

Microsoft Word for Macintosh

Basic Formatting Features

Introduction

Formatting features allow a user to change the attributes of text so that it can become more visually appealing to the end user. In this self help document you will be introduced to several of the basic formatting features available within Microsoft Word for Macintosh.

Character Formats

Using the Font Group

1. Select the text to be formatted by dragging the mouse over the text (Fig 1, 1).
2. Use the buttons on the Formatting toolbar to make changes to the font (Fig 2, 1), Style (Fig 2, 2), and Size (Fig 2, 3).
3. The changes will take effect (Fig 3).

Process Summary

Introduction

Character Formats

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2. Text Buttons
3. Using the Font Window
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Lists Using Bullets and Numbering

1. Select Bullets or Numbering format.
2. Defining new Bullets

Lines and Spacing

1. Indenting Text
2. Line Spacing

Using Tabs

Figure 1

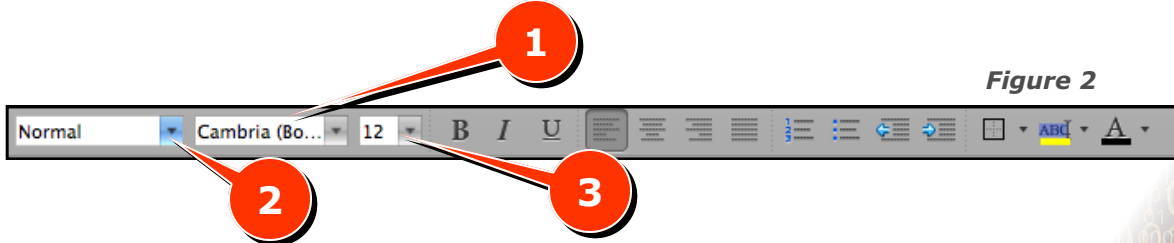
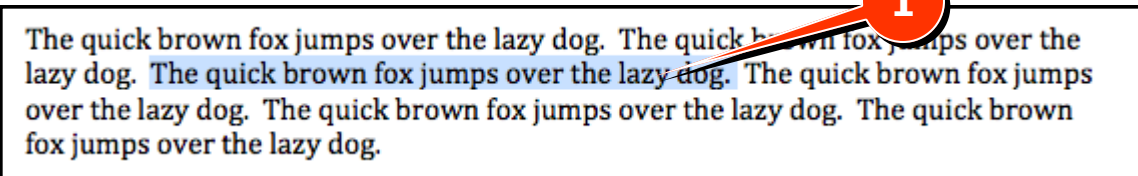


Figure 2

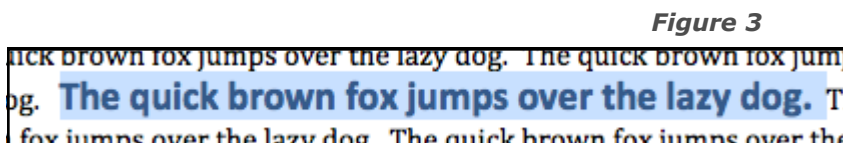
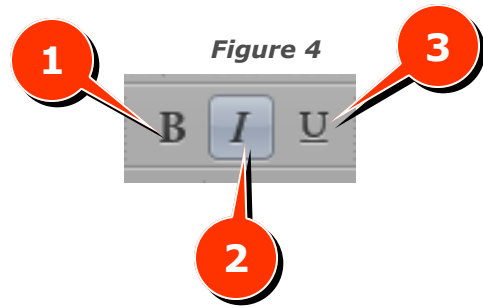


Figure 3

Text Buttons

To change the text from **Bold** (Fig 4, 1), **Italic** (Fig 4, 2) or **Underlined** (Fig 4, 3) use the buttons to the right of the Font Name and Size.



Using the Font Window

1. Select the text to be formatted by dragging the mouse over the text (Fig 1, 1).
2. On the **Format** menu, select **Font** (Fig 5, 1) from the menu.

Figure 5

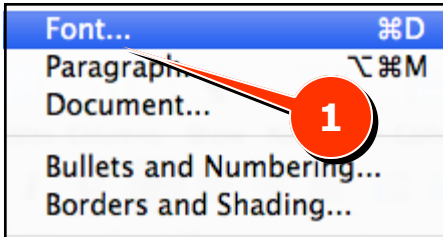
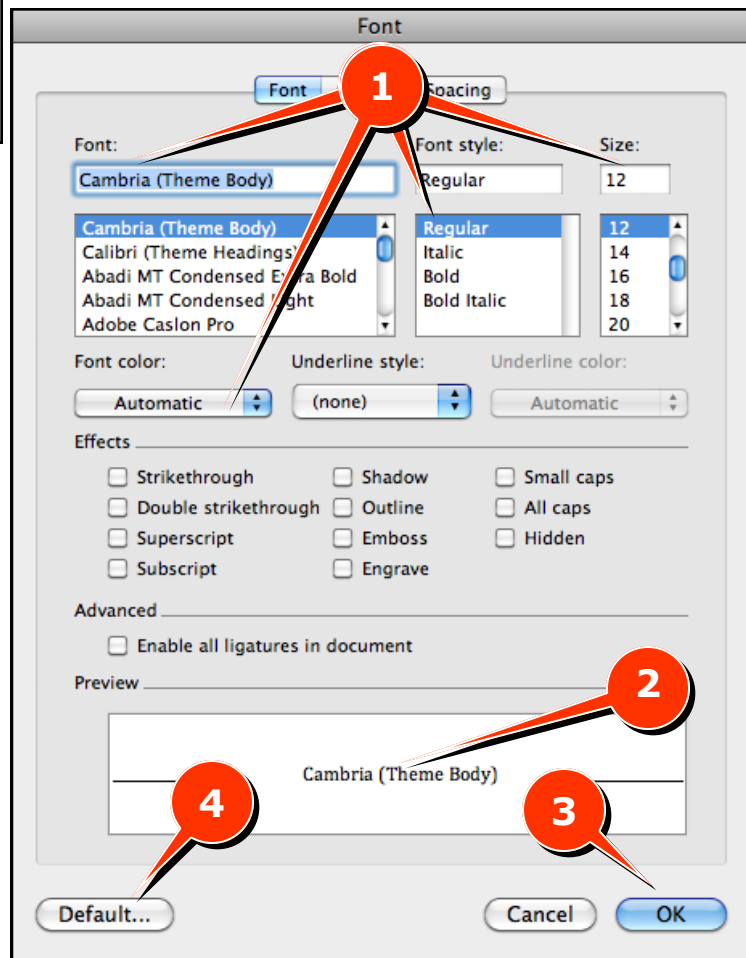


Figure 6



3. Select the formatting features such as **Font, Font Style, Size and Color** (Fig 6, 1).
4. A preview of the formats selected will show up in the preview box (Fig 6, 2).
5. Click **OK** (Fig 6, 3).

★ The standard font can be changed for all new documents by clicking **Default...** (Fig 6, 4).

Aligning Text

By default, Word aligns text to the left margin and moves outward to the right as you type. You can center, right align or justify text using the **Alignment** buttons (Fig 7).

Figure 7



Copying Formatting

If you wish to have the same format for text or titles in different sections of the document, you can use the **Format Painter** (Fig 8) to copy the formatting. This button selects the formatting attributes of the selected text and pastes those same attributes to other sections of text.

1. Select the text with the formatting you want to copy (Fig 9).
2. Select the **Format Painter** (Fig 8) from the Standard toolbar.

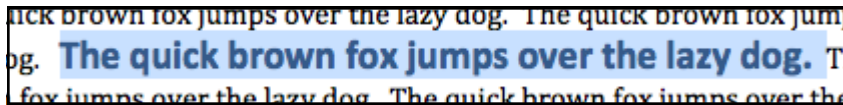


Figure 9



Figure 8

3. Select the text to be formatted by dragging the mouse over the text. As soon as the text is selected, the new format is applied.

- ⚡ To use the **Format Painter** repeatedly, **double-click** the button when selecting it. Click it again (or press escape) to turn the feature off.

Lists Using Bullets and Numbering

Select Bullets or Numbering Format

1. Select the text that you would like to bullet or number (Fig 10).
2. Select the **Bullet** (Fig 11, 1) or **Number** (Fig 11, 2) button on the standard toolbar. The text will now be bulleted.

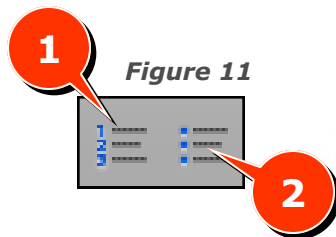


Figure 11

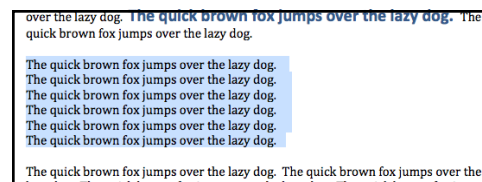


Figure 10

- ★ Additional bullet and numbers styles can be found by selecting the text first then going to **Format>Bullets and Numbering** from the menu. The **Bullets and Numbering** window will appear. Select the type (Fig 12, 1), Style (Fig 12, 2) and then click **OK** (Fig 12, 3).

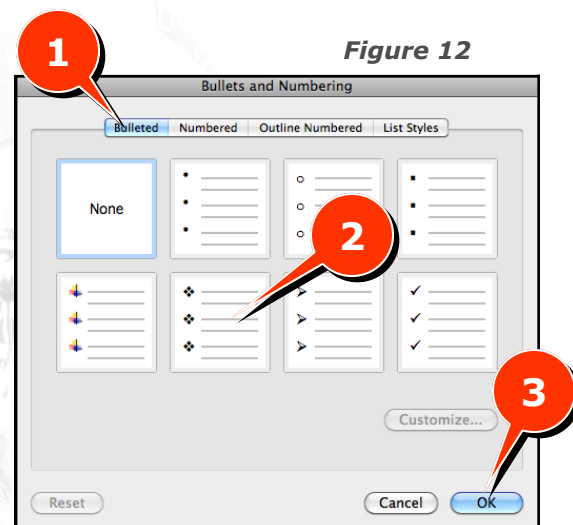


Figure 12

Defining New Bullets or Numbering Format

1. To define a new Bullet or Numbering format, choose **Bullets and Numbering** from the **Format** menu. The **Bullets and Numbering** window will appear (Fig 12).
2. Choose an existing style to customize then click the **Customize** button (Fig 13, 1).
3. The **Customize bulleted list** window will appear.
4. Select the **Bullet character** (Fig 14, 1) from the list or choose a new **Font...**, **Bullet...**, or **Picture...**(Fig 14, 2).
5. Select the **Indent at** (Fig 14, 3) distance from the left margin.
6. Click **OK** (Fig 14, 4).

Figure 13

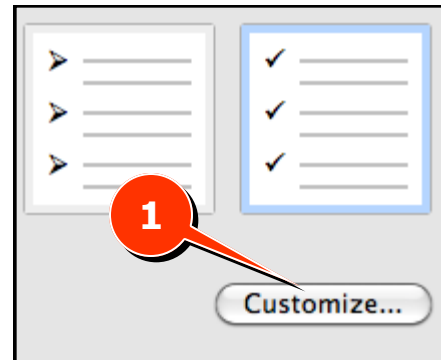
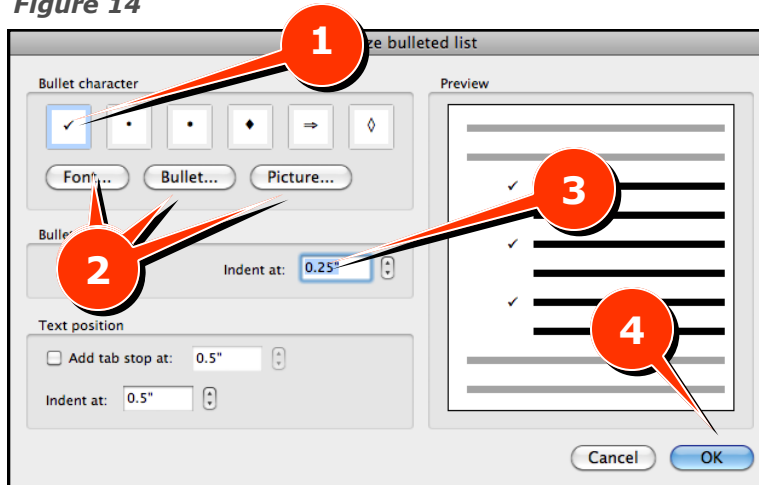


Figure 14



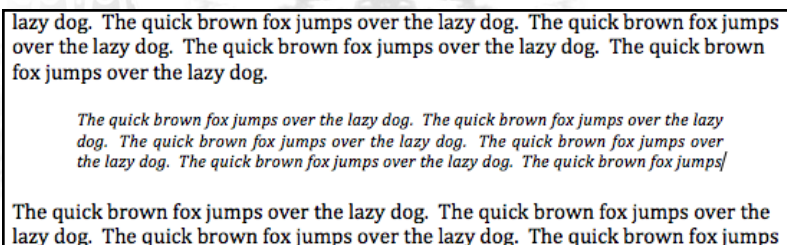
Lines and Spacing

Indenting Text

An indent is a way to move whole sections of text inward from the left and right margin. This is particularly useful when creating block quotations or extracts (Fig 15).

1. Select the paragraph (s) to be indented.
2. Choose **Paragraph** from the **Format** menu.

Figure 15



- The **Paragraph** window will appear. Choose a measurement for both the left and right margins from the **Indentation** group (Fig 16, 1).
- Click **OK** (Fig 16, 2). The new text style will take effect.


-  For simple left indentation, select the **Increase Indent** button from the Standard Toolbar (Fig 17, 1) located to the right of the **Bullets and Numbering** buttons.

Figure 17

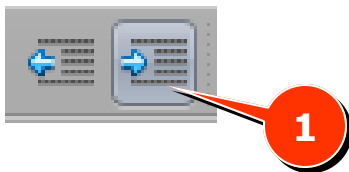
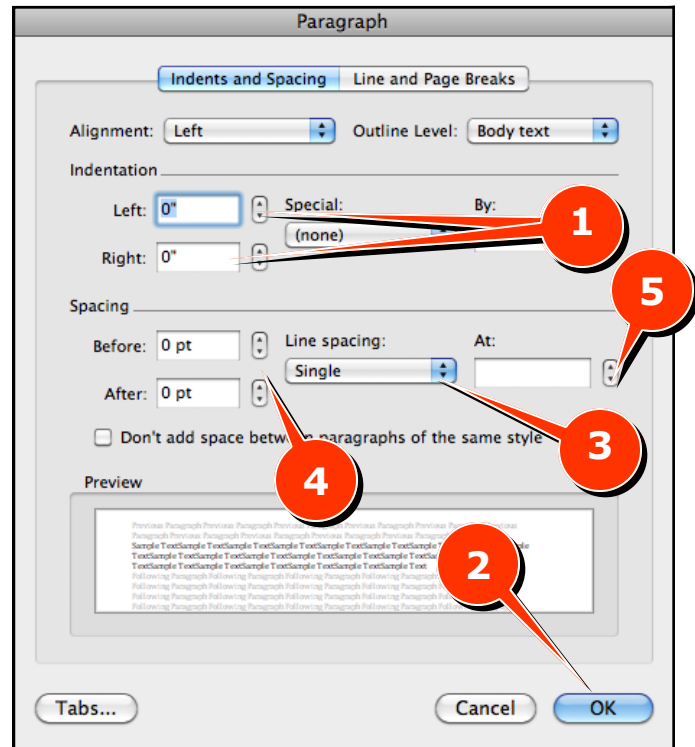


Figure 16



Line Spacing

Line spacing is the amount of vertical white space between sentences and paragraphs. Increasing the line spacing allows for easier text reading and can be used to emphasize text.

- Select the paragraph(s) to change the line spacing.
- Choose **Paragraph** from the **Format** menu. The **Paragraph** window will appear (Fig 16).
- Choose a **Line Spacing** option from the drop down list (Fig 16, 3).
- Alternately, additional space can be added or removed by clicking the **Before** and/or **After** toggles (Fig 16, 4).
- If exact spacing between sentences is required, change the line spacing by toggling the **At** option (Fig 16, 5).

Using Tabs

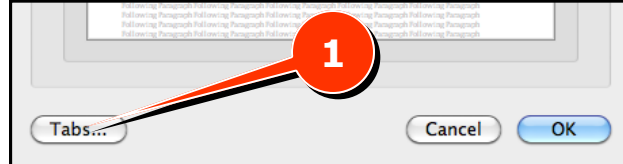
Pressing the Tab key on the keyboard will move the insertion point automatically a set distance, usually creating a gap in the text. Tabs are paragraph specific, meaning that different paragraphs can have different tab settings. By default, tabs are set at every ½ inch but this distance can be overwritten when tab stops are set by the user. In addition to the tab stop distance, the tab style has to be selected:

- Left (Default) - Alignment of text starts from the left and continues right
- Right - Alignment of text starts from the right and continues to the left
- Center - Alignment of text is centered across the tab stop
- Decimal - Aligns the period (.) found in decimal numbers
- Leader - repeats a character such as a dash or period to create a line between tab stops
- Bar - inserts a vertical line (|) at the tab position.

Setting Tabs

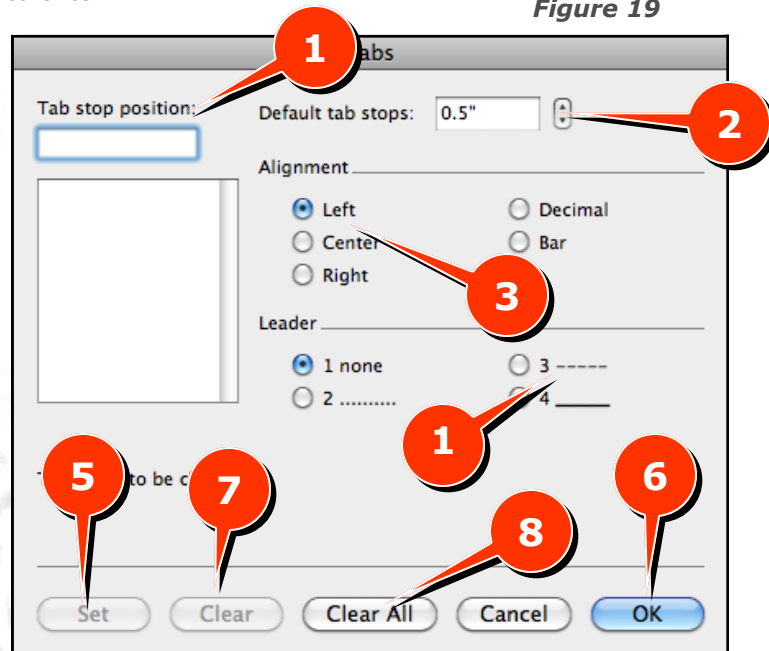
1. Select the paragraph(s) to change the line spacing.
2. Choose **Paragraph** from the **Format** menu. The **Paragraph** window will appear (Fig 16).
3. Choose **Tabs** from the Paragraph menu (Fig 18, 1).
4. Enter the tab spacing into the **Tab Stop position** field (Fig 19, 1).

Figure 18



5. Set the **Default tab stops** (Fig 19, 2).
6. Select the desired **Alignment** (Fig 19, 3).
7. Select the desired **Leader** if necessary (Fig 19, 4).
8. Select the **Set** button (Fig 19, 5) to enter additional stops.
9. Click **OK** (Fig 19, 6). The new position will be in the list.

Figure 19



Deleting Tabs

1. To delete a single tab stop, select the **Tab Stop** from the tab list (Fig 19, 1) and click **Clear** (Fig 19, 7).
2. To delete all the current tab stops click **Clear All** (Fig 19, 8).