Objectives

• Format with fonts
• Use the Format Painter
• Change line and paragraph spacing
• Align paragraphs
• Work with tabs
Objectives

- Work with indents
- Add bullets and numbering
- Add borders and shading
- Insert online pictures
Format with Fonts

• Formatting text with fonts is a powerful way to enhance the appearance of a document
  • A font is a complete set of characters with the same typeface or design
Format with Fonts

• Changing the size of text, or the **font size**, helps determine the impact of text
  • Font size is measured in points
  • A **point** is 1/72 of an inch
  • 11-point Calibri is the default font size and font for a new Word document
  • You can also change the **font color**

Microsoft Office Word 2013 - Illustrated Complete
Format with Fonts

- Font list and Font Color Palette
Use the Format Painter

- **Font styles**
  - Make text darker and thicker by applying **bold**
  - Slant text by applying **italic**
  - **Underline** text for emphasis

- **The Format Painter** allows you to copy the format setting applied to selected text to other text
Use the Format Painter

- Font tab in Font dialog box
Change Line and Paragraph Spacing

- Adding white space to a document can make it easier to read
  - Increase space between lines using the Line and Paragraph Spacing list arrow
  - Increase space between paragraphs using the Before and After text boxes in the Paragraph group on the Page Layout tab
Change Line and Paragraph Spacing

12 points of space added before Last Minute Travel Deals heading

Insertion point (your placement may vary)

6 points of space added after the heading

Spacing section shows paragraph spacing for the paragraph where the insertion point is located

Line spacing is 1.15

Line spacing is 1.5

For an adventure sooner rather than later, check out this month’s last minute travel deals. Each of the trips listed below begins in the next few weeks, so immediate booking is essential. These special travel deals on select adventure packages are frequent and sell out fast. For personal assistance from a GST travel specialist call 1-800-336-5555 or visit www.guestspecialtytravel.com. Our online booking process is fast, easy, and secure.

Trip Dates Cost

Rajasthan Desert Safari Oct. 1-15 $1,645
Inca Highlands Explorer Oct. 14-28 $1,140
Everest Base Camp/Trek Oct. 7-28 $1,950

Cycling in Provence Oct. 13-20 $1,120

Rajasthan Desert Safari

An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of Rajasthan and the Great Thar desert, this tour explores the forts, temples, palaces, and bazaars of...
Change Line and Paragraph Spacing

- Formatting with **Quick Styles**
  - Apply multiple format settings in one step with a style
  - Use styles to give your document a more cohesive look
  - A **style** is a set of format settings that are named and stored together
  - Styles can include character and paragraph format settings
  - Apply Quick Styles by selecting a style from the Quick Styles gallery
Change Line and Paragraph Spacing

• Each Quick Style set includes styles for a title, several heading levels, body text, quotes, and lists
• Each Quick Style Set has a different design
Align Paragraphs

• Paragraphs are aligned relative to the left and right margins
  • **Left-aligned** text is flush with the left margin and has a ragged right edge
    • Text is left-aligned by default
  • **Right-aligned** text is flush with the right margin
  • **Centered** text is positioned evenly between the margins
  • **Justified** text is flush with both the left and right margins
Align Paragraphs

- Modified paragraph alignment

![Alignment examples in Microsoft Word](image)
Align Paragraphs

- Indents and Spacing tab in the Paragraph dialog box
Align Paragraphs

- Format a document using themes
- A theme is a complete set of theme colors, fonts, and effects
- Preview a theme before applying it
  - Applying a Theme changes all content that uses theme colors, font and table styles, and graphics effects
- Click the Themes button in the Themes group on the Page Layout tab to select and apply a theme
Work with Tabs

- **Tabs** help you to align text vertically at a specific location on a page
  - A **tab stop** is a point on the horizontal ruler that identifies a text alignment location
  - Text can be aligned to the left, right, or center of a tab stop, or aligned with a bar character or decimal point
  - Set tabs using the Ruler
Work with Tabs

Right Tab icon in tab indicator

Left tab stops

Right tab stop
Work with Tabs

• Types of tabs

<table>
<thead>
<tr>
<th>tab</th>
<th>use to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left tab</td>
<td>Set the start position of text so that text runs to the right of the tab stop as you type</td>
</tr>
<tr>
<td>Center tab</td>
<td>Set the center align position of text so that text stays centered on the tab stop as you type</td>
</tr>
<tr>
<td>Right tab</td>
<td>Set the right or end position of text so that text moves to the left of the tab stop as you type</td>
</tr>
<tr>
<td>Decimal tab</td>
<td>Set the position of the decimal point so that numbers align around the decimal point as you type</td>
</tr>
<tr>
<td>Bar tab</td>
<td>Insert a vertical bar at the tab position</td>
</tr>
</tbody>
</table>
Work with Indents

- **Indenting** a paragraph moves the edge of the paragraph in from the left or right margin
  - Indent the entire left or right edge of a paragraph
  - Indent just the first line
  - Indent all lines except the first line
  - Indent the left edge of a paragraph to the left of the left margin

- **Indent markers** on the horizontal ruler identify the indent settings for the paragraph in which the insertion point is located
Work with Indents

• Applying Word Text Effects and Typography feature
  • Allows you to add visual appeal by adding special text effects such as outlines shadow, reflections, and glows
  • WordArt – preformatted combined text effects
Work with Indents

- First Line Indent marker
- Hanging Indent marker
- Left Indent marker
- Decrease Indent button
- Increase Indent button
- Right Indent marker

Last Minute Travel Deals

For an adventure lover rather than later, check out this month’s last minute travel deals. Each of the trips listed below begins in the next few weeks, so immediate booking is essential. These special travel deals on select adventures change frequently and sell out fast. For personal assistance from a CST travel specialist call 1-833-555-TOCR (1-833-555-8643) or visit www.cstpartnerstravel.com. Our online booking process is fast, easy, and secure.
Work with Indents

- **Types of indents**

<table>
<thead>
<tr>
<th>indent type: description</th>
<th>to create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left indent: The left edge of a paragraph is moved in from the left margin</td>
<td>Drag the Left Indent marker [□] on the ruler to the right to the position where you want the left edge of the paragraph to align; when you drag the left indent marker, all the indent markers move as one</td>
</tr>
<tr>
<td>Right indent: The right edge of a paragraph is moved in from the right margin</td>
<td>Drag the Right Indent marker [◧] on the ruler to the left to the position where you want the right edge of the paragraph to align</td>
</tr>
<tr>
<td>First line indent: The first line of a paragraph is indented more than the subsequent lines</td>
<td>Drag the First Line Indent marker [◧] on the ruler to the right to the position where you want the first line of the paragraph to begin; or activate the First Line Indent marker [◧] in the tab indicator, and then click the ruler at the position where you want the first line of the paragraph to begin</td>
</tr>
<tr>
<td>Hanging indent: The subsequent lines of a paragraph are indented more than the first line</td>
<td>Drag the Hanging Indent marker [◧] on the ruler to the right to the position where you want the hanging indent to begin; or activate the Hanging Indent marker [◧] in the tab indicator, and then click the ruler at the position where you want the second and remaining lines of the paragraph to begin; when you drag the hanging indent marker, the left indent marker moves with it.</td>
</tr>
<tr>
<td>Negative indent (or Outdent): The left edge of a paragraph is moved to the left of the left margin</td>
<td>Drag the Left Indent marker [□] on the ruler left to the position where you want the negative indent to begin; when you drag the left indent marker, all markers move as one</td>
</tr>
</tbody>
</table>
Add Bullets and Numbering

• Formatting paragraphs with bullets and numbering can help to organize ideas in a document
  • A bullet is a character, often a small circle, that appears before the items in a list to add emphasis
  • Numbering the items in a list helps to illustrate sequence and priority
Add Bullets and Numbering

- Use the **Bullets button** or **Numbering button** in the Paragraph group on the HOME tab to apply bullets or numbering to paragraphs.
Add Bullets and Numbering

• Creating multilevel lists
  • To create a hierarchical structure in a list, apply a multilevel list style
  • Click the Multilevel List list arrow to select and apply a multilevel list style
  • Format an existing list
    • Demote items using the Increase Indent button
    • Promote items using the Decrease Indent button
Add Borders and Shading

• Adding borders and shading to text can help to enhance the information in a document
  • A **border** is a line added above, below, to the side of, or around words or paragraphs
  • **Shading** is a color or pattern that is added behind words or paragraphs
  • Use the **Borders button** or the **Shading button** in the Paragraph group on the Home tab
Add Borders and Shading

- Borders tab in Borders and Shading dialog box
Add Borders and Shading

Text formatted in green, small caps

Double-line, 1½-point, blue, box border

Text formatted in bold, blue

Rajasthan Desert Safari
An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of Rajasthan and the Great Thar desert, this tour explores the forts, temples, palaces, and bazaars of the fabled cities along old camel caravan routes. Participants choose between the Camel Safari and the Maharaja Experience. Accommodations are hotels, with camping on the Camel Safari. 15 days.
Add Borders and Shading

- Highlighting text in a document
  - Highlighting is transparent color that is applied to text using the Highlight pointer
  - Highlighting is most effective when a document is viewed on screen
    - Highlighting does print
  - To highlight text, click the Text Highlight Color list arrow in the Font group on the Home tab, select a color, then select the text
Insert Online Pictures

- **Clip art** is a collection of graphic images that you can insert in a document.
- Office.com Clip art images are royalty-free photos and illustrations you can add to a document using the Online Pictures command on the INSERT tab.
Insert Online Pictures

- Office.com Clip Art window
Summary

• **Enhance documents with formatting**
  • **Format characters:**
    • Font, font size, font styles, font effects, and character-spacing
  • **Format paragraphs**
    • Alignment, line spacing, paragraph spacing, tabs, indents, bullets, numbering, borders, and shading
    • Insert clip art images into a document
  • **Choose appropriate formatting for the document’s purpose and audience**
  • **Take care not to over format a document**