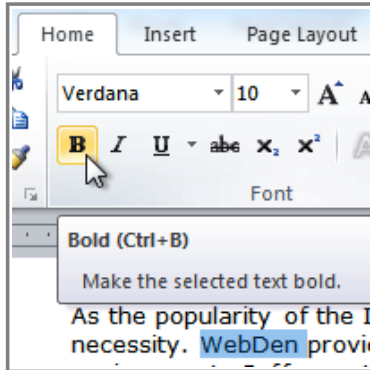**Word 2010**
Formatting Text

Introduction

To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help communicate your message.

In this lesson you will learn to format the **font size**, **style**, and **color**; **highlight** the text; and use the **Bold**, **Italic**, **Underline**, and **Change Case** commands.
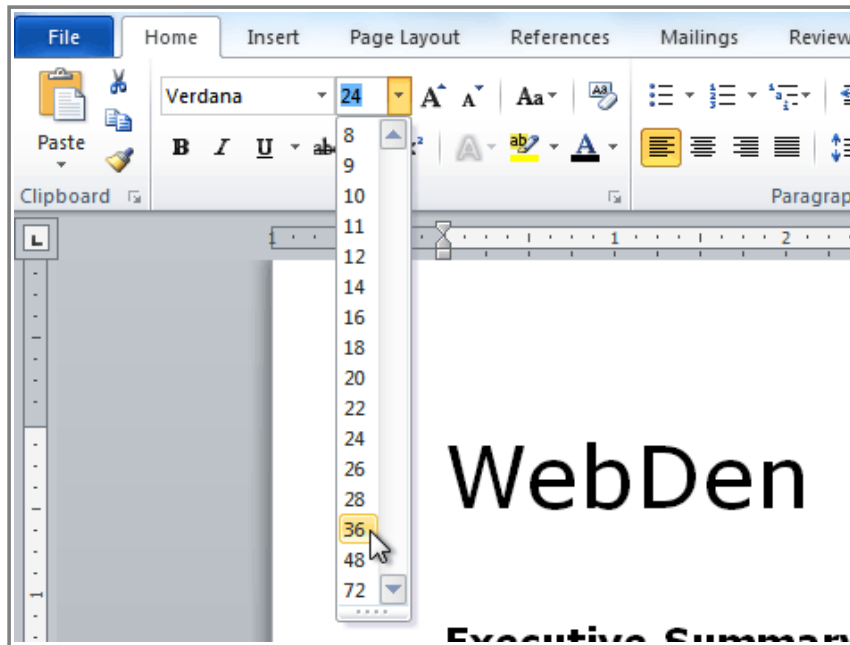
Format Text

>>> Watch the video to see the various ways you can format text.
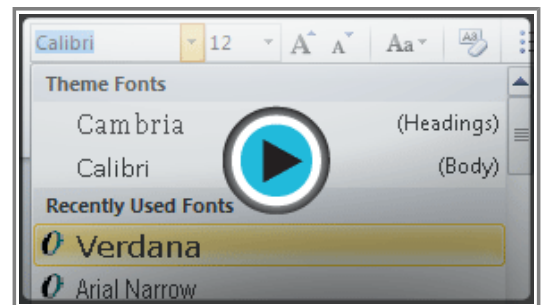
Watch the video (2:33). Need help?
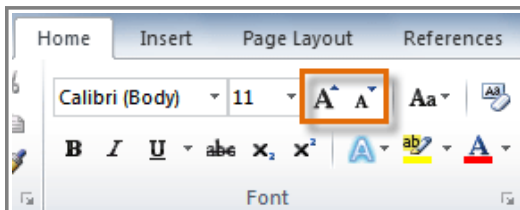
To Change the Font Size:

1. Select the text you wish to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Move the mouse pointer over the various font sizes. A live preview of the font size will appear in the document.

Changing the font size
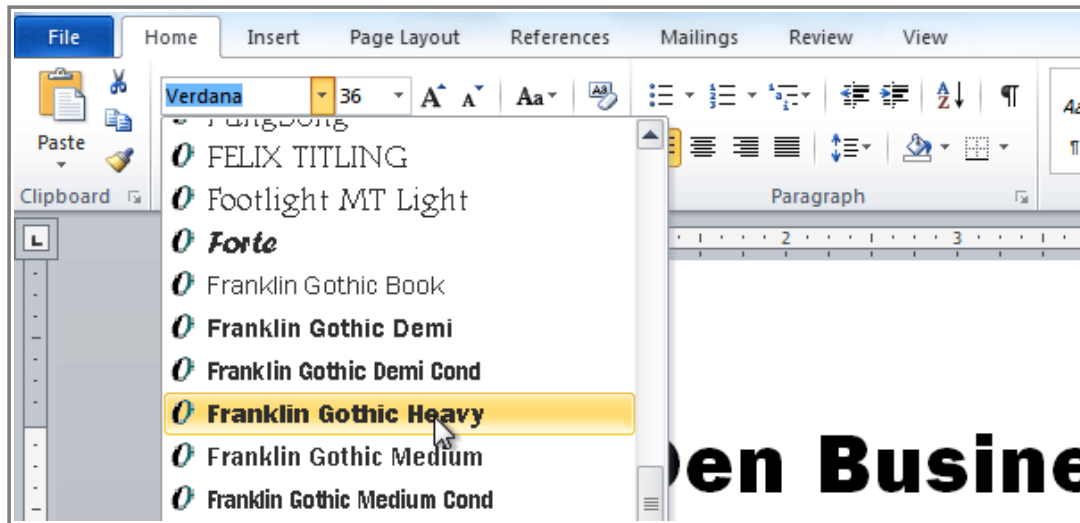
4. Select the font size you wish to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.

The Grow Font and Shrink Font commands

To Change the Font:

1. Select the text you wish to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.
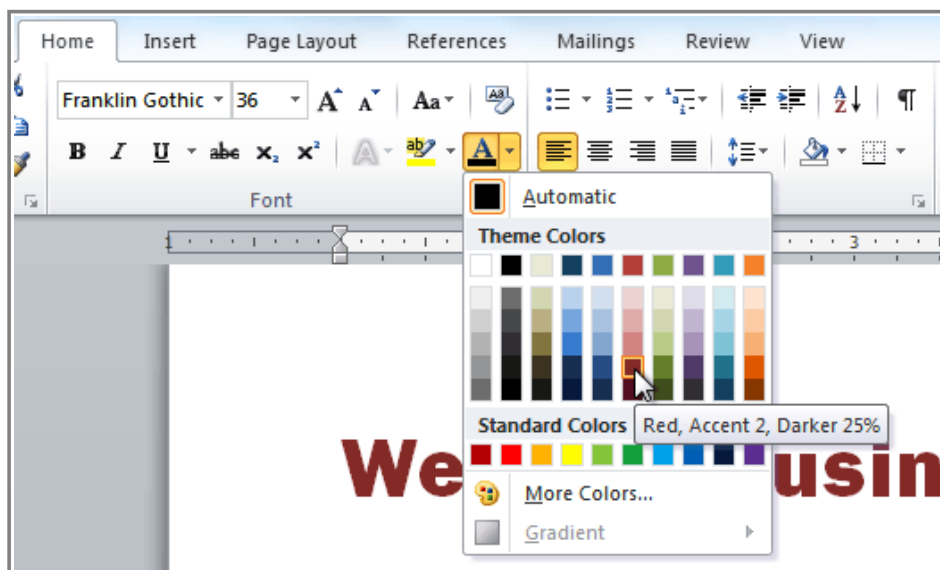
Changing the font

4. Select the font you wish to use. The font will change in the document.

To Change the Font Color:

1. Select the text you wish to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.


Changing the font color

4. Select the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the

list to access the Colors dialog box. Choose the color that you want and click OK.
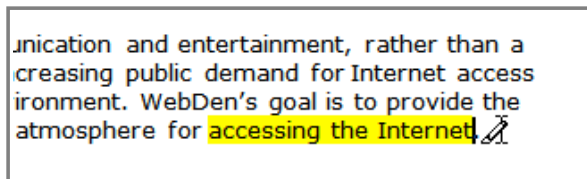
To Highlight Text:

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
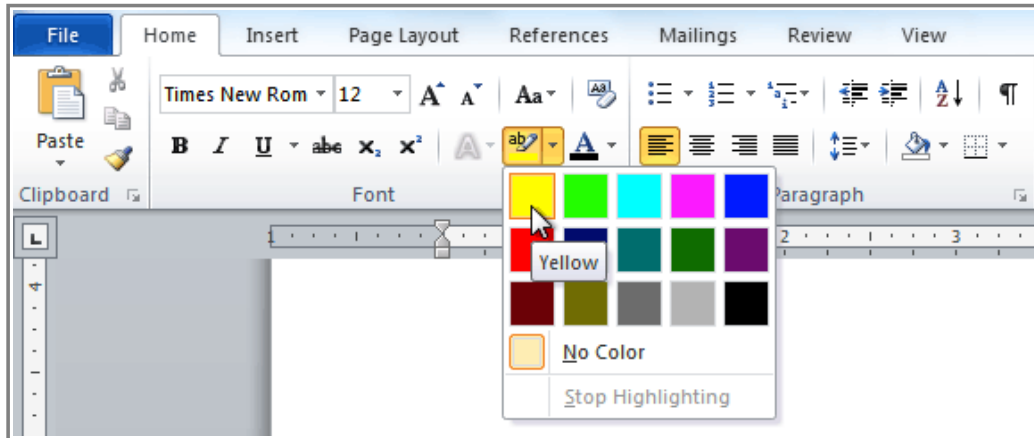
Choosing a highlight color

2. Select the desired highlight color.
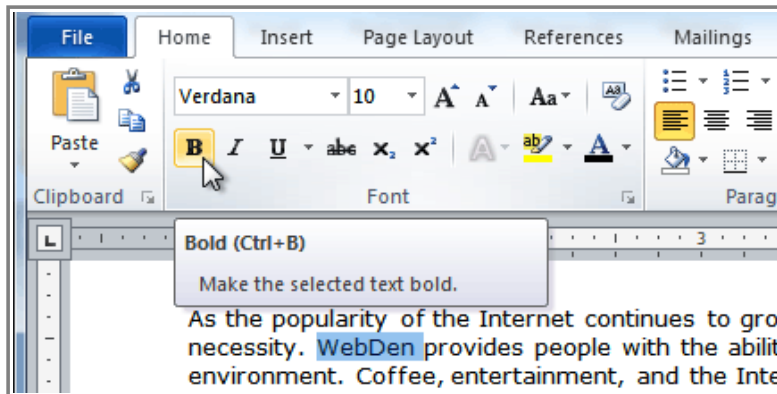3. Select the text you wish to modify. It will then be highlighted.

Highlighting text

4. To switch back to the normal cursor, click the **Text Highlight Color** command.

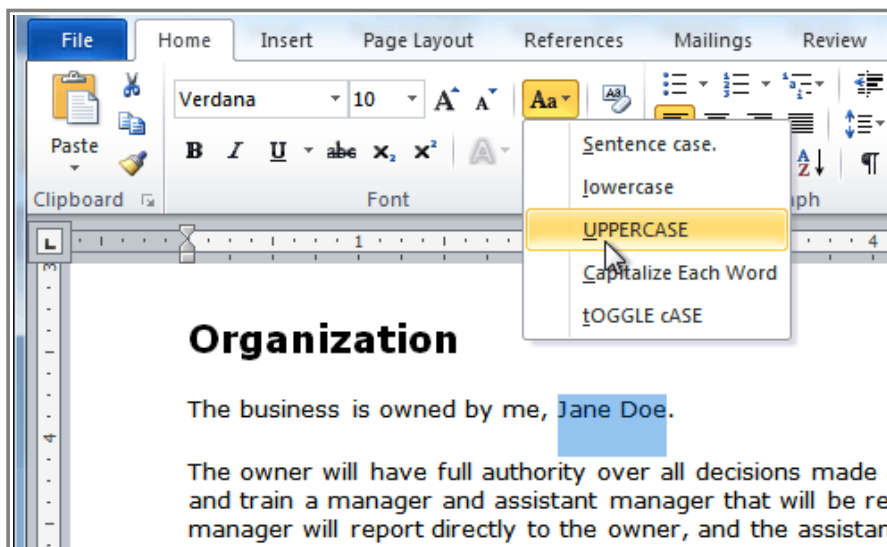## To Use the Bold, Italic, and Underline Commands:

1. Select the text you wish to modify.
2. Click the Bold (**B**), Italic (*I*), or Underline (<u>U</u>) command in the **Font** group on the Home tab.

Making text bold

To Change the Text Case:

1. Select the text you wish to modify.
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.

Changing the text case

To Change Text Alignment:

1. Select the text you wish to modify.
2. Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.
   - **Align Text Left:** Aligns all the selected text to the left margin.
   - **Center:** Aligns text an equal distance from the left and right margins.
   - **Align Text Right:** Aligns all the selected text to the right margin.
   - **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.
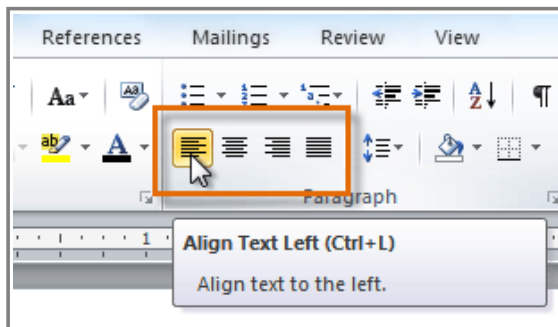
The four alignment options

Challenge!

1. Open an **existing Word document**. If you want, you can use this example.
2. Change the **font size** of some text.
3. Change the **font style** of some text.
4. Change the **font color** of some text.
5. Try various cases using the **Change Case** command.
6. Try the four **alignment** commands.
7. **Save** the document.