

# CHANGING THE LOOK OF TEXT

Topic 2: Changing the Look of  
Characters and Paragraphs



# OBJECTIVES

- At the end of this lesson you should be able to:
  - Manually change the look of characters by changing the font size, style, effect, color and spacing
  - Manually change the look of paragraphs using indentation, tabs and borders and shading
  - Create and modify lists

# MANUALLY CHANGING TEXT

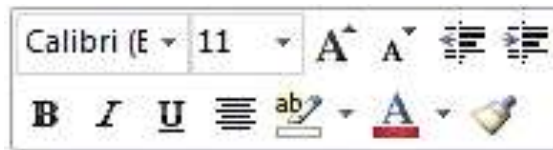
## ○ Get ready

- Open up the group\_membership file from your Demo Exercises Folder, Lesson 3
- Save the file as Membership

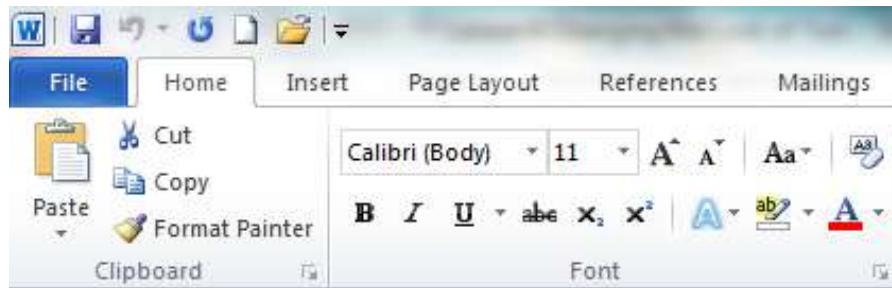
# MANUALLY CHANGING TEXT

## ◉ Formatting text can be done from:

- The Mini Toolbar - only shows up when you point to selected text in a document

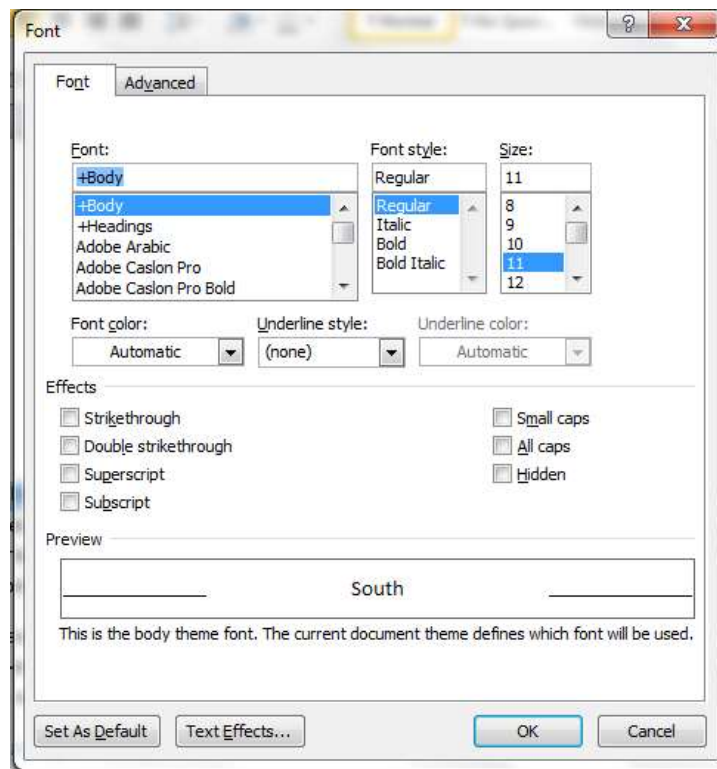


- The Front Group located on the Home Tab. Contains commonly used buttons. Select text first and then click one or more buttons to apply bold, italic, underline, shadow, strikethrough or color.



# MANUALLY CHANGING TEXT (CONT'D)

- The Font Dialog Box. Contains more advanced formatting options

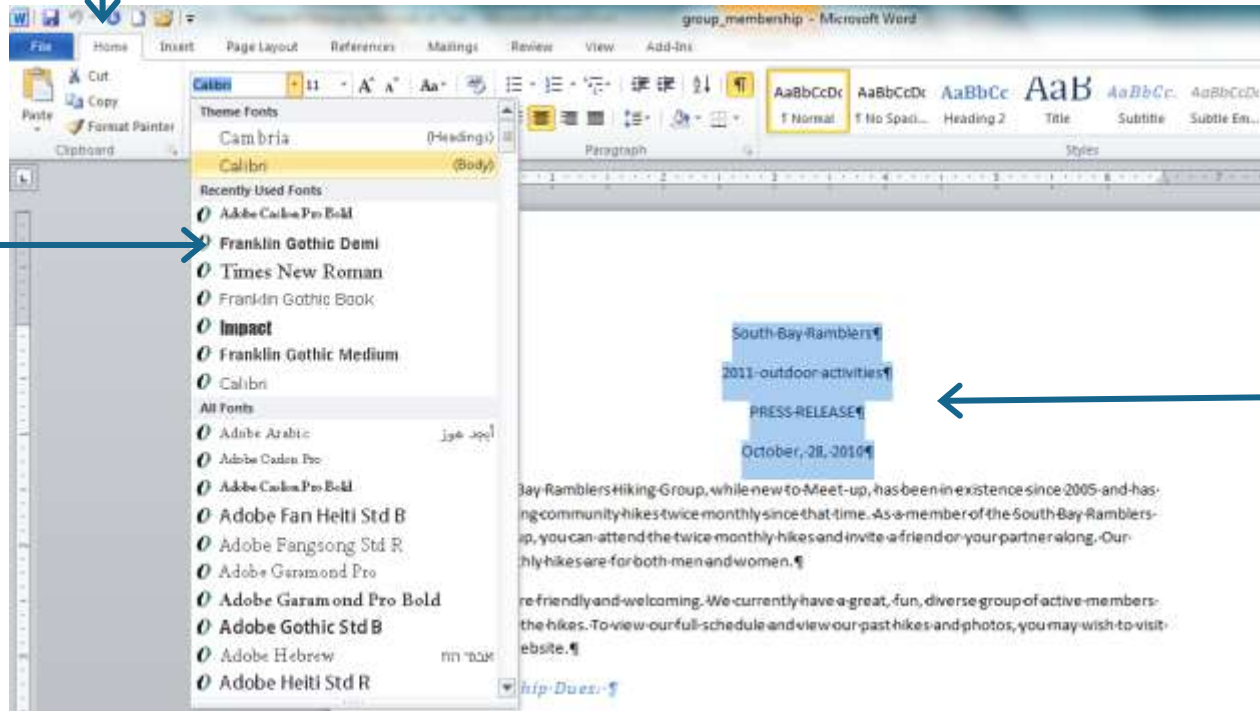


# CHANGING THE FONT

- Designs of type are called fonts.
- The choice of font will depend on the theme of your document.
- To change the font, locate the Font group on the Home tab on the Ribbon. Click the arrow next to the Font box, and then scroll to the font of your choice.

# FORMATTING FONT TYPE

1. Select the text you want to format (Select the first 4 lines in the group\_membership document)
2. Click on the Home Tab > Font Group
3. Click the Font List Arrow and move your mouse to preview the font options. Select Franklin Gothic Demo



3

1

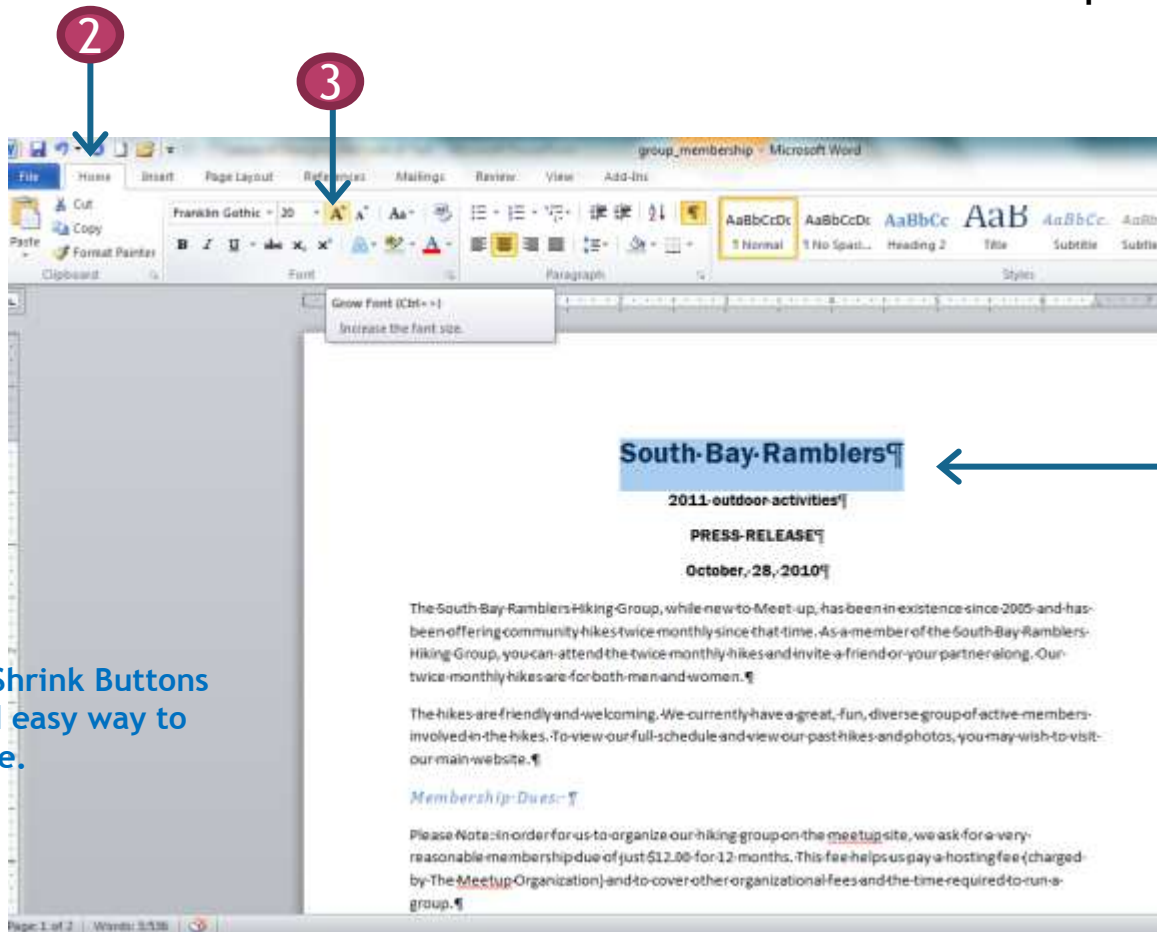
# CHANGING FONT ATTRIBUTES

- ◉ Once you have selected a font type, you can change its attributes, or how it looks.
- ◉ For example, you can change the size of the font or change its style by making the font bold, italic, or underlined. You can also add color and apply special text effects to jazz up your documents.
- ◉ Font size is determined by measuring the height of characters in units called points. Standard font sizes for text are 10, 11, and 12 points.
- ◉ To change text color, click the arrow next to the Font Color button on the Home tab. This opens a gallery that includes a selection of colors called the color palette.
- ◉ You can now also apply kerning to your text in word by adjusting the space between characters and words
- ◉ You can also change the case of your document such as upper case or lower case.



# CHANGING FONT SIZE

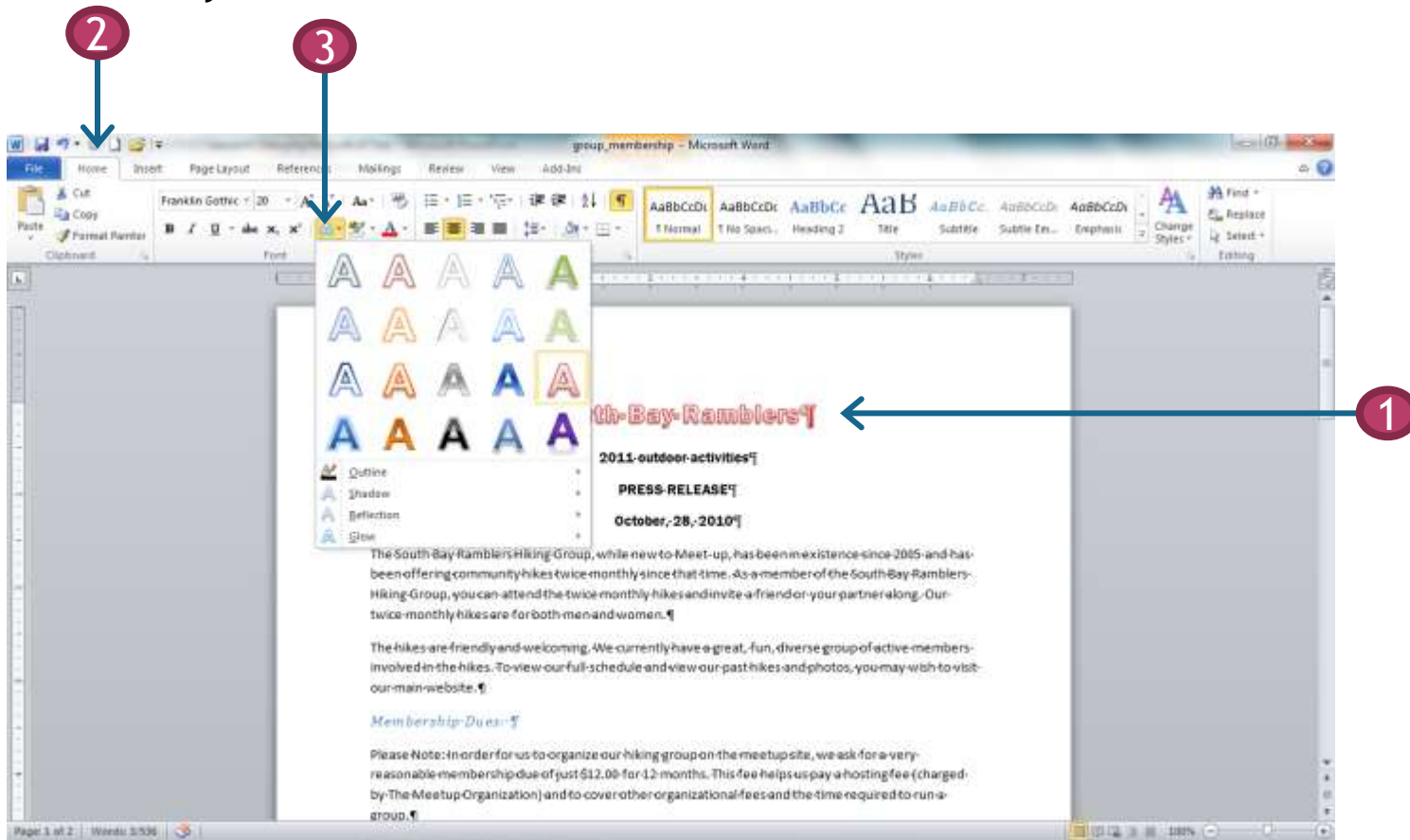
1. Select the text you want to format
2. Click on the Home Tab > Font Group
3. Click on the Grow Font button until the font size is 20 pts.



The Grow and Shrink Buttons are a quick and easy way to change font size.

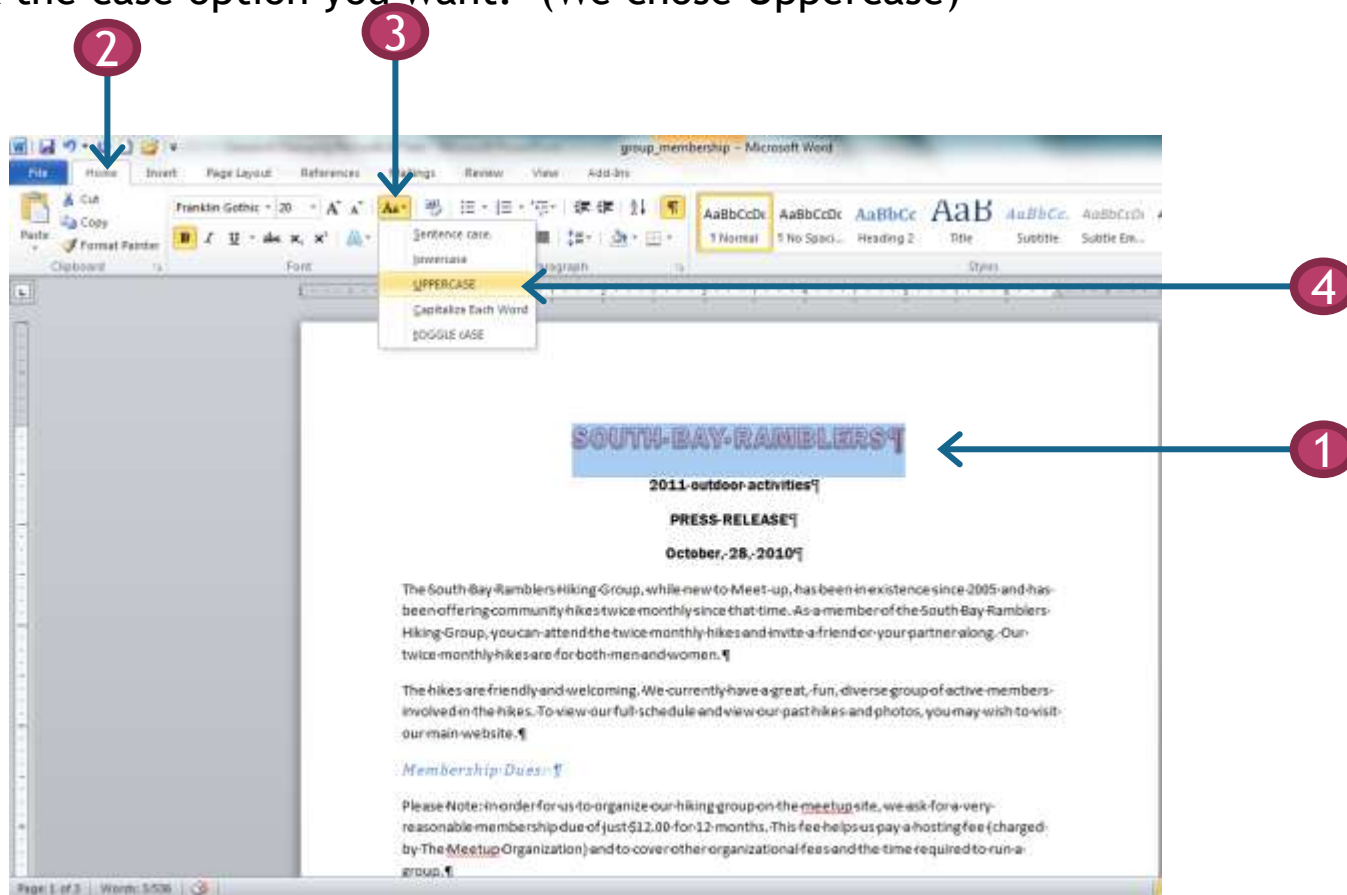
# ADDING TEXT EFFECTS

1. Select the text you want to format (select the title South Bay Ramblers)
2. Click the Home Tab > Font Group
3. Click the Text Effects button and mouse over to view effects then click on the Effect of your choice



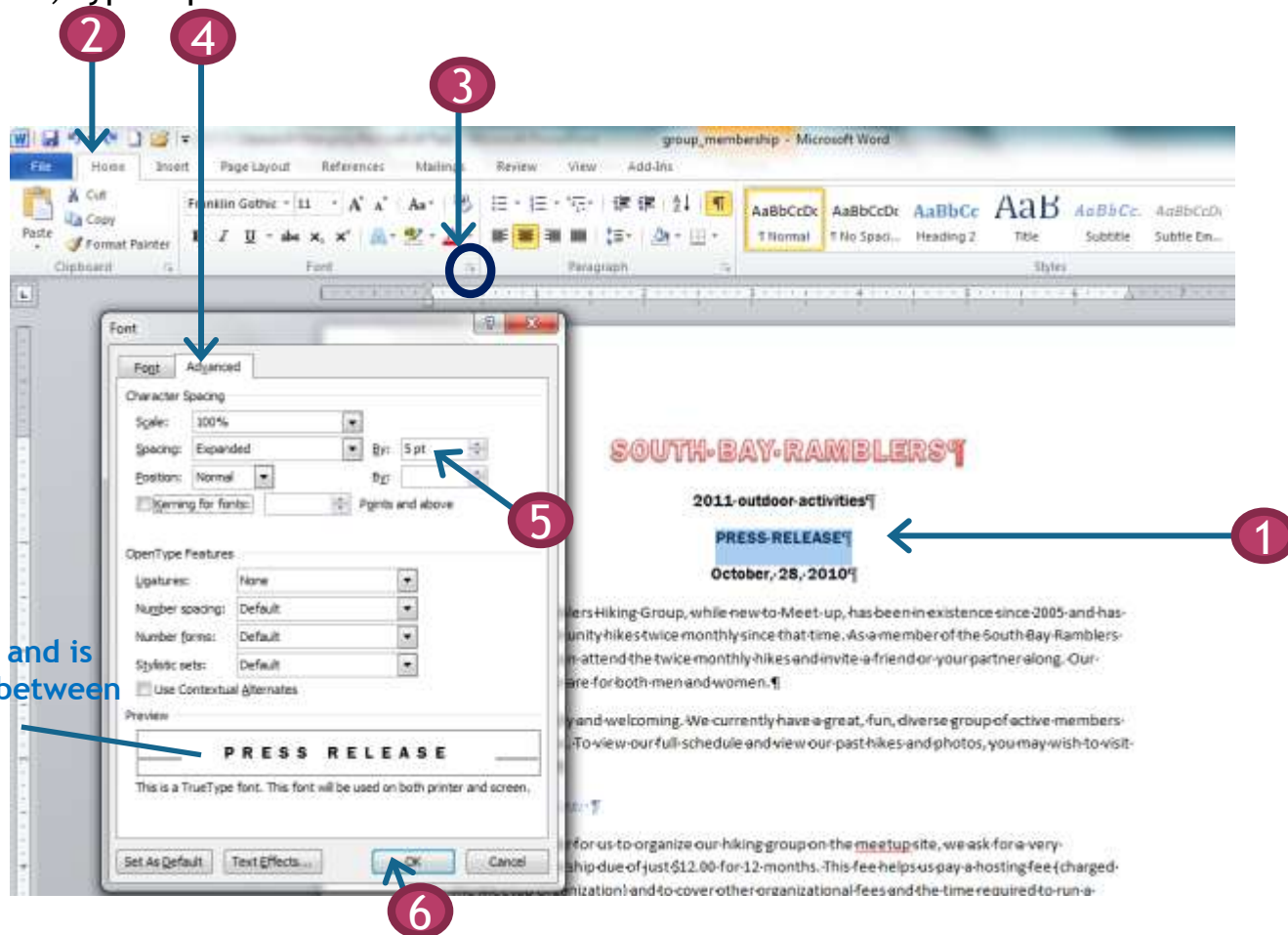
# TO CHANGE CASE

1. Select the text you want change
2. Click the Home Tab > Font Group
3. Click the Case button
4. Click the case option you want. (We chose Uppercase)



# CHANGE CHARACTER SPACING

1. Select the text you want to change (Select PRESS RELEASE)
2. Click the Home Tab > Font Group
3. Click the Font Dialog Box Launcher
4. Click the Advanced Tab
5. In the By box, type 5 pt
6. Click OK



This is called Kerning and is the amount of space between individual characters

# PARAGRAPH FORMATTING

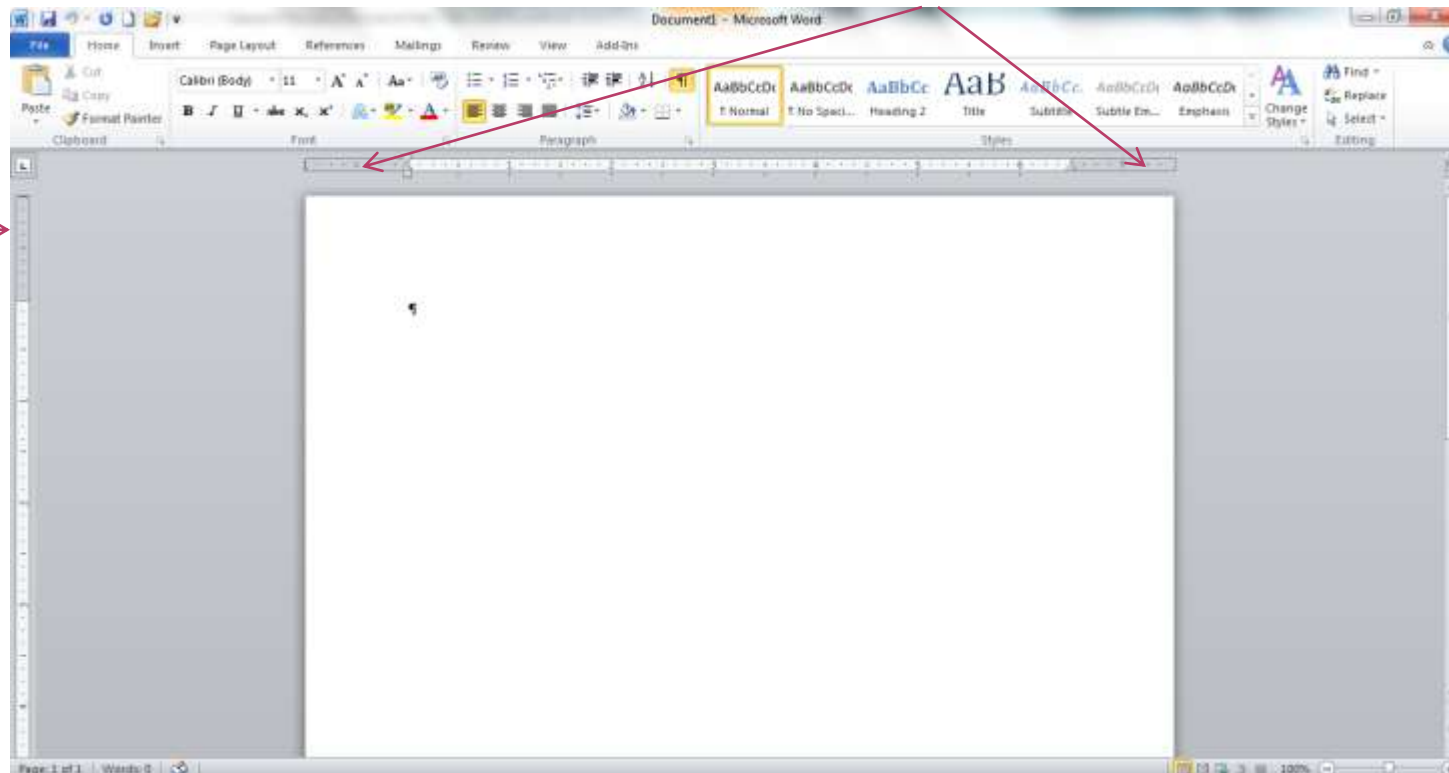
- You can change the look of your documents by applying indentation, alignment and line spacing. You can also put borders and shading around paragraphs to make them stand out.
- To do this, you can drag the markers on the ruler or use the increase indent and decrease indent buttons in the Paragraph Group.
- You can also set tab stops to properly align data in a document
- Alignment and formatting is done within the boundaries of the margins. Let's take a look at the margin and then the formatting options

# UNDERSTANDING MARGINS

- Margins are the grey areas located at the top, bottom, and left and right sides of a page. Word sets default margin settings, which you modify as needed.

Top Margin

Left and Right Margins



# ABOUT PARAGRAPH ALIGNMENT

- ◉ Alignment refers to the position of text between the margins. You can left-align, center, right-align, or justify your text.
- ◉ Most normal documents such as letters and memos are Left-aligned. Justify is often used when using columns to create newsletters or brochures
- ◉ To align text in your documents, you can click the Alignment buttons in the Paragraph group on the Home tab.

# PARAGRAPH ALIGNMENT

- Alignment commands are located on the Home tab > Font Group



- Determines how text aligns between the margins



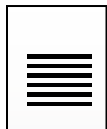
Align Left - aligns at the left margin (Ctrl+L)



Align center - centers the text (Ctrl+E)



Align right - aligns at the right margin (Ctrl+R)



Justify - aligns between both margins (Ctrl+J)

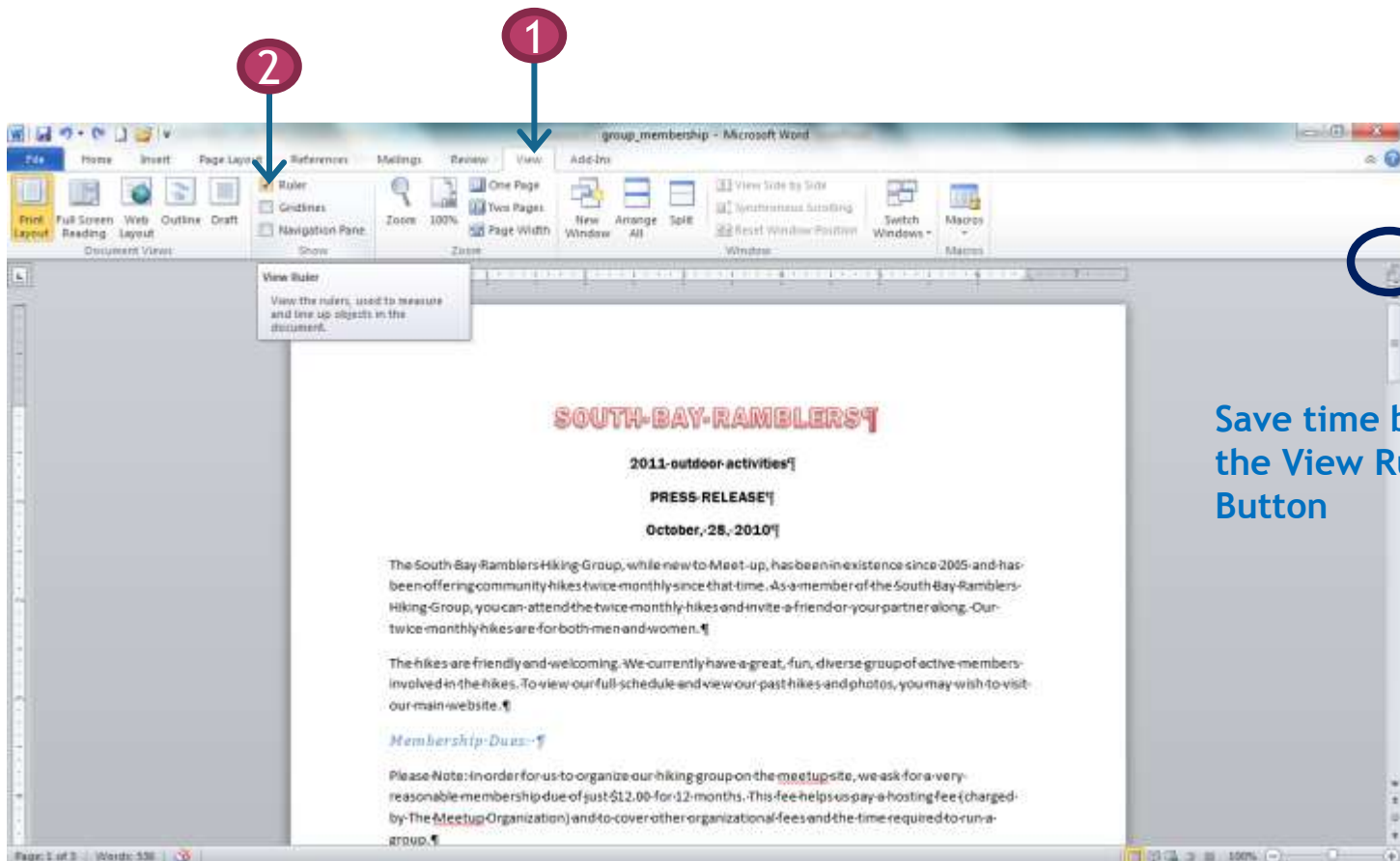


# THE RULER

- ◉ Word provides rulers along the top and left margins to help you as you format your documents.
- ◉ As the ruler is hidden by default, you can display it by clicking the View Ruler button located at the top of the vertical scroll bar on the right side of the window.

# DISPLAY THE RULER

- You need the ruler for working with paragraph alignment
  1. Click the View Tab
  2. Select the Ruler Check Box



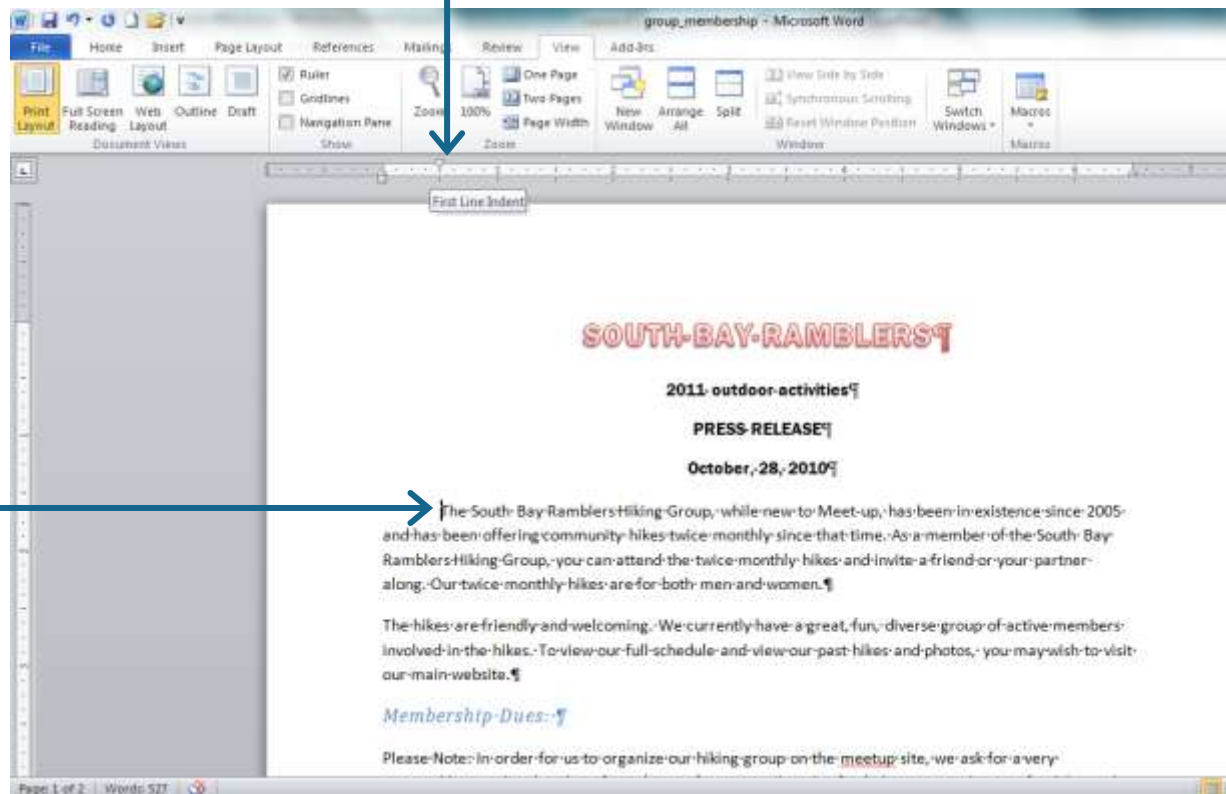
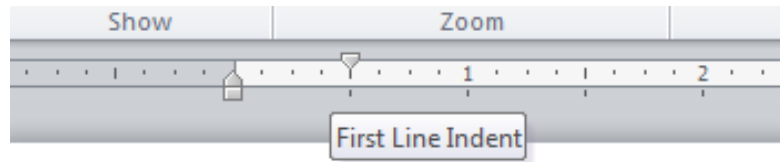
Save time by using the View Ruler Button

# SETTING INDENTS

- An indent is the space between text and the margin.
- You can Indent from the left margin, right margin, or both margins depending on the look you are trying to achieve. Indenting can be:
  - A first line Indent - only the first line of a paragraph is indented
  - Hanging Indents - a paragraphs second and subsequent lines are indented
  - Left Indent - indents a paragraph one-half inch at a time from the left margin
  - Right Indent - indents a paragraph one-half inch at a time from the right margin

# SET A FIRST LINE INDENT

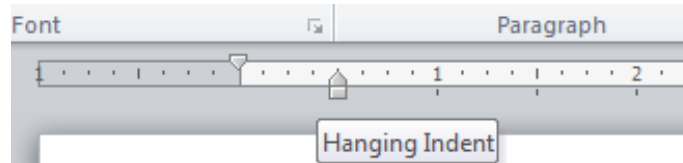
1. Point to the top triangle marker on the ruler until you see “first line indent” screen tip and hold down and drag the mouse to the .5 mark on the ruler
2. Your paragraph will indent ½ an inch from the left margin.



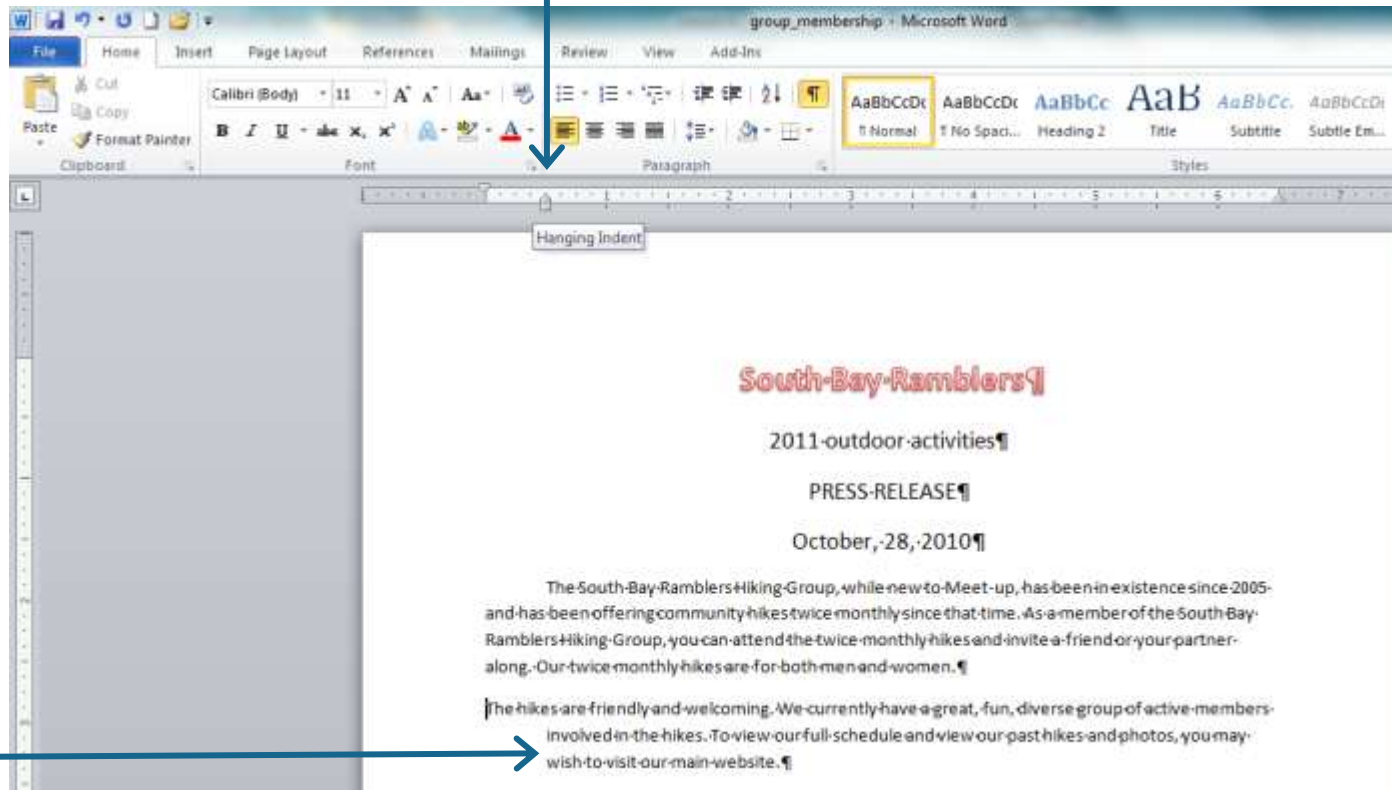
# SET A HANGING INDENT

## MOSTLY USED IN A BIBLIOGRAPHY

1. Point to the bottom triangle marker on the ruler until you see “Hanging indent” screen tip and hold down the mouse and drag to the .5 mark on the ruler
2. Your paragraphs’ second and subsequent lines of text will begin (hang) at this marker point.



1



2

# INDENT A PARAGRAPH

1. Select the paragraph(s) you want to indent
2. Click the Home Tab > Paragraph Group and click the Increase Indent button (or decrease indent button). A screen tip will appear and your paragraph will indent ½” to the next indent marker

wish-to-visit-our-main-website

*Membership Dues:*

Please Note: In order for us to organize our hiking group on the [meetup site](#), we ask for a very reasonable membership due of just \$12.00 for 12 months. This fee helps us pay a hosting fee (charged by The Meetup Organization) and to cover other organizational fees and the time required to run a group.

We also want to encourage active participation in group and encourage our members to consider leading us on a hike or organize an event. Lead us on just one hike or event per year and your membership dues will be waived. Organizing takes a lot of personal time and effort, commitment and obligation to show up rain or shine, plus it costs the organizers \$\$ to maintain the website. It's only \$12.00 a year to show that you intend to be an active member of the group.

Also please note: We do not offer refunds (no exceptions) once the membership or event fees have been paid.

# TAB STOPS

- Tab stops mark the place where the insertion point will stop when you press Tab key on your keyboard.
- Tab stops are useful for formatting tables or aligning numbered items
- In Word, default tab stops are set every half inch and are left-aligned.
- Text alignment can be set with left, right, center, or decimal tab stops.

# SET TAB STOPS BY USING THE RULER

- Click the tab selector at the left end of the ruler until it displays the type of tab that you want. You will see a screen tip.



- Note** If you don't see the horizontal ruler that runs along the top of the document, click the **View Ruler** button at the top of the vertical scroll bar.
- Click the ruler where you want to set the tab stop.



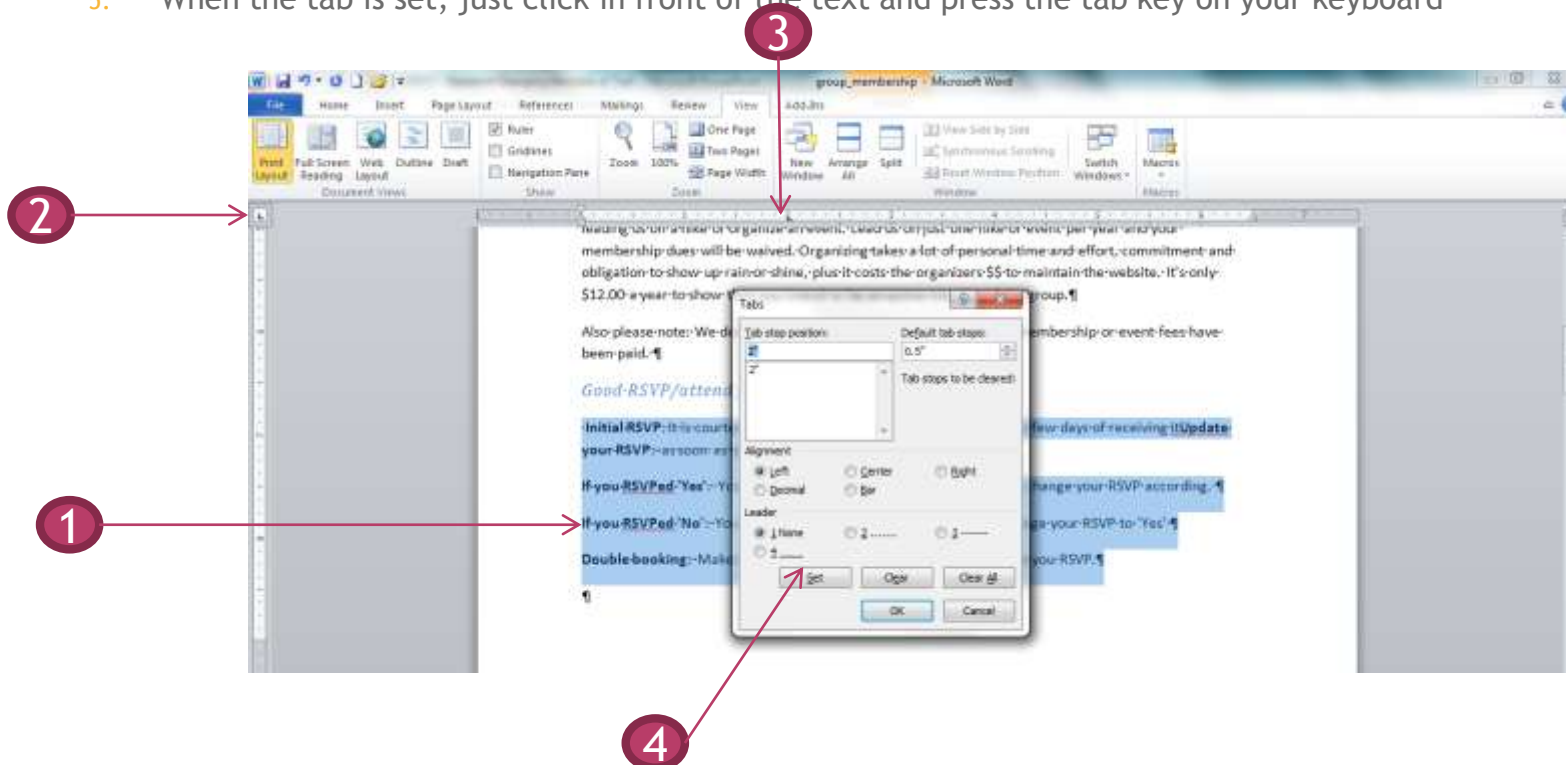


## SET CUSTOM TAB STOPS BY USING THE TABS DIALOG BOX

- If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **Tabs** dialog box.
- To display the **Tabs** dialog box, double-click any tab stop on the ruler, or do the following:
- Double-click the ruler, or click the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**, and then click **Tabs**.
- Under **Tab stop position**, type the location where you want to set the tab stop.
- Under **Alignment**, click the type of tab stop that you want.
- To add dots with your tab stop, or to add another type of leader, click the option that you want under **Leader**.
- Click **Set**.

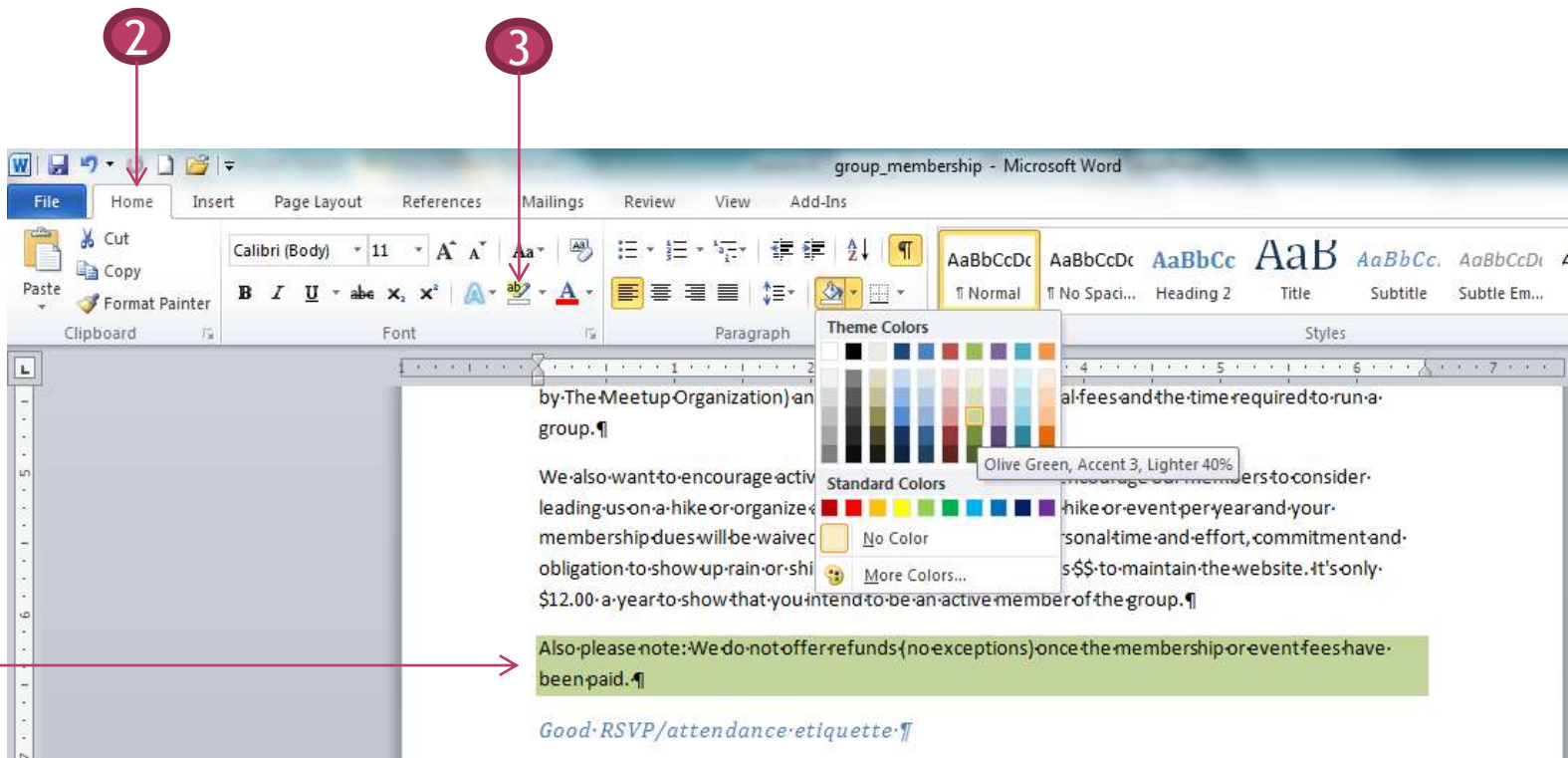
# EXAMPLE USING CUSTOM TAB STOPS

- Default is every 1/2 inch
- Setting custom tabs with the ruler
  1. Select the text where you want to put tab stops
  2. Click the tab button to set tab type (left, center, right, decimal or bar tab)
  3. Double Click mark the place to set custom tab. We clicked at the 2" mark. The Tab Dialog Box will appear
  4. Click the Set Button to set the tab
  5. When the tab is set, just click in front of the text and press the tab key on your keyboard



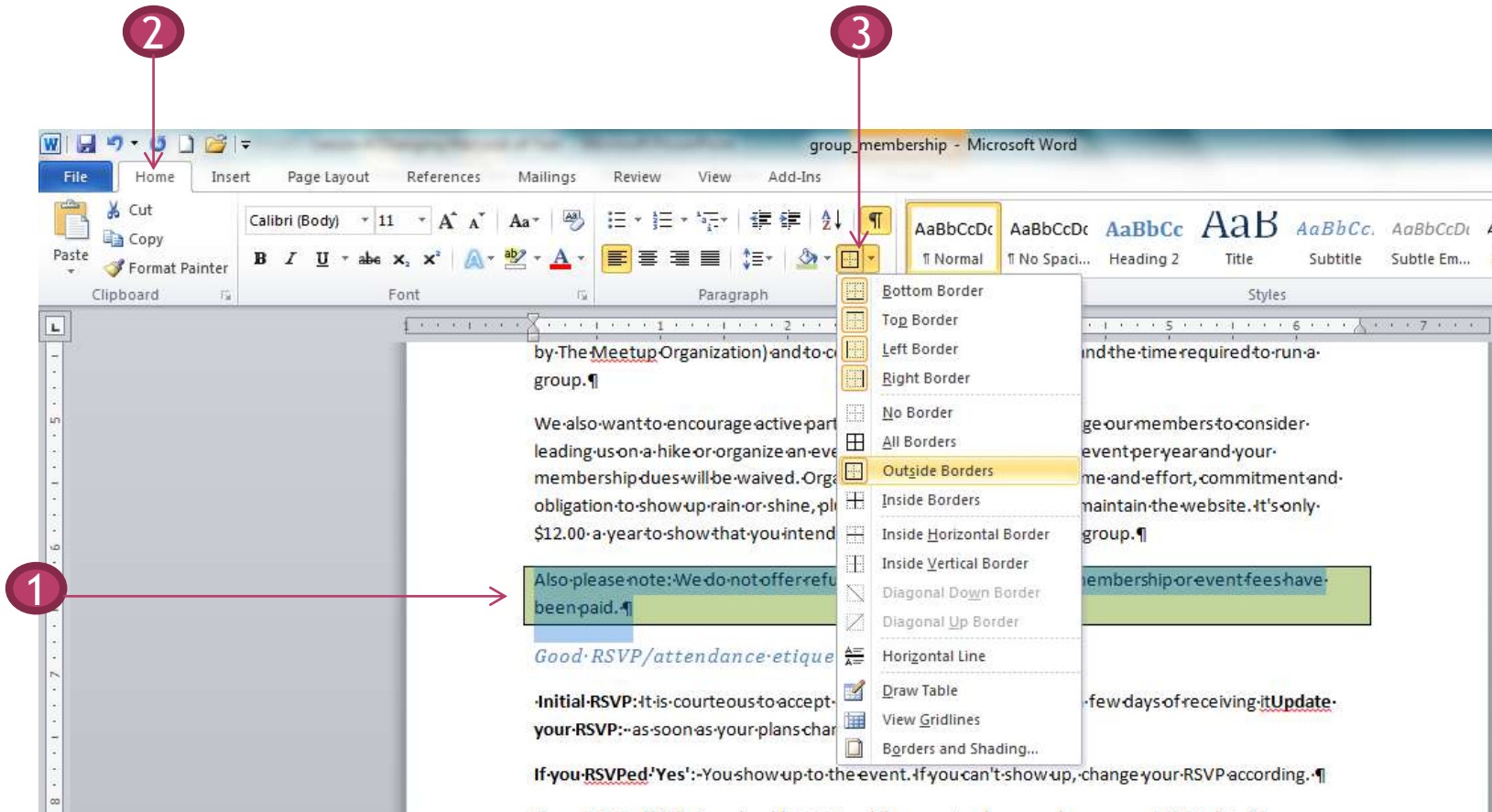
# ADDING SHADING

1. Select the text you want to apply shading to
2. Click the Home Tab > Paragraph Group
3. Click on the Shading Button and then click on the color of your choice. The shading will be applied to the paragraph



# ADDING BORDERS

1. Select the text you want to apply a border to
2. Click on the Home Tab > Paragraph Group
3. Click on the borders button and choose your border type. We chose Outside border to apply a border all the way around the paragraph.

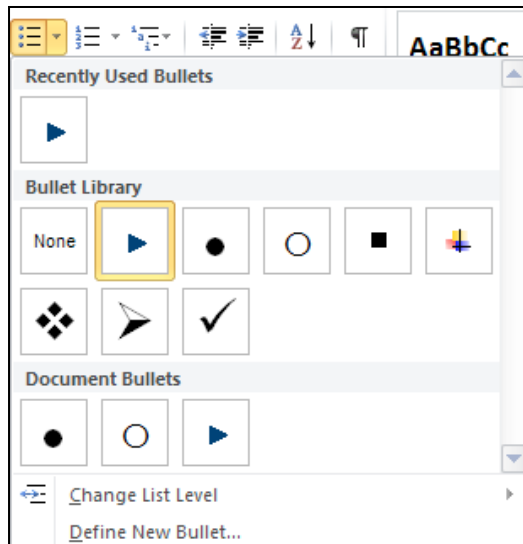


# BULLETED AND NUMBERED LISTS

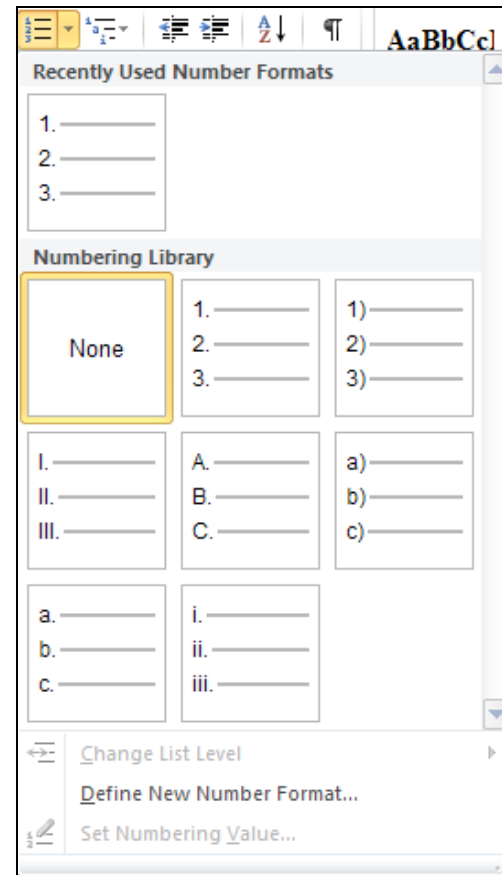
- A numbered list is useful when items appear sequentially, such as steps in a procedure.
- A bulleted list often is used when the order of items is not important.
- A bullet can be any small character that appears before an item and word provides many options
- Lists can also be multi-levels by pressing the tab key to go to the next level

# BULLET AND NUMBERING LIBRARIES

- You can Choose a style from the library or define new formats



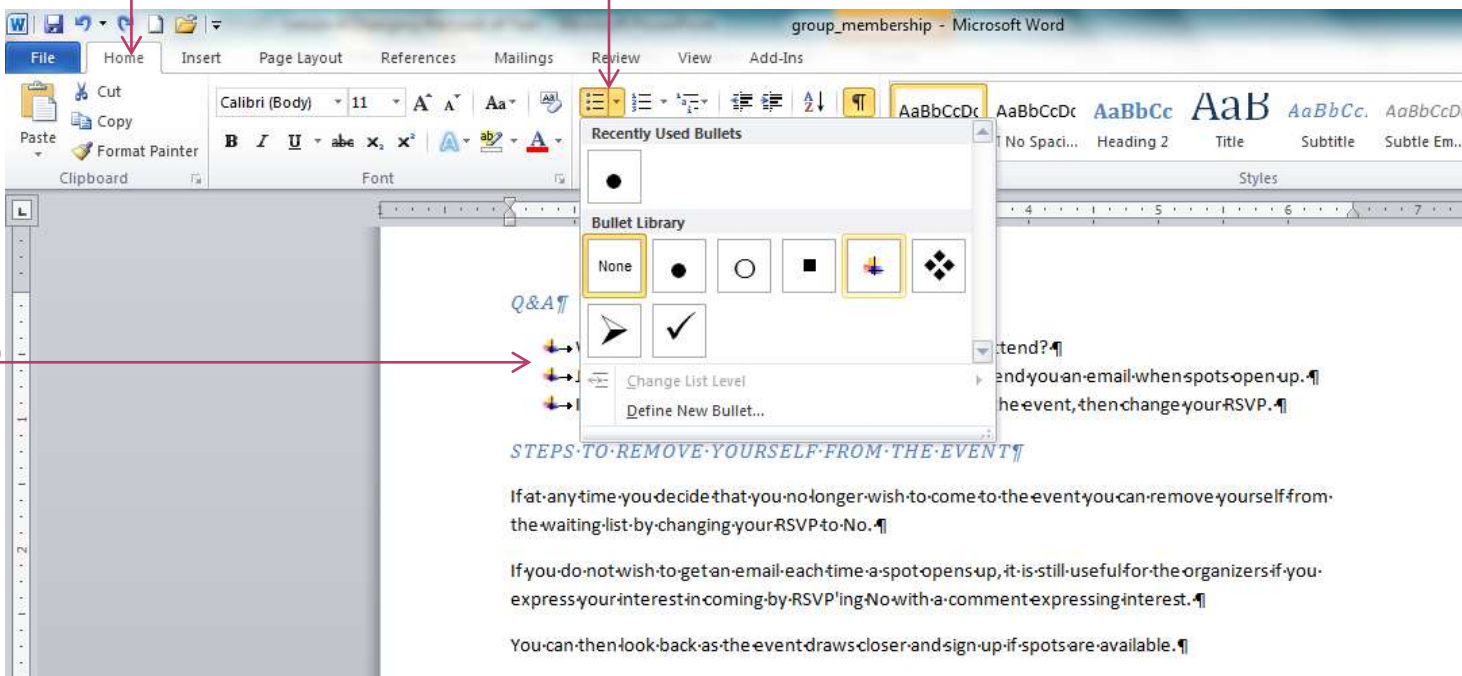
**Bullet Library**



**Numbering Library**

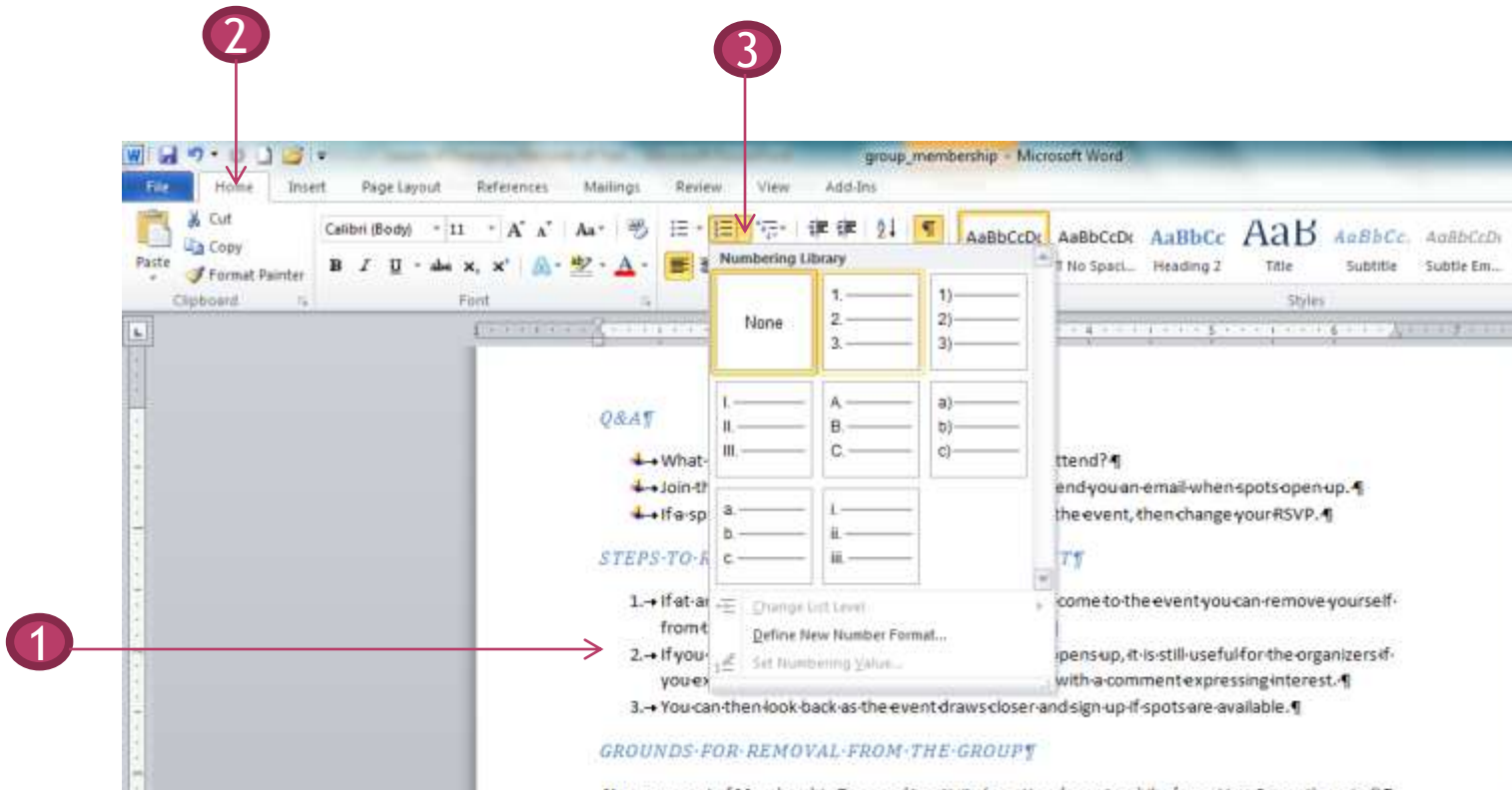
# CREATING A BULLETED LIST

1. Select the text where you want to add bullets to
2. Click the Home Tab > Paragraph Group
3. Click the bullets down arrow and click on your bullet type. Your bullet style will be applied to your list.



# CREATE A NUMBERED LIST

1. Select the text that you want to apply a list style to
2. Click on the Home Tab > Paragraph Group
3. Click on the down numbering list down arrow to display the numbering gallery and select the list of your choice. The list style will be applied to your text.





# SUMMARY

## ○ For additional Practice:

1. View the accompanying video
2. Do the Book Reading and Practice Exercises