

Microsoft Office
Class 3 – Microsoft Word 2003 part 2
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Formatting

Giving your document the look and feel you want is easy with Microsoft Word. You can control the Font Type, The Color, Size, Borders, Background Colors, Alignment and more...

Go to Format>Font to bring up the Font editing window. With this window you can change the font type, the size, the color, and you can even add effects such as strikethrough, superscript, subscript. The quickest way to change the font type and size is to use the links on the formatting toolbar. Remember, if you change the font it will only change the font where your cursor is at. If you wanted to change the font of your entire document you would have to select all of the text first (Edit>Select All) then you would change the font.

You can highlight text by creating a background color for that text. Select the text you want to highlight then click the  button. You can also go to Format>Borders and Shading to change the background color of the text.

If you would like to make text Bold, Italicized or Underlined you can do so by select the text and click the icons on the formatting toolbar or you can use your keyboard shortcuts. Bold (Ctrl + B), Italics (Ctrl + I), and Underlined (Ctrl + U).

Alignment

You can align your text on different sections of the page as necessary. The types of alignment are Left, Center, Right, and Justified (flush left and right like newspaper columns).

There are links on the formatting toolbar for this or you can use your keyboard shortcuts. Left (Ctrl + L), Right (Ctrl + R), Center (Ctrl + E), and Justified (Ctrl + J).

If these alignments are not good enough for you, you can create tab stops. You create tab stops by single clicking on the ruler bar. You can remove them by clicking on the tab stop and dragging it off of the ruler.



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Paragraph Formatting

Instead of having to put a space between each line yourself you can setup Microsoft Word to automatically put a double, 1.5 or other space between the lines. You set this up by going to Format>Paragraph. Then you click the drop down arrow under the Line Spacing section.

You can also create hanging indents if you want to use them. Hanging indents are created by going to Format>Paragraph. Then click the drop down arrow under the Special section and click 'Hanging. I've used a hanging indent in this paragraph for your demonstration.


Bullets and Numbering

Bullets are very useful when you are citing points in your document. You can add bullets by going to Format>Bullets and Numbering. You can change your bullets to any type of symbol and you can also create outlines. Tab uses different bullets and Shift+Tab goes back to regular bullets.

Change Case

Have you ever had a paragraph or entire batch of text that you wanted to change the case on. Microsoft Word has a feature that allows you to change the case of any text you select. The options available are Sentence, lower, Upper, Title Case, and TOGGLE cASE

Format Painter

Format Painter is one of the most useful tools you will use if you need to apply a certain formatting throughout the document. Create the formatting you want on a word or sentence. Highlight the word or sentence and double click the  icon. After double clicking the icon your mouse pointer will now be a paintbrush. Every word or sentence you click will change the formatting of the text. When you are done changing the formatting you will need to click the Esc key to stop formatting.

Clear Formatting

If you have text you want to clear the formatting on you can go to Edit>Clear>Formats. Doing this will clear everything except background colors. If you are pasting something from the internet sometimes you will get undesirable formatting. You can use this technique to remove the formatting. Note: When you are pasting into your document you can also go to Edit>Past Special then click Unformatted Text. This will past the unformatted text into your document.



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Advanced Formatting

Page Breaks

In answer page breaks to your document by clicking Insert>Page Break

You can add page breaks to your document if you'd like to separate one page from another. This is particularly useful if you have a lot of pages that you do not want to flow one into another.

If you put in a section break if you need to apply different formatting to each section. This is useful when you like to have different headers and footers for each section of your document.

Page Setup

If you like to give the page that you're working on different formatting, you can do so by clicking File>Page Setup. Once you are in the page setup window, you can change the margin sizes; also you can change the orientation of the page between portrait and landscape.

Page Numbers

You can answer page numbers in your document by clicking on Insert>Page Numbers. Once the page numbers menu comes up you can select the position and they alignment. The position can be the top or the bottom of the page and they alignment can be left, center, or right.

Headers and Footers

You can insert headers and footers to document by going to View>Headers and Footer. Headers and Footers allow you to put information into the top of every page or into the bottom of every page. If you'd like to have a different header on one page as opposed to another you will have to create a section break.

Footnotes

You can add footnotes to your document for reference by going to Insert>Reference>Footnotes

When you're adding footnotes to your document ill add the note exactly where the cursor is at. If you'd like to footnote a particular sessions will need to highlight that sentence and then click the insert footnote option.



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Symbols

You can insert symbols into your document by going to Insert>Symbols. Some useful symbols to add to your document are the following © ® ™

You symbols as necessary and look through the symbols as well to find if there are any symbols that you might need to use in the future.

Comments

You can add comments to your document if you'd like to add notes to certain selections of text and paragraphs. You add comments to your document by going to Insert>Comments. Adding comments works the same as adding footnotes. You'll need to select the text or put the cursor where you want to add the comment.

Tables

You can add tables and Microsoft Word by clicking Table>Insert>Table. Adding tables and Microsoft Word is useful if you have small amounts of information that need to be organized. If you have larger amounts of information need to be organized working in the information to perform calculations or other various tasks, you will want to use Excel.



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