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
- Slides: Character Formatting

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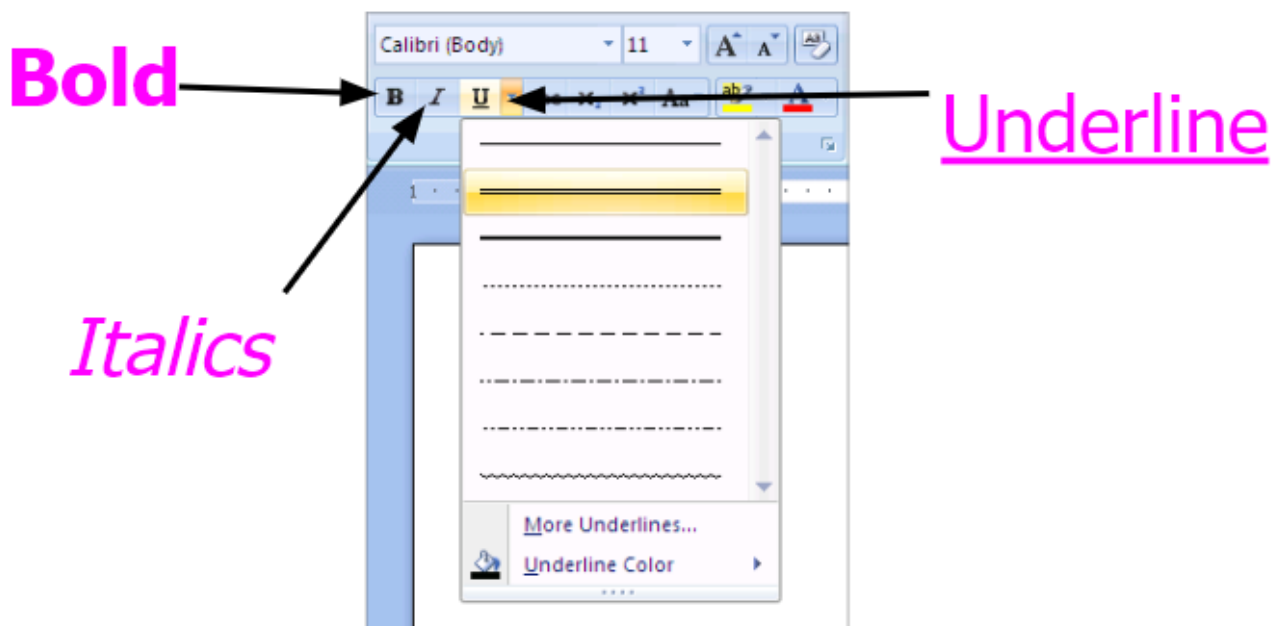
Change Font Size

- 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 + <**
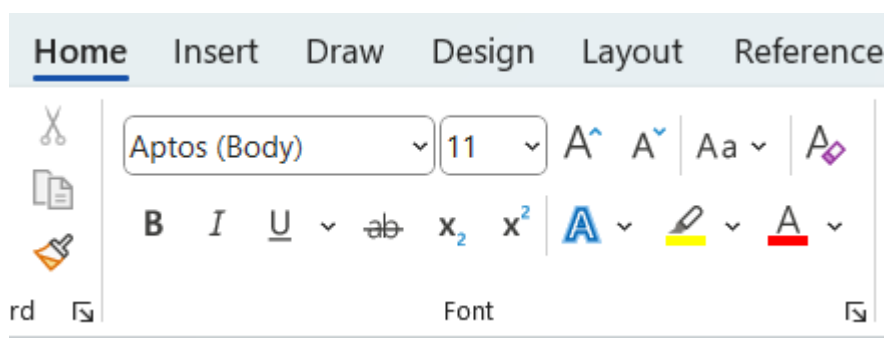
1.3. Font Style

- 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**

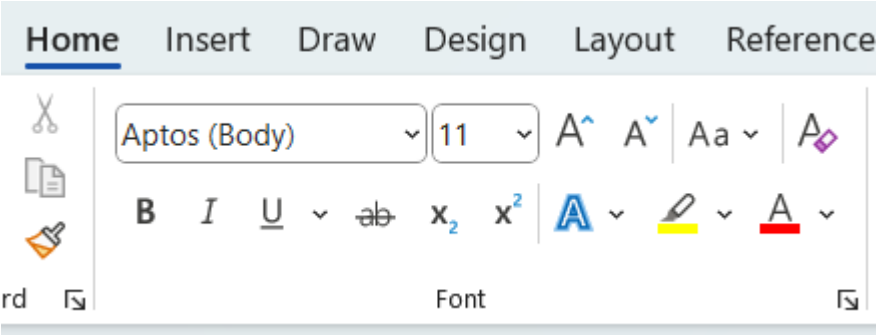**Underline words, but not the spaces between them:**

- 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:

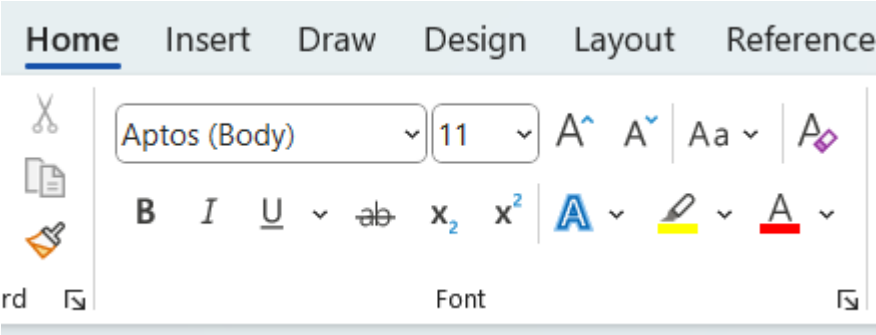- On the Home tab, in the Font group, click Font Color

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
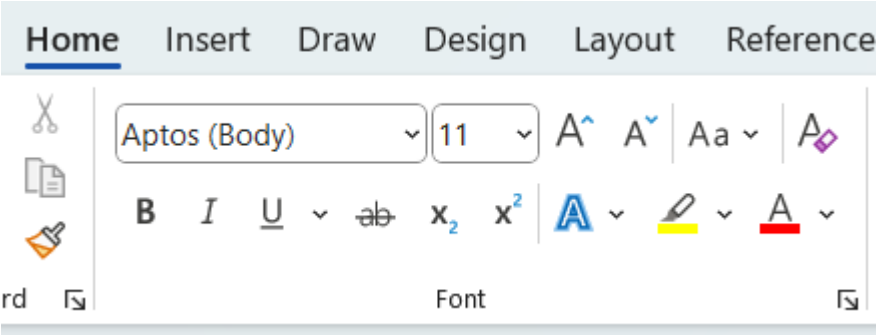

1.6. Subscript

- Create small letters below the text baseline

H2O Change Subscript

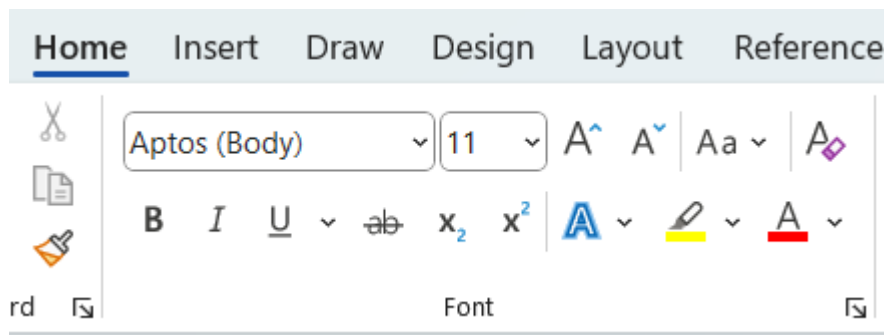- On the **Home** tab, in the **Font** group, click **Subscript**

OR

- Keyboard shortcut: **CTRL+=**

1.7. Superscript

● Create small letters above the line of text.

5th **Change Superscript:**

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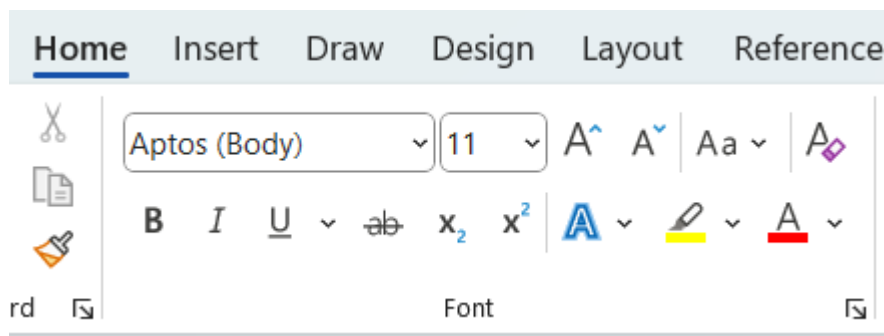

OR

- Keyboard shortcut: **CTRL+Shift++**

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
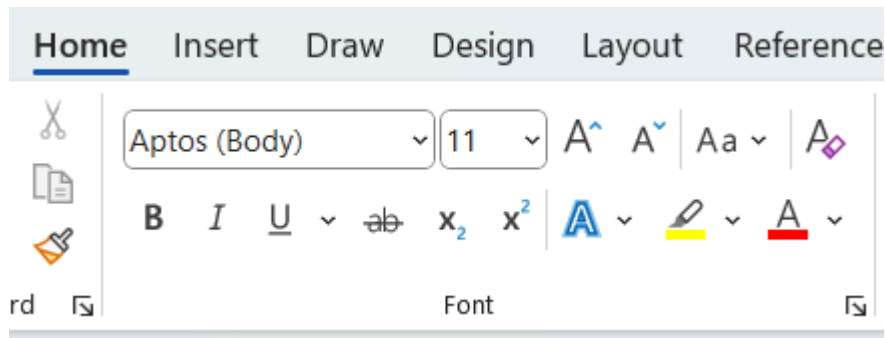

1.9. Character Case

- The character in which text is written is called case of the text.
- Capital letters are called upper case letters.
- Small letters are call lower case letters.

Character Case

- Select the text
- Press **Shift + F3** until the required case is achieved. OR
- Select the text
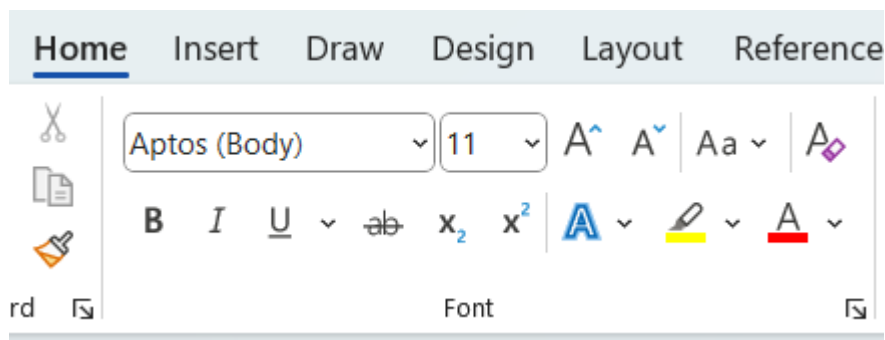- **Home tab > Font group > Change Case**

1.10. Clear Formatting

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

Clear Formatting:

- On the **Home** tab, in the **Font** group, click Clear All Formatting
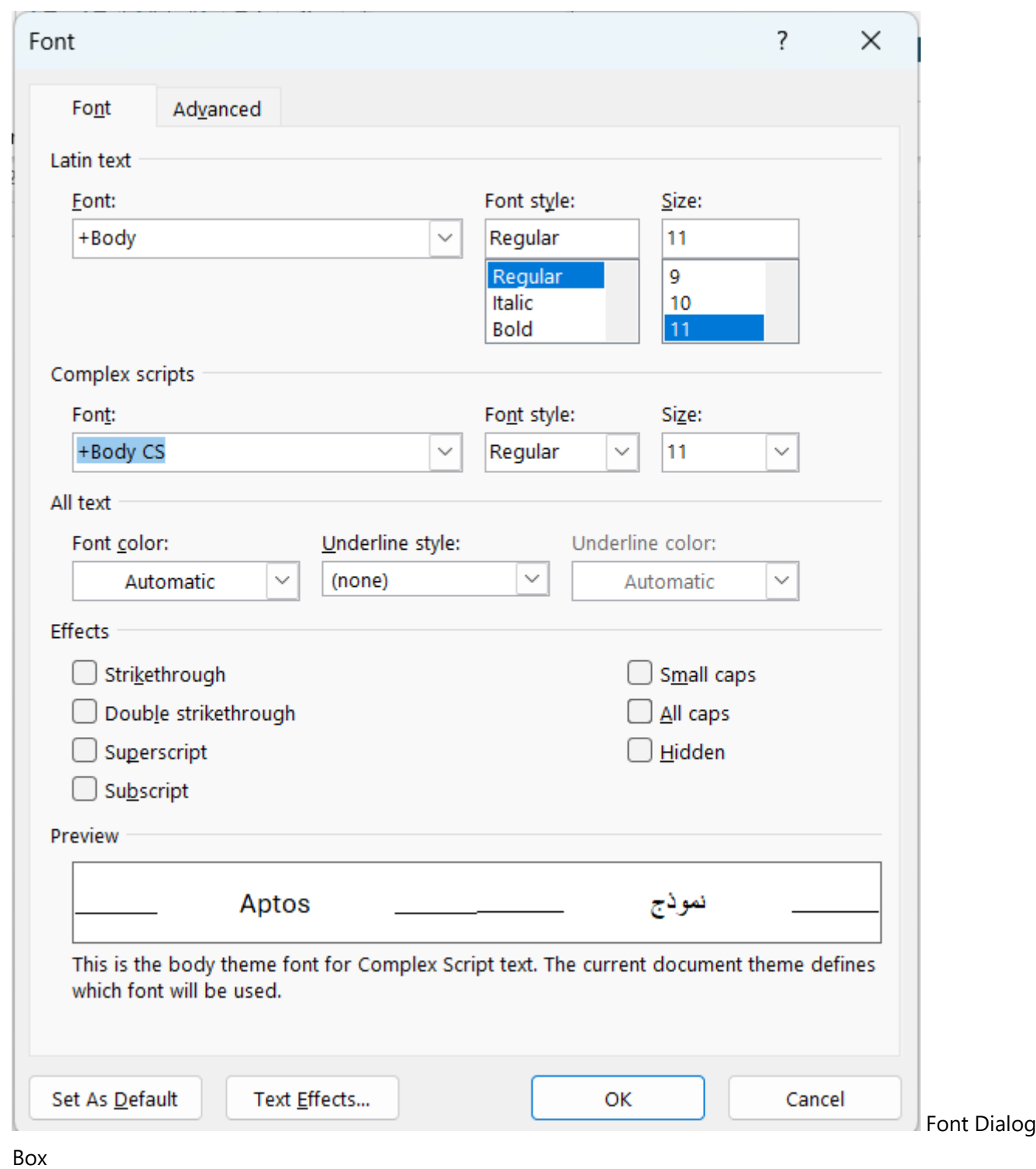

1.11. Using Font Dialog Box

- 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

OR

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.

Character Spacing:

- Select the text that you want to change.
- On the Home tab, click the Font Dialog Box Launcher, and then click the **Advanced** tab.

- In the Spacing box, click **Expanded** or **Condensed**, and then specify how much space you want in the By box.

Character spacing Changing Character Spacing

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. Format Painter

- 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.

Copying Formatting using Keyboard: • Select the text already formatted • Press **CTRL+SHIFT+C** • Select the text to apply format. • Press **CTRL+SHIFT+V**

Key Terms

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

Answer Key (True/False):

Multiple Choice (Select the best answer)

Fill in the Blanks

Answer Key (Fill in the Blanks):

Exercises

Review Questions

References and Bibliography