# Format Documents

# Session: **Format** Documents

**Recap Activity**

- List the different ways in which you can to open a ~~w~~Word 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 ~~w~~Word document?

- List the steps to save a document in an older version or format.

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**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.

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**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.**

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**Apply Text Effects**

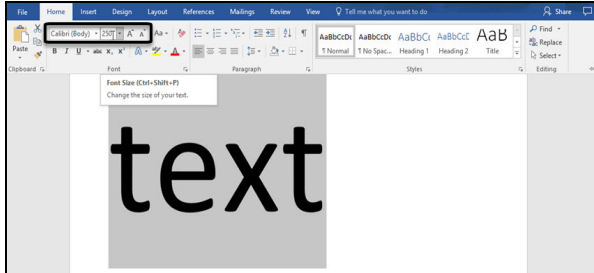Formatting allows you to apply different effects on the text.

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



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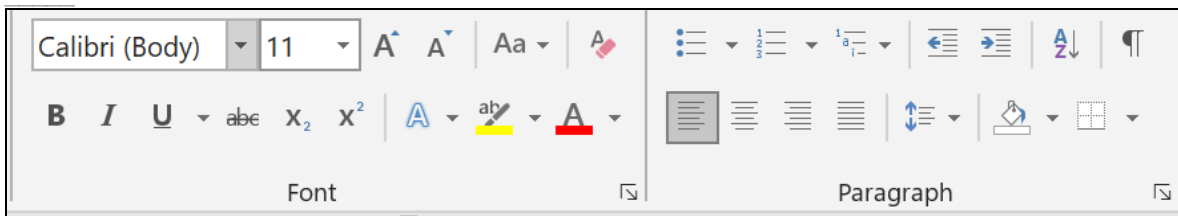
**To change font type and size**

- Go to **Home** Tab.

- Use the options in the **Font** section to:

  o Change font type and size.



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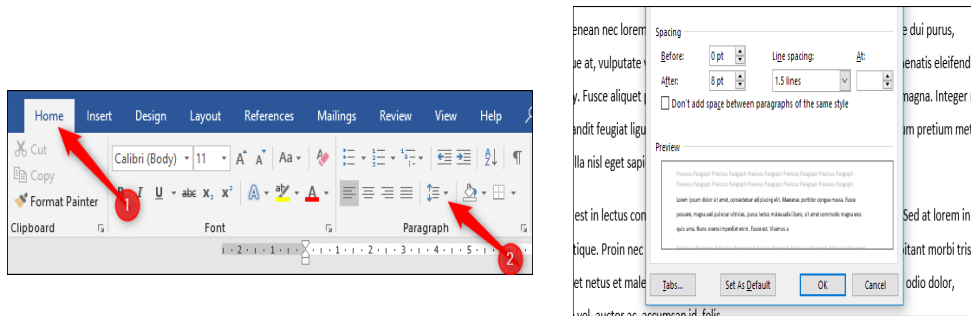_____

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**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

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**Set ᴵLine and Paragraph Spacing and Indentation**

**Formatting paragraphs:**



- o  On the Home tab, in the Paragraph section, you will find the drop-down to make changes to line spacing.

- o  A pop-up window appears.

- o  You can modify the spacing before and after a line or a paragraph.

- o  You can keep the text in single line spacing, 1.5 line spacing, double line spacing, or more.

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**Apply Built-in Styles to Text**
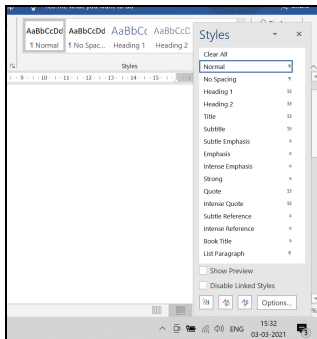


- •  To apply a style, select the text you want to format.

- •  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.

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**Apply ~~f~~Formatting 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.
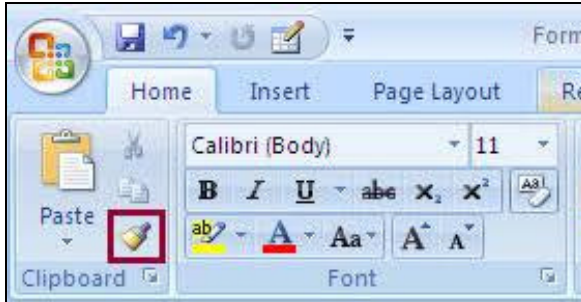


**Steps to format an~~d~~ object using format painter**

- 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.

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**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.
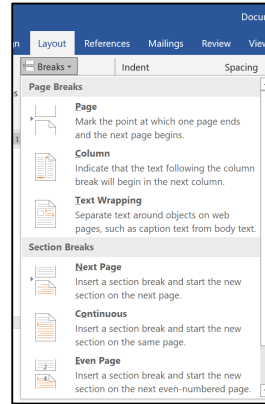
- Click OK after you select the options.



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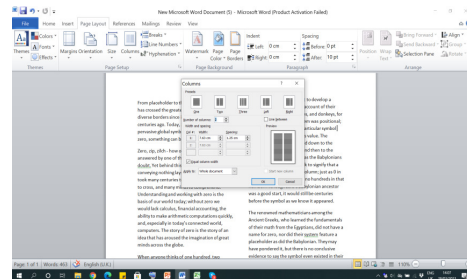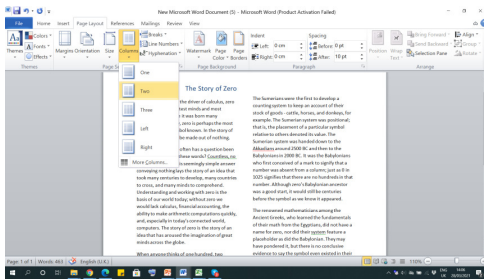
**Insert pPage, sSection, and cColumn bBreaks**

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

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To Insert a Page Break

- Position your cursor where you want the break.

- Click Insert > Break.

- Select Page.



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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

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**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 Sspecial 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.