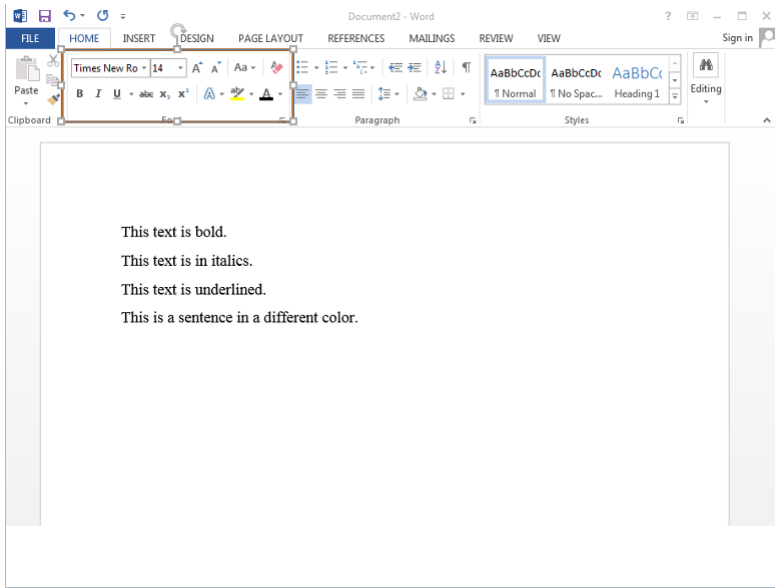
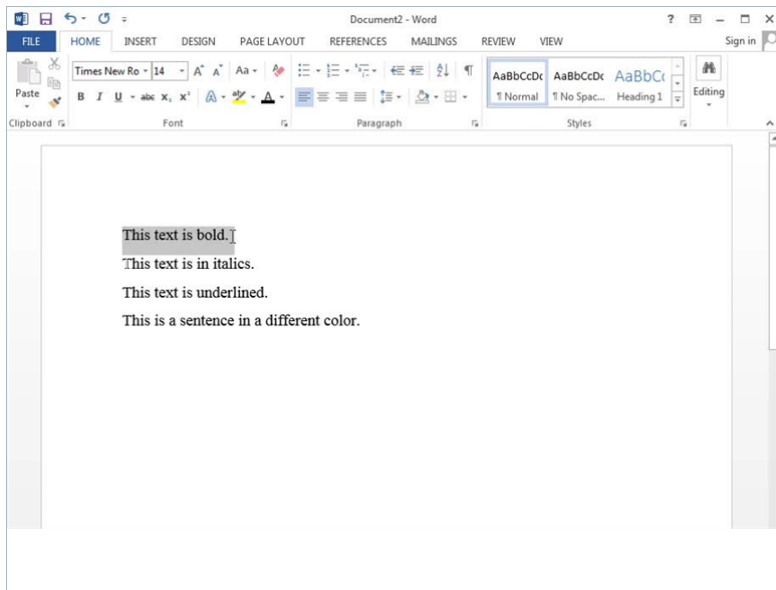


Formatting

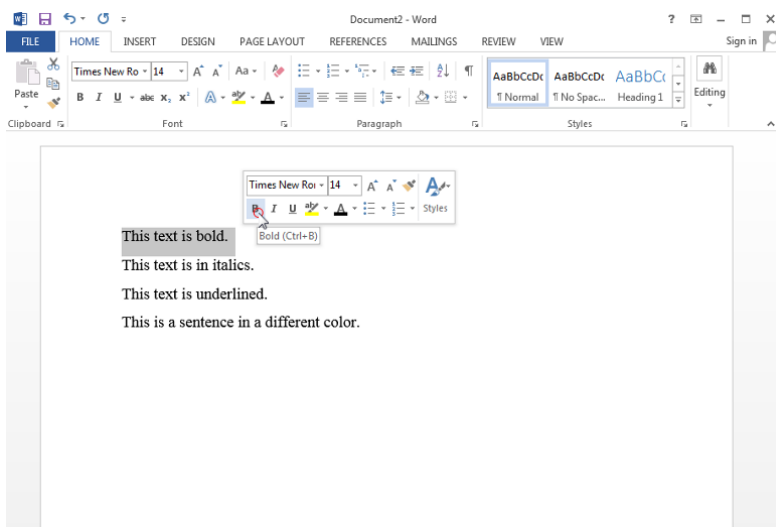


Word allows you to change how your document looks, especially with the type. The “Font” menu has options to Bold text, to italicize text, to underline text, to change font face and size, and to change the color of text.

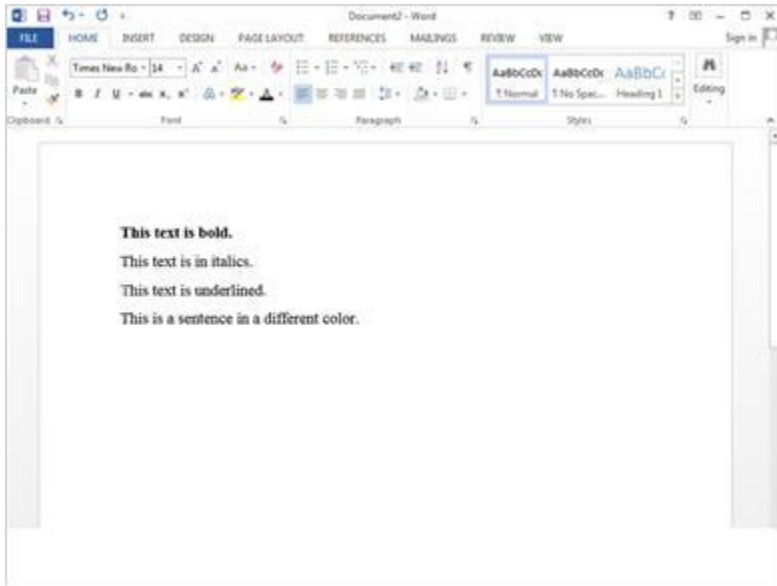
Bold



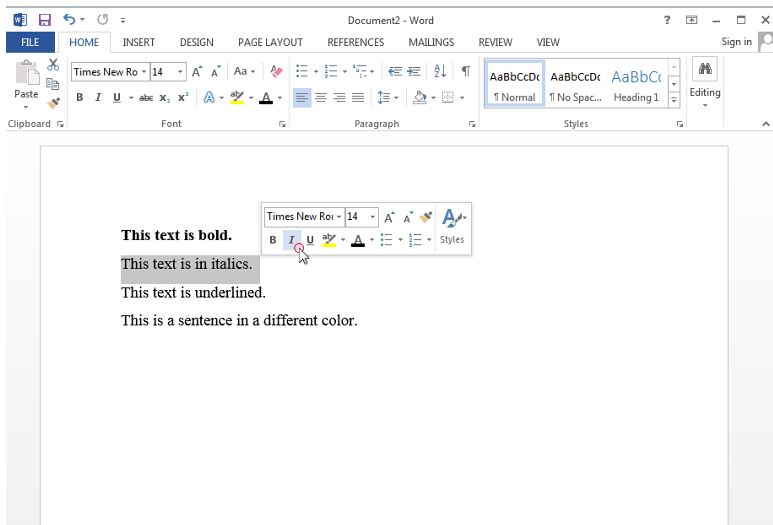
Let's take a look at some text being formatted. First, you need to select the text you want to format.



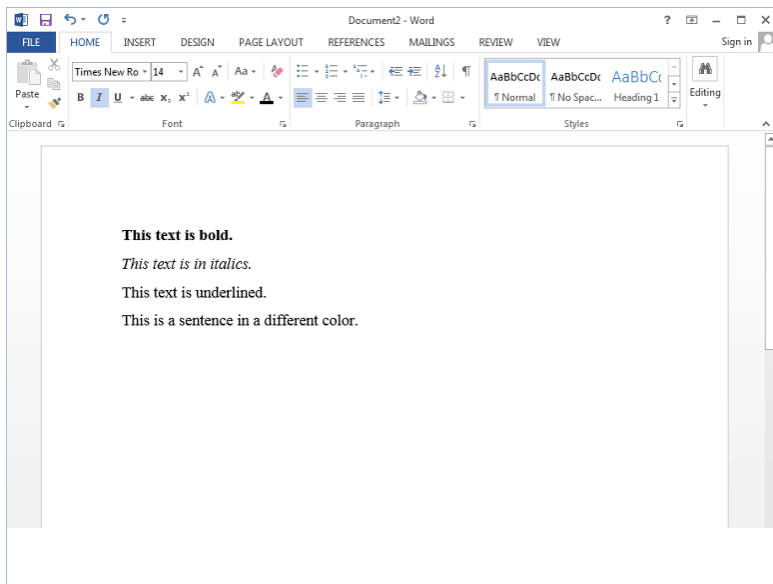
In some versions of Word, the font menu pops up when you select text to format. Now we'll bold this selected text by clicking on the B icon.

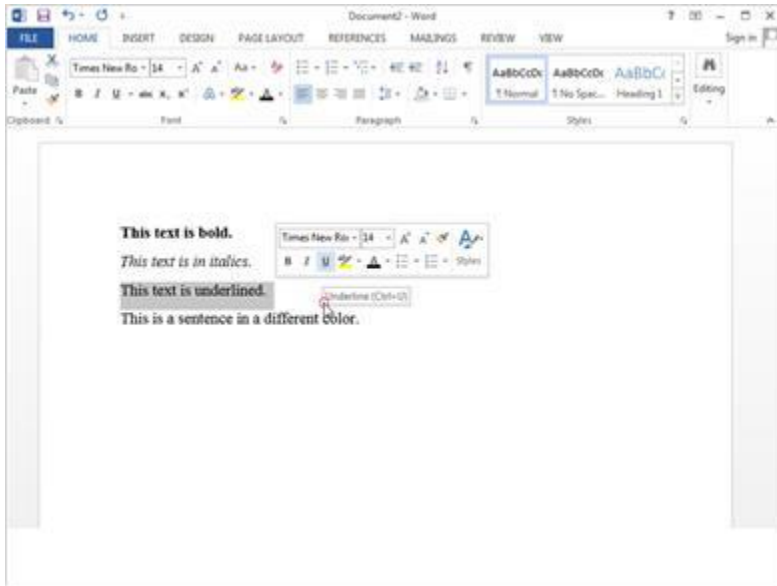


Italicized

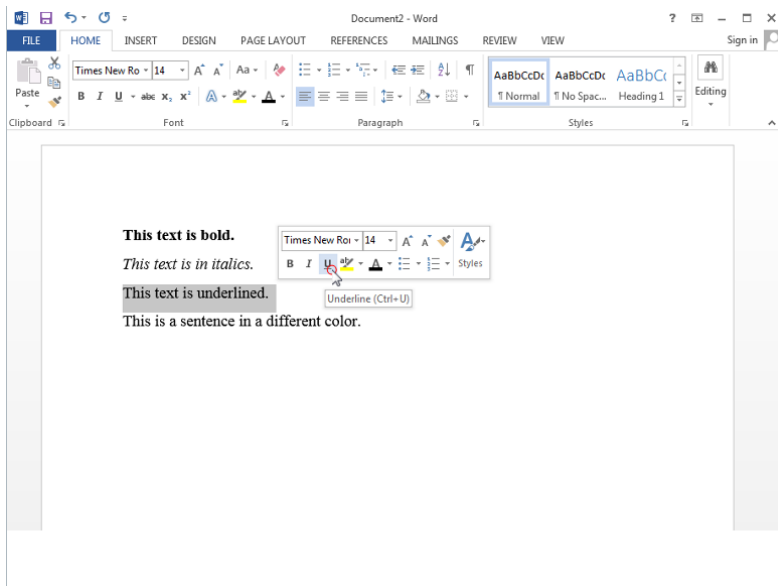


Now we'll select some text, and click on the I icon to italicize the text.

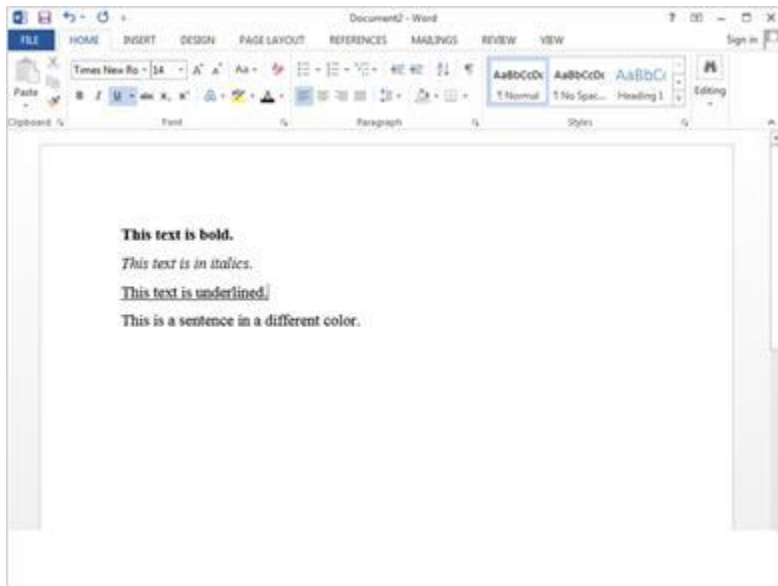




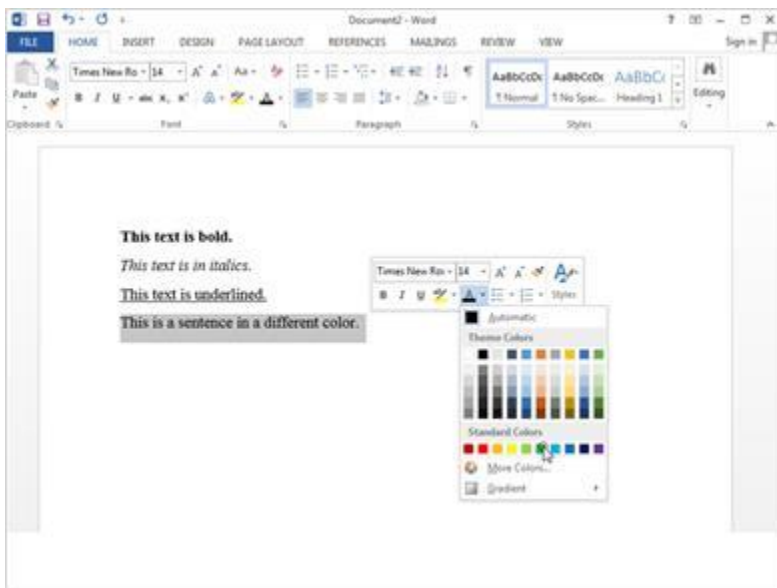
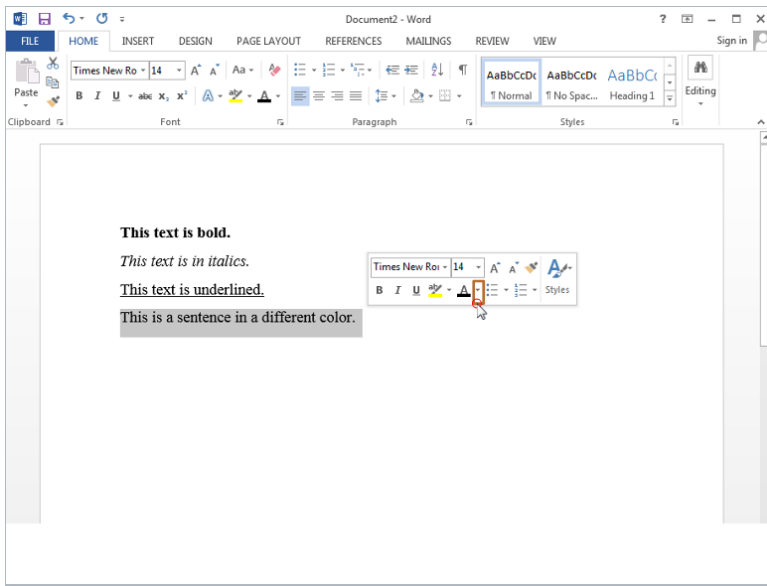
Underlined



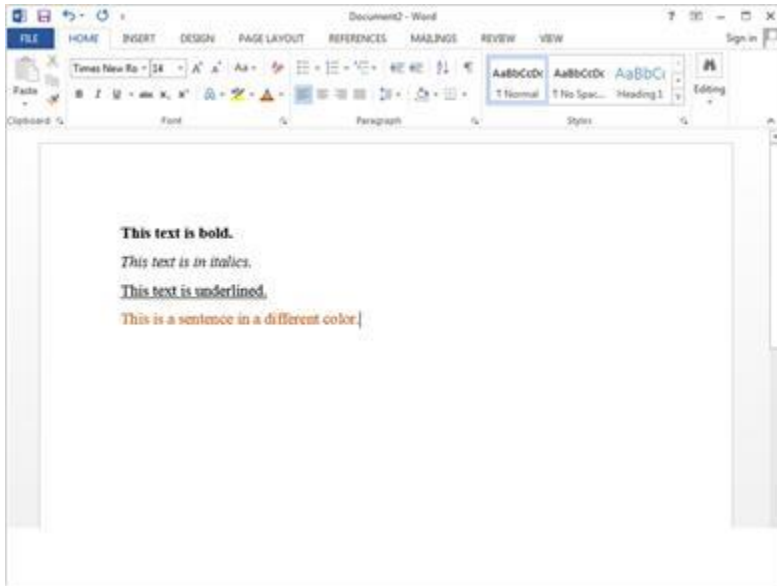
Next, we'll select text, and click on the U icon to underline the text.



Changing Text to a Different Color

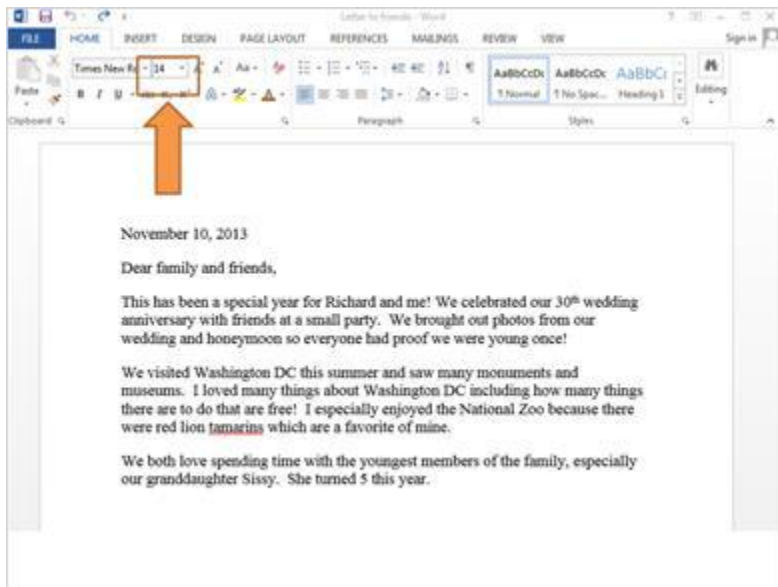


Finally, we can select text, and click on the dropdown next to the colored A to get a color picker.



This will change the color of our text.

Just remember, there's a time and a place for different colors and other formatting. It's important not to go overboard!

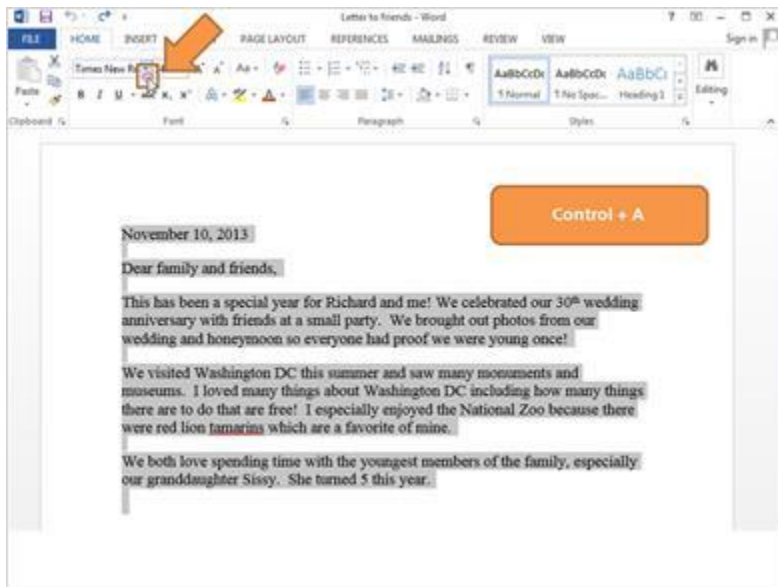


Let's get back to Jane and her letter. One bit of formatting Jane wants to do is to make the text size a little bit bigger. If Jane wanted to, she could have changed the font size before she started typing, by changing the font size option at the beginning.

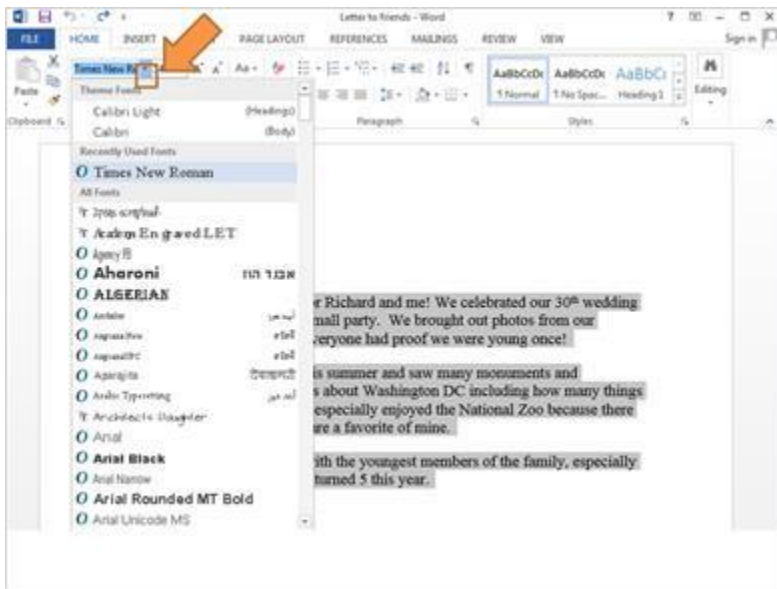
Now that Jane has typed the letter, she can still change the size of the font, but she needs to select all of the text, and then change what's selected.



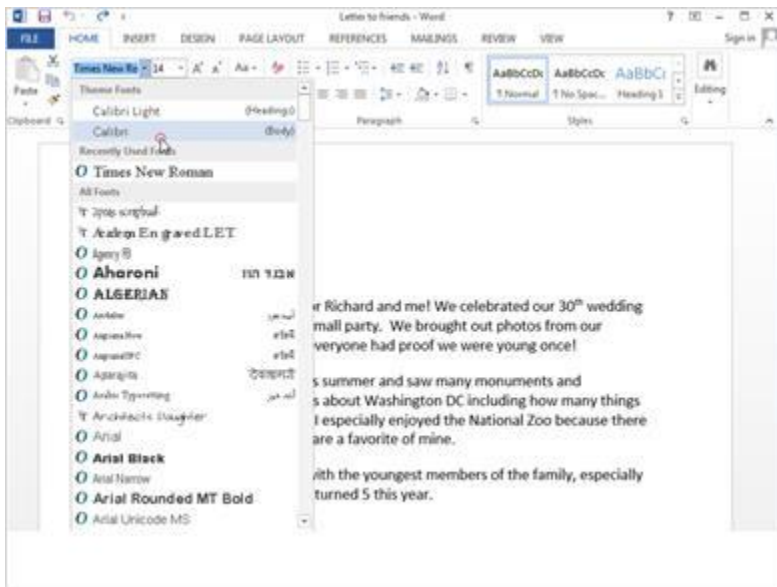
There are two ways Jane can select all the text in her document. She can use the click and drag method, where she clicks the top of the page, continues to press on the left button on her mouse, and drags the mouse all the way down to the end of the page, and then lets go of the mouse button. When she does that, it will highlight everything that she's typed.



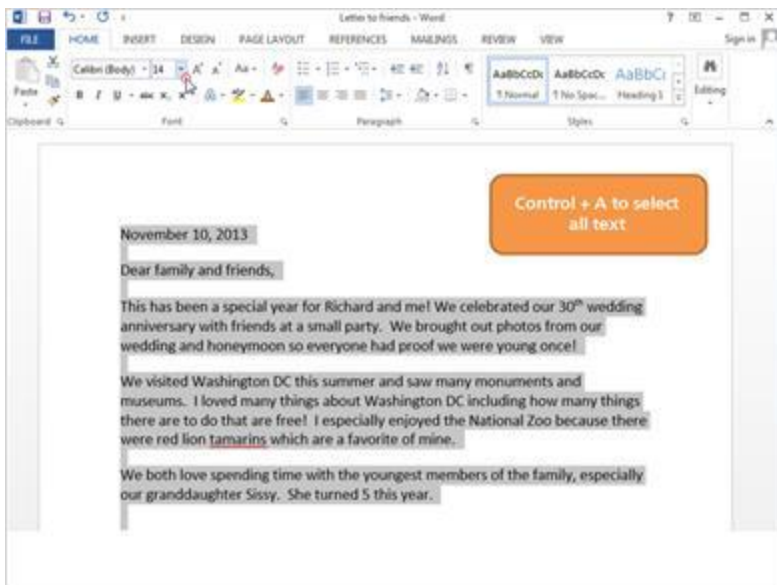
Jane can also use a keyboard short cut to select all the text, by holding down the Ctrl key and the A key at the same time. This will highlight all the text on the Word document. This is an easier option if you want to select the whole document, since clicking and dragging can be hard to do with a lot of text. Once Jane has highlighted everything, she can use the font options to change the font style and the font size.



When Jane clicks on the arrow next to the drop down menu, she can view all of the available font styles. Jane can get a preview of what the font style looks like, because the name of the font style is in that font. Jane selects a font style by clicking on it from the drop down menu, everything that he has highlighted will now be in the new font style.



Everything that she has highlighted will now be in the new font style. Jane can change the font as much as she'd like. She can even change the font style for individual words, sentences, or paragraphs. She can just click and drag to select whatever text she wants changed.



Jane also wants to make the letters a little bigger. She clicks on the dropdown arrow next to the font size box. This will allow Jane to view and pick a font size, just like she did with the font style.

