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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 keyboard.
  - ✓ 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

4. Text-styling feature of MS word is

A. WordColor   C. WordMap

B.WordArt   D. WordFill

5. We can insert a page number at

A. Footer

B. Header

C. Both A & B

D. None

CHECK YOURSELF

1. In which option Header and Footer appears

  A. Insert   C. Review

  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. Bullets and Numbering option is

available under ___

(A) File

(B) Edit

(C) Format

(D) View

STRETCH YOURSELF

1. Write down the steps to do landscape orientation for a document?
2. Create a document and add Header & Footer to it. Mention title, date in Header and page number in footer.
3. Create a document and make it in double column format and give background colour to green.

ANSWERS

Check Yourself

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