Unit 4   WORD 2013
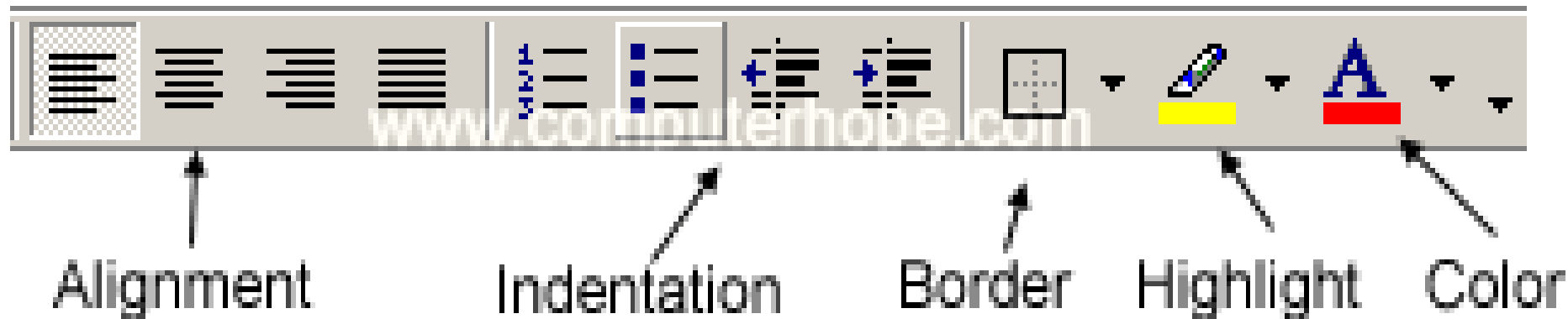**Prat 2**

➢ **FORMATING TEXT**

❑ **Applying Bold,Italic,Underline style:**
Click the Font Size list arrow, and then click the font size you want. Click the Increase Font Size button or Decrease Font Size button. To apply other formatting, click one or more of the formatting buttons on the Ribbon or Mini-Toolbar: Bold, Italic, Underline, Shadow, Strikethrough, or Font Color

Font,Font size,Color

❑ **Font and Fontsize**

Formatting text in Microsoft Word involves tasks like bolding the text, italicising it, and changing the font and size. The commands to perform all of these formatting tasks are found on the Home tab in the Font group. Select your text and then click on the required formatting button to see the effects.

❑ **Color:**

> **Open Microsoft Word 2013.**
> **Click the Home tab at the top of the window.**
> **Click the Font button at the bottom-right corner of the Font section of the ribbon.**
> **Click the drop-down menu under Font color, then select the color that you would like to use by default.**

➢ **Font Dailog Box**

The Font dialog box lets the user choose attributes for a logical font, such as font family and associated font style, point size, effects (underline, strikeout, and text color), and a script (or character set)

Shortcut Key Reference

Key	Action
Ctrl+Shift+F	Opens the Font dialog box with the focus at the Font combo box.
Alt+Ctrl+F	Inserts a footnote.
Alt+Shift+F	Inserts a merge field.
Ctrl+G	Opens the Find and Replace dialog box to the Go To tab (same as F5).

➢ **Paragraph Alignment ,click and type**

1.Word, a document.
2.Select the some lines, the first three in this example, then choose Home→Center or press Ctrl+E.
3.Click in a body paragraph (in the following example the paragraph that starts with "Thank you . . .") and then choose Home→Justify or press Ctrl+J.

➢ **bullets and numbering**

Then click and drag over the line items in the list in order to select the text that you want to set as a bulleted or numbered list. Next, click the "Home" tab in the Ribbon and look in the "Paragraph" group. Here you can click either the "Bullets" or "Numbering" button to apply the last bullet or numbering style used.

➢ **Changing line spacing**

Select the paragraph or paragraphs you want to format. On the Home tab, click the Line and Paragraph Spacing command. Hover the mouse over Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu. A live preview of the paragraph spacing will appear in the document.

➢ **Paragraph Indents(Margins)**

In word processing, the word indent is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins. The following is an example of indented text: Paragraph alignment against left margin
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➢ **Spacing Before and After a paragraph**

Select the paragraph or paragraphs you want to format.
On the Home tab, click the Line and Paragraph Spacing command. Click Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu. ...
The paragraph spacing will change in the document.

➢ **first line indent**

Click the View tab, and then select the Ruler check box to display the Ruler. Click the paragraph or select multiple paragraphs to indent: To change the left indent of the first line, drag the First-line Indent marker.

➤ Drop cap effect

1. Open your Word document that you want to apply Drop Caps to and click on the "Insert" Tab.
2. Now within the "text" group, click on the "Drop Cap" button.
3. After selecting a drop cap word automatically add it to the selected paragraph.

➤ Finding Text

1 On the Home tab, click the Find button in the Editing group. ...
2 Type the text you want to find. ...
3 Click the up or down arrows to page through the search results until you find the exact chunk of text you want. ...
4 Close the Navigation pane when you're done hunting down text.

➤ Replacing a text

  To replace text:
From the Home tab, click the Replace command. ...
The Find and Replace dialog box will appear.
Type the text you want to find in the Find what: field.
Type the text you want to replace it with in the Replace with: field. ...
Word will find the first instance of the text and highlight it in gray.

➢ **Changing Case**

To change the case of selected text in a document, do the following:
1.Select the text for which you want to change the case.
2.On the Home tab, in the Font group, click Change Case (Aa).
3.Do one of the following: To capitalize the first letter of a sentence and leave all other letters as lowercase, click Sentence case.

➢ **Moving to Specific Line /page**

Jumping to a Line Number
Press F5. Word displays the Go To tab of the Find and Replace dialog box. (See Figure 1.)
On the left side of the dialog box, make sure that you indicate you want to go to a line.
Enter the line number to which you want to move.
Click on Next, or press Enter.