

Formatting Text

- **Applying Fonts**
- It is the most common formatting feature of Word. A font determines the way your characters look. Some commonly used fonts are Times New Roman , Calibri , Arial etc.
- Select the text
- At the Font group of Home Tab , by default Calibri font is selected.
- Click at the down arrow at Calibri font . It displays the list of Fonts available , select the desired one

- **Changing Font Size**
- Select the text
- Click at the down arrow font size in the font group at the Home Tab . It displays the Font sizes, select the desired one
- You can also increase the font size by clicking on Grow Font or decrease the font size by clicking on Shrink Font icons

- **Applying Font Style**

- We can apply the font styles such as Bold , Italics , Underline , strikethrough , subscripts , superscripts
- You can also apply text effects such as outline , shadow, reflection , glow
- You can change the colour of font or even highlight the text.
- Change Case
- Sentence Case – First Letter Capital
- Lower Case – All letters small
- Upper Case – All letters Capital
- Capitalize each word- First Letter Capital of every word
- Toggle Case - First Letter small of every word
- Select the desired text where font style is to be applied.
- Click on the desired formatting style

Alignment and paragraph commands

- Alignment is one of the important feature in the paragraph group of Home Tab. Alignment means position of the text in relation to right or left margins.
- Word supports following alignments
- Left Align- Align text with the left margin
- Center Align- Align text in between (center) of left and right margin
- Right Align- Align text with the right margin
- Justify - Align text with both left and right margin

• **Bullets and Numbering**

- It is used to make the list more effective
- Bullets is a symbol and numbering represents numbers or alphabets

To create bulleted and numbering list as you type

- Click on bullet or numbering icon from paragraph group in Home Tab
- It inserts bullet or number , type the first entry in the list and press enter key
- Next bullet or number is inserted in the next line and so on
- To finish the list press enter key twice or backspace key

- **To add bullets and numbering to the existing list**
- Select the list
- Click on bullet or numbering icon from paragraph group in Home Tab

Note that various bullets and numbering patterns are available , we can select the desired one

Also you can create various levels by increasing or decreasing indent

- **Line or paragraph spacing**
- Used to check spacing between the lines or spacing before or after paragraph
- Select the paragraph in which you want to change the spacing
- Click on line and paragraph spacing icon from paragraph group in Home Tab
- Select the desired line spacing option 1 , 1.5 , 2 or add space before paragraph and remove space after paragraph or click at line spacing option to create line or paragraph spacing as per your choice

• **Tabs and Indentation**

- Tab stops control horizontal placement of text on a line. When you press tab key the cursor jumps to the tab positions.

This allows us to separate the information on a line to make it more readable

Sr.No	Class	Strength
1	FYBCom	510
2	SYBCom	480
3	TYBCom	470

- Default Tab stops are at 0.5 inch. These can be modified using Tab command at Paragraph dialogue box in Home Tab
- Indent markers are situated at the left of Horizontal Ruler line
- First Line Indent marker – To adjust the first line indent
- Hanging Indent marker – To adjust the indent of rest of the paragraph
- Left Indent marker – To adjust the indent entire paragraph including the first line

- **borders**
- Click on border icon from paragraph group in Home Tab
- Various border options are available such as left border , right border , outside border , top border , bottom border , inside border , all borders
- Also borders and shading option can be selected to apply different types of borders
- Artistic page borders can also be applied to the document

- **Finding and replacing text**
- MS Word facilitates searching of a word or group of words in a document (specially in a long document
- Move to the beginning of the document by pressing control and Home keys together
- Click on Find command from Edit group in Home Tab
- It allows you to type the text you want to search in the document
- Doing so it will highlight the desired text throughout the document
- If the text is missing , it displays the relevant message
- If you need to replace the text , select replace command

- It displays Find and Replace dialogue box wherein we need to specify the corresponding text at Find and Replace Tabs
- If you want to replace every instance manually , click at Find Next and Replace whenever you desire to do so
- If you want to replace all the instances , click at Replace all

Undo / Redo

- At any point you can reverse the last action using Undo command. (Control Z) Eg. If you realize that last two editing commands are wrong , then you can cancel them by clicking Undo button twice
- Similarly if you wish to repeat the last command executed, press Redo button (Control Y)