

## 04b Text Formatting

### *Introduction*

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

Play the video by clicking the link below:



[Text Formatting](#)

### Exercise 04b

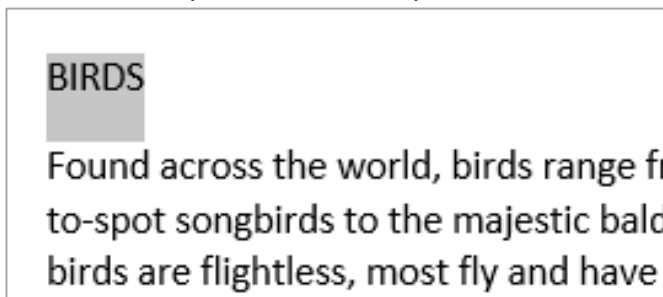
*Using the sample as a guide, follow the directions below to complete the exercise.*

As you progress through the exercises, some of the instructions will become abbreviated or shortened. **When you see a > symbol in the instructions, it means next step or click.**

- Open a file on your computer:  
**Word 04b Template TEXT FORMATTING**
- Save the file in your Documents Folder:  
**File > Save As > Documents**
- Name your file by typing in the *File Name* box:  
**Word 4b YourFirstNameLastInitial TEXT FORMATTING**  
Save as type: *Word Document*

**Word** provides a variety of **fonts** you can use to customize text and titles.

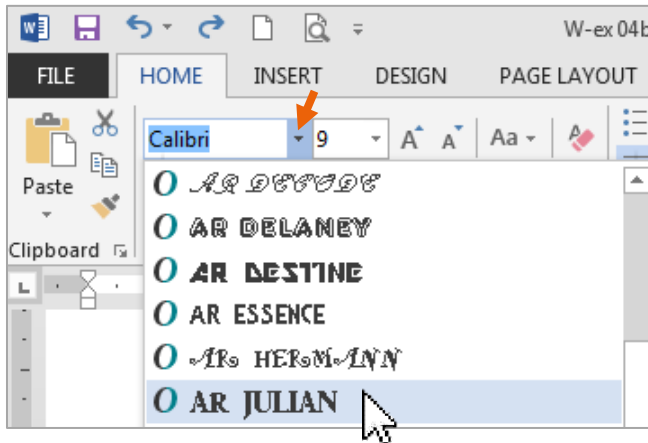
- Select the text you wish to modify - select *BIRDS*.



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

Move the mouse over the various font styles. A live preview of the font will appear in the document.

- Select any font style you like.**  
(You may not have *AR JULIAN* in your font list).



The font will change in the document.



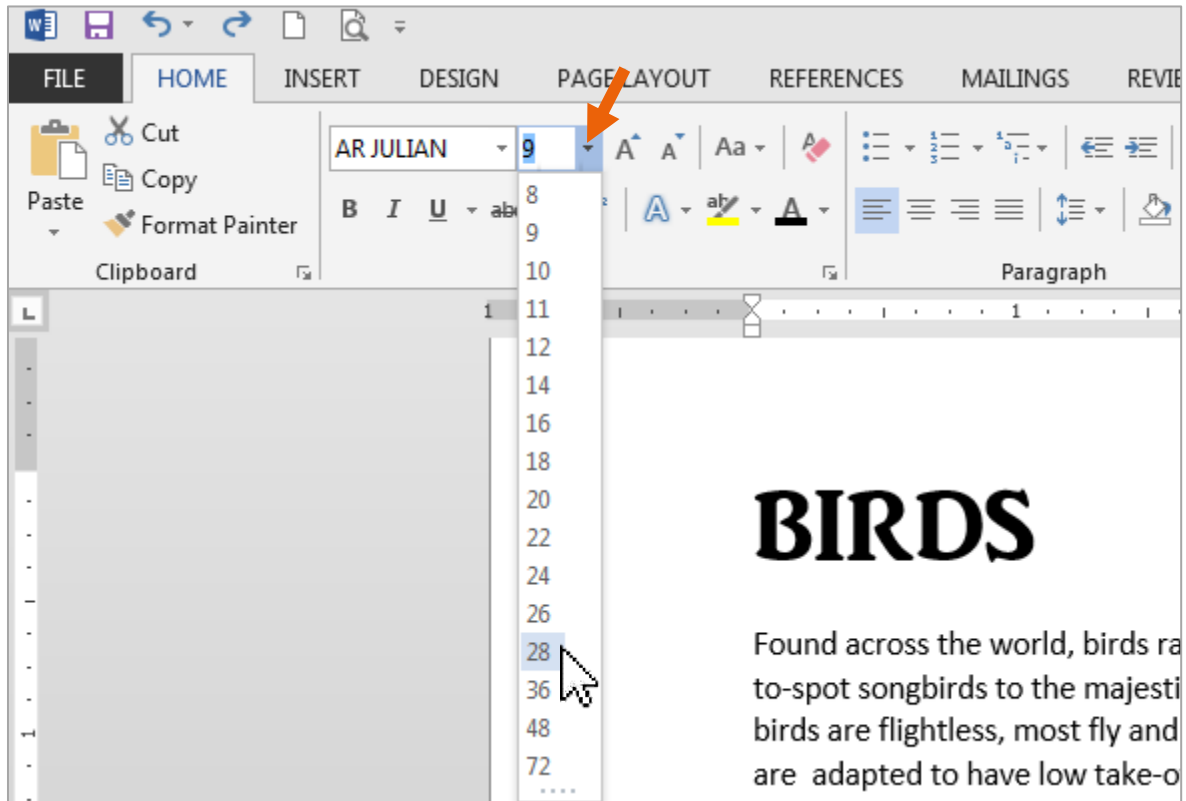
- \* **TIP:** When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that is easy to read. Along with **Calibri**, standard reading fonts for paragraph text include **Cambria**, **Times New Roman**, **Arial**, **Candara** and **Garamond**.

**To change the font size:**

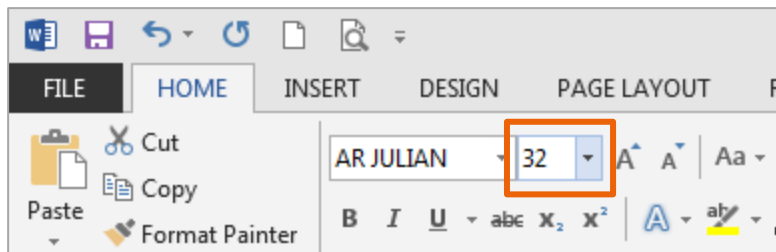
- Select** the text you wish to modify - select *BIRDS*



- On the **Home** tab, click the Font size **drop-down arrow**.  
A menu of **font sizes** will appear. When you move the mouse over the various font sizes, a **live preview** of the font size will appear in the document.
- Choose** size 28.



**TIP: Font size box:** When the font size you need is not available in the font size drop-down arrow, you can click the Font size box and **type** the desired font size. Then press **Enter**.

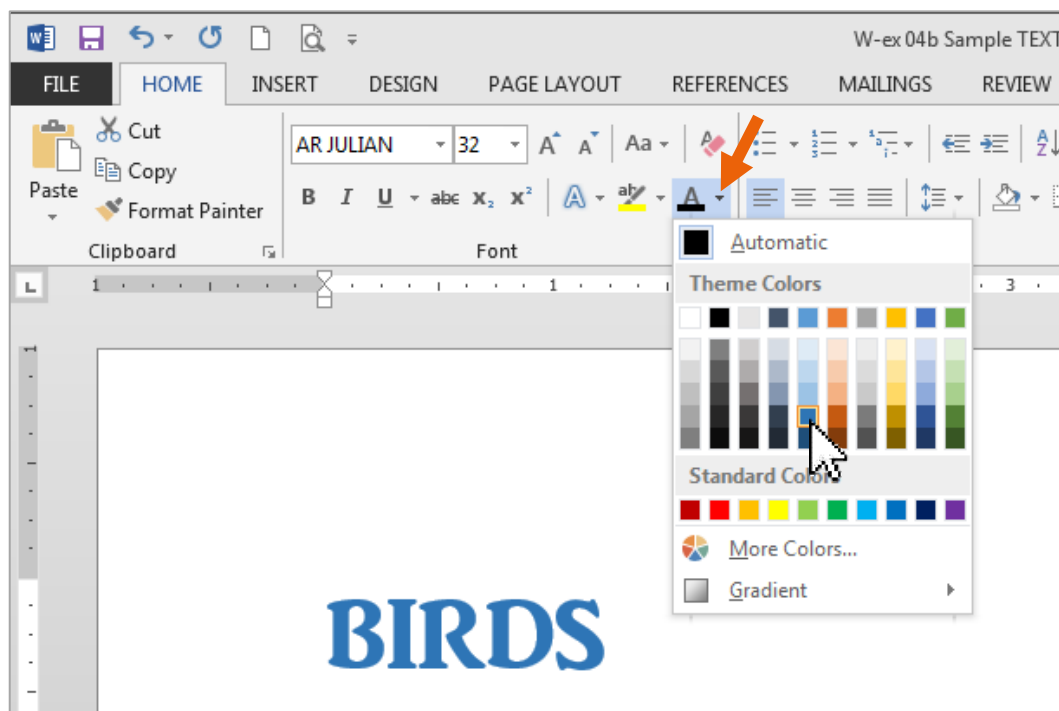


**Change the font colour:**

- Select the text you wish to modify - **select** *BIRDS*



- On the **Home** tab, **click** the Font Color drop-down arrow. The **Font Color** menu appears.
- Move** the mouse over the various **font colours**. A **live preview** of the colour will appear in the document.
- Select the colour you wish to use – **select** *Blue*



The **font colour** will change in the document.

Select the following text:

# BIRDS

Found across the world, birds range from small and difficult-to-spot songbirds to the majestic bald eagle. Though a few birds are flightless, most fly and have feathers. Typically birds are adapted to have low take-off weights and high power-to-weight-ratios. Many species undertake long migration every year.

**Birds of Prey**  
This fearsome group includes eagles, hawks, falcons, owls and their relatives.

**Grassland Birds**  
The prairies and other grasslands of the world provide rich habitat for a wide range of bird species

**Songbirds**  
The term "songbird" refers to a large number of species that are often known for their call rather than their looks.

**Woodpeckers**  
Planet Earth is home to more than 180 species of woodpecker, each of whom has a unique adaptation to habitat.

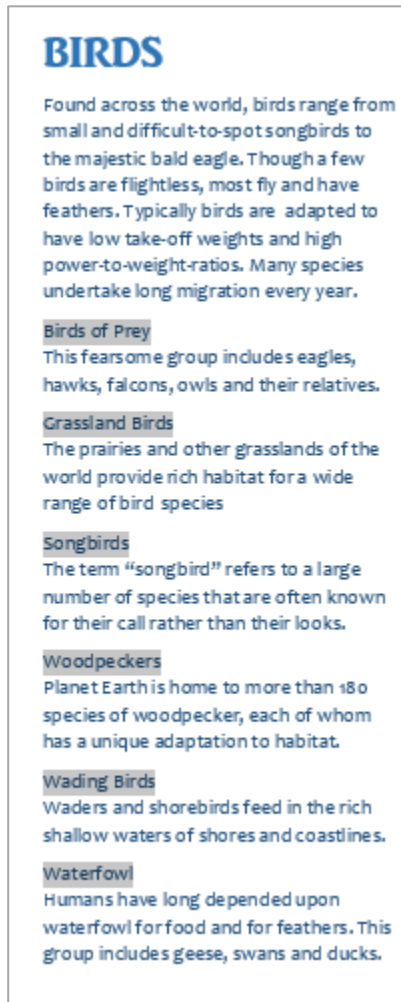
**Wading Birds**  
Waders and shorebirds feed in the rich shallow waters of shores and coastlines.

**Waterfowl**  
Humans have long depended upon waterfowl for food and for feathers. This group includes geese, swans and ducks.

Change the following:

- Font style:** Candara
- Font size:** 13
- Font colour:** Dark Blue

- Select** all of the sub-heading text by selecting *Birds of Prey* first.
- Hold down the **Ctrl** key on your keyboard and select the remaining sub-headings.
- Release** the mouse.



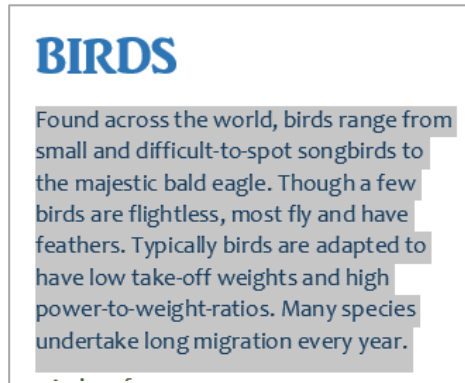
Change the following:

- Font Colour:** Dark Green
- Font Size:** 16

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

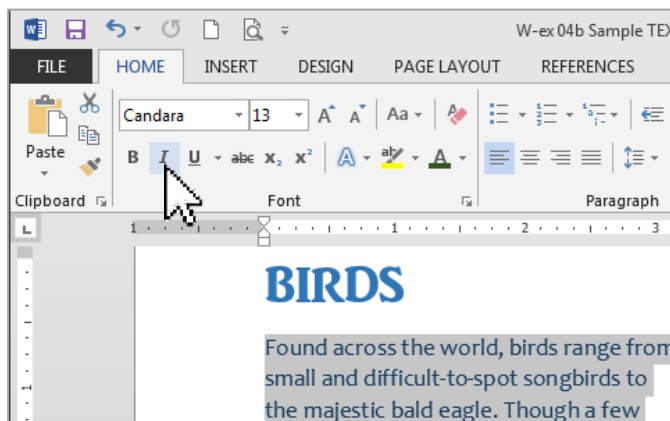
**Change the following paragraph to Italic:**

- Select** the text you wish to modify - Select *the paragraph as shown below*

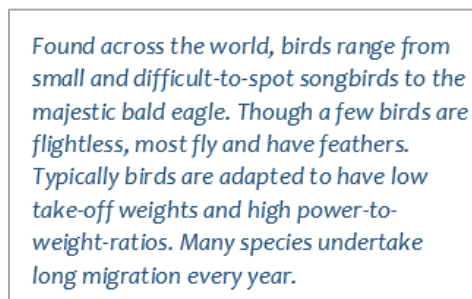


On the Home tab, find the Bold (**B**), Italic (*I*), or Underline (U) command in the Font group.

- Click** Italic



The selected text will be modified in the document.



Select all of the sub-headings.  
(select the first heading, hold down the Ctrl key + select the others)

**Birds of Prey**  
This fearsome group includes eagles, hawks, falcons, owls and their relatives.

**Grassland Birds**  
The prairies and other grasslands of the world provide rich habitat for a wide range of bird species

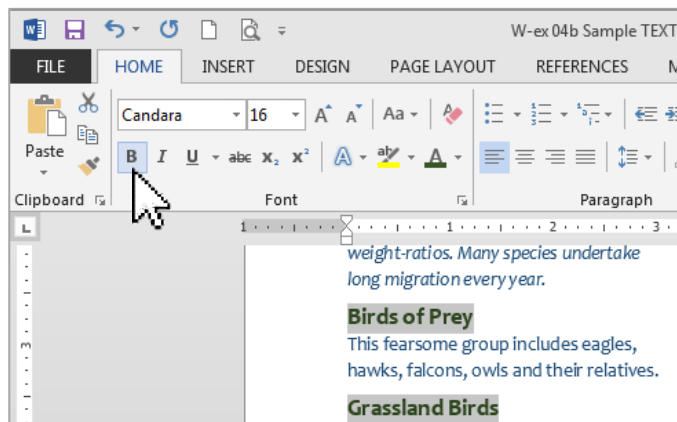
**Songbirds**  
The term “songbird” refers to a large number of species that are often known for their call rather than their looks.

**Woodpeckers**  
Planet Earth is home to more than 180 species of woodpecker, each of whom has a unique adaptation to habitat.

**Wading Birds**  
Waders and shorebirds feed in the rich shallow waters of shores and coastlines.

**Waterfowl**  
Humans have long depended upon waterfowl for food and for feathers. This group includes geese, swans and ducks.

Change the sub-headings text to **Bold**.



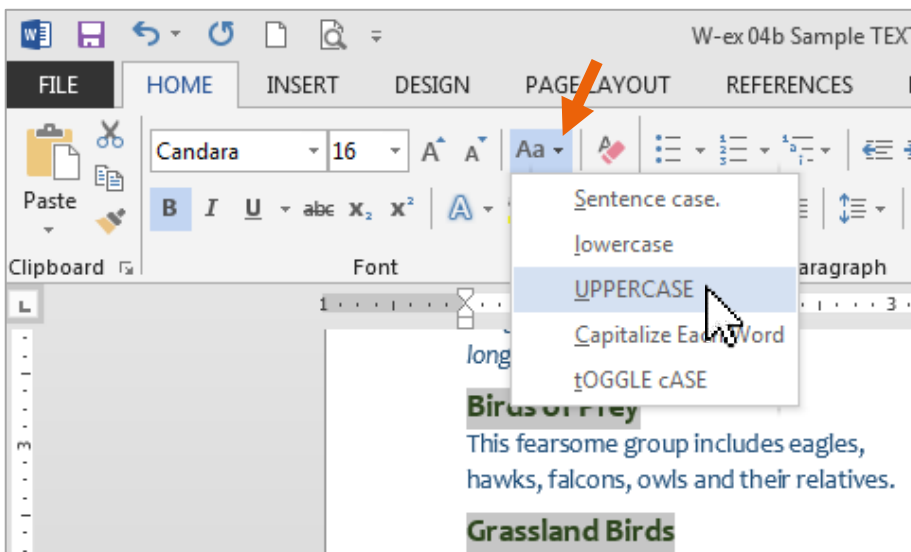
Change the **text case**:

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

- Select the text you wish to modify – **select all of the sub-headings**



- On the Home tab, click the **Change Case** command in the Font group.  
A drop-down menu will appear. Select the desired case option from the menu. Choose – **UPPERCASE**



The text case will be changed in the document.

**BIRDS OF PREY**  
This fearsome group includes eagles, hawks, falcons, owls and their relatives.

**GRASSLAND BIRDS**  
The prairies and other grasslands of the world provide rich habitat for a wide range of bird species

**SONGBIRDS**  
The term “songbird” refers to a large number of species that are often known for their call rather than their looks.

**WOODPECKERS**  
Planet Earth is home to more than 180 species of woodpecker, each of whom has a unique adaptation to habitat.

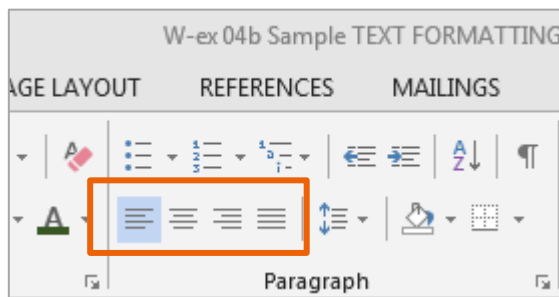
**WADING BIRDS**  
Waders and shorebirds feed in the rich shallow waters of shores and coastlines.

**WATERFOWL**  
Humans have long depended upon waterfowl for food and for feathers. This group includes geese, swans and ducks.

- Scroll down to **Page 2** in your document.

**Changing text alignment:**

By default, Word aligns text to the left margin in new documents, however there are 4 different types of text alignment:



Below is an overview of the text alignments available:



**Align Text Left:** Aligns all selected text to the left margin. The Align Text Left command is the most common alignment.

### The Bull Frog

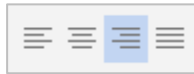
When a bullfrog is stretched to its full length, it may measure up to 36 inches, making it the largest frog in North America. Native to the eastern and central United States, it has been introduced in such far flung places as Jamaica, Thailand and France. Bullfrogs are aquatic frogs, but they spend much time on land and can often be spotted at the water's edge.



**Justify:** Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspaper and magazines use full justification.

### The Bull Frog

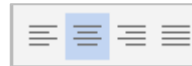
When a bullfrog is stretched to its full length, it may measure up to 36 inches, making it the largest frog in North America. Native to the eastern and central United States, it has been introduced in such far flung places as Jamaica, Thailand and France. Bullfrogs are aquatic frogs, but they spend much time on land and can often be spotted at the water's edge.



**Align Text Right:** Aligns all selected text to the right margin.

### The Bull Frog

When a bullfrog is stretched to its full length, it may measure up to 36 inches, making it the largest frog in North America. Native to the eastern and central United States, it has been introduced in such far flung places as Jamaica, Thailand and France. Bullfrogs are aquatic frogs, but they spend much time on land and can often be spotted at the water's edge.



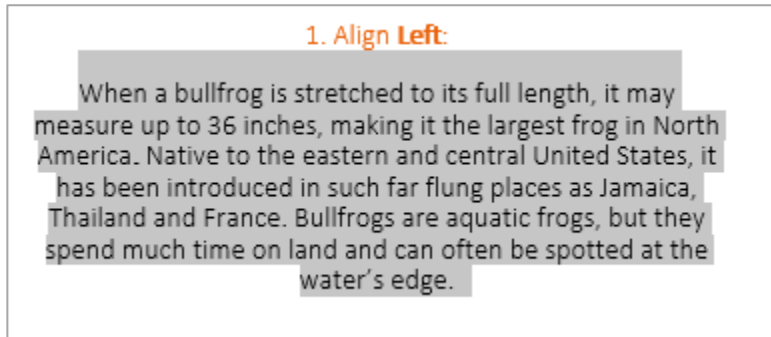
**Center:** Each line in the paragraph is centered.

### The Bull Frog

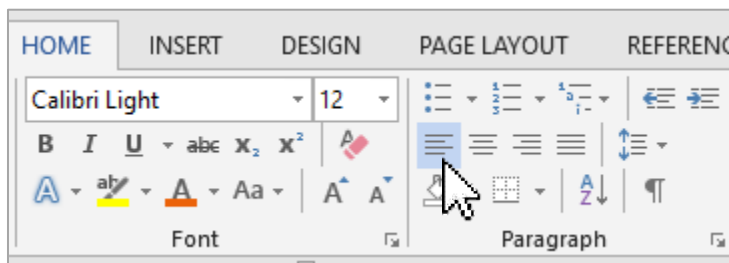
When a bullfrog is stretched to its full length, it may measure up to 36 inches, making it the largest frog in North America. Native to the eastern and central United States, it has been introduced in such far flung places as Jamaica, Thailand and France. Bullfrogs are aquatic frogs, but they spend much time on land and can often be spotted at the water's edge.

**Change** the text alignment of the paragraphs on page 2.

- Select the text in paragraph 1.



- In the Home Tab, click the Left Align tool.



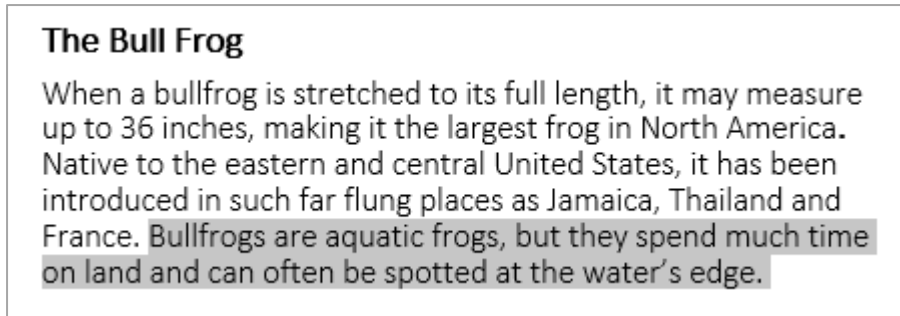
- Select the text in paragraph 2.
- In the Home Tab, click the **Align Right** tool.
- Select the text in paragraph 3.
- In the Home Tab, click the **Center** Align tool.
- Select the text in paragraph 4
- In the Home Tab, click the **Justify** Align tool.

The **Highlighting Tool**:

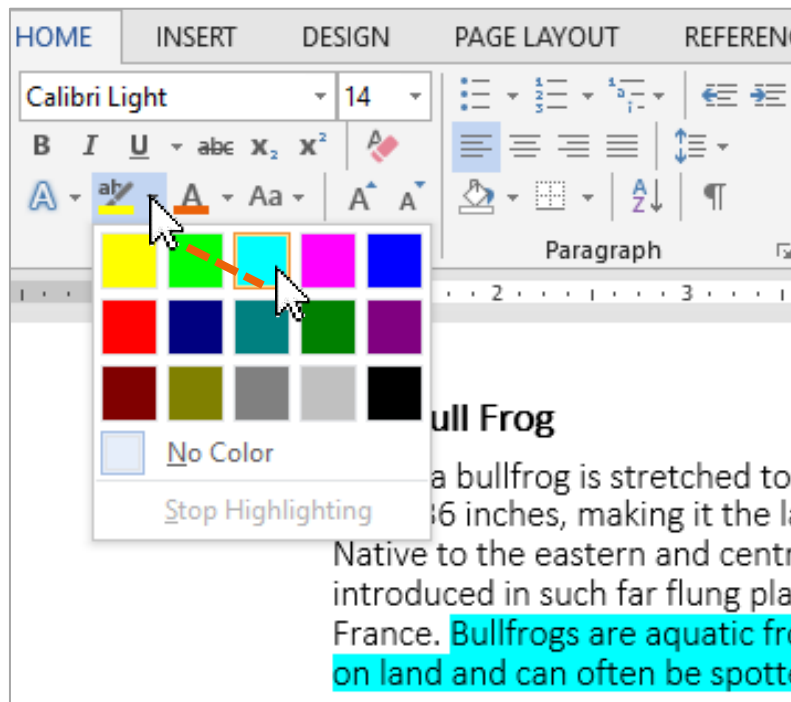
Highlighting can be a useful tool for marking important text in your document.


- Scroll down to **Page 3** in your document.

- Select the text as shown below:



- In the **Home tab**, click the **Highlight Color** drop-down arrow.
- Select any colour you like.  
The selected text will then be highlighted in the document.



- \* **TIP:** To remove highlighting, **select** the highlighted text, then click the Text Highlight Color drop-down arrow. Select **No Color** from the drop-down menu.
  - \* **TIP:** 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.  
Simply click the **Text Highlight Color** command, and the cursor changes into a highlighter . You can then click, hold, and drag the highlighter over the lines you wish to highlight.
- Email your assignment to your instructor.**