

## 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:

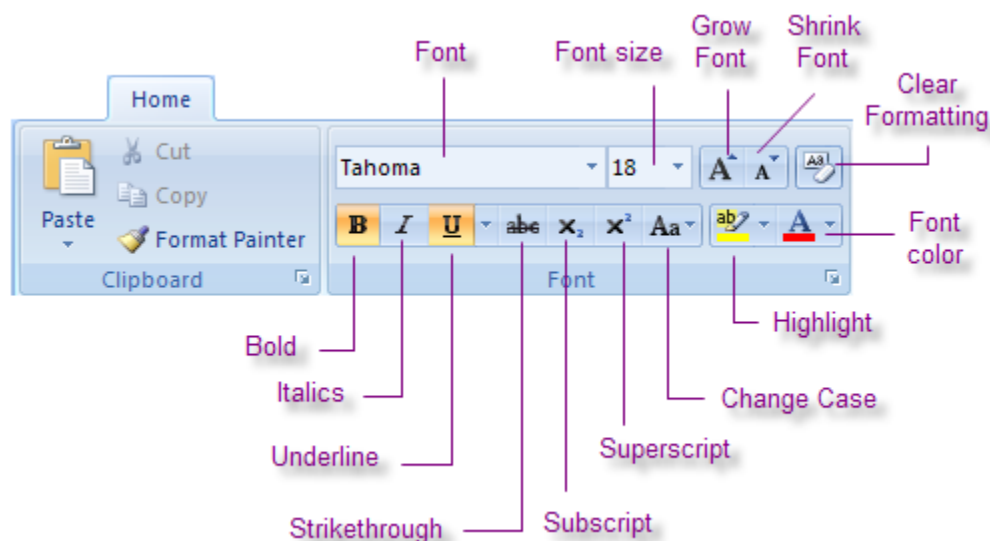
- Changing Font Attributes
- Using the Mini Toolbar
- Hiding Text
- Using the Show/Hide Feature
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- Using the Format Painter
- Changing Styles
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### Changing Font Attributes

Using the **Font group** on the **Home** tab and the **Font Dialog Box**, you can change aspects of text, including color, size, and font weight.

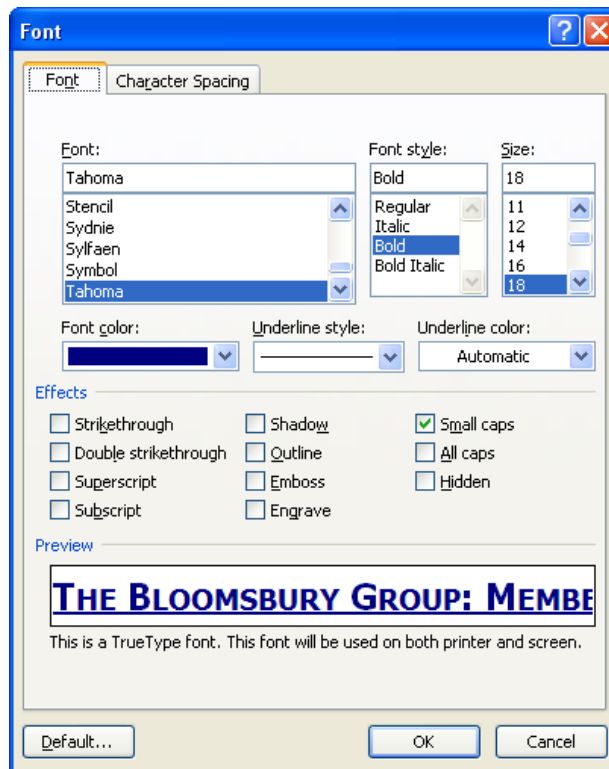
To change attributes, follow these steps:

1. Find the **Font group** on the **Home** tab. Here you can change the font style, size, and color, bold, italicize, and underline text, and more. Make sure the text you want to change is selected and then choose any of the buttons on the Font group.



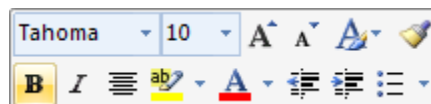
2. The **Font Dialog Box** contains additional options for customizing text. Click the **dialog box launcher** on the Font group to open the Font Dialog Box. You can also use the **Character Spacing** tab in the dialog box to change the spacing between characters.

- Click **OK** to apply any changes.



## Using the Mini Toolbar

When you select text and hover the cursor over it, the **mini toolbar** appears as somewhat faded. When the cursor is then hovered directly over the toolbar, it becomes clearer. The mini toolbar is useful for making quick adjustments to selected text and is faster than navigating back to the Font group. It contains the most commonly used icons on the Font group, as well as the format painter (which you will read about later in this chapter). When you move the mouse away from the selected text, or when text is deselected, the mini toolbar disappears.

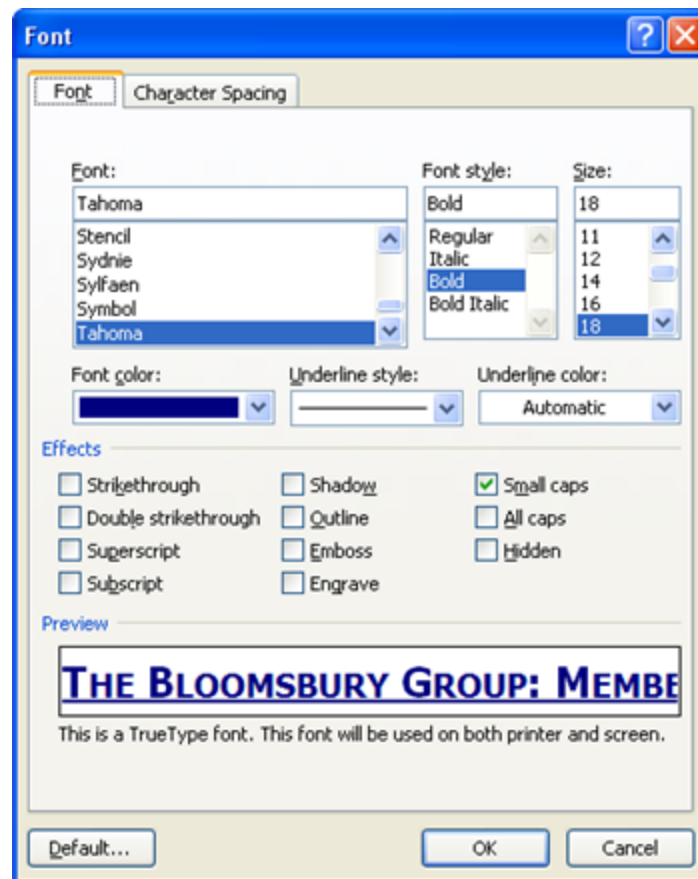


## Hiding Text

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:

1. Select a portion of the text you would like to hide.
2. Click on the **dialog box launcher** in the **Format group**.
3. 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**.



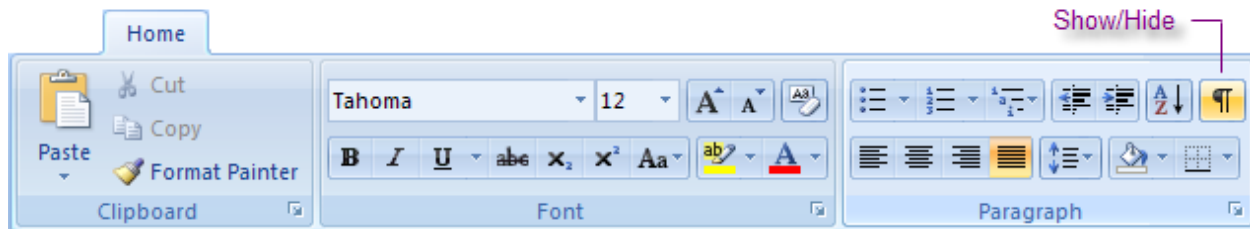
6. To unhide text, make sure the area around the hidden text is selected, then return to the Font Dialog Box and uncheck the **Hidden** box.
7. Click **OK**.

## Using the Show/Hide Feature

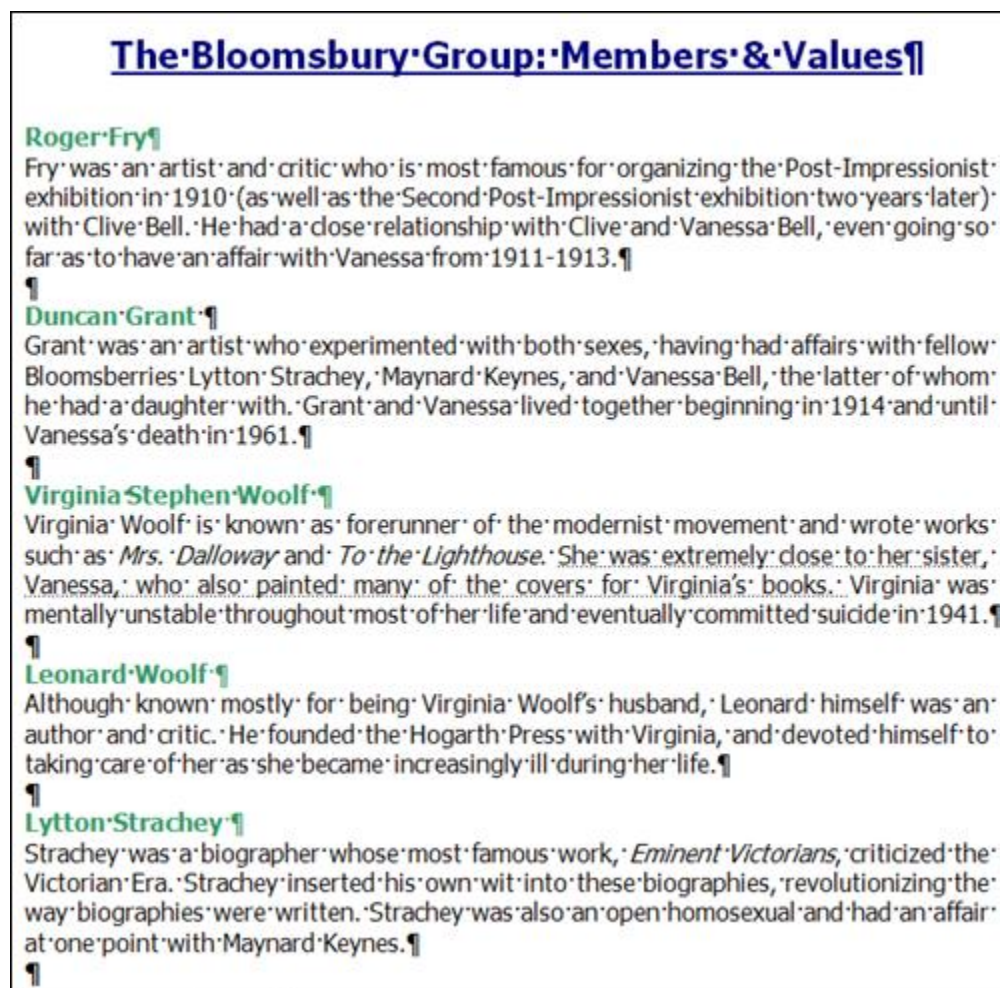
The **Show/Hide** feature allows you to view hidden text and formatting marks that will not appear when the document is printed. This is useful if you want to read a document with hidden text without making the text visible once more.

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

1. In the **Paragraph group** on the **Home** tab, 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.



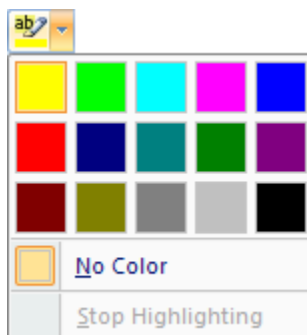
- To turn off the Show/Hide feature, simply click the Show/Hide button on the Paragraph group once more.

## 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:

- On the **Font group**, find the **Highlight** icon.
- 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.
  - 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.



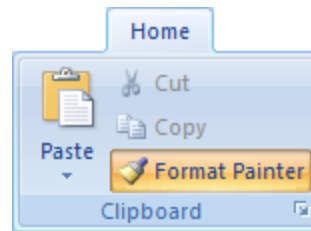
- Using your mouse, select the text you want to highlight and a background will form around the text.
- To turn off the highlight feature, click the highlight icon again.
- You can also highlight text by first selecting it and then using the Highlight icon on the mini toolbar. Additionally, if you select text before highlighting it, you can preview the way the highlight color will look before actually applying it.

## Using the Format Painter

The **format painter** tool copies the format used for one area of text and applies it to another area. 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:

- 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.
- Click the **Format Painter** icon in the **Clipboard group** on the **Home** tab. Your mouse will now appear as a cursor with a paintbrush.
  - The Format Painter icon also appears on the mini toolbar.



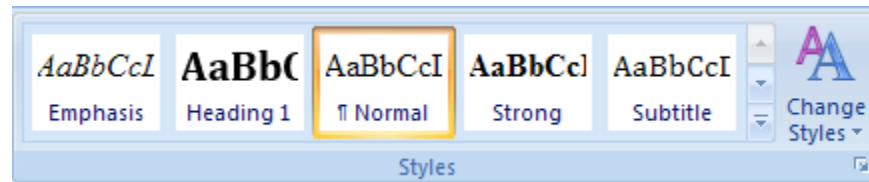
3. Move your cursor to the word that you want to apply the copied format on and click once. Your text should now look like the text you copied.
4. When you single-click the Format Painter button once, the function will only work once. To use it multiple times, double-click the Format Painter. When double-clicked, it is usable as long as needed. To close the Format Painter, single-click once on the Format Painter button in the toolbar.

## Changing Styles

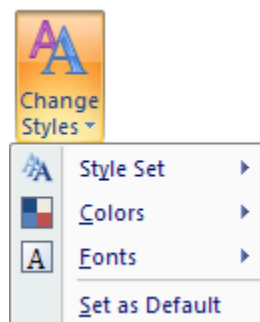
The **Styles group** on the **Home** tab can help you apply styles to an entire document so that it appears more uniform. You can also choose to apply a style to a selected area of text.

To change styles, follow these steps:

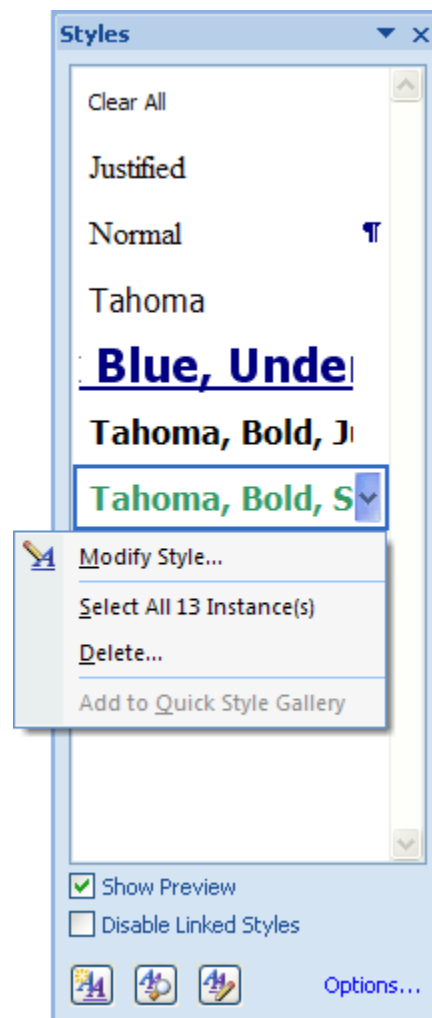
1. Select a section of text you want to apply a new style to.
2. On the **Home** tab, find the **Styles group**. Scroll through the list of **Quick Styles** to see all the styles. Quick Styles are ones that are built-in to Word 2007 and can be applied at any time.



3. When you hover your mouse over a style, the selected text will change to give you a preview of the style. This does not actually apply the style, however, until you click the box with the style you want.
4. Click the **More** arrow on the Styles group to open a menu with all styles displayed at once. You can also choose the **Clear Formatting** option from this menu. This strips the selection of any formatting that has been applied and returns the text to the default font and size.
5. Clicking the **Change Styles** icon on the Styles group opens a menu with more styles and color schemes. The styles in this menu are automatically applied to the entire document.



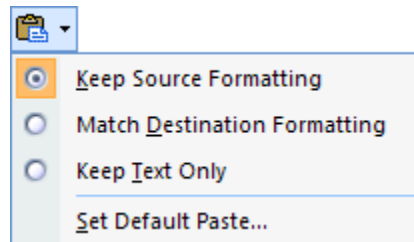
6. You can view the styles that are specific to your document by clicking the **Styles Dialog Box Launcher**. This opens a task pane where you can see all the styles that have been used in the document.
7. To apply formatting listed in the task pane, select the text you want to change and click on one of the styles.
8. 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.



9. You can also add new styles by clicking the **New Style** icon at the bottom of the task pane (the first icon on the left).
10. To close the Styles and Formatting task pane, either click the Styles Dialog Box Launcher once more or click the X in the upper-right corner of the task pane.

## 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.