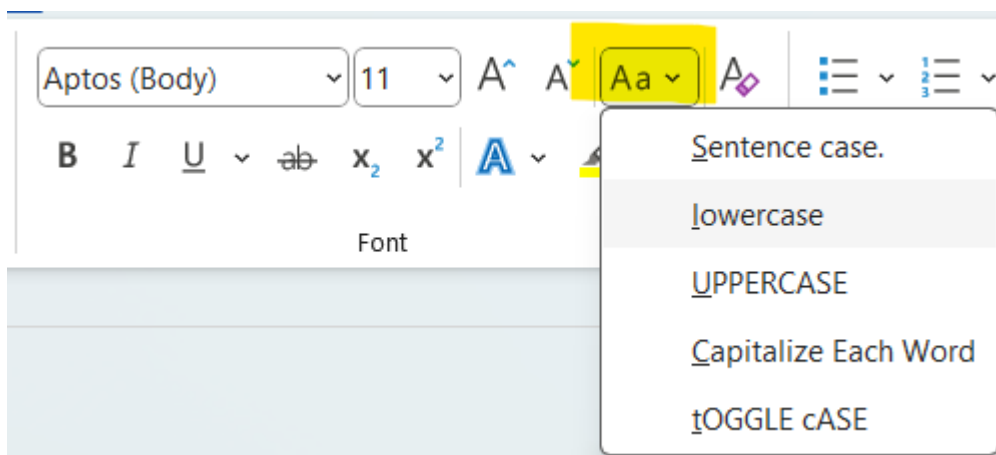
- The character in which text is written is called case of the text.
- Capital letters are called upper case letters.
- Small letters are called lower case letters.
- **Sentence case:** It changes the first character of sentence to upper case and all other characters to the lower case.
- **lower case:** it changes all characters to lowercase
- **UPPER CASE:** IT CHANGES ALL CHARACTERS TO UPPER CASE.
- **Capitalize Each Word:** It Changes The First Characters Of Each Word To Uppercase And All Other Characters To Lowercase.
- **tOGGLE cASE:** iT sWITCHES uPPERCASE tO lOWERCASE aND vICE vERSA.

Using the Ribbon Menu

1. Highlight the text.
2. Go to the **Home** tab.
3. Click on the **Change Case** button (represented by "Aa") in the **Font** group.
4. Select the desired case option from the dropdown menu.

Using Keyboard Shortcut

- Select the text
- Press **Shift + F3** until the required case is achieved.

**Task: Practicing Character Case Formatting in Microsoft Word**

1. Write the sentence:

"microsoft word is a powerful word processing tool."

2. Perform the following tasks to change the case:

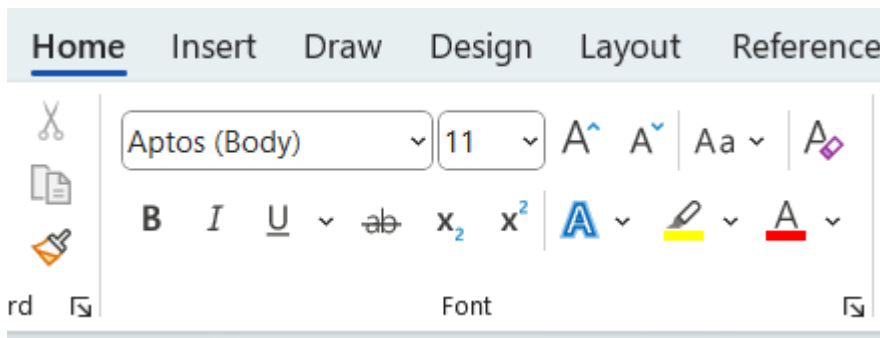
- Convert the entire sentence to **UPPERCASE**.
- Convert the entire sentence to **lowercase**.
- Use **Capitalize Each Word** to make it: *"Microsoft Word Is A Powerful Word Processing Tool."*
- Apply **Toggle Case** to make it: *"MICROSOFT wORD IS A POWERFUL WORD PROCESSING TOOL."*

1.10. Clear Formatting

- Clear formatting command clear all the formatting from the selection and leave only plain text.

Using the Ribbon Menu

1. Highlight the formatted text.
2. Go to the **Home** tab.
3. In the **Font** group, click on the **Clear All Formatting** button (represented by an eraser icon).



Using Keyboard Shortcut

Press **Ctrl + Spacebar** to clear character formatting (such as bold, font, and font size) from selected text 2.

Task: Removing Text Formatting in Microsoft Word

1. Write the sentence:

"This is a sample text with bold, italic, underline, and color formatting."

2. Perform the following tasks:

- Apply **Bold, Italic, Underline**, and a text color (e.g., Red) to the sentence.
- Use the **Clear Formatting** feature to remove all the formatting, returning the text to its default style.

1.11. Using Font Dialog Box

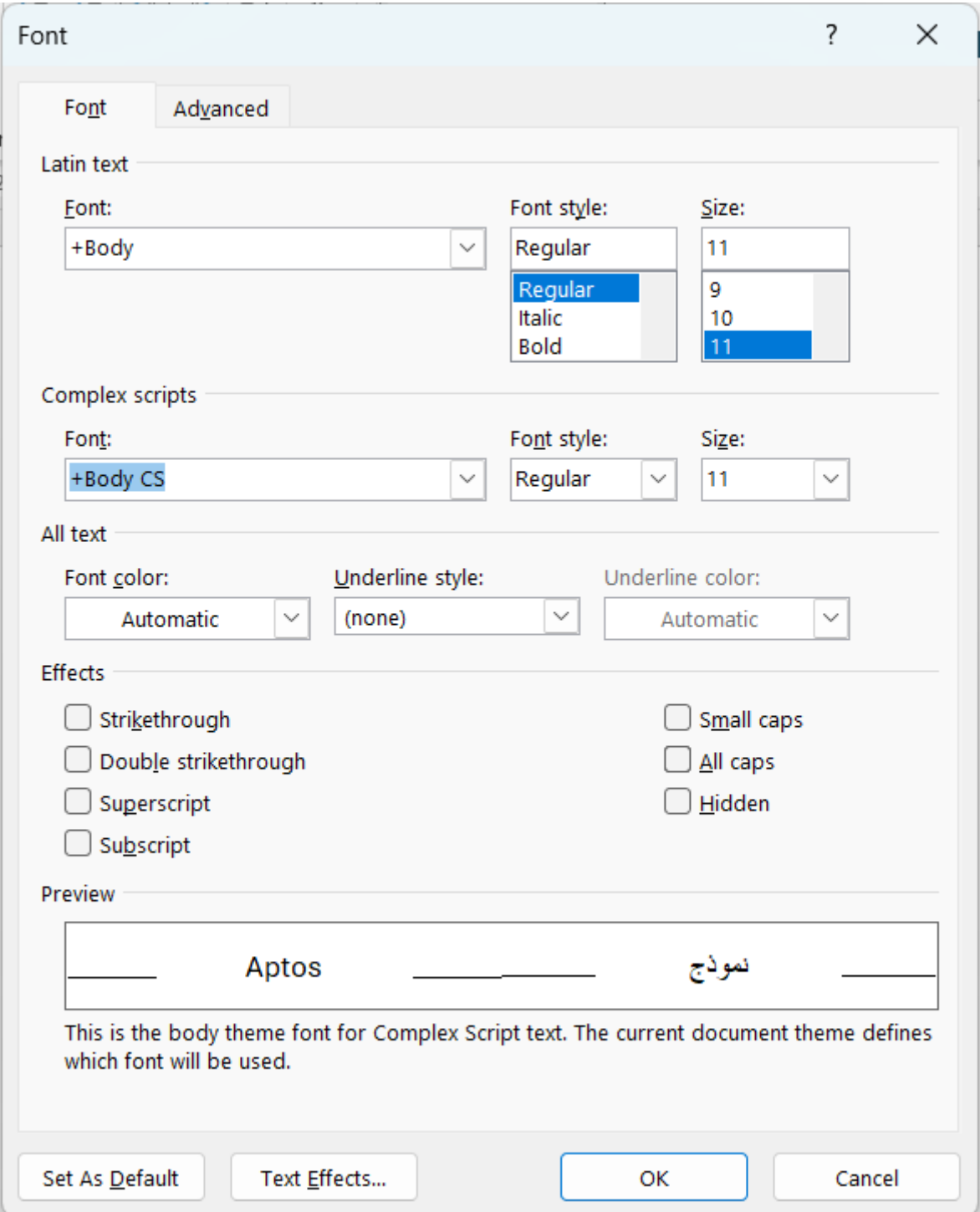
- The font dialog box can be used to apply different formatting option on the text

Font Dialog Box

- Click on the Arrow sign of Font group

Using Keyboard Shortcut

Keyboard shortcut: **CTRL+D**



Font Dialog

Box

1.11.1. Character Spacing

- The distance between two characters is called character spacing.
- It can be specified in two ways:
 - Character Spacing is used to increase or decrease distance between characters.
 - Kerning automatically adjusts the distance between characters.

Using the Ribbon Menu

1. Highlight the text.
2. Go to the **Home** tab and click the small arrow in the **Font** group to open the **Font dialog box**.
3. In the dialog box, click the **Advanced** tab.
4. Under **Character Spacing**, adjust the **Spacing** dropdown to **Expanded** or **Condensed**, and set the point size.
5. Click **OK** to apply the changes.

Task: Adjusting Character Spacing in Microsoft Word

1. Write the sentence:
"Text formatting can improve document presentation."
2. Perform the following tasks to adjust character spacing:
 - Increase the **spacing between letters** to make the text more spread out.
 - Decrease the **spacing between letters** to bring the text closer together.
 - Apply **Expanded** spacing by 2 pt for a wider effect.
 - Apply **Condensed** spacing by 1 pt for a tighter look.

1.12. Mini Toolbar

- When we select text, we can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar • To use toolbar, click any of the available command.

1.13. Format Painter

- The Format Painter is a tool that is used to copy formats from existing text and apply it to other text in the document.

Using the Ribbon Menu

- Select the text or graphic that has the formatting that you want to copy.
- On the Home tab, in the Clipboard group, click Format Painter.
- Select the text or graphic that you want to format.
- To stop formatting, press **ESC**.
-

Important: Double-click the Format Painter button if you want to change the format of multiple selections in your document.

Using Keyboard Shortcut

- Select the text already formatted to copy format. • Press **CTRL+SHIFT+C** • Select the text to apply format. • Press **CTRL+SHIFT+V**

Task: Using Format Painter in Microsoft Word

1. Write two sentences:
 - **Sentence 1:** *"The quick brown fox jumps over the lazy dog."*
 - **Sentence 2:** *"A journey of a thousand miles begins with a single step."*

2. Perform the following tasks using **Format Painter**:

- Copy the **formatting** (font size, color, and bold) from **Sentence 1** and apply it to **Sentence 2**.
- Use the **Format Painter** multiple times to apply the same formatting to other pieces of text in the document.

Steps:

1. Highlight the text that has the formatting you want to copy (Sentence 1).
2. Go to the **Home** tab and click on the **Format Painter** button (paintbrush icon).
3. Highlight the text you want to apply the formatting to (Sentence 2).
4. If you want to apply the same formatting to multiple sections, double-click the **Format Painter** button to keep it active, then click on other text sections to apply the format.

Key Terms

Font Font size Font style Character spacing Kerning Mini toolbar Format painter

True/False (Mark T for True and F for False)

1. Bold and italic are considered the same type of character formatting.
2. Character spacing refers to the distance between lines of text in a paragraph.
3. The format painter tool allows you to copy formatting from one text section and apply it to another.
4. Clearing formatting removes all character styles/formatting and returns the text to its default settings.
5. Strikethrough formatting is used to highlight important text.

Answer Key (True/False):

1. False
2. False
3. True
4. True
5. False

Multiple Choice (Select the best answer)

Which of the following is NOT a type of formatting in Microsoft Word?

1. ☐ Character formatting
2. ☐ Paragraph formatting
3. ☐ Document formatting
4. ☐ Page formatting

Which keyboard shortcut can be used to increase the font size?

1. ☐ CTRL+F
2. ☐ CTRL+SHIFT+>
3. ☐ ALT+S
4. ☐ CTRL+B

What does the Font Style option in Microsoft Word allow you to do?

1. ☐ Change the font color
2. ☐ Change the font size
3. ☐ Bold, italicize, or underline text
4. ☐ Adjust line spacing

Which command is used to change the color of text in Microsoft Word?

1. ☐ Font Size
2. ☐ Font Style
3. ☐ Font Color
4. ☐ Text Highlight Color

What is the purpose of the Subscript feature in Microsoft Word?

1. ☐ To create small letters above the line of text
2. ☐ To draw a line through the middle of selected text
3. ☐ To create small letters below the text baseline
4. ☐ To change the font case

How can you access the Font Dialog Box in Microsoft Word?

1. ☐ Click on the Arrow sign of Font group
2. ☐ Press CTRL+D
3. ☐ Both a and b
4. ☐ None of the above

What is the function of the Mini Toolbar in Microsoft Word?

1. ☐ To provide access to frequently used commands
2. ☐ To change the page size
3. ☐ To show or hide formatting marks
4. ☐ To insert page breaks

Which of the following is NOT a component of character formatting?

1. ☐ Font style
2. ☐ Paragraph alignment
3. ☐ Font color
4. ☐ Font size

What unit is used to measure font size in Microsoft Word documents?

1. ☐ Pixels
2. ☐ Points
3. ☐ Inches
4. ☐ Millimeters

What is the result of pressing Shift + F3 on selected text in Microsoft Word?

1. ☐ It applies subscript formatting.
2. ☐ It changes the case of the text.

3. ☐ It applies superscript formatting.
4. ☐ It clears all formatting.

Which feature would you use to make text look like it was marked with a highlighter pen?

1. ☐ Font Color
2. ☐ Text Highlight Color
3. ☐ Font Style
4. ☐ Clear Formatting

Fill in the Blanks

1. The process of customizing the appearance of a document, including fonts and colors, is called _____.
2. A small toolbar that appears when you select text, offering formatting options, is called the _____.
3. The _____ tool lets you copy formatting from one text section and apply it elsewhere.
4. Clearing formatting removes all character styles, returning the text to its _____ settings.

Answer Key (Fill in the Blanks):

1. formatting
2. mini toolbar
3. format painter
4. default

Exercises

- Format a selected text in Microsoft Word to make it bold and underline.
- Change the font size of a paragraph to 14 points.
- Apply subscript to the text "H₂O".
- Copy formatting from one sentence to another using the Format Painter tool.

Review Questions

- What is formatting?
- Briefly explain the difference between character formatting and paragraph formatting.
- What is the purpose of using subscript and superscript formatting?
- How can you access the Font dialog box to explore more character formatting options?
- Describe the difference between character formatting, paragraph formatting, and page formatting.
- What are the common font styles used in document editing? How do you apply them?
- Explain the function of the "Clear Formatting" command in Microsoft Word.
- Describe the steps to access and use the Font Dialog Box in Microsoft Word.

References and Bibliography

[1] "Word: Formatting Text," GCFGlobal.org. <https://edu.gcfglobal.org/en/word/formatting-text/1/> [2] "Format your Word document," support.microsoft.com. <https://support.microsoft.com/en-us/office/format-your-word-document-fb9ef2d6-e2ad-4721-abc1-55f88864617f>

