

# Microsoft Word 2010 – Level 1

## 7 – Font formatting



# FONT FORMATTING



## InFocus

When your document comprises pages and pages of plain text, it can be very hard for your reader to find the important ideas buried in the page. You can improve the appearance and readability of your document by changing the appearance of the text – this is known as **formatting**. There are dozens of tools and facilities in Word to achieve this, giving you endless opportunities to make your text come alive.

### In this booklet you will:

- ✓ gain an understanding of font formatting
- ✓ learn how to use live preview
- ✓ learn how to change fonts
- ✓ learn how to change font size
- ✓ learn how to grow and shrink fonts
- ✓ learn how to make text bold
- ✓ learn how to italicise text
- ✓ learn how to underline text
- ✓ learn how to apply strikethrough
- ✓ learn how to subscript text
- ✓ learn how to superscript text
- ✓ learn how to highlight text
- ✓ learn how to change case
- ✓ learn how to change text colour
- ✓ learn how to apply effects to text
- ✓ learn how to use the format painter
- ✓ learn how to clear font formatting

# UNDERSTANDING FONT FORMATTING

Font formatting refers to the appearance of text. You can change the format or appearance of text to make a particular phrase stand out, to make text more or less prominent, to indicate that the text is

a quote, to reflect a particular mood or feeling, and to ensure that the overall effect is one of continuity and consistency. Text anywhere in a document can be formatted for any reason you like.

## Text in Documents

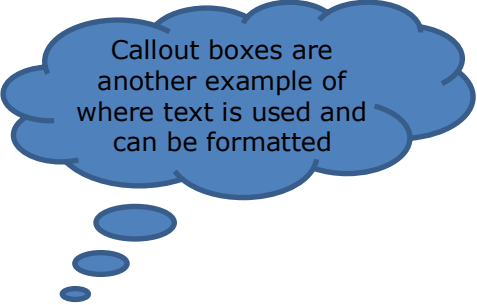
Some of the simplest documents consist of text on a page. The text you use can be formatted to meet corporate requirements, to fit more on a page, to make it easier to read, to make it look like a flyer rather than a letter – it can be formatted for a wide variety of reasons.

For example, you may like to change the **font**, font size, apply **bold** or *italics*, underline or change the **colour** of text.

## Text in Tables

Text is used in tables, as shown here. The text can be formatted to show:

<b>Headings</b>
Normal table entries
<i>Quotes</i>
<b>SAMPLES</b> and many other things...



Callout boxes are another example of where text is used and can be formatted

## Text in Boxes

Text can also be used in text boxes and other shapes (such as the example above). This text can also be formatted to match your document or as a caption for an image in a borderless text box, for example.

## Keep it Simple





Formatting of text is best applied simply. Only make a limited number of changes unless your project specifically calls for more. A single overall font change can often be more effective than multiple changes that confuse or distract the reader. As a rule of thumb:

- use no more than four formats on a page
- reserve underlining for very special cases because it can interfere with the readability of text and imply a hyperlink
- don't use ALL UPPERCASE because it is not as easy to read as lowercase or mixed case and can be taken to imply SHOUTING
- emphasise only the **key** words.

## Font Formatting Tools

Because text can be added in so many ways to a document, it stands to reason that you will want your text formatting tools on hand wherever text appears. Font tools appear on the **Home** tab, in the Mini toolbar that appears when text is selected (as shown below), and when you right-click on text to display a shortcut menu.

The tools work as:

- toggles such as **Bold** , which is either on or off
- single-use buttons such as **Grow Font**  which only ever do what their tool tip says
- buttons to display a menu of choices, such as **Change Case** 
- multi-purpose tools such as **Font Colour** which can be used either to apply the displayed colour or to display a menu of alternatives .

# WORKING WITH LIVE PREVIEW

**Live Preview** helps you to apply the right font formatting effect the first time, every time, by displaying a preview of the effect before it is actually applied. It gives you the chance to 'test drive' effects until you

find the one you want, then you can select it. Live Preview changes the appearance of your text as you point to a font formatting option in a gallery or list.

## Try This Yourself:


**Open File**

Before starting this exercise you **MUST** open the file *W806 Font Formatting\_1.docx...*

*In this example, all of the text appears in text boxes...*

- 1** Click in the introductory text to display the text box handles, then click on the edge of the text box to select it

*The dotted line between the handles will change to a solid blue line, and any changes you make will affect all of the text in the text box...*

- 2** Click on the drop arrow  for **Font** and then point to a font on the list

*The text will change appearance as the result of Live Preview....*

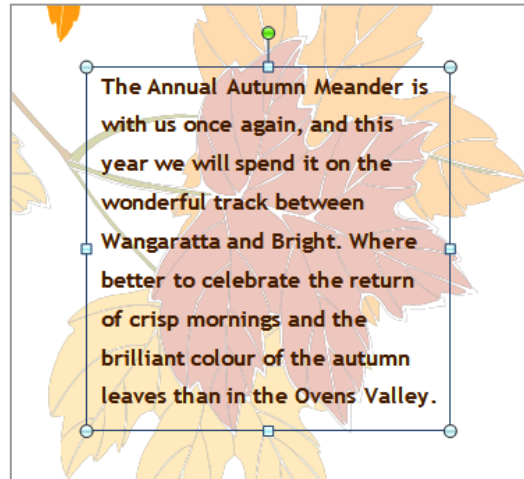
- 3** Point to a few different fonts until you find one you like

*We've chosen Bradley Hand ITC...*

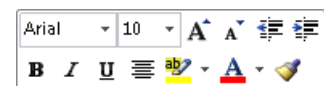
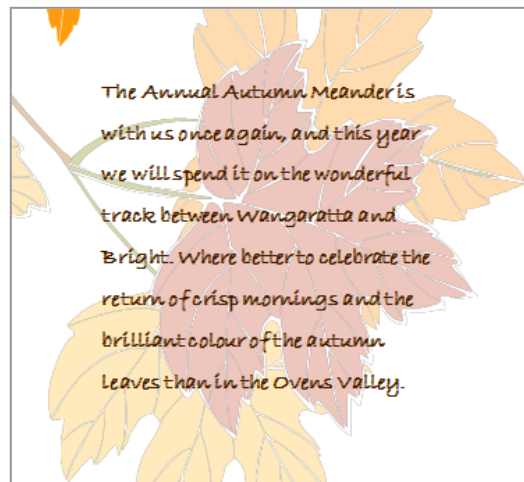
- 4** Move your mouse out of the menu and back onto the page  
*Notice that the change is not permanent – you just get a sneak preview...*

- 5** Click on the font of your choice  
*This will apply the font change and close the menu*

**1**



**3**



## For Your Reference...

To **work** with **Live Preview**:

1. Select the text that you want to modify
2. Point to the option that you want to preview
3. Click on the option to apply it

## Handy to Know...

- You can apply formatting to single letters or words by selecting them first. In this example, we could have used the mouse to drag across and select some of the text instead of selecting the entire text box.
- Live Preview works with only some of the font formatting commands.

# CHANGING FONTS

The appearance that you choose for your text is referred to as the **font** or **typeface**. Font traditionally refers to a combination of typeface, style and size in points (e.g. Arial


Bold 12 pt). In word processing, font just refers to the typeface or shape of the letters. Typical classic fonts include Times New Roman, Arial, Century Gothic and **COPPERPLATE**.

## Try This Yourself:

Open  
File


Before starting this exercise you **MUST** open the file *W806 Font Formatting\_2.docx...*

1

Click on **Select**  in the **Editing** group on the **Home** tab and select **Select All**

All of the text will be selected. Notice that the **Font** group indicates that the font is **Calibri (Body)**...

2

Click on the drop arrow  for **Font** and point to a font

The text will adjust to reflect a preview of the new font...

3

Point to **Arial Narrow**, then **Book Antiqua**, **Garamond** and **Gill Sans MT**

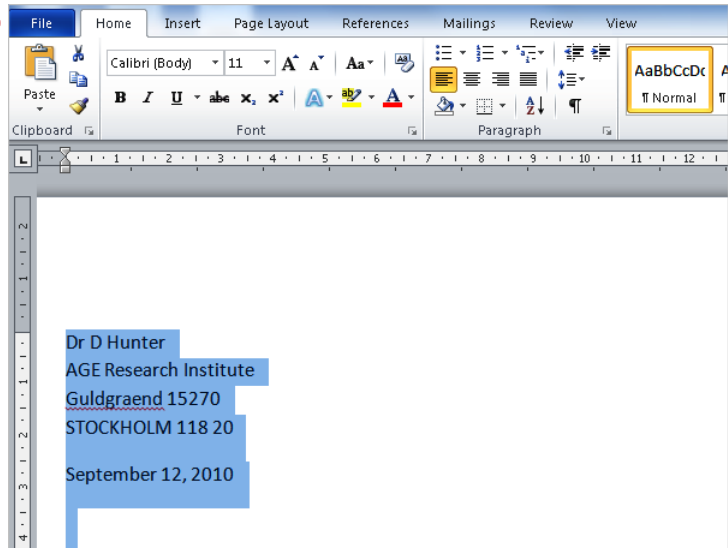
If you don't have these fonts, try different ones. As you point to each font, the preview will change...

4

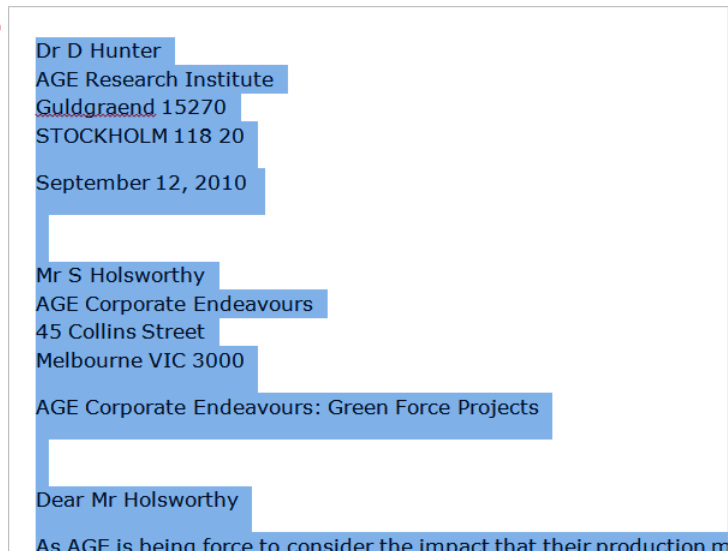
Scroll down and click on **Verdana**, or another font of your choice to apply the change

This time the font formatting is permanent – it won't change again unless you make another selection

1




4



## For Your Reference...

To **apply font formatting**:

1. Select the text
2. Click on the drop arrow  for **Font**
3. Point to a font to preview it
4. Click on the font to apply it

## Handy to Know...

- You can jump directly to a font. For example, if you want to preview Garamond, click in the text box for **Font** and press **G**. Word will jump to the fonts that start with the letter **G** and Live Preview will modify the text temporarily. Keep typing the name until you reach the font you want.

# CHANGING FONT SIZE


One way that text can be emphasised is by changing the **size** of the font. For example, if your normal text is 11 pt, you may like to make the headings 13 pt or larger. Font size may also be changed for

small detailed items, such as comments in a text box or a caption for a picture. Large text can be used in documents, such as flyers, and for cover pages.


## Try This Yourself:

Same  
File

*Continue using the previous file with this exercise, or open the file W806 Font Formatting\_3.docx...*

**1** Click on **Select**  in the **Editing** group of the **Home** tab and select **Select All**

*This selects all of the text in the document (other than in text boxes and headers and footers)...*

**2** Click on the drop arrow of **Font Size**  and point to **14**

*Live preview will display the text in a larger font size...*

**3** Click on **10** to change the font size to 10 pt  
*You can also change the font size of parts of a document, and you can use the Mini toolbar for this if you like...*

**4** Using the mouse, drag down the left of the first address at the top of the document to select it then move back over the text to display the Mini toolbar

**5** Click on the drop arrow of **Font Size** and select **9**

**6** Click away from the text to hide the Mini toolbar

**1**

Dr D Hunter  
AGE Research Institute  
Guldgraend 15270  
STOCKHOLM 118 20  
September 12, 2010


**2**

Dr D Hunter  
AGE Research Institute  
Guldgraend 15270  
STOCKHOLM 118 20  
September 12, 2010

**3**

Dr D Hunter  
AGE Research Institute  
Guldgraend 15270  
STOCKHOLM 118 20  
September 12, 2010

**4**

Verdana 10 A A B I U   
Guldgraend 15270  
STOCKHOLM 118 20  
September 12, 2010

## For Your Reference...



To **change font size**:

1. Select the text that you want to change
2. Click on the drop arrow of **Font Size**
3. Click on the required font size

## Handy to Know...

- You may have noticed that the text didn't change size when you used the Mini toolbar until you actually clicked on a different font size. This is because Live Preview doesn't work with the Mini toolbar.

# GROWING AND SHRINKING FONTS

If you're not exactly sure what font size you want and you just know that you want to make the text larger or smaller, you can grow or shrink the font. **Grow Font**  and **Shrink Font**  use the font sizes listed


under **Font Size**. Each time you click on **Grow Font**, it changes the font size to the next larger size on the list. This is another way that you can test-drive different font sizes.

## Try This Yourself:


Same File

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_4.docx...*


**1** Click to the left of **AGE Corporate Endeavours: Green Force Projects** to select the line

**2** In the **Font** group, click on **Grow Font**  twice to increase the font size to **12 pt**


*The size is displayed in the Font Size control...*

**3** Click on **Grow Font**  a few more times and see how the size increases each time

*Now to shrink it back...*

**4** Click on **Shrink Font**  to reduce the size of the font until it is around **8 pt**

*It should be a lot smaller than the surrounding text...*

**5** Click on **Grow Font**  until the font size reaches **11 pt**

*This is one point larger than the majority of the text*

**1**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

**2**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

**3**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects


**4**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000


AGE Corporate Endeavours: Green Force Projects

## For Your Reference...

To **grow** the **font**:

1. Select the text and click on **Grow Font**  until it reaches the required size

To **shrink** the **font**:

1. Select the text and click on **Shrink Font** 

## Handy to Know...

- The keyboard shortcut for **increasing** the font size is **Ctrl** + **>** (greater than).
- The keyboard shortcut for **decreasing** the font size is **Ctrl** + **<** (less than).



# MAKING TEXT BOLD


One of the most common ways of emphasising text is to make it **bold**. Bold text is darker in appearance because the letters are thicker, but it retains the same shape as normal text. The intensity of **bold**

text draws the reader's eye directly to it so that they read the most important information first. Like all formatting features, text must be selected before it can be made bold.

## Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file W806 Font Formatting\_5.docx...*

- 1** Click to the left of **AGE Corporate Endeavours: Green Force Projects** to select the line as shown
- 2** Click on **Bold**  which is located in the **Font** group on the **Home** tab  
*The letters increase in thickness and intensity...*
- 3** Click away from the text to see the final effect  
*This makes the subject of the letter easier to identify*

**1**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

**2**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects


**3**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

**AGE Corporate Endeavours: Green Force Projects**

## For Your Reference...

To **make text bold**:

1. Select the text
2. Click on **Bold** 

## Handy to Know...

- Bold text is created by replacing the original letters with a darker, thicker version of them. Many typefaces, such as Times New Roman, have a series of typeface variations such as normal, **bold**, *italics* and **bold italics**. When you apply bold, Word replaces your normal typeface with a bold version of it.




# ITALICISING TEXT

*Italic* text is a variation of a typeface that slants to the right. It was originally based on calligraphy and is used to emphasise words for a variety of special reasons. For example, you can use italics for book

names, such as *Murder on the Orient Express*, scientific names such as *Homo sapiens*, foreign words such as *in vitro*, quotations, and unspoken dialogue in a novel.

## Try This Yourself:

Same File

- 1 Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_6.docx...*
  - 2 Select the text **Alpheus Research Institute** in the third paragraph
  - 3 Click on **Italic**  in the **Font** group on the **Home** tab
  - 3 Click away from the text to deselect it
- You can see clearly how the text slants to the right*

1

I will be completing a year's study at the **Alpheus Research Institute** in Sweden interested in considerable involvement in AGE Corporate Endeavours' Green Fo

I am sure that my experience will be useful to you. I will call you upon my return November to discuss an interview.

Thank you for your time and consideration.

2

I will be completing a year's study at the *Alpheus Research Institute* in Sweden interested in considerable involvement in AGE Corporate Endeavours' Green Fo

I am sure that my experience will be useful to you. I will call you upon my return November to discuss an interview.

Thank you for your time and consideration.

3


I will be completing a year's study at the *Alpheus Research Institute* in Sweden interested in considerable involvement in AGE Corporate Endeavours' Green Fo

I am sure that my experience will be useful to you. I will call you upon my return November to discuss an interview.

Thank you for your time and consideration.

## For Your Reference...

To **italicise text**:

1. Select the text
2. Click on **Italic** 

## Handy to Know...

- It is recommended that you don't use italics for long passages of text because the angle of the letters makes it harder to read than normal text.

# UNDERLINING TEXT



An underline is one or more lines appearing immediately below text. Underlining was originally used to emphasise text in hand-written documents, or to indicate special typographical treatment, such as italics, in

documents that were typeset. These days, underlining is used primarily to indicate the presence of hyperlinks in online documents or for emphasis.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_7.docx...*

- 1 Select the text **AGE Corporate Endeavours' Green Force**
- 2 Click on **Underline**  in the **Font** group on the **Home** tab to apply a single underline
- 3 Click away from the text to examine the underline  
*You can also apply different forms of underlining...*
- 4 Double-click on **November** to select it
- 5 Click on the drop arrow for **Underline**  and then point to different underline options  
*Live preview will display each type of underlining as you point to it...*
- 6 Click outside the underline menu to close it without applying underlining

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

1

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

2

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

3

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.


I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

5

## For Your Reference...

To **underline text**:

1. Select the text
2. Click on **Underline** 

## Handy to Know...

- Underlining should be used sparingly in documents because it makes text more difficult to read. It should only be used in web pages if it indicates a hyperlink. Underlined text will totally confuse a user if they click on it in a web page and nothing happens.

# APPLYING STRIKETHROUGH

**Strikethrough** refers to the placement of a line through text, as in ~~stri~~kethrough~~~~. In word processing, strikethrough allows you to cross out selected text without actually deleting it. It is particularly useful for legal


documents and for making suggested changes to a colleague's or student's work, as the reader can see both the original and the amended text.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_8.docx...*

**1** Select the text **upon my return to Australia** towards the bottom of the letter

**2** Click on **Strikethrough**  in the **Font** group on the **Home** tab to place a line through the text

**3** Click away from the text to display the result  
*The advantage of strikethrough is that you can still read the text*

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

**1**

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

**2**

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.


I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration.

**3**

## For Your Reference...

To **apply strikethrough**:

1. Select the text
2. Click on **Strikethrough** 

## Handy to Know...

- Word has a feature called **change tracking** which monitors all changes made to a document. When change tracking is turned on and you delete any part of your document, Word applies strikethrough to the deleted text.

# SUBSCRIPTING TEXT


**Subscript** text is text that appears below the normal position of letters and is slightly smaller in size, usually around  $\frac{2}{3}$  of normal text. It is usually used in mathematical

formulas, for example,  $Z_{k+n,m} = Z_{k,m}$  and in chemical formulas and other scientific notations, such as ammonia, which is  $\text{NH}_3$ , and methylene chloride, which is  $\text{CH}_2\text{Cl}_2$ .

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_9.docx...*

- 1 Click at the end of the third paragraph in the letter and type  
**My thesis is entitled Sustaining H2O.**
- 2 Select the number **2**
- 3 Click on **Subscript**  in the **Font** group on the **Home** tab
- 4 Click away from the text to see the result  
*The 2 is now clearly smaller and lower than it was before and forms part of the scientific name for water*

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H2O.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

1

2

I will be completing a year's study at the *Alpheius* interested in considerable involvement in AGE Cor thesis is entitled Sustaining H2O.

I am sure that my experience will be useful to you November to discuss an interview.

Thank you for your time and consideration.

3

I will be completing a year's study at the *Alpheius* interested in considerable involvement in AGE Cor thesis is entitled Sustaining H<sub>2</sub>O.

I am sure that my experience will be useful to you November to discuss an interview.

Thank you for your time and consideration.

4


I will be completing a year's study at the *Alpheius* interested in considerable involvement in AGE Cor thesis is entitled Sustaining H<sub>2</sub>O.

I am sure that my experience will be useful to you November to discuss an interview.





Thank you for your time and consideration.

## For Your Reference...

To **subscript text**:

1. Select the text
2. Click on **Subscript** 

## Handy to Know...

- You can apply subscript as you type by pressing  +  before and after the character you want to subscript. The second time you press  + , subscript is turned off.

# SUPERSCRIPTING TEXT

**Superscript** text is text that appears above the normal position of letters and is slightly smaller in size, usually around  $\frac{2}{3}$  of normal text. It is often used in mathematical formulas, for example, when

expressing the powers of a number, e.g.  $2 \times 2 = 2^2$ , and is also used for ordinals such as 2<sup>nd</sup> and 25<sup>th</sup> and in chemistry for variations in elements known as isotopes, such as  $^{12}\text{C}$  and  $^{13}\text{C}$  for carbon.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W806 Font Formatting\_10.docx...


1 Click at the end of the third paragraph and type:

**There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.**

2 Select **10**  
This is the first number that needs to be superscripted. We can actually select both numbers and apply superscript to them simultaneously...

3 Hold down **Ctrl** and select **11**

Both numbers should be selected...

4 Click on **Superscript**  in the **Font** group on the **Home** tab

5 Click away from the text to deselect it

1

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in *AGE Corporate Endeavours'* *Green Force* research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

2

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in *AGE Corporate Endeavours'* *Green Force* research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

3

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in *AGE Corporate Endeavours'* *Green Force* research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

4

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I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.


5

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in *AGE Corporate Endeavours'* *Green Force* research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

## For Your Reference...

To **superscript text**:

1. Select the text
2. Click on **Superscript** 

## Handy to Know...

- Superscript is applied automatically to ordinals in Word, such as 25<sup>th</sup>. These settings can be viewed and changed by clicking on the **File** tab and then on **Options**. Click on the **Proofing** category and then click on **[AutoCorrect Options]**. **Ordinals** is found on the **AutoFormat As You Type** tab.

# HIGHLIGHTING TEXT

One formatting option that is used mainly online is **highlighting**. Highlighting places a **coloured background** behind text so that you can find it more easily or grab another reader's attention. It's the computer

equivalent of using a highlighter pen and is great for editing or studying your own or other people's work. Highlighting colours range from yellow to black.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file W806 Font Formatting\_11.docx...

- 1 Select the text **reducing greenhouse gas emissions** in the second paragraph
- 2 Click on **Text Highlight Colour**  in the **Font** group on the **Home** tab to apply the default colour to the text  
*It should be yellow. You can also apply highlighting in a similar way to using a highlighter pen...*
- 3 Click on **Text Highlight Colour**  and then drag it across the text **business process reorganisation**  
*Notice that the pointer changes and this time the colour is applied as you drag. You can also select different colours...*
- 4 Click on the drop arrow for **Text Highlight Colour**  and click on **Turquoise**
- 5 Drag the mouse across **polar ice sheets** to apply the colour
- 6 Press **Esc** to turn off the highlighter

1

Through my advertising and research background and my recent doctorate, which **reducing greenhouse gas emissions** in corporate environments, I am certain that advice in green energy procurement, business process reorganisation, project sus application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in interested in considerable involvement in *AGE Corporate Endeavours' Green Forc*

2

Through my advertising and research background and my recent doctorate, which **reducing greenhouse gas emissions** in corporate environments, I am certain that advice in green energy procurement, business process reorganisation, project sus application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in interested in considerable involvement in *AGE Corporate Endeavours' Green Forc*

3

Through my advertising and research background and my recent doctorate, which **reducing greenhouse gas emissions** in corporate environments, I am certain that advice in green energy procurement, **business process reorganisation**, project sus application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in interested in considerable involvement in *AGE Corporate Endeavours' Green Forc*

5


Through my advertising and research background and my recent doctorate, which **reducing greenhouse gas emissions** in corporate environments, I am certain that advice in green energy procurement, **business process reorganisation**, project sus application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in interested in considerable involvement in *AGE Corporate Endeavours' Green Forc* thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting stu<sup>10</sup>B and <sup>11</sup>B as found in **polar ice sheets**


I am sure that my experience will be useful to you. I will call you ~~upon my return~~ November to discuss an interview.

## For Your Reference...



To **highlight text**, either:

1. Select the text then click on **Text Highlight Colour** 

Or

- Click on **Text Highlight Colour**  and then click on the text

## Handy to Know...

- You can remove highlighting by clicking on the drop arrow for **Text Highlight Colour**  and clicking on **No Colour**.
- You can search for highlighted text by clicking on the drop arrow for **Find** , selecting **Advanced Find**, clicking on **[Format]** and selecting **Highlight**.



# CHANGING CASE

**Case** refers to whether the uppercase (capital) or lowercase form of a letter is used. Microsoft Word allows you to change between cases so that you don't have to retype text. Change case options are


**Sentence case**, where the first letter is a capital, **lowercase**, **UPPERCASE**, **Capitalise Each Word**, and **TOGGLE cASE**, which swaps between upper and lower case.

## Try This Yourself:


Same File

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_12.docx...*


**1** Click to the left of the heading **AGE Corporate Endeavours: Green Force Projects** to select it

**2** Click on **Change Case**  and select **Sentence case**.


*All of the capitals, other than the very first one, will change to lowercase...*

**3** Click on **Change Case**  and select **UPPERCASE**

*This time all letters will change to capitals...*

**4** Click on **Change Case**  and select **TOGGLE cASE**

*This will change all of the uppercase letters to lowercase (and vice versa)...*

**1** Click on **Change Case**  and select **Capitalise Each Word**, then change **Age** to **uppercase**

*This will convert the letters back to a form more suitable for a heading*

**1**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

**2**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

Age corporate endeavours: green force projects

**3**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE CORPORATE ENDEAVOURS: GREEN FORCE PROJECTS

**4**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

age corporate endeavours: green force projects


**5**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

## For Your Reference...

To **change case**:

1. Select the text
2. Click on **Change Case** 
3. Select the required case

## Handy to Know...

- Text typed in all UPPERCASE letters is rarely used as it is harder to read (as there's no shape variation) and because uppercase can be interpreted as shouting when used in correspondence. All uppercase is best reserved for short headings or headlines which appear in much larger font sizes.



# CHANGING TEXT COLOUR

The colour of text can be changed to any colour that you select from the wide ranging palette. Colour can be used to reflect a corporate brand identity, to reflect the mood of a document, or to just jazz it

up a bit and catch the eye of a passerby. With colour, as with many of the other font formatting features, less is more – use too many colours and you will just confuse the reader.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W806 Font Formatting\_13.docx...

- 1 Double-click on **AGE** in the first paragraph to select it
- 2 Click on the drop arrow for **Font Colour**  to display the colour palette
- 3 Point to different colours and see the effect on the text  
*Live Preview will update the display...*
- 4 Point to **Green** under **Standard Colours**  
*The tool tip will display the name of the colour so that it's easier to find...*
- 5 Click on **Green** to apply the colour to the text
- 6 Click away from the text to deselect it and display the result

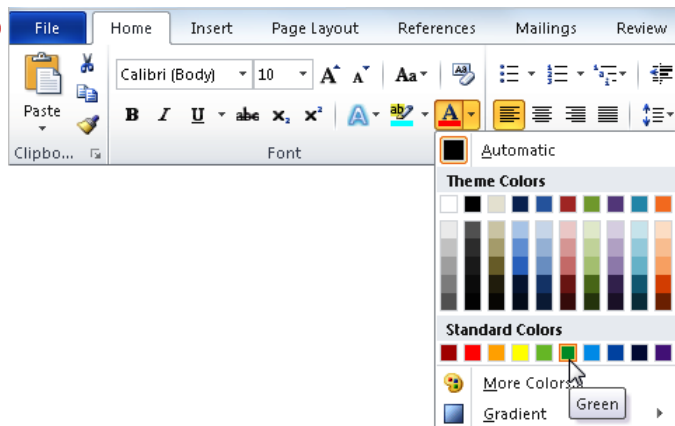
1

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods hav  
an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, whi  
reducing greenhouse gas emissions in corporate environments, I am certain tha  
advice in green energy procurement, business process reorganisation, project s  
application.

4



5

Dear Mr Holsworthy

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6


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Through my advertising and research background and my recent doctorate, whi  
reducing greenhouse gas emissions in corporate environments, I am certain tha  
advice in green energy procurement, business process reorganisation, project s  
application.

## For Your Reference...

To **change text colour**:

1. Select the text
2. Click on the drop arrow for **Font Colour** 
3. Click on the colour of your choice

## Handy to Know...

- Once you have selected a colour, it will appear in the actual **Font Colour** tool. You can then click on the tool rather than the drop arrow to apply the colour.
- You can remove a font colour by clicking on **Automatic**.

# APPLYING TEXT EFFECTS

Microsoft Word enables you to apply various effects to selected text. For instance, you may want to use a fancy heading in a flyer or apply eye-catching effects to the text on a birthday invitation.

Using the options available in the text effects palette, you can apply visual effects to text such as shadows, glows, reflections or outlines.

## Try This Yourself:


**Same File**

Continue using the previous file with this exercise, or open the file *W806 Font Formatting\_14.docx...*

**1**

Click to the left of the heading **AGE Corporate Endeavours: Green Force Projects** to select it

**2**

Click on the drop arrow for **Text Effects**  to open the text effects palette

**3**

Point to different options and see the effect on the text

*Live Preview will update the display...*

**4**

Click on **Gradient Fill – Purple, Accent 4, Reflection**

*This option is found in row 4, column 5...*

**5**

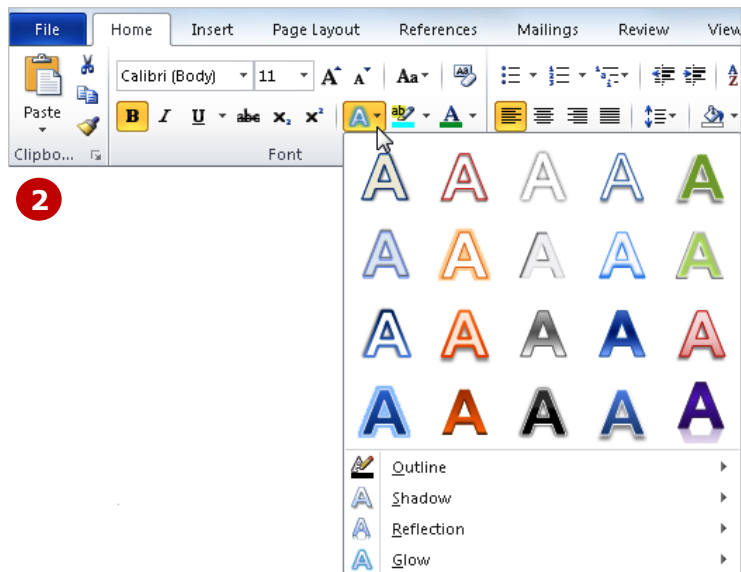
Click away from the text to see the result

**1**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

**AGE Corporate Endeavours: Green Force Projects**

**2**




**5**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

**AGE CORPORATE ENDEAVOURS: GREEN FORCE PROJECTS**

## For Your Reference...

To **apply** a **text effect**:

1. Select the text
2. Click on the drop arrow for **Text Effects** 
3. Click on the option of your choice

## Handy to Know...

- Rather than selecting a predefined text effect, you can apply an outline, shadow, reflection, glow, or a combination of these options. To do this, select the desired option from the base of the text effects palette which will in turn open a further palette of options.

# USING THE FORMAT PAINTER





The process of formatting text in Word involves first selecting the text to be changed and then applying the formatting. If you have a lot of changes to make, this can become quite laborious and difficult to

reproduce exactly. Fortunately, Word has a tool called **Format Painter** that allows you to copy the formatting of text from one place to another.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file W806 Font Formatting\_15.docx...

- 1 Select the text **Sustaining H<sub>2</sub>O** in the third paragraph
- 2 Click on **Bold** , **Italic**  and then click on the drop arrow for **Font Colour**  and click on **Blue** under **Standard Colours**
- 3 Click away from the text so that you can see the formatting  
*If you had to repeat these formatting steps several times it could become quite tedious. Instead, you can copy the formatting from this text to other words...*
- 4 Click back in the formatted text  
*You don't need to select it...*
- 5 Click on **Format Painter**  in the **Clipboard** group on the **Home** tab  
*The mouse pointer will change to a paint brush...*
- 6 Drag across the text **Alpheius Research Institute** to apply the formatting
- 7 Click away from the text to see the result

1

I will be completing a year's study at the *Alpheius Research Institute* in Sweden interested in considerable involvement in *AGE Corporate Endeavours'* Green Fothesis is entitled *Sustaining H<sub>2</sub>O*. There have been some particularly interesting<sup>10</sup>B and <sup>11</sup>B as found in *polar ice sheets*.

I am sure that my experience will be useful to you. I will call you ~~upon my return~~ November to discuss an interview.

Thank you for your time and consideration.

3

I will be completing a year's study at the *Alpheius Research Institute* in Sweden interested in considerable involvement in *AGE Corporate Endeavours'* Green Fothesis is entitled *Sustaining H<sub>2</sub>O*. There have been some particularly interesting<sup>10</sup>B and <sup>11</sup>B as found in *polar ice sheets*.

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6

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7


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Thank you for your time and consideration.

## For Your Reference...

To **use** the **format painter**:

1. Click in the formatted text
2. Click on **Format Painter** 
3. Select the text to be formatted

## Handy to Know...

- If you double-click on **Format Painter**  you can keep pasting the format until you press **Esc** or click on **Format Painter**  again.
- When you paste a format it will replace any previous font formatting.

# CLEARING FONT FORMATTING




If you decide that the formatting applied to text actually makes it more difficult to read, or you've accidentally applied formatting that you don't want, you can clear the formatting. You can reverse some

formatting effects by using the same tool that you used to apply the effect, or you can remove all formatting and return text to its original normal state using the **Clear Formatting** tool.

## Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *W806 Font Formatting\_17.docx...*

- 1** Examine the text  
*It has had many formatting changes applied to it, including font and font size as well as some special formatting effects...*
- 2** Click on **Select**  in the **Editing** Group on the **Home** tab and select **Select All**
- 3** Click on **Clear Formatting**  to return the text to **Calibri 11 pt** and remove the font formatting effects
- 4** Click anywhere in the document to deselect the text, then scroll down to examine it  
*All of the font formatting, except for the highlighting has been removed...*
- 5** Select **reducing greenhouse gas emissions**, press **Ctrl** and select **business process reorganisation** and **polar ice sheets**
- 6** Click on the drop arrow for **Text Highlight Colour**  and click on **No Colour**  
*The text is returned to its original format*

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

### AGE CORPORATE ENDEAVOURS: GREEN FORCE PROJECTS

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, **business process reorganisation**, project sustainability, and market application.

I will be completing a year's study at the **Alpheus Research Institute** in Sweden in November and would be interested in considerable involvement in **AGE Corporate Endeavours' Green Force** research projects. My thesis is entitled *Sustaining H<sub>2</sub>O*. There have been some particularly interesting studies lately in Boron isotopes <sup>10</sup>B and <sup>11</sup>B as found in **polar ice sheets**.

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

**1**

Mr S Holsworthy  
AGE Corporate Endeavours  
45 Collins Street  
Melbourne VIC 3000

### AGE Corporate Endeavours: Green Force Projects

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I am sure that my experience will be useful to you. I will call you upon my return to Australia in early

**4**

## For Your Reference...

To **clear all formatting**:

1. Select the text
2. Click on **Clear Formatting** or  
Press **Ctrl** + **Space**

## Handy to Know...

- **Clear Formatting** changes text back to the default settings specified in the **Font** dialog box. It does not affect settings that don't appear in the **Font** dialog box, such as **Text Highlight Colour**.

# CONCLUDING REMARKS

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## Congratulations!

You have now completed the **Font formatting** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**