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FORMATTING DOCUMENTS

FORMATTING: It refers to the arrangement of the content in an organized way.

- It addresses things like font selection, font size and presentation.
- Presentation of a document includes formatting like spacing, margins, font style, indentation and creation of lists.
- You can type text in text area. To change to separate paragraph press Enter.
- You can enter text in existing document also. Using arrows present in keyboard or with the help of mouse you can place cursor as per your requirement.
- **BEGINNING OF DOCUMENT:** Press Home (present on the keyboard)
- **END OF DOCUMENT:** Press End (present on the keyboard)
- **TOP OF DOCUMENT:** press Ctrl+Home
- **END OF DOCUMENT:** Press Ctrl+End
- Using spacebar, you can give space between two words.
- **TO HIGHLIGHT TEXT:**
 - ✓ **Whole word:** Double click within the word
 - ✓ **Whole Paragraph:** Triple click within the paragraph

- ✓ **Multiple words/lines/paragraphs:** Select the text by left clicking using mouse

Or

Hold **Shift** key along with the Arrow Keys (Top, Bottom, Left and Right)

- **ENTIRE DOCUMENT:** Edit→Select All Or Press Ctrl+A
- **DELETE TEXT:** You can use Backspace and Delete keys on the key board.
 - ✓ To replace words, select text→Click **Replace** from the toolbar
 - ✓ **Find and Replace** box will be opened.
 - ✓ **Find What:** Type the word you want to change
 - ✓ **Replace with:** Type the new word
- **FORMATTING TEXT:**
 - ✓ **Font Face:** It is the basic typeface of the text.

Select the type of font (from the drop down) of text you want to see like Arial, Times New Roman, Calibri etc.

- ✓ **Font Size:** It determines how large each letter will appear

Select size from the drop down (Value ranges from 8-72)

- ✓ **Font Style:** It determines the emphasis or weight of the letters. It can be Bold, Italicize or Underline.
- ✓ To make text bold- Select Text → Click on **B** appears on tool bar Or Select text → Ctrl+B
- ✓ To make text Italicize- Select Text → Click on **I** appears on tool bar Or Select text → Ctrl+I
- ✓ To make text underline- Select text → click on **U** appears on the tool bar Or Select Text → Ctrl+U
- **FORMAT PAINTER:** It is a handy feature present in **Home** tab. If you want to do paragraph formatting which is done in another earlier paragraph, Format Painter can be used.
 - ✓ Formatting paragraphs allows you to change the look of the overall document.
 - ✓ Click on **Home** tab → Click on Paragraph sub section. You can do alignment, line spacing and indentation as appears on the tool bar of the **Home** tab.
 - ✓ Or
 - ✓ Click on **Home** tab → click on **small** arrow icon appears on **Paragraph** sub- section → Paragraph Dialog box appears
 - ✓ It contains Indents and Spacing and Line and page breaks.
- **ALIGNMENT OF TEXT:**
 - ✓ Left Alignment- By default text is left aligned. To make text left align, Select Text → Click on Left alignment icon appears on tool bar (**Ctrl+L**)
 - ✓ Right Alignment- Select Text → Click on Right alignment icon appears on the tool bar (**Ctrl+R**)
 - ✓ Centre-Select Text → Click on Centre alignment icon appears on the tool bar (**Ctrl+E**)
 - ✓ **Justify**-Align text to both left and right margins, adding extra space if necessary.
- By default Tab Stops are set to 0.5-inch.
- **BULLETED NUMBERED LIST:** Click on Bulleted or Numbered list from the formatted tool bar.
 - You can create nested list too.
 - When you copy or cut the text it is stored in an area of memory called **Clipboard**.
 - To use Spelling and Grammar Press **F7**.
- **PAGE FORMATTING:** It can be done using Page Layout tab
 - ✓ Page margins can be done through Ruler bar and Page Set-up dialog box.
 - ✓ Move the mouse over white ruler to change into grey.
- **PAGE SIZE AND ORIENTATION:** Click **Page Layout** tab → **Size** (Different page size can be opted as per requirement)
 - ✓ **Page Layout** → **Orientation** (Portrait or Landscape)
 - ✓ Under **Page Layout** tab you can change margins, page set up, page background and paragraph settings
- **HEADER:** It is a text that is added to the top margin in every page. click Insert → Select Header

- **FOOTER:** It is a text that is added to the bottom margin in every page. Click **Insert**→**Page break**
- Using Page break option, you can end the page as per your requirement, before the automatic page break
- Position the insertion point at the end the line
Or Press Ctrl+Enter

CHECK YOURSELF

1. In which option Header and Footer appears
A. Review C. Insert
B. Home D. Page Layout
2. To apply centre alignment to a paragraph we can press
A. Ctrl + S C. Ctrl + A
B. Ctrl + S+A D. Ctrl + E
3. Thesaurus tool in MS Word is used for...
A. Spelling B. Synonyms & Antonyms
C. Finding word D. To make text bold

4. Text-styling feature of MS word is
A. Word Color C. Word Art
B. Word Font D. Word Fill
5. We can insert a page number at
A. Footer
B. Header
C. Both A & B
D. None

STRETCH YOURSELF

1. Write down the steps to do landscape orientation for a document?
2. How can you put watermark to an existing document?
3. Create a document of 1 page with portrait alignment and change theme to civic style.
4. Create a document and make the page size as A3.

ANSWERS

Check Yourself

1. C
2. D
3. B
4. C
5. C