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Format Documents

Nord



Session: Format Documents

Recap Activity

- List the different ways in which you can to open a <u>wW</u>ord document.
- What is the shortcut key for searching a word in a document?
- What are the shortcut keys to hide or show and hide formatting marks in a wW ord document?
- List the steps to save a document in <u>an</u>older version or format.

Find and Replace Text

To find and replace a word or a phrase:

- Click Home and then click Replace, or Click Home, then click Find followed by Replace
- A popup window appears
- Enter the word that you want to find in the Find What field
- Enter the word that you want to replace it with in the Replace What field
- If you click the Replace option, Word will replace the first instance of the matching word it finds
- If you click Replace All, Word will replace all the instances of the matching word
- The Find Next will find the next instance of matching word
- To replace one word at a time, click Find Next and then click Replace
- To see additional options for Find and Replace, click << More >>

Shortcut keys used to Find and Replace:

- CTRL + H will bring the Find and Replace Window on the Word screen.
- CTRL +F will also bring the Navigation pane where you can search for a word and replace.



Insert Symbols and Special Characters

To insert symbols and special characters

- Click Insert Symbols More Symbols.
- A pop_up window appears with two tabs, Symbols and Special Characters.
- Click the tab Special Characters to view the special characters and the keys to be used to insert them.
- Click the Symbols tab to view the available tabs.
- Select the symbol or character you want.
- Click Insert.

Apply Text Effects

Formatting allows you to apply different effects on the text. You can:

- Change the font type and size
- Change the text into bold or italics style
- Underline the text
- Apply case like lowercase, uppercase, sentence case ...
- Highlight the text
- Change the font color





To change font type and size

- Go to Home Tab.
- Use the options in the **Font** section to:
 - Change font type and size.



Apply Text Affects:

To create a text box:

- Click Insert and then Shapes
- Select Text Box
- An empty text box will appear
- Enter text in the text box



Set Line and Paragraph Spacing and Indentation

Formatting paragraphs:

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- o On the Home tab, in the Paragraph section, you will find the drop-down to make changes to line spacing.
- A pop-up window appears.
- You can modify the spacing before and after a line or a paragraph.
- You can keep the text in single line spacing, 1.5 line spacing, double line spacing, or more.

Apply Built-in Styles to Text

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- To apply a style, select the text you want to format.
- Click the style you want in the Styles gallery.

The different styles available are Normal, Title, Heading 1, Heading 2, Heading 3 and many more.



Apply **<u>F</u>**ormatting by using Format Painter

• The Format Painter is a tool in Word that lets you copy some formatting from one object and apply it to another.



Steps to format and object using format painter

- First select the object with the formatting text you want to copy.
- Then, click the Format Painter icon.
- Select the object to which you want to apply the formatting. to.
- Now you can see that the object is formatted.

Format text in multiple columns

- To create text in columnar format:
- Click Columns dropdown icon in the Layout tab.
- Select the number of columns.
- Click More Columns to view a pop-up of Columns.
- In the pop-up window, you have the options to change width, spacing, Apply to and other settings.
- Click OK after you select the options.



Insert **<u>pP</u>age**, <u>**sS**ection</u>, and <u>**eC**</u>olumn <u>**bB**</u>reaks

- The typical breaks available in MS Word are:
 - Page break
 - Column break
 - Section break



To Insert a Page Break

- Position your cursor where you want the break.
- Click Insert > Break.
- Select Page.



Shortcut keys to create section or page breaks:

- ALT +P B N to create a section break
- Ctrl + Enter to enter a page break
- Ctrl + Shift + Enter to enter a column break



Recap:

- The Find and Replace option is useful to find multiple occurrences of a particular word or phrase in a document and replace it with another.
- CTRL + H is the shortcut key to bring the Find and Replace Window on the Word screen.
- Symbols and <u>Sepecial</u> characters are normal characters that don't appear on standard keyboards.
- The Format Painter is a tool in Word that lets you copy some formatting from one object and apply it to another one.
- The different formatting features give a good look and feel to the documents.
- Three types of breaks can be made in a word document page break, column break, and section break.