

5

FORMATTING IN MS WORD



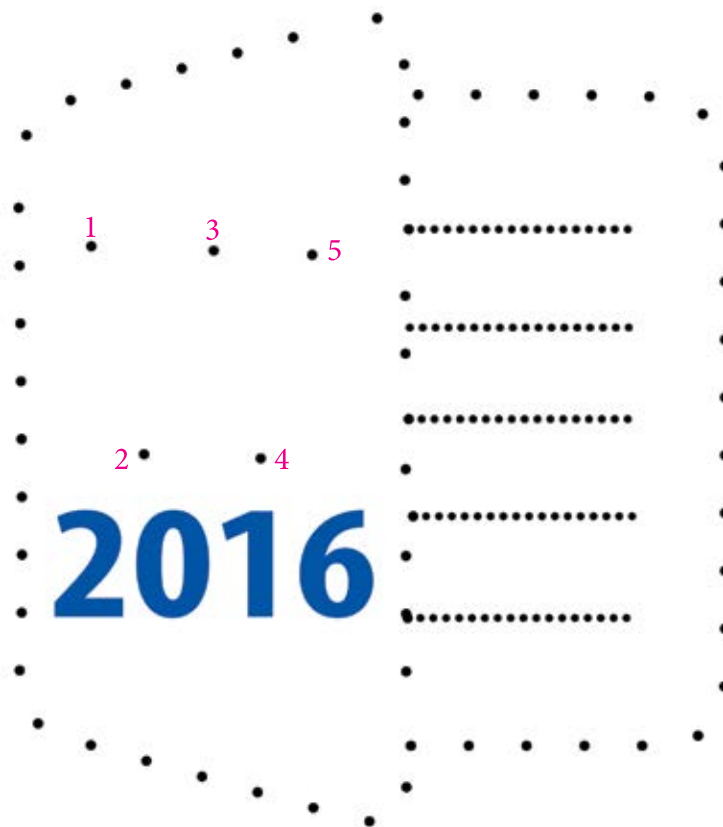
Learning Outcomes

At the end of this chapter, students will be able to:

- ♦ Change the Font colour, style and font size of the text.
- ♦ Apply text alignment.
- ♦ Add borders and shading effects to improve the appearance of the text.



Join the dots to find out the name of the word processor.



Teacher's Note:

Ask the students about the features of MS Word 2016. Encourage them to remember and revise what they learnt in the previous chapter: MS Word Components, Typing in MS Word, Undo and Redo Commands and much more.



Hello friends! You already know how editing features of MS Word 2016 work. Let us learn about a few formatting features that help our document look presentable.

As we read in the previous chapter, Microsoft Word, developed by Microsoft Corporation, is one of the most popular word processors used worldwide. It allows us to create, edit, read and share files easily.

To make the document look presentable, we may change the appearance. For it, we need to format the text, which means making changes in the text and its appearance to make it look pleasing.

Features offered by MS Word to format the text are as follows.

- ❖ Font style, size and colour
- ❖ Text case and alignment
- ❖ Border and shading effect



Do You Know?

MS Word was first released on October 25, 1983, under the name Multi-Tool Word.



FONT

A font refers to the size, design, colour and style of typed characters within a document. To add variation to a document, we can use different fonts, such as separate font styles for the heading and the body. The Home Tab contains the Font settings. Following are the options which are included in it:

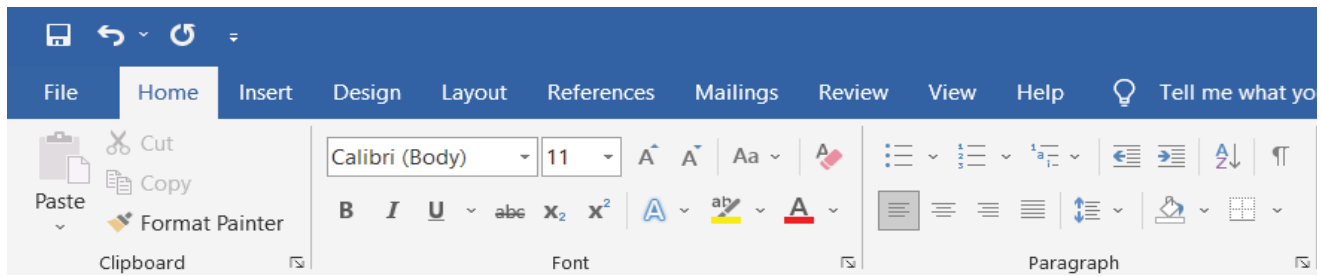


Figure 5.1: Font Settings

We can press the Ctrl + Shift + F key combinations to open the Font dialogue box.

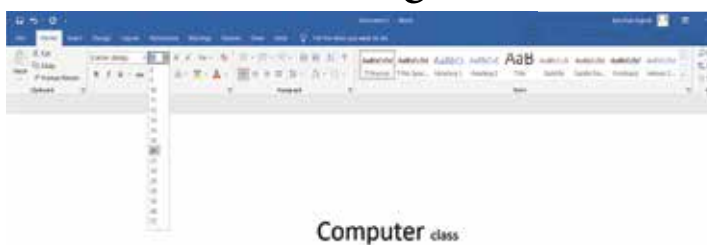
Font Size

Font size increases or decreases the size of the characters. The size is measured in points from 8 to 72. By default, the font size is 11.

Follow the given steps to change the font size of the text.

Steps :

1. Select the text you want to modify.
2. On the Home tab, click the drop-down arrow next to the Font size box.
3. Select the desired font size.
4. The font size will change in the document.



Let me Answer

Which font size would you suggest for class 3 students?

Figure 5.2: Font Size

Font Colour

MS Word allows you to change the font colour of your text. If you want to emphasise a particular word or phrase, you can change its font colour. The default font colour in MS Word is black.

Follow the given steps to change the font colour of the text.

Steps :

1. Select the text whose colour you want to change.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.
3. With the help of the mouse, select the font colour you want to use. The font colour will change for the selected text.
4. Your colour choices are not limited to the drop-down menu that appears. Select More Colors at the bottom of the menu to access the Colors dialogue box. Choose the colour you want, then click OK.



Let me Answer

Which is your favourite colour? Why?

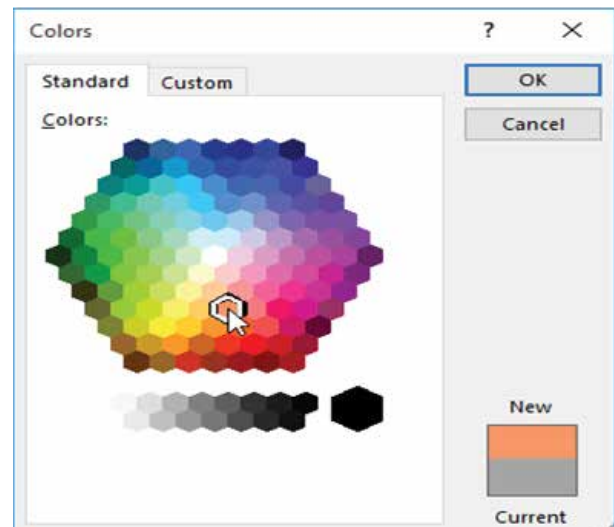
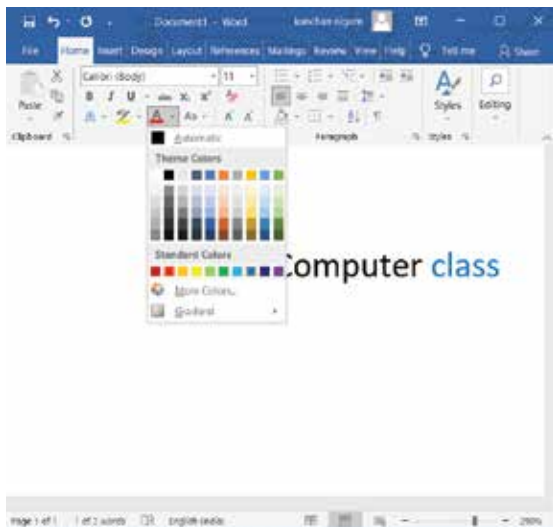


Figure 5.3: Font Color

Font Style

We can also modify the font style. In MS Word, there are many different font styles to choose from. The font style is set to Calibri by default.

Follow the given steps to change the font style of the text.

Steps:

1. Select the text whose font style you need to modify.
2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Select the font style you want to use.
4. The font will change in the selected text.

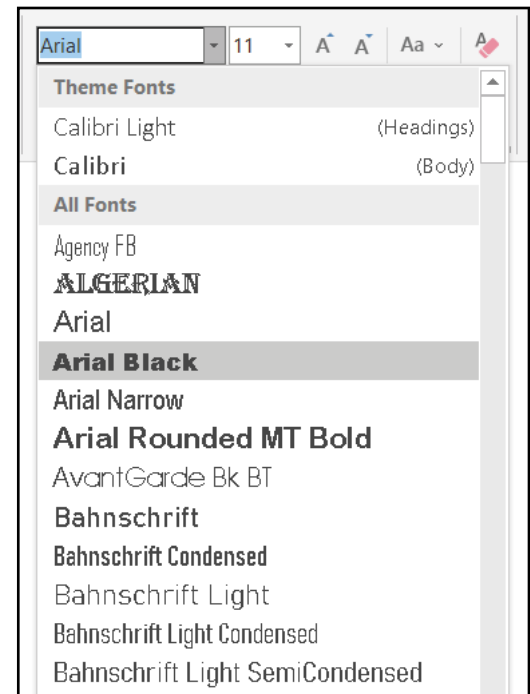


Figure 5.4: Font Style

REMEMBER IT!



It is estimated that MS Word is running on more than a billion devices worldwide.

Making the text Bold, Italics and Underlined

You may highlight keywords or phrases using the Bold, Italic and Underlined commands.

Follow the given steps to make the text Bold, Italics or Underlined.

Steps:

1. Select the text you want to modify.
2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. Consider the example; click Italics.
3. The selected text will be modified in the document.



Figure 5.5: Text making Italics

Shortcut keys:

Bold: Ctrl + B keys

Italics: Ctrl + I keys

Underline: Ctrl + U keys

Text Alignment

The placement of the text within the margin of a page is referred to as alignment.

There are four alignments as follows.



Left align



Center align



Right align



Justify align

Left Alignment

It places the text towards the left margin. In Microsoft Word, the text is left-aligned by default.

Shortcut key: Ctrl + L keys

Right Alignment

It allows the text to align with the right margin. It is frequently used to mention the date in a document.

Shortcut key: Ctrl + R keys

Center Alignment

It aligns the text in the centre of the left and right margins. It is mainly used with titles and headings.

Shortcut key: Ctrl + E keys

Justify Alignment

It places the text evenly distributed between the left and right margins. It is significantly used for designing books and newspaper content.

Shortcut key: Ctrl + J keys

How should text alignment be used?

Step 1: Select the text.

Step 2: Select the desired alignment button.  on the Home tab in the Paragraph group.

Step 3: The selected text will be aligned.

Change Case

To change the appearance of the text, the change case option is used. The change case menu offers five options:

Sentence case: The first letter of each sentence is capitalised.

Uppercase: All the letters of the text are capitalised.

Lowercase: Text is changed from UPPERCASE to lowercase.

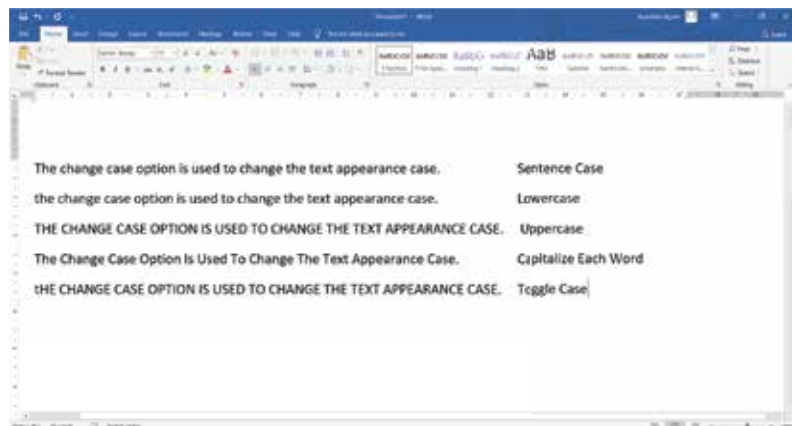


Figure 5.6: Change Case

Capitalise Each Word: The first letter of each word is capitalised.

Toggle Case: Case of each and every letter in the sentence is reversed. It will convert a letter written in uppercase to lowercase and vice-versa.

Borders and Shading

To improve the appearance of the text, borders and shading effects can also be added.

Follow the giving steps to apply Borders and Shading.

Steps :

1. Select the paragraph(s) to which you want to add shading and borders.

2. Click the drop-down arrow next to border button and click on the Border and shading option.
3. Under the setting section, click on the box option.
4. Select the line style from the style section and line colour from the colour drop-down list.
5. Choose the line width from the width drop-down list.
6. In apply section, select the paragraph option. Click OK, and the border appears around the text.

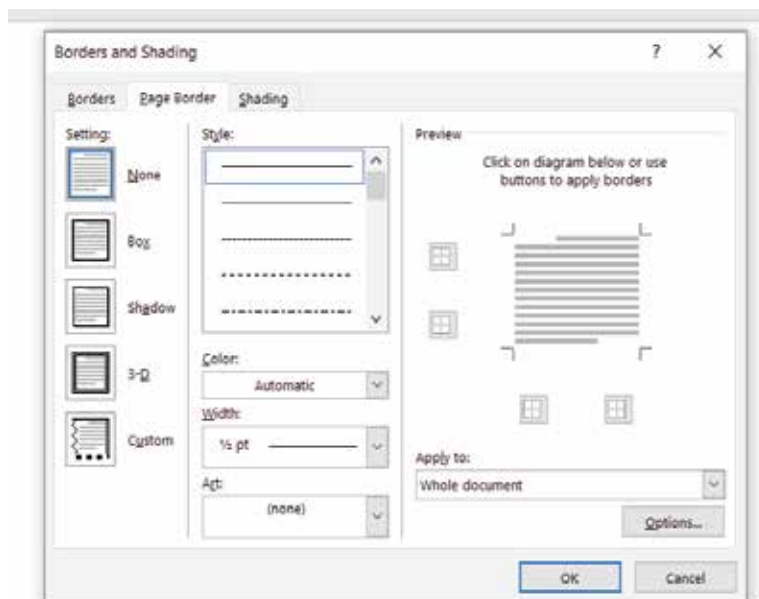


Figure 5.7: Border and Shading

Kids' IQ

Rahul wants to write a letter to inform his class teacher that he will not be able to attend school because he is ill. Which 'Case' option should he use to write the content of the letter?

.....

.....

Let's Recall

- Formatting means changing the text appearance to make it look pleasing.
- A font refers to the size, design, colour and style of typed characters within a document.
- The positioning of text on a page is referred to as text alignment.
- Change case allows changing the text appearance case.
- The change case options are Sentence case, Lowercase, Uppercase, Capitalise Each Word and Toggle case.



A. Fill in the blanks.

1. means changing the text appearance to make it look pleasing.
2. The tab contains the font settings.
3. We can press the Ctrl + shift + F key combinations to open the dialogue box.
4. The default font style in MS Word is
5. alignment evenly distributes the text between the left and right margins.

B. Answer the following questions.

1. What are the features offered by MS Word to format the text?
.....
.....
2. What do you mean by a font?
.....
.....
3. Write the steps to change the font colour of the text.
.....
.....
4. How many types of alignment are available in MS Word? Name them.
.....
.....

5. Write the steps to make the text Bold.

.....

.....

C. Write 'T' for True statements and 'F' for False statements.

1. A font is often measured in pixels.
2. Italic is used to tilt the text.
3. Centre alignment is used significantly for designing books.
4. Sentence case makes the first letter of each sentence capital.
5. The positioning of the text on a page is referred to as Text alignment.

☐

☐

☐

☐

☐

D. Match the following.

1. Ctrl + R keys



2. Ctrl + B keys

I

3. Ctrl + E keys



4. Ctrl + I keys

B

5. Ctrl + L keys



E. Tick (✓) the correct answer.

1. By default, text in MS Word is aligned.
☐ a. Right ☐ b. Centre ☐ c. Left ☐ d. Justify
2. In which group 'Bold, Italics and Underlined' commands are there?
☐ a. Font ☐ b. Home ☐ c. Insert ☐ d. View
3. Which command do we press to tilt the text?
☐ a. Right ☐ b. Underline ☐ c. Italics ☐ d. Bold
4. Ctrl +U keys combination is the shortcut for the text.
☐ a. Left align ☐ b. Tilting ☐ c. Underling ☐ d. Colouring
5. alignment is frequently used for mentioning the date in the document.
☐ a. Centre ☐ b. Justify ☐ c. Left ☐ d. Right



Critical Thinking

A. Number the following steps in order to change the font style of the selected text:

- The font will change in the selected text. ☐
- On the Home tab, click the drop-down arrow next to the Font box.
A menu of font styles will appear. ☐
- Select the text whose font style you need to modify. ☐
- Select the font style you want to use. ☐

B. A book publishing house wants to align the text of the books. Help the team by suggesting a suitable option which will complete their task.

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Team Work

Create a birthday invite for your friends in MS WORD 2016. Apply all the editing and formatting skills you have learned.

BIRTHDAY INVITE

Dear Ankit,

You are cordially invited to celebrate my birthday on Friday,
29th July at 8:00 p.m.

Address : Sagar Apartment,

L 81, Moti Nagar Road

Contact Number : XXXX7352XX

PMIC

Your Name