Objective 1: How to Format Text

Formatting text guides the reader's eye to critical concepts and makes the publication look more professional and more enjoyable to read. Formatting includes changing the font, size, and style of selected text to distinguish it from surrounding text.

To change the font and font size of text:
1. Highlight the text you want to affect.
2. Choose Format→Font.
3. From the Font list, select the desired font. Click Apply to apply formatting and click OK to close the Font dialog box.
4. On the Formatting toolbar, display the Font Size drop-down list and select the desired font size;
5. Or, choose Format→Font. From the Size list, select the desired size. Click Apply to apply formatting and click OK to close the Font dialog box.
6. In the Font dialog box, under Font Style, select the desired font style from the list.
7. To apply an underline, make a selection from the Underline drop-down list.

Objective 2: Learn how to Apply and Remove Styles for Formatting
If you decide to remove all text formatting and/or create your own formatting, you can do so by applying the Styles for Formatting features.

Objective 6: Learn How to Create Paragraph Styles
To Apply Styles for Formatting

1. Select the Format menu, click Styles and Formatting.
2. In the Styles and Formatting task pane, click the Create new style button.
3. Enter a name for the new style in the Enter new style name box.
4. Create your new style by formatting it the way you desire, using the Font, font size, color, Bullets and numbering; etc. buttons.
5. Confirm the name and formatting for the new style and click OK.
6. Select the text you want to include in your new style and click the style from the Pick formatting to apply task pane.

To Remove Styles for Formatting

1. Select the text with the formatting you want to copy.
2. From the Styles and Formatting task pane, choose Clear Formatting from the Pick Formatting to Apply drop-down list to remove formatting from selected text.

Objective 3: Learn how to Apply a Drop Capital Letter

To apply a drop capital letter:

1. If necessary, type the character (letter, number, or symbol) that you want to apply the drop capital.
2. Place your cursor insertion point in the position of the character.
3. Choose Format → Drop Cap to display the Drop Cap dialog box.
4. On the Drop Cap tab, select the drop cap you want to use from the available drop caps.
5. Click OK.
Objective 3: Learn How to Insert Symbols

To insert a special character:

1. Place the insertion point where you want to insert the special character.
2. Choose Insert Menu→Symbol to display the Symbol dialog box.
3. Select the Special Characters tab.
4. Select the desired character.
5. Click Insert to insert the special character on the page in the publication.
6. Click Close to close the Symbol dialog box.

To insert a symbol:

1. Place the insertion point where you want to insert the symbol.
2. Choose the Insert menu→Symbol to display the Symbol dialog box.
3. On the Symbols tab, from the Font drop-down list, select the font that includes the symbol you want to use. The Symbols palette displays the symbols available for that font.
4. Select the desired symbol.
5. Click Insert to insert the symbol on the page in the publication.
6. Click Close to close the Symbol dialog box.

Objective 4: Learn How to Indent Paragraphs

Centering text is one way to offset text between the left and right margins. Another way to offset text is to control the amount of white space on the left and right of it. In this topic, you will adjust a paragraph's left and right indents.
To modify indents:

1. Select the paragraph(s) you want to indent.
2. Choose the Format Menu→Paragraph to display the Paragraph dialog box.
3. On the Indents and Spacing tab, change the Left and Right indentation settings.
4. Click OK.

Objective 5: Learn How to Change Spacing between Paragraphs

Centering text adds white space to the right and left of text. You can also add white space before, after, and within paragraphs. In this topic, you will learn how to change paragraph spacing.

To change paragraph spacing:

1. Place the insertion point in the paragraph(s) you want to affect.
2. Choose Format Menu→Paragraph.
3. On the Indents And Spacing tab, under Line Spacing, use the spin boxes or type in a value to set the amount of space you want in the Before Paragraphs and/or After paragraphs boxes.
4. Click OK to apply the spacing changes.

Note: By default, the amount of space between paragraphs is displayed in points (pt). Other measurement units can be used by typing an abbreviation for it such as in for inches, cm for centimeters, pi for picas, and px for pixels.
To change line spacing:

1. Select the paragraph(s) you want to affect.
2. Display the Paragraph dialog box.
3. On the Indents and Spacing tab, under Line Spacing, to the right of the Between Lines box, use the spin boxes or type in a value to set the amount of space you want between the lines of text.
4. Click OK

Objective 6: Learn How to Create Paragraph Styles

To apply a style:

1. Place the insertion point in the paragraph you want to apply a style.
2. Select the Format Menu
3. Select Styles and Formatting
4. From the Styles and Formatting task pane, from the Pick Formatting to Apply list, select a style to apply of your choice.

Note: The applied Style affects an entire paragraph.