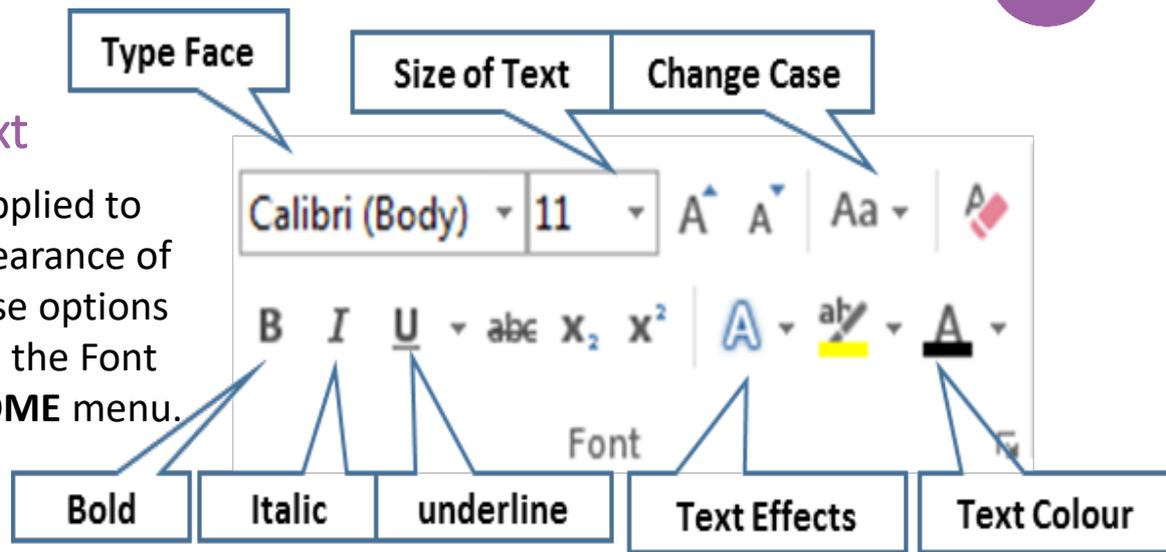# Word Processing

Formatting

Learning Guide

Formatting Text

This is the term applied to changing the appearance of text. Most of these options are available from the Font section on the **HOME** menu.
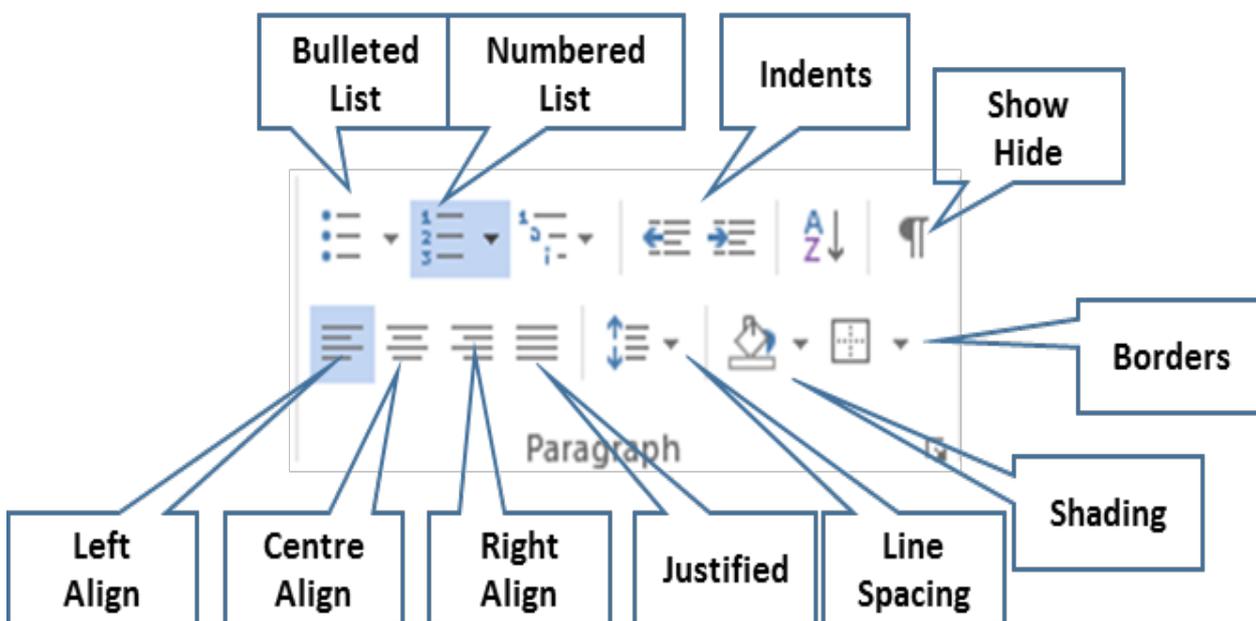
Type Face

Size of Text

Change Case

Calibri (Body) ▾ | 11 ▾ | A A | Aa ▾ | A

B I U ▾ abc X₂ X² | A ▾ | ab ▾ | A ▾

Font

Bold

Italic

underline

Text Effects

Text Colour

This text is Bold, *This text is Italic*, <u>This text is Underlined</u>.

This text is size 18, This is Times New Roman, This is Blue text.

Paragraph Formats

Paragraph Formats are features that are typically applied to multiple lines of text. In Word, a paragraph is created when you press the Enter (Return) key on the keyboard. You can click the Show/Hide button in the paragraph section of the Home menu, to display paragraph markers in your document.

Bulleted List

Numbered List

Indents

Show Hide

Borders

Shading

Left Align

Centre Align

Right Align

Justified

Line Spacing

Paragraph

Learning Guide

Copy and Move Text

If you need to move or copy text or items in your document you can use

- Cut and Paste to move
- Copy and Paste to make a copy

1. Select the text you want to **Move or Copy**
2. Click the **CUT or COPY** button
3. Move your cursor to where you want to re position the text and click the **PASTE** button

Tip – you can also use the following short cut keys –
Ctrl and X for Cut
Ctrl and C for Copy
Ctrl and V for paste.

You can also select text and drag it to a new position, or use Ctrl and drag to create a copy.

Spell Checking & Grammar Checking

As you type any miss spelled words will be underlined with a red jagged line. You can correct these as you go by right clicking on the word and selecting (if offered) the correct spelling. If a word is miss spelled in a way that means Word does not know what word you are trying to type, no correction is offered.

Any grammatical errors will be underlined with a green jagged line.

You can also run a full spell check and grammar check on all or selected parts of your document. Simply select the text or start at the top of your document.

1. Select the **REVIEW** menu and click the **SPELLING** button.
2. This will take you to each spelling or grammar error and where possible offer replacements.
3. Accept the replacement offered, using the Replace or Replace all buttons, or type your replacement in the top box.

Learning Guide

Exercise 1 – Create and Format a Document

1. Create a new blank document.

2. Type in the Text below, and use the appropriate format options (eg bold, italic, colour, font) to format the letter to look like the one below.

3. Save the letter to your desktop with the name 'Cancellation Letter', then close the document.

Miss Jane Wilson
2 The Lodge
Happy Village
Warwickshire
CV6 8UD

14/12/14

Dear Sir
Account: *34678J*

Further to our conversation on the phone today, I am writing to confirm that I wish to cancel our contract for the supply of electricity. Please can this be effective from **1st of November 2014**.

Yours Sincerely
Jane Wilson
Phone: 01789 677899

Exercise 2 – Format, Copy and Paste Practice

1. Type the text below, and then format it to look like the example.
2. Move the Fonts line below the Spacing Line, then save your document

Clear Layout

Avoid the temptation to make your CV look too fancy.
Fonts – stick to plain fonts and do not mix lots of different fonts
Length – no more than 2 pages
Spacing – use plenty of white space.

Clear Layout

Avoid the temptation to make your CV look too fancy.
- ✓ **Length** – no more than 2 pages
- ✓ **Spacing** – use plenty of white space.
- ✓ **Fonts** – stick to plain fonts and do not mix lots of different fonts