



UNIT

C

Word 2010

Microsoft Word 2010 - Illustrated

Unit C: Formatting Text and Paragraphs

Objectives

- Format with fonts
- Copy formats using the Format Painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs

Objectives (continued)

- Work with indents
- Add bullets and numbering
- Add borders and shading
- Insert clip art

Formatting with Fonts

- Formatting text with fonts is a powerful way to alter the appearance of a document
 - A **font** is a complete set of characters with the same typeface or design
 - Arial, Times New Roman, Tahoma, and Calibri are examples of fonts
 - Each font has a specific design and feel

Formatting with Fonts (continued)

- ▶ **Serif fonts** have a small stroke, called a **serif**, on the ends of characters, and are often used for body text:
 - Times New Roman
 - Garamond
 - Book Antiqua
 - Californian FB

- ▶ **Sans serif fonts** do not have a serif, and are often used for headings:
 - **Arial Rounded MT Bold**
 - **Comic Sans MS**
 - **Franklin Gothic Demi**
 - **Papyrus**

Formatting with Fonts (continued)

- Changing the size of text, or the **font size**, is another way to determine the impact of text
 - Font size is measured in points
 - A **point** is 1/72 of an inch
 - 11-point Calibri is the default font size and font for a new Word document
- You can also change the **font color**

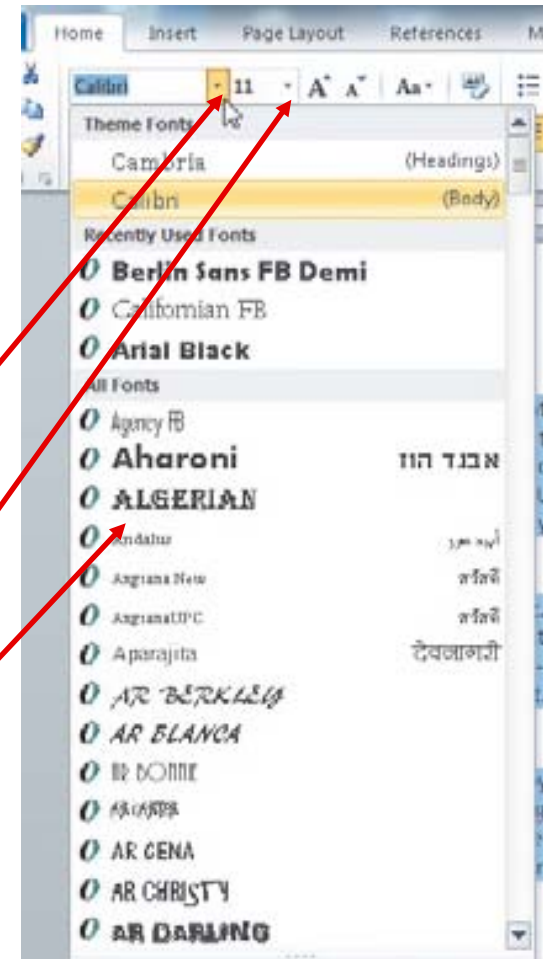
Formatting with Fonts (continued)

- Change fonts using the Font list arrow
- Change font size using the Font Size list arrow
- Change font color using the Font Color list arrow

Font list arrow

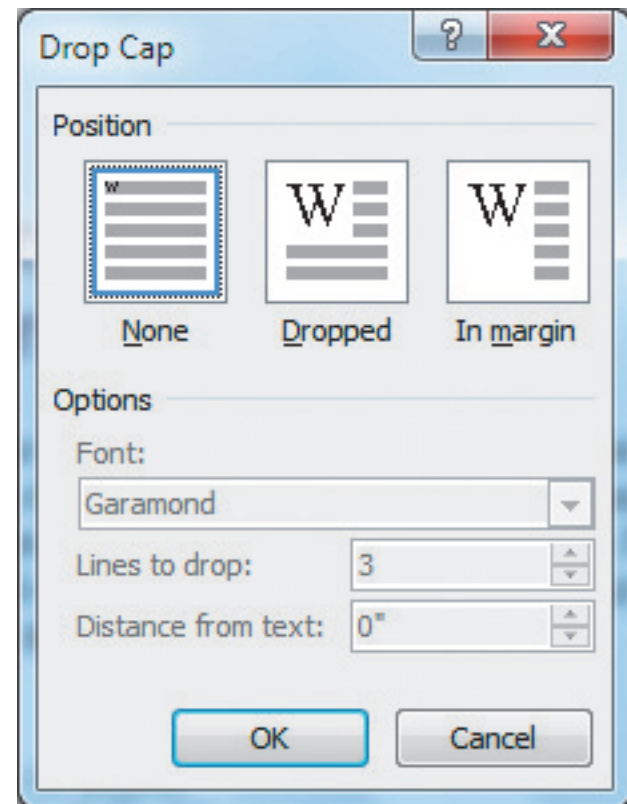
Font Size
list arrow

Font
names are
formatted
in the font



Formatting with Fonts (continued)

- Adding a drop cap
 - A **drop cap** is a large initial capital letter, often used to set off the first paragraph of an article
 - To insert a drop cap, click the Drop Cap button in the Text group on the Insert tab
 - Enhance a drop cap with font colors, styles, and effects, as well as shading and borders



Copying Formats Using the Format Painter

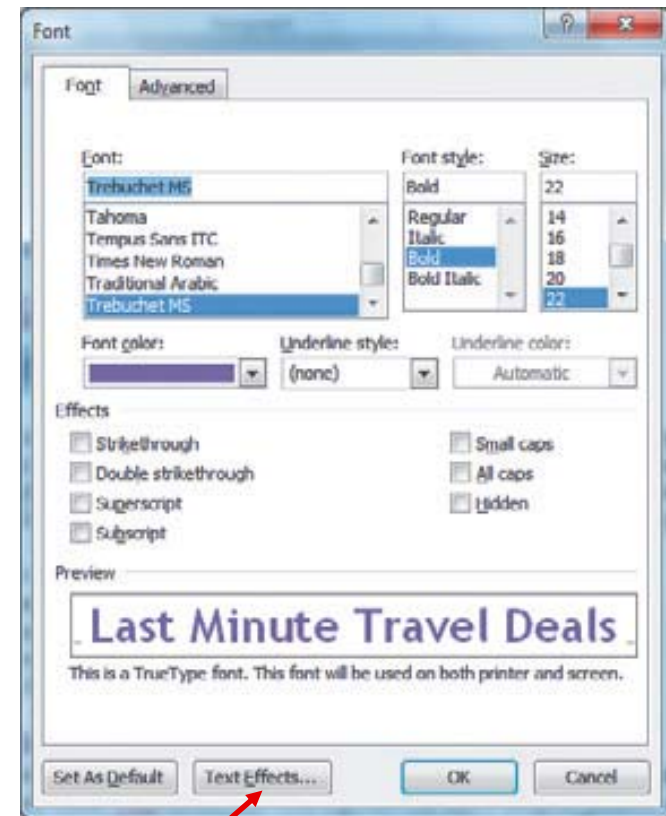
- Font styles
 - Make text darker and thicker by applying **bold**
 - Click the Bold button to apply bold
 - Slant text by applying *italic*
 - Click the Italic button to apply italic
 - Underline text for emphasis
 - Click the Underline list arrow, then select an underline style

Copying Formats Using the Format Painter (continued)

- The **Format Painter** allows you to copy the format setting applied to selected text to other text
 - Use to copy format settings to single or multiple items
 - Click the Format Painter button once to apply the format settings to one item
 - Double-click the Format Painter button to activate the Format Painter and apply settings to multiple items

Copying Formats Using the Format Painter (continued)

- Font dialog box
 - Options to change the font, font size, font style, and font color, and add font effects
 - Open the Font Text Effects dialog box to add text effects, such as:
 - Shadows
 - Outlines
 - Reflections



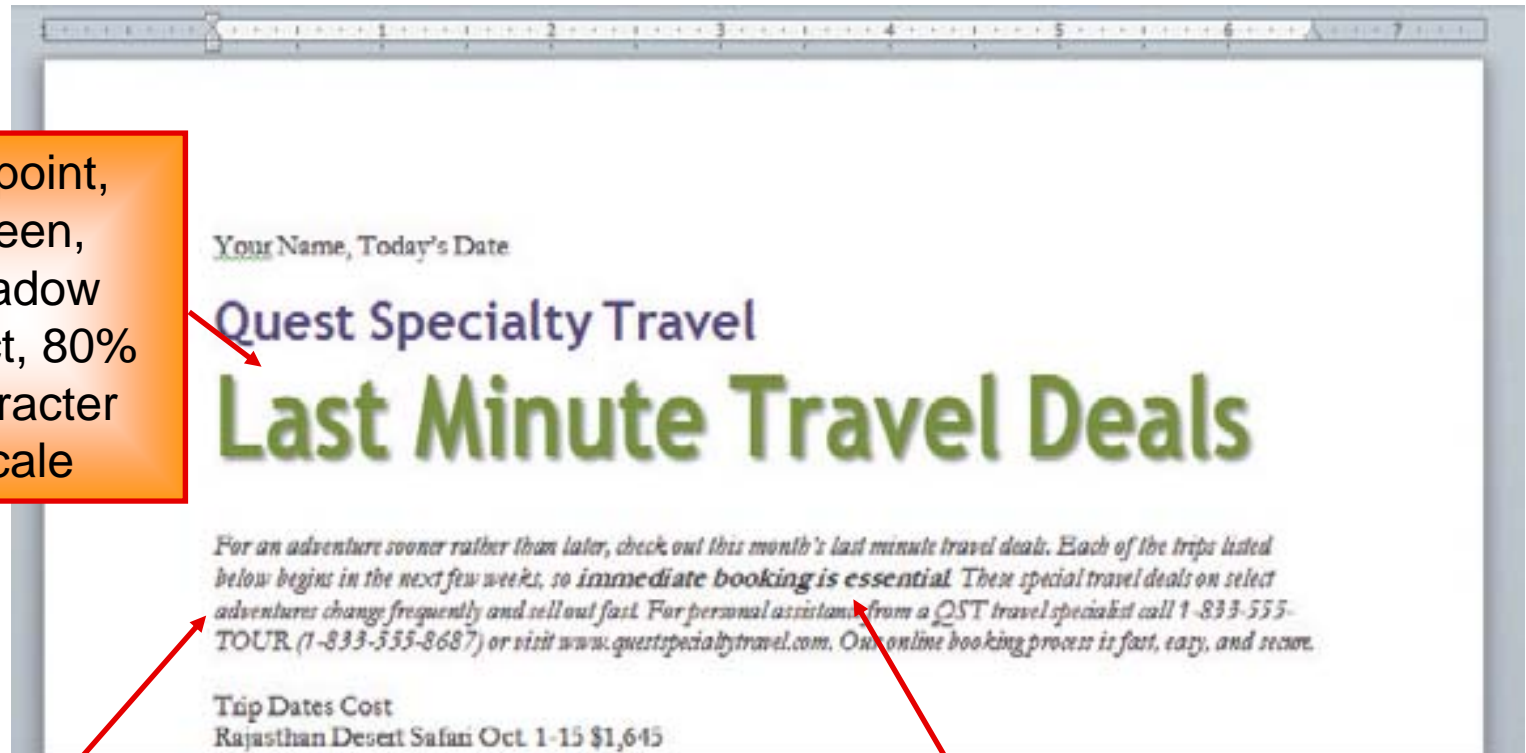
Click to open the Font Text Effects dialog box

Copying Formats Using the Format Painter (continued)

- Character-spacing effects
 - Apply character-spacing effects using the Advanced tab in the Font dialog box
 - Change the width, or **scale**, of characters
 - Change the spacing between characters
 - Raise or lower characters relative to the line of text

Copying Formats Using the Format Painter (continued)

48 point,
green,
shadow
effect, 80%
character
scale



Italic

Bold

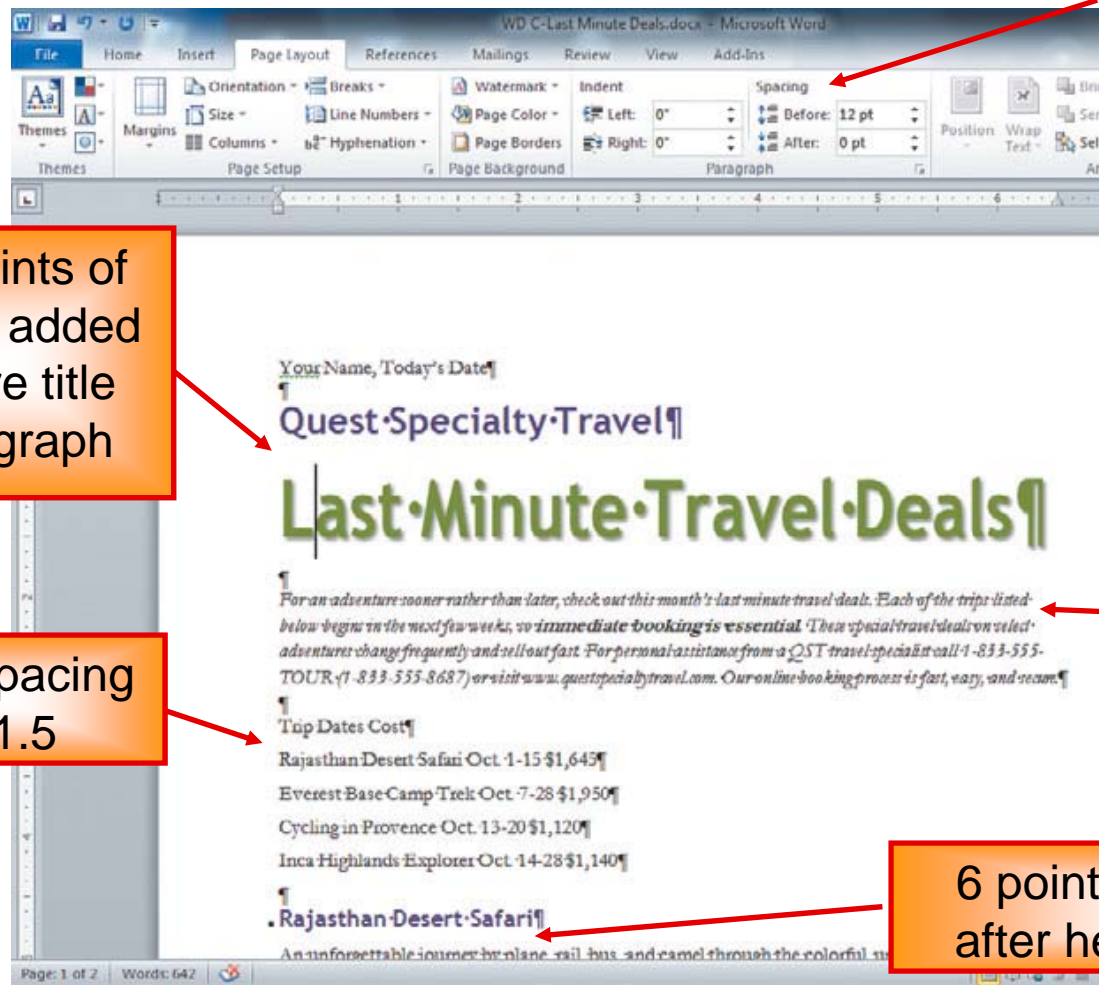
Copying Formats Using the Format Painter (continued)

- Changing the case of letters
 - Change letters from uppercase to lowercase and vice versa
 - **Sentence case** capitalizes the first letter of a sentence
 - **Capitalize Each Word** capitalizes the first letter of each word
 - **Toggle case** switches all letters to the opposite case
 - Use the **Change Case** button in the **Font** group on the **Home** tab

Changing Line and Paragraph Spacing

- Adding white space to a document can make it easier to read
 - Increase space between **lines** using the Line and Paragraph Spacing list arrow
 - Increase space between **paragraphs** using the Before and After text boxes in the Paragraph group on the Page Layout tab

Changing Line and Paragraph Spacing (continued)



Spacing section shows paragraph spacing for paragraph where insertion point is located

12 points of space added before title paragraph

Line spacing is 1.15

Line spacing is 1.5

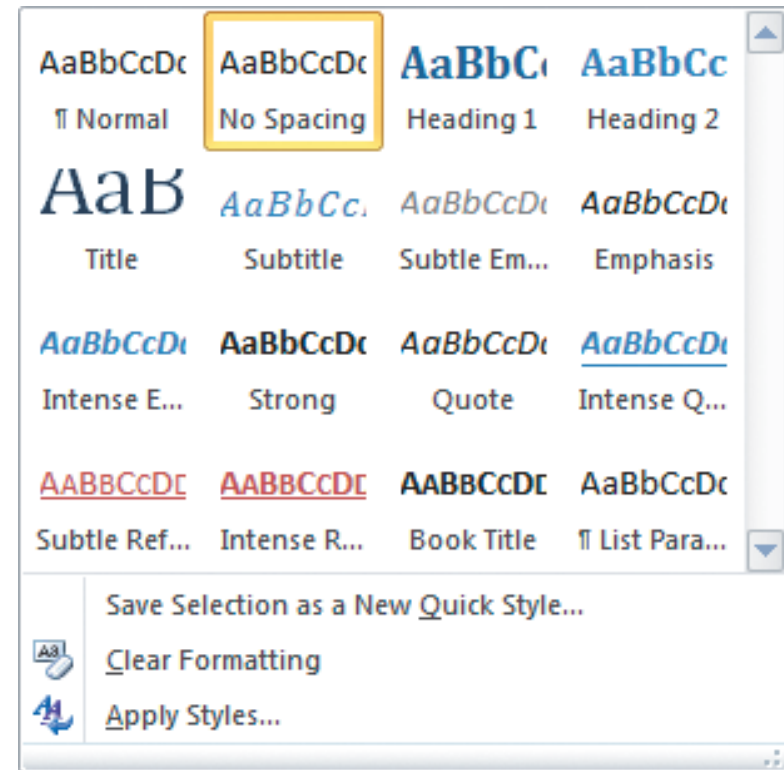
6 points of space added after heading paragraph

Changing Line and Paragraph Spacing (continued)

- Formatting with Quick Styles
 - Apply multiple format settings in one step with a style
 - Use styles to give your document a more cohesive look
 - A **style** is a set of format settings that are named and stored together
 - Styles can include character and paragraph format settings
 - Apply Quick Styles by selecting a style from the Quick Styles gallery

Changing Line and Paragraph Spacing (continued)

- Each Quick Style set includes styles for a title, several heading levels, body text, quotes, and lists
- Each Quick Style Set has a different design



Aligning Paragraphs

- Paragraphs are aligned relative to the left and right margins
 - **Left-aligned** text is flush with the left margin and has a ragged right edge
 - Text is left-aligned by default
 - **Right-aligned** text is flush with the right margin
 - **Centered** text is positioned evenly between the margins
 - **Justified** text is flush with both the left and right margins

Aligning Paragraphs (continued)

- Change paragraph alignment using the alignment buttons in the Paragraph group on the Home tab

The screenshot shows a document titled "Quest Specialty Travel" with the following text:

Your Name
September 1, 2013

Quest Specialty Travel

Last Minute Travel Deals

For an adventure sooner rather than later, check out this month's last minute travel deals. Each of the trips listed below begins in the next few weeks, so immediate booking is essential. These special travel deals on select adventures change frequently and sell out fast. For personal assistance from a QST travel specialist call 1-833-555-TOUR (1-833-535-8687) or visit www.questspecialtytravel.com. Our online booking process is fast, easy, and secure.

Trip	Dates	Cost
Rajasthan Desert Safari	Oct. 1-15	\$1,645
Everest Base Camp Trek	Oct. 7-28	\$1,950
Cycling in Provence	Oct. 13-20	\$1,120
Inca Highlands Explorer	Oct. 14-28	\$1,140

Rajasthan Desert Safari

Words: 643 | 98%

Labels and arrows on the right side of the screenshot indicate the alignment of each paragraph:

- Right-aligned (points to "Your Name")
- Centered (points to "Quest Specialty Travel")
- Justified (points to the italicized paragraph)
- Left-aligned (points to the table)

Aligning Paragraphs (continued)

- Indents and Spacing tab in the Paragraph dialog box
 - Shows the format settings for the active text and paragraph
 - Use to check, change, and compare format settings



Aligning Paragraphs (continued)

- Format a document using themes
- A **theme** is a complete set of theme colors, fonts, and effects
- Preview a theme before applying it
 - Applying a Theme changes all content that uses theme colors, font and table styles, and graphics effects
- Click the Themes button in the Themes group on the Page Layout tab to select and apply a theme

Working with Tabs

- **Tabs** help you to align text vertically at a specific location on a page
 - A **tab stop** is a point on the horizontal ruler that identifies a text alignment location
 - By default, tab stops are located every ½ inch from the left margin
 - You can create custom tab stops
 - Text can be aligned to the left, right, or center of a tab stop, or aligned with a bar character or decimal point

Working with Tabs (continued)

- Set tabs using the ruler
 - Click the **tab indicator** at the left end of the horizontal ruler to select the type of tab
 - Set the tab by clicking the ruler at the location you want the tab stop to be
 - Tab stop applies to:
 - The active paragraph, or
 - The selected paragraphs
 - Drag a tab stop on the ruler to change its location

Working with Tabs (continued)

The screenshot shows a Microsoft Word document with a table and a paragraph below it. The table has three columns: Trip, Dates, and Cost. The text below the table is 'Rajasthan Desert Safari' followed by a line of text. Red arrows point from callout boxes to various elements in the document.

Trip	Dates	Cost
Rajasthan Desert Safari	Oct. 1-15	\$1,645
Everest Base Camp Trek	Oct. 7-28	\$1,950
Cycling in Provence	Oct. 13-20	\$1,120
Inca Highlands Explorer	Oct. 14-28	\$1,140

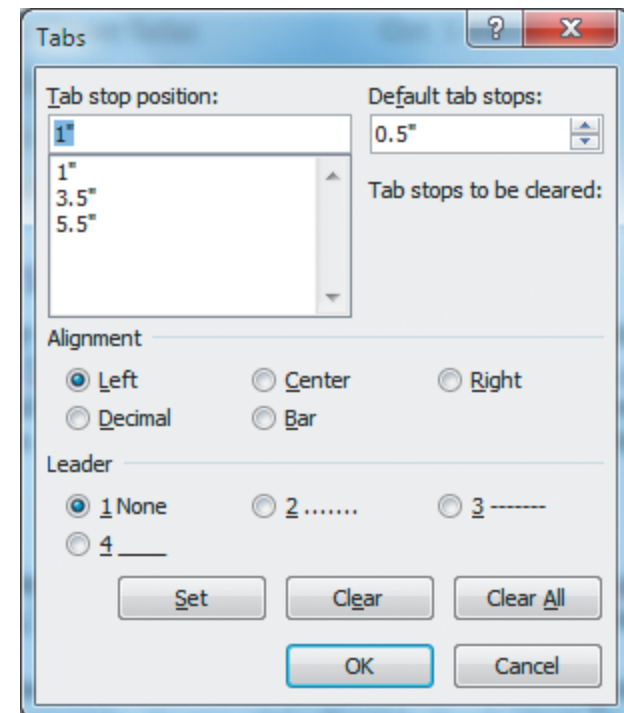
Rajasthan Desert Safari
An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of

Callouts and their targets:

- Tab indicator**: Points to the tab symbol on the ruler.
- Left tab stop**: Points to the first tab stop on the ruler.
- Right tab stop**: Points to the second tab stop on the ruler.
- Tabbed text left-aligned**: Points to the first line of text in the paragraph.
- Tab leader**: Points to the dotted line between the first and second columns of the table.
- Tabbed text right-aligned**: Points to the second column of the table.

Working with Tabs (continued)

- Set tabs using the Tabs dialog box
 - Create new tab stops
 - Change the position or alignment of existing tab stops
 - Clear tab stops
 - Apply a **tab leader**, a line that appears in front of tabbed text



Working with Indents

- **Indenting** a paragraph moves the edge of the paragraph in from the left or right margin
 - Indent the entire left or right edge of a paragraph
 - Indent just the first line
 - Indent all lines except the first line
 - Indent the left edge of a paragraph to the left of the left margin
- **Indent markers** on the horizontal ruler identify the indent settings for the paragraph in which the insertion point is located

Working with Indents (continued)

- To indent a paragraph:
 - Drag an indent marker to a new location on the ruler
 - Click the Increase Indent button or the Decrease Indent button in the Paragraph group on the Home tab
 - Change the indent settings on the Indents and Spacing tab in the Paragraph dialog box

Working with Indents (continued)

The screenshot displays the Microsoft Word 2010 interface with a document titled "WD C-Last Minute Deals.docx". The ribbon is set to the "Paragraph" group. On the left side of the ribbon, the "Indent" buttons are highlighted with an orange box labeled "Indent buttons". Below the ribbon, the horizontal ruler shows various indent markers: the "First Line Indent marker" (top left), "Hanging Indent marker" (middle left), "Left Indent marker" (bottom left), and "Right Indent marker" (bottom right). The document content includes a date "Your Name September 1, 2013", a heading "Quest Specialty Travel", and a main title "Last Minute Travel Deals". A paragraph of text is indented, with an orange box labeled "Indented paragraph" pointing to it. Other orange boxes label the "First Line Indent marker", "Hanging Indent marker", "Left Indent marker", and "Right Indent marker".

Working with Indents (continued)

- Clearing text formatting
 - Use the **Clear Formatting** command to return text to its default settings:
 - 11-point Calibri text
 - Left-aligned, 1.15 paragraph spacing, 10 points below, and with no indents
 - To clear formatting, select the text and click the **Clear Formatting** button in the **Font** group on the **Home** tab
 - To remove all paragraph formatting, click the **No Spacing** button in the **Styles** group on the **Home** tab

Adding Bullets and Numbering

- Formatting paragraphs with bullets and numbering can help to organize ideas in a document
 - A **bullet** is a character, often a small circle, that appears before the items in a list to add emphasis
 - **Numbering** the items in a list helps to illustrate sequence and priority

Adding Bullets and Numbering (continued)

- Use the **Bullets** button or **Numbering** button in the Paragraph group on the Home tab to apply bullets or numbering to paragraphs

The screenshot shows the Microsoft Word 2010 interface. The ribbon is set to the Home tab, and the Paragraph group is visible. The document content includes:

region. Accommodations include a hotel in Katmandu and 17 nights camping, 22 days.
Arrive/Depart Katmandu.

The following 3-day add-ons are available. Choose one:

1. Royal Chitwan National Park
2. Pokham – Valley of Lakes
3. Temples of Janakpur
4. Tinshuli River Rafting Adventure

Last-minute participants in the Everest Base Camp trek must be able to arrange the following by September 25:

- ✓ A valid entry visa for Nepal.
- ✓ Vaccination or protection against malaria, typhoid, infectious hepatitis, tetanus, and polio.
- ✓ Travel insurance that includes medical evacuation and repatriation of remains.
- ✓ A medical examination certifying the participant is fit enough to trek eight or nine hours a day at a maximum altitude of 18,200 feet.

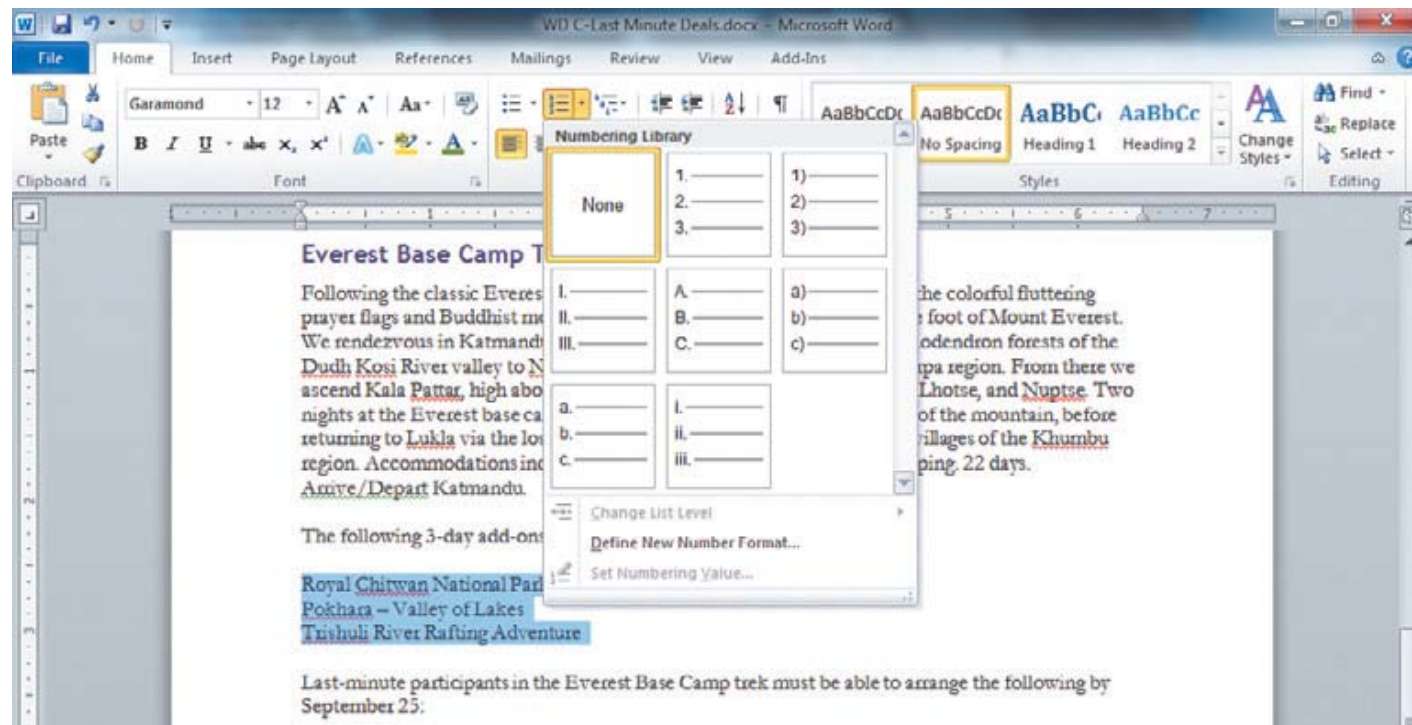
Cycling in Provence

Callout boxes and arrows:

- Numbered list**: Points to the numbered list of 3-day add-ons.
- Check mark bulleted list**: Points to the bulleted list of requirements for the Everest Base Camp trek.
- Bullets and Numbering buttons**: Points to the Bullets and Numbering buttons in the Paragraph group of the ribbon.

Adding Bullets and Numbering (continued)

- Use the **Bullets** or **Numbering** list arrows to apply, change, or customize bullet and numbering styles



Adding Bullets and Numbering (continued)

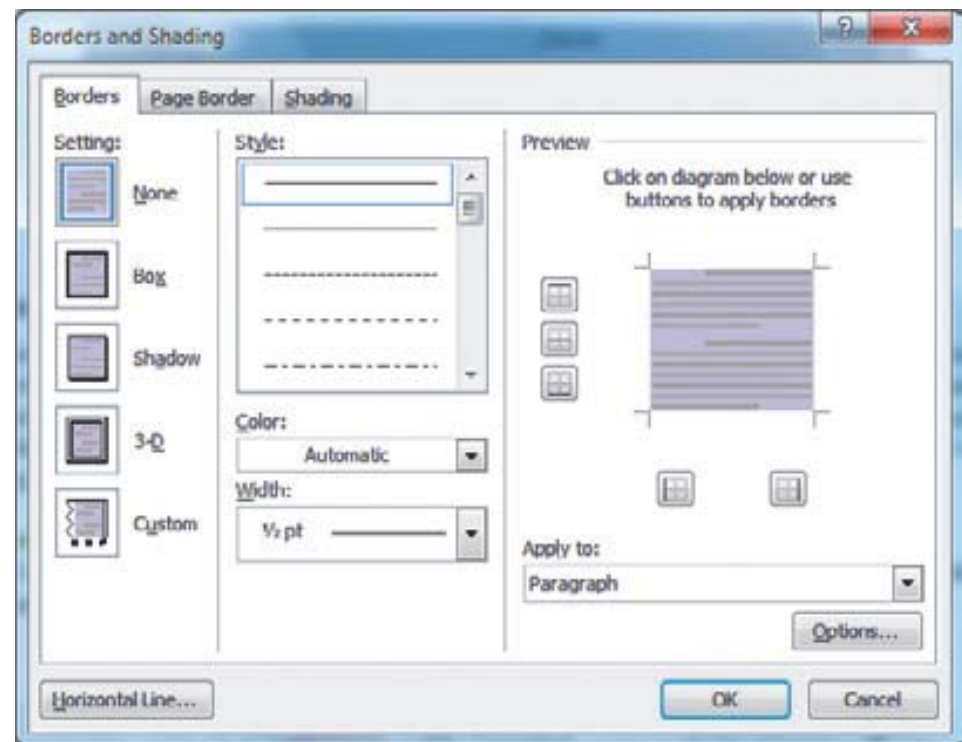
- Creating outlines
 - To create a hierarchical structure in a list, apply a **multilevel list style**
 - Click the **Multilevel List list arrow** to select and apply a multilevel list style
 - Format an existing list
 - Demote items using the **Increase Indent button**
 - Promote items using the **Decrease Indent button**

Adding Borders and Shading

- Adding borders and shading to text can help to enhance the information in a document
 - A **border** is a line added above, below, to the side of, or around words or paragraphs
 - **Shading** is a color or pattern that is added behind words or paragraphs
 - Use the **Borders button** or the **Shading button** in the Paragraph group on the Home tab

Adding Borders and Shading (continued)

- Border options
 - Box
 - Shadow
 - 3-D
 - Custom
 - Line style
 - Line color
 - Line width



Adding Borders and Shading (continued)

- Shading options
 - Fill color
 - Theme color
 - Standard color
 - Custom color
 - Pattern style
 - Tint (e.g. 75%)
 - Pattern (e.g. diagonal lines)



Adding Borders and Shading

(continued)

TRIP	DATES	COST
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Cycling in Provence	Oct. 13-20	\$1,120
Inca Highlands Explorer	Oct. 14-28	\$1,140

Rajasthan Desert Safari
An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of Rajasthan and the Great Thar desert, this tour explores the forts, temples, palaces, and bazaars of the fabled cities along old camel caravan routes. Participants choose between the Camel Safari and

Shading

Border

Adding Borders and Shading (continued)

- Highlighting text in a document
 - **Highlighting** is transparent color that is applied to text using the Highlight pointer
 - Highlighting is most effective when a document is viewed on screen
 - Highlighting does print
 - To highlight text, click the Text Highlight Color list arrow in the Font group on the Home tab, select a color, then select the text

Inserting Clip Art

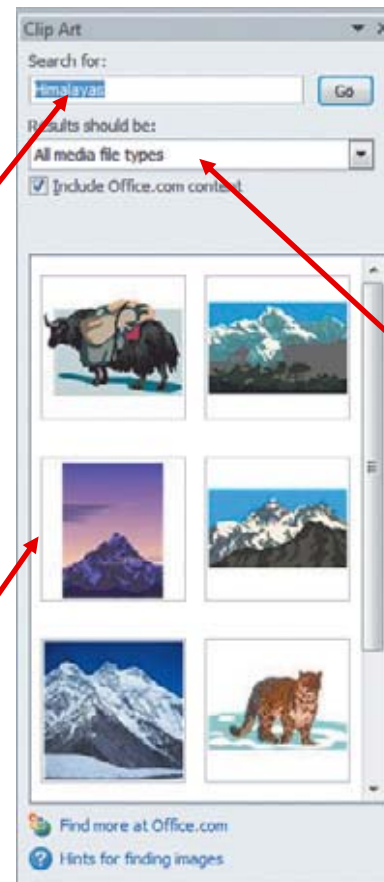
- Illustrate a document with clip art
 - Clip art is a collection of graphic images that you can insert in a document
 - Clip art images are stored in the Clip Organizer
 - Clips are the media files, including graphics, photographs, sounds, movies, and animations, that come with Word
 - Add clips by clicking the Clip Art button in the Illustrations group on the Insert tab

Inserting Clip Art (continued)

- Search for clips using the ClipArt task pane

Search using a keyword

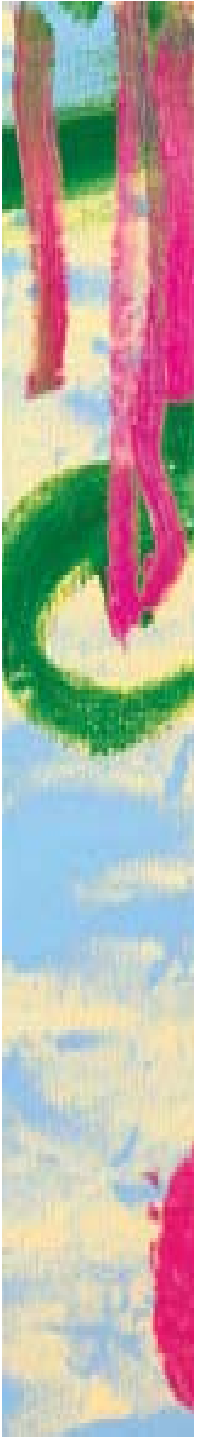
Results of a clip search



Choose type of clips to search

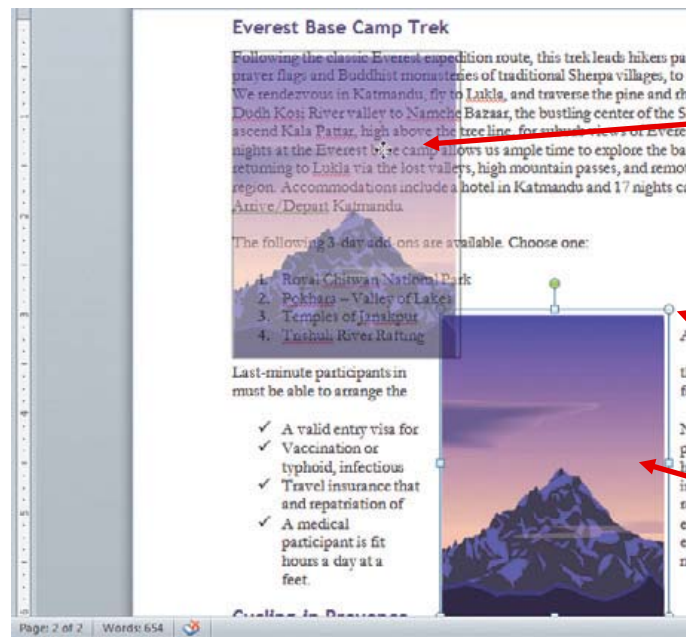
Inserting Clip Art (continued)

- A clip is inserted as an inline graphic at the location of the insertion point
 - An **inline graphic** is a graphic that is part of the line of text
 - A **floating graphic** is independent from text and can be moved anywhere on a page
- Drag the sizing handles to reduce or enlarge the size of a graphic



Inserting Clip Art (continued)

- Wrap text around the graphic
 - Apply a **text wrapping style**
 - Click the **Wrap Text** button in the **Arrange** group on the **Picture Tools Format** tab



Faded image shows graphic being dragged

Sizing handle

Floating graphic

Inserting Clip Art (continued)

- Picture Tools Format tab
 - Adjust contrast, brightness, compression, and so on in the Adjust group
 - Apply a style from the gallery and add picture effects in the Picture Styles group
 - Position, wrap text, flip, group, and so on in the Arrange group
 - Crop and change height or width in the Size group

Summary

- Enhance documents with formatting
 - Format characters:
 - Font, font size, font styles, font effects, and character-spacing
 - Format paragraphs
 - Alignment, line spacing, paragraph spacing, tabs, indents, bullets, numbering, borders, and shading
 - Insert clip art images into a document
- Choose appropriate formatting for the document's purpose and audience
- Take care not to over format a document