

Working with Text Options

You can format the text in your Word documents by changing the font, size, color, character formatting, and text alignment. This document provides instructions for many different formatting options that can give your document a unique look. For more information, refer to Paragraph Formatting Options and Fonts Overview.

Formatting Text

Some rules to remember when formatting your text include the following:

- If you know what formatting options you want, you can enable them before you type. After you finish typing the section, you can disable them.
- When formatting text that is already typed into the document, the first step is to select it. Only selected text will take on the format that you are applying. For instructions, refer to Selecting Text.
- Using too many fonts, sizes, and other formatting in one document often looks cluttered and is hard to read. Try to limit yourself to no more than two or three fonts, sizes, and formats per document.
- Once the text is formatted, deselect the text by clicking away from the text or pressing an arrow key. Selected text is vulnerable and may be deleted or changed unintentionally.

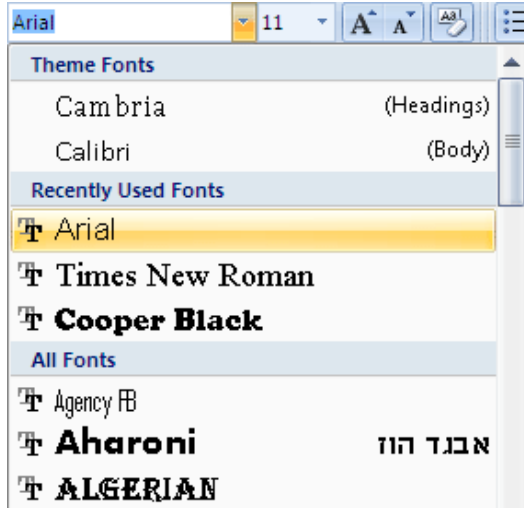
Changing Font, Size, and Color

Word allows you to change the font, size, and color from the *Ribbon*, the *Font* dialog box, or the *Contextual* toolbar. The *Ribbon* and *Contextual* toolbar options are easier and faster ways of changing the look of your text. However, the *Font* dialog box provides more options and allows you to preview your text through the *Preview* box. For more information, refer to Fonts Overview.

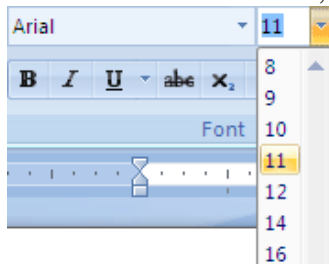
Changing Font, Size, and Color: Ribbon Option


1. Select the desired text
2. From the *Home* tab, in the *Font* group, from the *Font* pull-down list, select the desired font

NOTE: As you hover your mouse over a font, Word previews it live on your selected text.



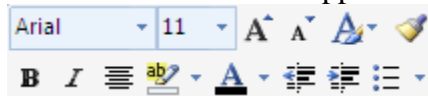
3. To select a different size, from the *Font Size* pull-down list, select the desired font size




4. To select a different color, click the ▾ next to FONT COLOR  » select the desired font color


Changing Font, Size, and Color: Contextual Toolbar Option

1. Select the desired text
The *Contextual* toolbar appears above the text.

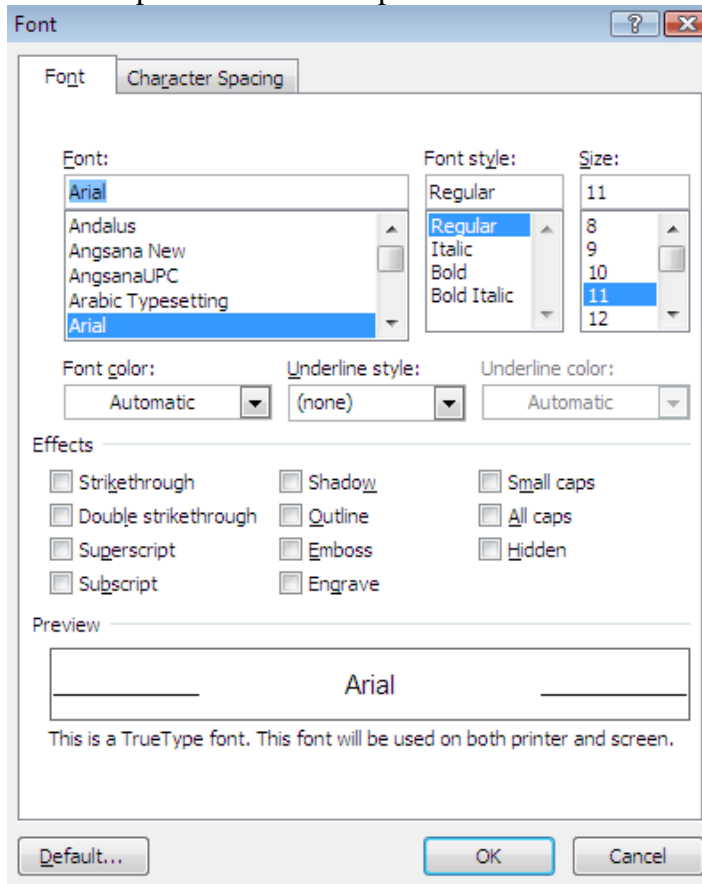


2. To select a different font, from the *Font* pull-down list, select the desired font
3. To select a different size, from the *Font Size* pull-down list, select the desired font size
4. To select a different color, click the ▾ next to FONT COLOR  » select the desired font color

Changing Font, Size, and Color: Menu Option

1. Select the desired text
2. From the *Home* tab, in the *Font* group, click **FONT**  the *Font* dialog box appears.

NOTE: A preview and description of the selected font appear in the *Preview* section.



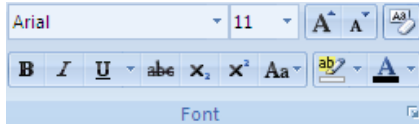
3. In the *Font* text box, type the desired font name
OR
From the *Font* scroll list, select the desired font
4. In the *Size* text box, type the desired font size
OR
From the *Size* scroll list, select the desired size
5. From the *Font color* pull-down list, select the desired font color
6. In the *Effects* section, select any additional font effects
EXAMPLES: *Small caps*, *Superscript*, *Subscript*
7. Click **OK**

Changing Character Formatting

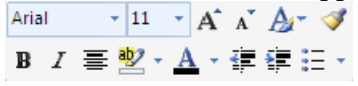
Word allows you to format text characters using the *Ribbon*, *Contextual* toolbar, menu, or keyboard options. The *Ribbon*, *Contextual* toolbar and keyboard options are faster; however, the menu option offers more options. Some of the styles you can apply are boldface, italics, underlining, shadow, superscript, or subscript, single or double strikethrough; small or all caps, and color.

Changing Character Formatting: Ribbon Option


1. Select the text to be formatted
2. From the *Home* tab, in the *Font* group, click the appropriate formatting buttons
HINT: To deselect character formatting, select the text and click the formatting button a second time.



Changing Character Formatting: Contextual Toolbar Option

1. Select the text to be formatted
The *Contextual* toolbar appears on top of the text.

2. On the *Contextual* toolbar, click one or more of the appropriate formatting buttons
HINT: To deselect character formatting, select the text and click the formatting button a second time.

Changing Character Formatting: Menu Option

1. Select the text to be formatted
2. From the *Home* tab, in the *Font* group, click **FONT** 
the *Font* dialog box appears.
3. In the *Font style* text box, type the desired style
OR
From the *Font style* scroll list, select the desired style
4. If necessary, in the *Effects* section, select additional formatting options
EXAMPLE: *Small caps, Shadow*
5. Click **OK**

Changing Character Formatting: Keyboard Option

1. Select the text to be formatted
2. Press the appropriate key(s):

Enhancement	Keystroke
<i>Italics</i>	[Ctrl] + [I]
Bold	[Ctrl] + [B]
Underline	[Ctrl] + [U]