

CHAPTER FOUR: FORMATTING TEXT

You can format documents in Microsoft Word to make text more aesthetically pleasing. By adding color and backgrounds to a document, for example, a plain text document can be turned into something far more colorful and attention-grabbing.

This Chapter Will Include:

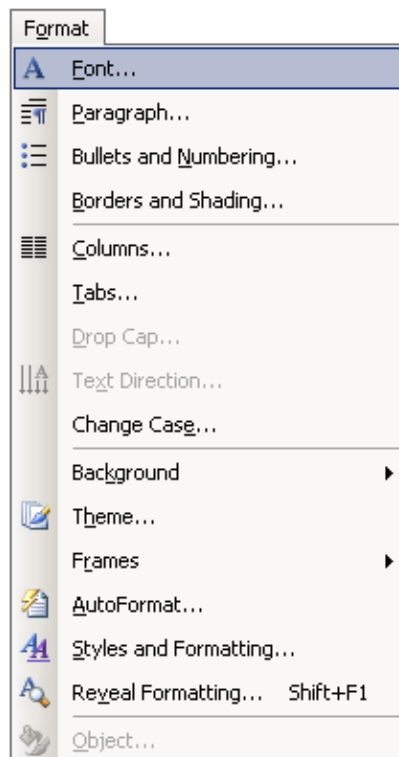
- Changing Font Attributes
- Hiding Text
- Using the Show/Hide Feature
- Highlighting Text
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- Using the Styles and Formatting Task Pane
- Formatting Pasted Text

Changing Font Attributes

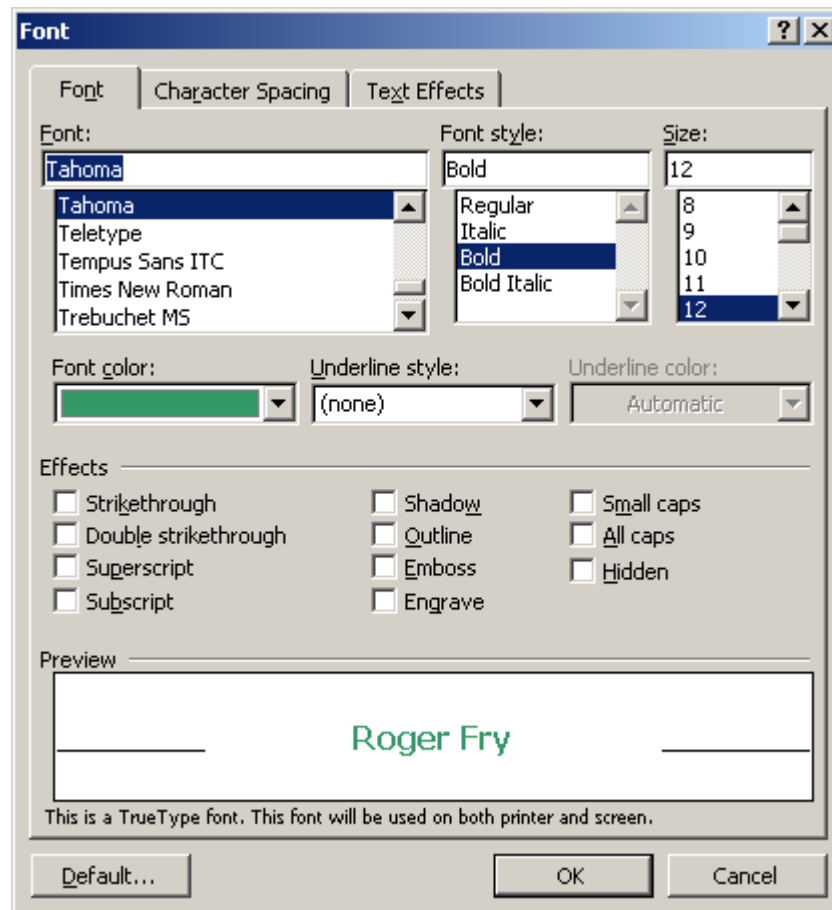
Under the **Font** menu, you can change aspects of text, including color, size, and font weight.

To change attributes, follow these steps:

1. Select a portion of text you would like to change.
2. Click on the **Format** section of the menu toolbar and select **Font**.



- In the **Font Dialog Box**, select **Tahoma** under the Font list, **Bold** under the Font style list, **12** under the Font size list, and **Sea Green** under the Font color list. Note that the preview reflects the changes you have made to your text.



- Click on the **Character Spacing** tab to display more options. Under **Spacing**, click **Expanded** to widen the space between each character.
- Click on the **Text Effects** tab and select the **Blinking Background** option to add a background to the text. Note that any animation you add will not show up when the document is printed.
- To save your changes, click **OK**. Your text should now reflect the changes you made.

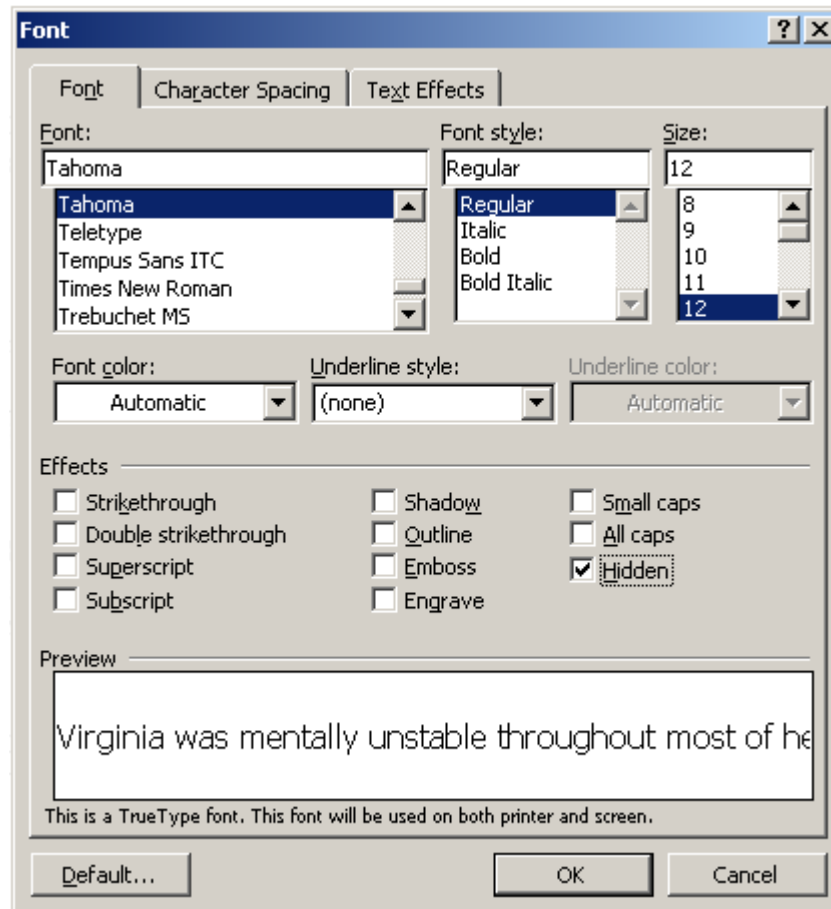
Hiding Text

Hiding text can be useful if you want to give only a part of a document to someone else, or if you don't want others to see certain lines in a document, without actually deleting anything.

Follow these steps to hide text:

- Select a portion of the text you would like to hide.
- Click on **Format** in the menu toolbar and select **Font**.
- Make sure the **Font** tab is selected.

4. Under the **Effects** section of the window, click the check box next **Hidden** in the right column.
5. Click **OK**.



6. To unhide text, make sure the area around the hidden text is selected, then return to the **Font** window and uncheck the **Hidden** box.
7. Click **OK**.

Using the Show/Hide Feature

The **Show/Hide** feature in Microsoft Word allows you to view hidden text and formatting marks that will not appear when the document is printed. This is useful if you want to read a document with hidden text without making the text visible once more.

To use the Show/Hide function, follow these steps:

1. In the **Standard toolbar**, click the **Show/Hide** button.
2. Word will display the document with formatting marks. Note that hidden text appears with a dotted line underneath to separate it from the rest of the document.

The Bloomsbury Group: Members & Values ¶

Roger Fry ¶

Fry was an artist and critic who is most famous for organizing the Post-Impressionist exhibition in 1910 (as well as the Second Post-Impressionist exhibition two years later) with Clive Bell. He had a close relationship with Clive and Vanessa Bell, even going so far as to have an affair with Vanessa from 1911-1913. ¶

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Duncan Grant ¶

Grant was an artist who experimented with both sexes, having had affairs with fellow Bloomsberries Lytton Strachey, Maynard Keynes, and Vanessa Bell, the latter of whom he had a daughter with. Grant and Vanessa lived together from the beginning of World War I until Vanessa's death in 1961. ¶

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Virginia Woolf ¶

Virginia Woolf is known as forerunner of the modernist movement and wrote works such as *Mrs. Dalloway* and *To the Lighthouse*. She was extremely close to her sister, Vanessa, who also painted many of the covers for Virginia's books. Virginia was mentally unstable throughout most of her life and eventually committed suicide in 1941. ¶

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Leonard Woolf ¶

Although known mostly for being Virginia Woolf's husband, Leonard himself was an author and critic. He founded the Hogarth Press with Virginia, and devoted himself to taking care of her as she became increasingly ill during her life. ¶

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Lytton Strachey ¶

Strachey was a biographer whose most famous work, *Eminent Victorians*, criticized the Victorian Era. Strachey inserted his own wit into these biographies, revolutionizing the way biographies were written. Strachey was also an open homosexual and had an affair at one point with Maynard Keynes. ¶

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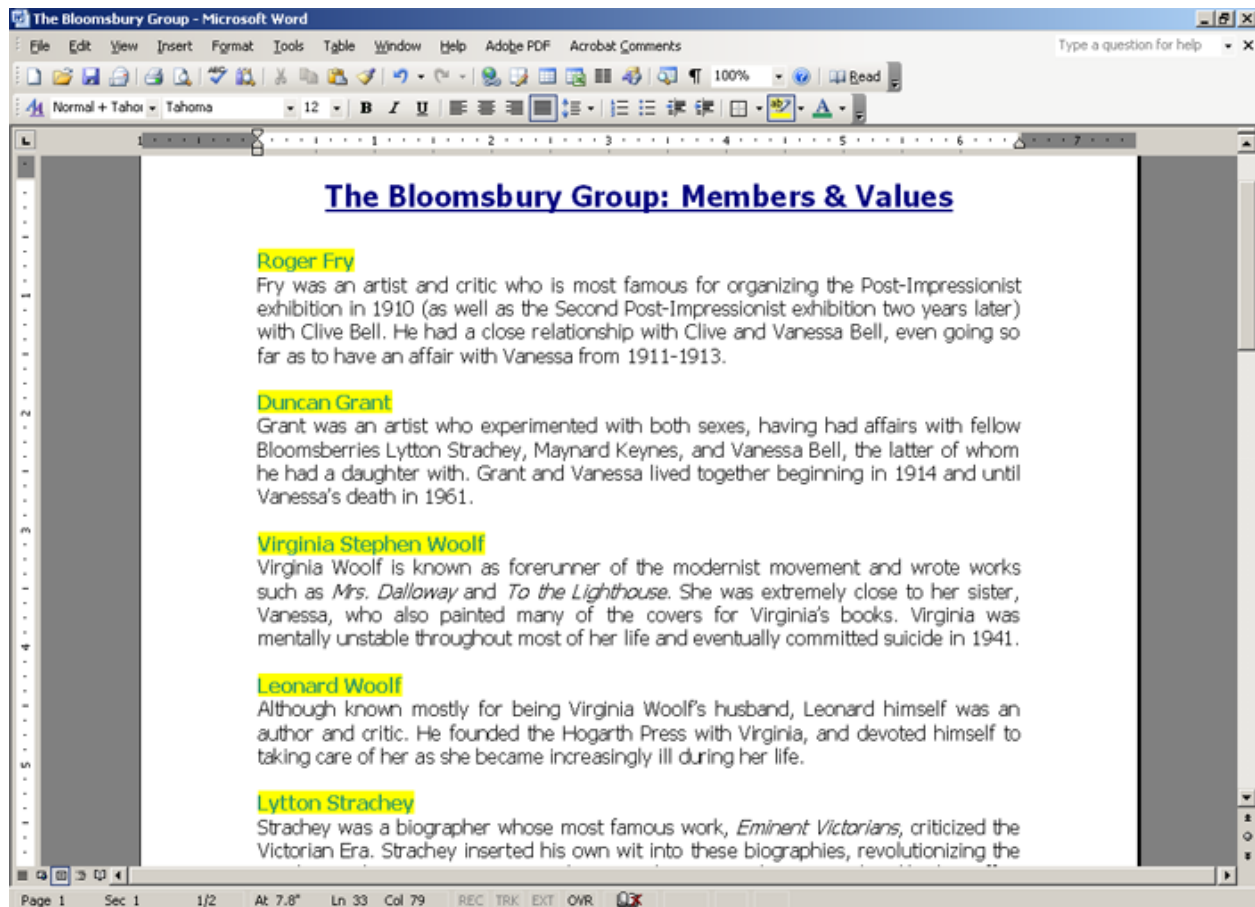
Vanessa Stephen Bell ¶

A painter and mother, Vanessa devoted herself to her art and caring for her three

- To turn off the Show/Hide function, simply press the Show/Hide button on the Standard toolbar once more.

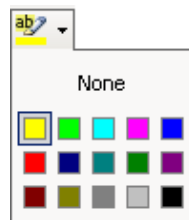
Highlighting Text

With the **Highlight** feature, you can add a light background to selected text to emphasize the importance of it. Highlighted text will also retain the colored background when printed.



To highlight text, follow these steps:

1. On the **Formatting toolbar**, find the **Highlight** icon.
2. The default color is yellow; if you wish to use this color, simply click the icon. Your mouse will change shape to reflect that you are using the Highlight function.
 - a. If you wish to change the highlight color, click the **down arrow** next to the highlight icon. A drop-down menu will appear with a selection of colors. Choose the color you want and your mouse will change shape to reflect that you are now using the Highlight function.



3. Using your mouse, select the text you want to highlight and a background will form around the text.
4. To turn off the highlight feature, click the highlight icon again.

Using the Format Painter

The **format painter** tool copies the format used for one area of text and applies it to another area of text. This can be useful if you do not want to manually repeat formatting changes for multiple areas of text.

To use the format painter, follow these steps:

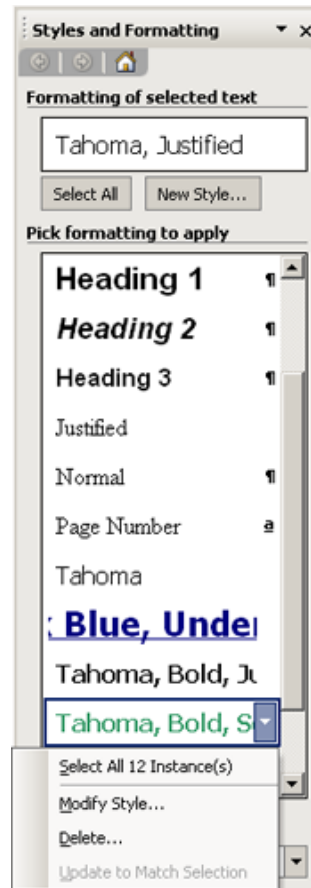
1. Move your cursor to the area of text with formatting that you want to copy. Make sure the cursor is between two characters in that area of text.
2. Click the **Format Painter** button on the **Standard toolbar**. Your mouse will now appear as a cursor with a paintbrush.
3. Move your cursor to the word that you want to apply the copied format on and click once. Your text should now look like the text you copied.
4. When you single-click the Format Painter button once, the function will only work once. To use it multiple times, double-click the Format Painter. When double-clicked, it is usable as long as needed. To close the Format Painter, single-click once on the Format Painter button in the toolbar.

Using the Styles and Formatting Task Pane

The **Styles and Formatting Task Pane** displays the styles and formatting options available. You can apply these to any text you wish in a document. You can also use the task pane to modify styles.

To use the Styles and Formatting Task Pane, follow these steps:

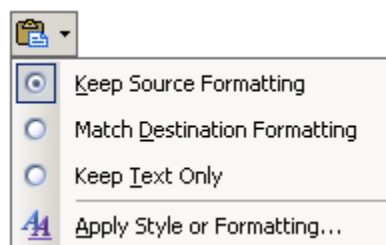
1. In the **Formatting toolbar**, click the **Styles and Formatting** button. This will open the Styles and Formatting task pane on the right side of the screen.
2. To apply formatting listed in the task pane, select the text you want to change and click on one of the styles.
3. By hovering your mouse over a style, a **down arrow** appears on the right-side of the style. When clicked on, this arrow shows a menu listing the number of times the style has been used in the document and gives you the option to highlight all uses of the style, modify the style, or delete the style.



4. You can also add new styles by clicking the **New Style** box at the top of the task pane.
5. To close the Styles and Formatting task pane, click the Styles and Formatting button on the Formatting toolbar once more.

Formatting Pasted Text

When text is pasted into a document, the **Paste Options** icon appears, allowing you to format the pasted text. By default, pasted text retains the format it had when it was copied. Using the Paste Options menu, however, you can change the text to match the formatting of the text you pasted it into, or you can completely remove any formatting.



To use the Paste Options menu, follow these steps:

1. Cut or copy a section of text and paste it into a different section of the document, preferably where the formatting is different.
2. When you see the **Paste Options** icon appear, hover your mouse over it and click the **down arrow** that appears on the right side of the icon. Choose one of the available options and your text will change to reflect it.
3. To close the Paste Options icon, press the **Esc** button.