

Lesson 3

Lesson 3

Changing the Appearance of Text

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Learn how to:

- ◆ Apply formatting
- ◆ Change the magnification of the document window
- ◆ Set paragraph indents
- ◆ Create numbered and bulleted lists
- ◆ Align text in columns with tabs
- ◆ Add a border around a paragraph
- ◆ Change the line spacing within & between paragraphs

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Formatting

- ◆ Changing the appearance of the document!!
- ◆ Character Formatting
 - ✓ bold, italic, underlining etc
- ◆ Paragraph Formatting
 - ✓ center alignment, indentation etc
- ◆ Mostly accomplished with the Formatting toolbar (also the Format menu)

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Character Formatting

- ◆ Select the desired text
- ◆ Click the desired format button
 - ✓ Font type (Times New Roman etc.)
 - ✓ Font size
 - ✓ Font style (bold, italic, underline)
 - ✓ Highlight text
 - ✓ Text color
 - ✓ Superscript, Subscript
 - ✓ Animation etc.

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Copy Formatting

- ◆ Useful if you plan to use same formatting in different places
- ◆ Use the Format-Painter button (found to the right of the paste button)
- ◆ Select the text whose formatting is to be copied
- ◆ Double click the Format-Painter button
- ◆ Drag pointer across the text to be formatted
- ◆ At end click Format-Painter to turn off

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Paragraph Formatting

- ◆ Set paragraph alignment (Left, Right, Center)
- ◆ Set Indents
 - ✓ use TABS or Format Toolbar
 - ✓ use Ruler to set custom indents
- ◆ Add Borders to paragraph
- ◆ Set paragraph spacing, Line spacing
 - ✓ Format | Paragraph
- ◆ Do not need to select entire paragraph. Just position cursor in the paragraph

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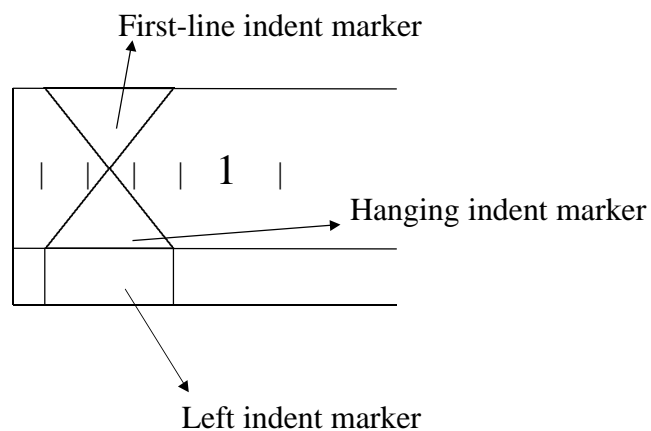
Bulleted & Numbered Lists

- ◆ Useful when need to clearly list items
 - ✓ sometimes in numeric sequence
- ◆ Select the desired paragraphs
- ◆ Click the Bullets or Numbering buttons
- ◆ Can change the bullet character
 - ✓ Format | Bullets

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The Ruler



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Custom Indents using the Ruler

- ◆ First-line indent marker
 - ✓ controls where the first line of the paragraph begins
- ◆ Hanging indent marker
 - ✓ controls where the remaining paragraph lines will begin
- ◆ Left indent marker
 - ✓ allows you to control the first-line and hanging indent markers simultaneously
- ◆ Right indent marker
 - ✓ controls where right edge of the paragraph ends

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Aligning Text using Tabs

- ◆ TABs offer an easy way to create simple tables
- ◆ Tabstops are located every half inch on the ruler
 - ✓ can be custom set
- ◆ Tabstops can be of type left-align, right-align, center, or decimal point

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Create new Tabstops

- ◆ Click the TAB icon at the left end of the ruler until you get the appropriate tab
- ◆ Click on the ruler at the location where the tab is to be set
- ◆ Tab location can be adjusted by moving the tab marker on the ruler

