Lesson 3

Changing the Appearance of Text

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)

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

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
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

The Ruler

- First-line indent marker
- Hanging indent marker
- Left indent marker
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

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
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