



Word 1

Module 3

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Formatting a Document

How a document appears on the screen and how it looks when it is printed is called “formatting”. This can include: bolding, italicizing, underlining, changing font size, type or color, and text spacing

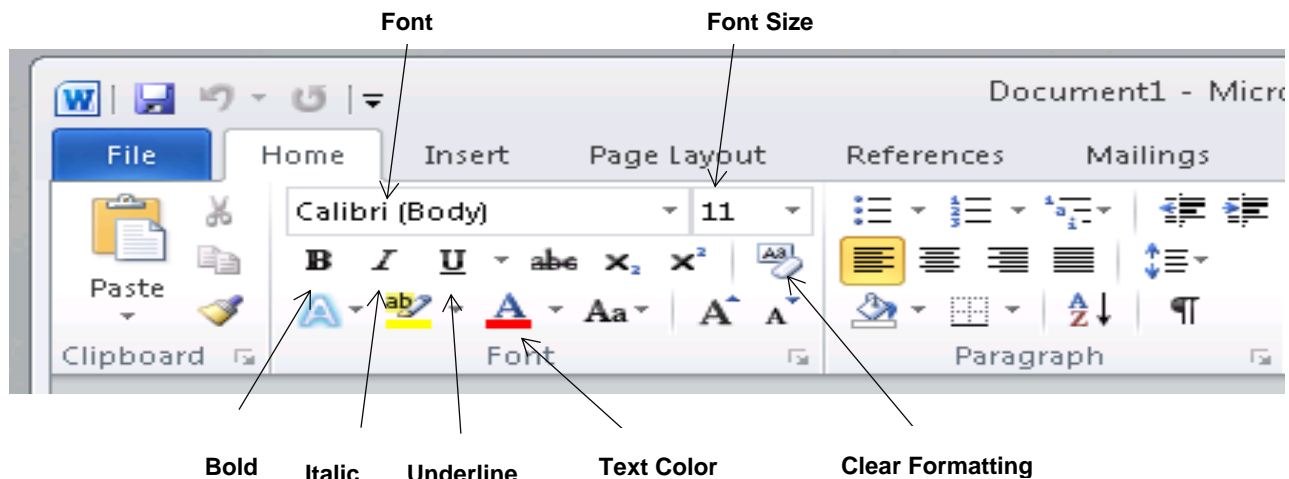
Bold, Underline, Italicize, Change Font, Font Size

Class Walkthrough 3.2

There are three ways you can format selected text:

1. Using any of the format icons on the *Font* group of the *Home* command tab of the ribbon
2. Using the Font Dialog Box. Use the arrow at the bottom right-hand corner of the *Font* group in the ribbon. There are more formatting options available through this dialog box.
3. When text is first selected, a subset of the options (Mini Toolbar) appears dimly. Move your mouse over the feature you want to use. The display will brighten. Click on the desired feature.

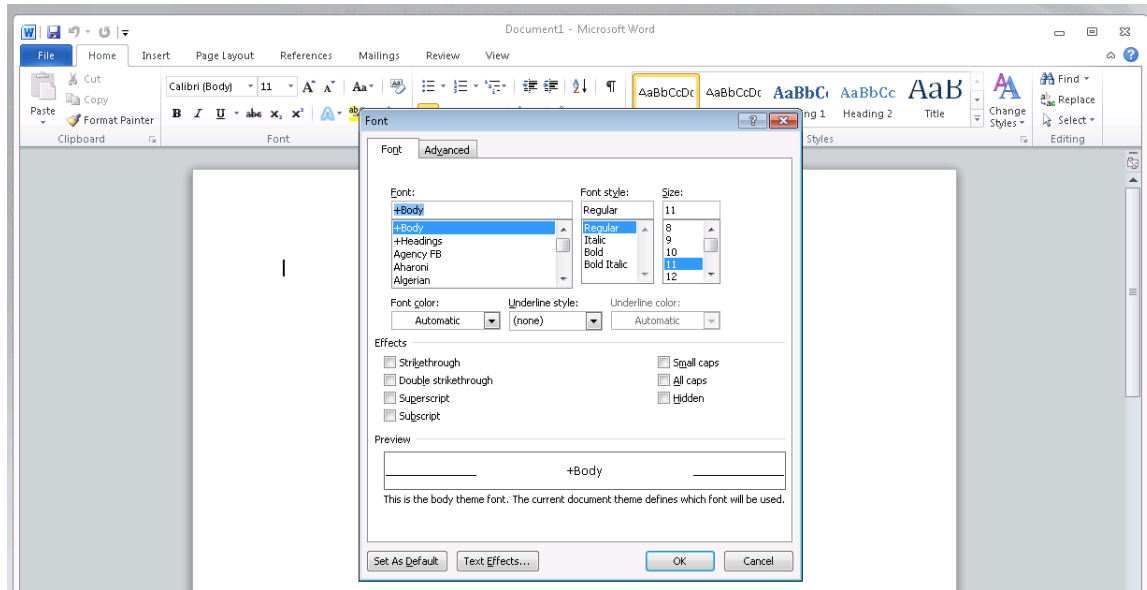
Using the *Font* group of the *Home* command tab of the Ribbon



1. Open ***Master Walkthrough***.
2. Go to Page 2.
3. Select a sentence and bold it, underline it, and italicize it using the buttons.
4. Select different font sizes and types on different words and sentences using the drop down fields on the ribbon.
5. Select another sentence. Click on the *Font Color* icon. Select blue.

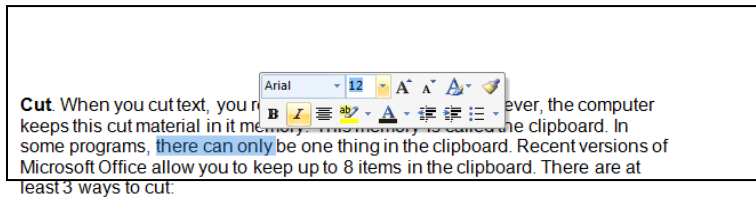
- Use the *Undo* icon to undo the last few steps. *Redo* the steps. Reminder: *Redo* only works when you have performed an *Undo*.

Using the Font Dialog Box



- Select some text and click the arrow for the *Font* group in the ribbon.
- Use the *Font* and *Size* scrolling lists. You can see the results in the Preview window.
- Select other font sizes and types to practice.
- Select an *Underline* style from the *Font style* list. Select an underline color.
- Finish with Ariel, size 16, bolded. Click OK.
- Click *Undo* to return to the original font type. Notice how it did not return to the other fonts you selected because you never clicked OK. You were only previewing.
- Select a sentence and return to the *Font* dialog.
- Click on *Underline style*. Select one of the dashed line styles. Click OK.
- Click *Undo*. The sentence stays highlighted.
- In the *Font* dialog, select the double line underline type. Then select a color from the color wheel (*More Colors* option). Click OK.
- Undo* the underline. *Redo* the underline.

Selecting Text and Choosing Option from the Mini Toolbar



1. From the document, select any sentence or word. The Mini Toolbar will appear.
2. Move the mouse pointer over the Mini Toolbar.
3. Select one of the formatting options.
4. Practice this several times.

Student Practice 3.3

1. Open Student Practice 3.3.
2. Save it as Student Practice 3.3 to your Documents folder.
3. Make the format changes as indicated on the document.
4. When done, save the document.

Student Practice 3.4

1. Open Student Practice 3.4
2. Save it as Student Practice 3.4 to your Documents folder.
3. Make the format changes to match the document below.
4. When done, save the changes.

Training Objectives (Arial 14 – grey)

To educate clients; teach them how to maximize their use of Excel and MS Word. To build stronger client relationships, and to remain competitive

Targeted Customers (Arial 14 – red)

Microsoft Word (Arial 12 – Bold, Italic)

The training focus would be on any user who wants to learn the basics and/or advanced features of MS Word. Two class levels would be developed: basic and advanced.

Excel (Arial 12 – Bold, Italic)

Billing Staff (underline in green): The training will focus primarily on Billing personnel, as they are the ones who need to understand how to setup billing procedures and reporting guidelines.

Office Staff (underline is in red): The training includes how to enter/update time, expenses, run daily/weekly time reports, and use shortcuts/advanced features to increase productivity.

Types of Training (Arial 14 – dark blue)

Public instructor-led training sessions

On-site training as requested by client

Clear Formatting

If you want to clear the formatting from text, select the text and click the Clear Formatting button in the Font group of the ribbon.

Extra Practice to do at home

Open Homework 3.1 in the Week 3 folder and follow the directions.