Microsoft

Step by Step

Microsoft®
Office Word 2007
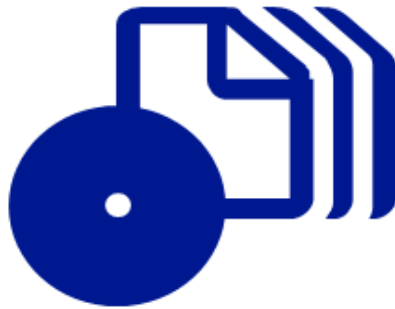
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Joyce Cox and Joan Preppernau

How to access your CD files

The print edition of this book includes a CD. To access the CD files, go to http://aka.ms/623026/files, and look for the Downloads tab.

Note: Use a desktop web browser, as files may not be accessible from all ereader devices.

Questions? Please contact: mspinput@microsoft.com

Microsoft Press

8. Apply the **Heading 1** style to the **Staying Healthy** and **Keeping Bugs at Bay** headings.

9. Apply the **Heading 3** style to the **Mites** and **Mealy Bugs** headings.

10. In the **Styles** group, click the **Change Styles** button, click **Style Set**, and then point to each set name in turn, watching the effect on the document.

11. When you have finished exploring, click **Modern**.

   The formatting of the document changes and the headings and text take on the look assigned to this set of styles.

> **CLOSE** the *QuickFormatting* document without saving your changes.

Manually Changing the Look of Characters

When you type text in a document, it is displayed in a particular font. Each *font* consists of 256 alphabetic characters, numbers, and symbols that share a common design. By default the font used for text in a new Word document is Calibri, but you can change the font at any time. The available fonts vary from one computer to another, depending on the programs installed. Common fonts include Arial, Verdana, and Times New Roman.

You can vary the look of a font by changing the following *attributes*:

● Almost every font comes in a range of *font sizes*, which are measured in *points* from the top of letters that have parts that stick up (ascenders), such as *h*, to the bottom of letters that have parts that drop down (descenders), such as *p*. A point is approximately 1/72 of an inch.

● Almost every font comes in a range of *font styles*. The most common are regular (or plain), italic, bold, and bold italic.

● Fonts can be enhanced by applying *font effects*, such as underlining, small capital letters (small caps), or shadows.

● A palette of harmonious *font colors* is available, and you can also specify custom colors.

● You can alter the *character spacing* by pushing characters apart or squeezing them together.

After you have selected an appropriate font for a document, you can use these attributes to achieve different effects. Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font in various sizes and various shades of green to make different heading levels stand out in a newsletter. Collectively, the font and its attributes are called *character formatting*.

In this exercise, you will format the text in a document by changing its font, font style, size, color, and character spacing.

> **USE** the *Characters* document. This practice file is located in the *Documents\Microsoft Press\Word2007SBS\FormattingText* folder.
>
> **OPEN** the *Characters* document.

1. In the *Beautiful Bamboo* heading, click anywhere in the word **Beautiful**.

2. On the **Home** tab, in the **Font** group, click the **Underline** button.

Underline

> **Tip** If you click the Underline arrow, you can choose a style from the Underline gallery. You can also change the underline color.

The word containing the insertion point is now underlined. Notice that you did not have to select the entire word.

3. In the same heading, click anywhere in the word **Bamboo**, and then on the **Quick Access Toolbar**, click the **Repeat** button.

Repeat

The last formatting command is repeated. Again, although you did not select the entire word, it is now underlined.

4. In the selection area, click adjacent to *Beautiful Bamboo* to select the entire heading.
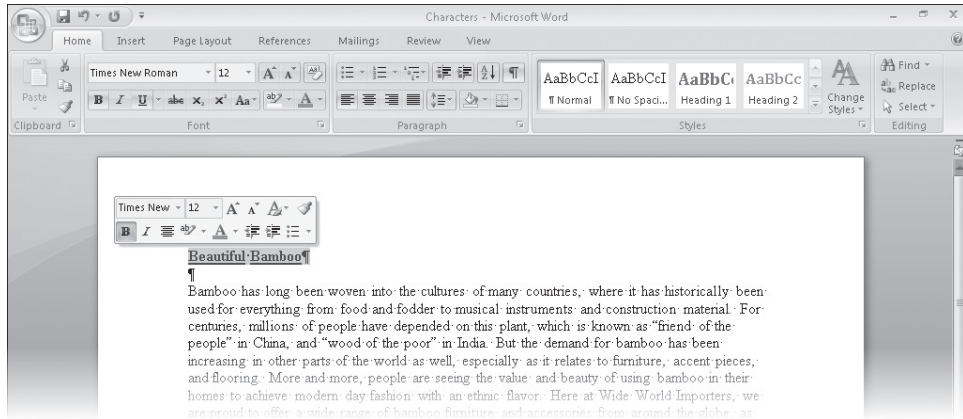
Word displays a Mini toolbar of buttons that you can use to quickly change the look of the selection.

5. On the **Mini toolbar**, click the **Bold** button.

Bold

The heading is now bold. The active buttons on the Mini toolbar and in the Font group on the Home tab indicate the attributes that you applied to the selection.

See Also For information about the use of character formatting, see the sidebar "More About Case and Character Formatting" later in this chapter.

Format Painter

6. On the **Mini toolbar**, click the **Format Painter** button, and then click in the selection area adjacent to the *Types of Bamboo* heading.

Word applies the formatting of *Beautiful Bamboo* to *Types of Bamboo*.

> **Tip** The Format Painter button is also available in the Clipboard group on the Home tab.

7. Select **Beautiful Bamboo**, and then on the **Home** tab, in the **Font** group, click the **Font** arrow, scroll the list of available fonts, and then click **Stencil**.

> **Troubleshooting** If Stencil is not available, select any heavy font that catches your attention.

The heading at the top of the document now appears in the new font.

Font Size

8. In the **Font** group, click the **Font Size** arrow, and then in the list, click **26**.

The size of the heading text increases to 26 points.

> **Tip** You can increase or decrease the font size in set increments by clicking the Grow Font and Shrink Font buttons in the Font group, or by clicking the same buttons on the Mini toolbar that appears when you select text.
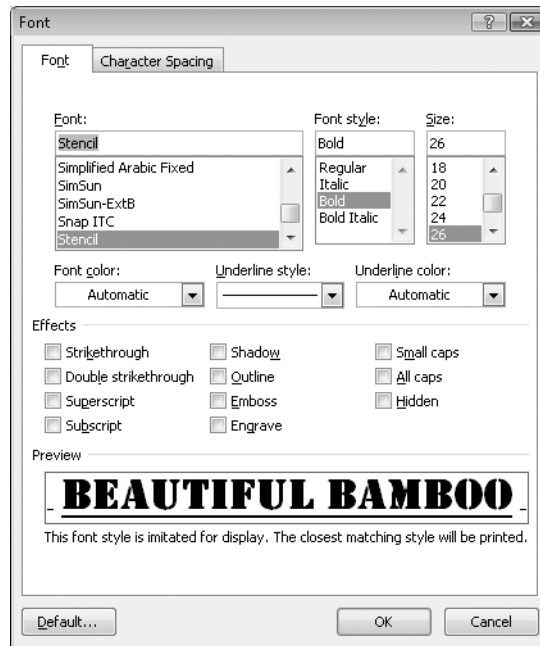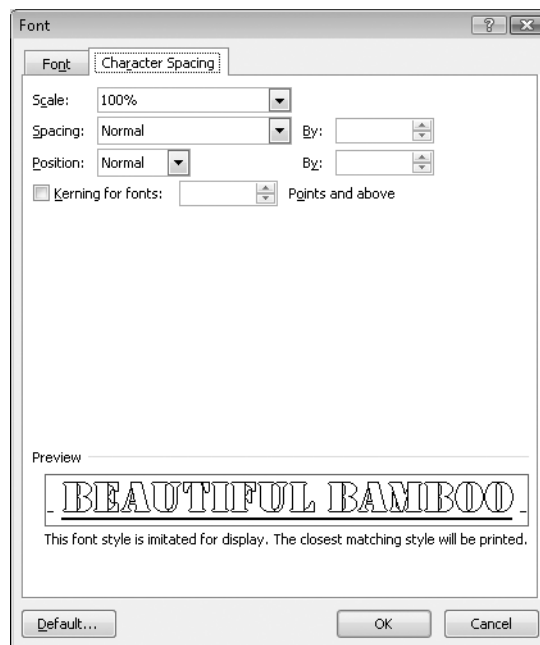

Dialog Box
Launcher

9. Click the **Font** dialog box launcher.

The Font dialog box opens.

10. Click the **Underline style** arrow, and then in the list, click **(none)**.

11. In the **Effects** area, select the **Outline** check box.

12. Click the **Character Spacing** tab.

13. Click the **Spacing** arrow, and then in the list, click **Expanded**.

14. To the right, click the **By** up arrow until the spacing is expanded by **2 pt** (points), and then click **OK**.

    The selected text appears with an outline effect and with the spacing between the characters expanded by 2 points.

15. On the **Home** tab, in the **Font** group, click the **Clear Formatting** button.

    Clear Formatting

    The formatting of the selected text is removed.

16. On the **Quick Access Toolbar**, click the **Undo** button.

    Undo

    The formatting of the selected text is restored.

17. In the last sentence of the second paragraph, select the words **light green**.

18. On the **Home** tab, in the **Font** group, click the **Font Color** arrow, and then under **Standard Colors** in the palette, click the light green box.

    Font Color

    The selected words are now light green. (To see the color, clear the selection by clicking a blank area of the document.)

    > **Tip** If you want to apply the Font Color button's current color, you can simply click the button (not the arrow).

19. In the same sentence, select **dark, rich shades of green**, click the **Font Color** arrow, and then below the palette, click **More Colors**.

    The Colors dialog box opens.
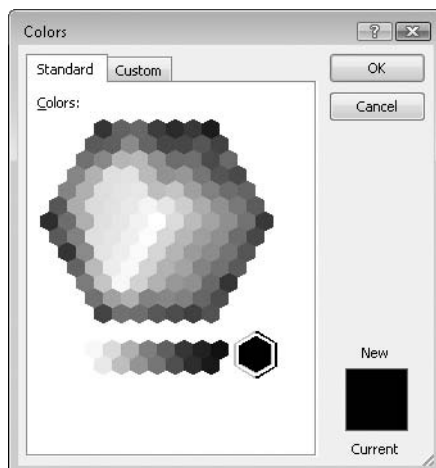
20. In the **Colors** wheel on the **Standard** tab, click one of the dark green shades on the left, and then click **OK**.

The selection is now dark green.

Highlight

21. Select the phrase **supports the environment** in the second sentence of the last paragraph. Then in the **Font** group, click the **Highlight** arrow, and under **Recent Colors** in the palette, click the green box.

This is the same green that you selected in step 20. After you select a custom color in one palette, it is available in all the palettes. The highlighted phrase now stands out from the rest of the text.

> **Tip** If you click the Highlight button without first making a selection, the mouse pointer becomes a highlighter that you can drag across text. Click the Highlight button again or press Esc to turn off the highlighter.

22. In the paragraph that begins *Because they are so easy to grow*, select the bamboo species name **chimonobambusa marmorea**. Then hold down the ⌨Ctrl key while selecting **indocalamus tessellatus**, **pleioblastus chino vaginatus**, **bambusa glaucophylla**, and **otatea acuminata aztectorum**.

23. Click the **Font** dialog box launcher.

24. In the **Font** dialog box, click the **Font** tab, and in the **Effects** area, select the **Small caps** check box. Then click **OK**.

The lowercase letters in the species names now appear in small capital letters, making those names easy to find in the text.
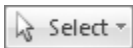
Select

25. Click anywhere in the first species name. Then on the **Home** tab, in the **Editing** group, click the **Select** button, and click **Select Text with Similar Formatting**.

All the species names that have been formatted in small caps are selected.

26. In the **Font** group, click the **Bold** button, and then click away from the selection.

The species names are now both small caps and bold.