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How to Format Text in Microsoft Word 2007

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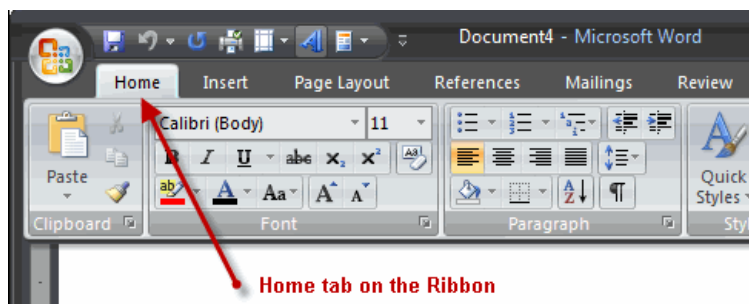
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To Format Text in MS Word 2007 Click the Home Tab on the Ribbon



In this example we are going to Format (alter) the text "The Big Picture Show" typed in MS Word 2007 To make changes to the format of the text it must always be selected first.

Open Word 2007 and type " The Big Picture Show "

Two ways to select the Text:

1. Click anywhere in the text (places the flashing cursor in the text). With the **Text Select Pointer** (I) showing over the text, quickly click three times. The text is selected.

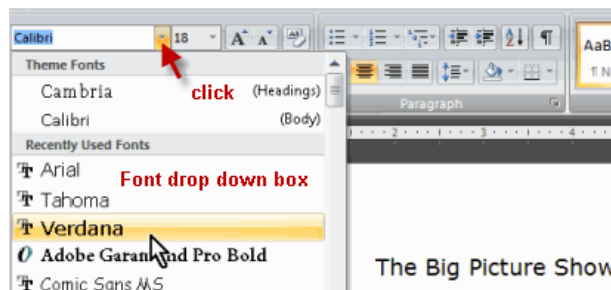
The Big Picture Show

The text selected and highlighted.

2. Place the **Text Select Pointer** (I) at the end of the Text - depress the left mouse button and drag to the left. The text will become selected.

To change the Font:

1. Select the text.
2. Click as shown right.
3. Click the font required for the selected text (in this instance Verdana is chosen).



To change the font size:

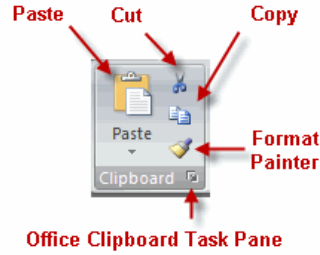
1. Select the text.
2. Click as shown right.
3. Click the font size required.



Note: When formatting text in Microsoft Office 2007 programs like Word and Excel the selected text will change as you move the pointer over format drop down box items such as the fonts in the font drop down box (above) to give a preview of how the text will look before clicking to select it. This also happens when hovering the pointer over gallery items such as in the Styles section of the Home tab on the Ribbon (see below).

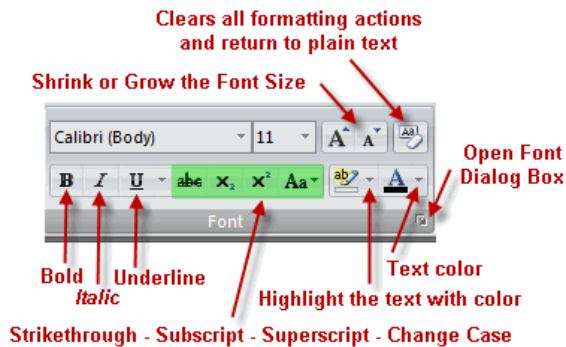
The Screenshot right shows where to click in the Clipboard section of the Ribbon to:

- * Paste at the cursor position, copied or cut text (or an image)
- * Cut (copy text or an image to the clipboard and remove it from the document at the same time)
- * Copy (copy text or an image to the clipboard)
- * Format Painter (clicking this after selecting text and then selecting other text passes the formatting of the first selection to the second - the pointer will change to a painter pointer). Double click for formatting multiple selections.
- * Open the Office Clipboard Task Pane for more options



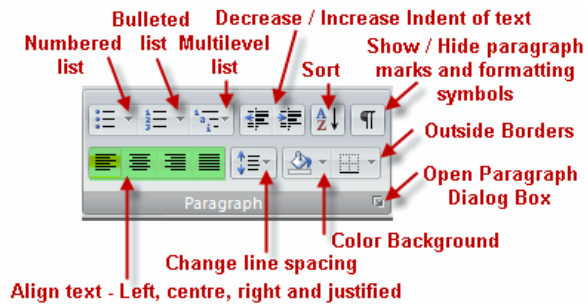
The Screenshot right shows where to click to perform the following font formatting actions to selected text :

- * Make text Bold
- * Make text Italic
- * Underline the text
- * Text Color
- * Highlight the text
- * Strikethrough, Subscript, Superscript the text and change the case of the text
- * Open the Font Dialog Box to format the text.
- * Clear all formatting
- * Shrink or grow the text



The Screenshot right shows where to click to perform the following paragraph formatting actions to selected text :

- * Make selected text a Numbered/Bulleted or Multilevel list
- * Decrease or Increase the indent of the selected text on the page.
- * Sort text or numerical data
- * Show or Hide formatting symbols
- * Add Outside Borders to the selected text.
- * Open Paragraph Dialog Box
- * Color the background behind the text
- * Change the Line Spacing
- * Align the text horizontally on the page - left / center / right / justified



Using the Mini Toolbar to Format Text :

A useful feature in MS Word 2007 is the Format Mini Toolbar.

When you select a piece of text a small toolbar appears above the selection. At first it appears in transparent form to show it's available for use. Move the mouse pointer over it and it becomes solid. Some of the main format tools are available for use on the toolbar.



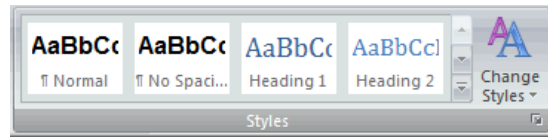
The Big Picture Show

Using the Styles Gallery

Styles enable you to apply formatting uniformly throughout your document.

The styles section of the Ribbon is shown right

To preview a style, select the text you wish to apply a style to. Then, hold your mouse over one of the styles buttons. You'll get a quick preview. If you like the style, simply click the button.



Styles section on the Ribbon

*If you are going to use styles for your document, you don't need to use the buttons on the ribbon. Just press **Ctrl + Shift + S** to open the Apply Styles box.*

The Apply Styles box can be moved to any part of the screen. You can apply styles directly from the box. Just select text and then use the drop down list in the Apply Styles box to apply a style.

You can create your own additional styles, such as a new table or list style.

*Select the text that you want to create as a new style. For example, perhaps you want the text " **The Big Picture Show**" always to appear as italic and red in your document.*

*On the Mini toolbar that appears above your selection, click **Italic and Red** to format the text. Right-click the selection, point to **Styles**, and then click **Save Selection as a New Quick Style**. Give the style a name — for example, **style1** — and then click **OK**. The "style1" style that you created appears in the **Quick Styles** gallery with the name you gave it, ready for you to use whenever you want text to be **Italic and red**.*

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