

# Microsoft Word: Character Formatting | Microsoft 365

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- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-word/docs/character-formatting.html>
- [Slides: Character Formatting](#)

## Formatting

- The process of defining the appearance of a document is called formatting. It includes the following options:
  - Changing the font and font size of text
  - Applying boarder and shadings
  - Adding picture and graphics etc.

### Types Of Formatting:

There are three types of formatting:

#### 1. Character Formatting

- A type of formatting that is applied to an individual character is called Character Formatting.
- Important character formatting are typeface, font size , font color, font style and character spacing etc.

#### 2. Paragraph Formatting

- A type of formatting that is applied to a complete paragraph is called Paragraph formatting.
- Paragraph is a collection of text that ends with Enter key.
- Word inserts a new paragraph in the document wherever the user presses the Enter key.
- **Example:** Text Alignment, Indentation, Line space , Bullets and Numbering

#### 3. Page Formatting

- Page formatting: The formatting applied on page is called page formatting.
- It includes the following: Page Size, Margins, Page Orientation, Headers and Footer

## 1. CHARACTER FORMATTING

### 1.1. Font

- The appearance of text in the document is called font or typeface.
- Fonts are used to make the text of different styles and sizes. Fonts by Category <http://www.fontpool.com/categories/> Change the Font

### 1.2 Font Size

- Size of text in document is called Font Size.
- Font size is measured in points.
- There are 72 points in an inch.

## Change Font Size

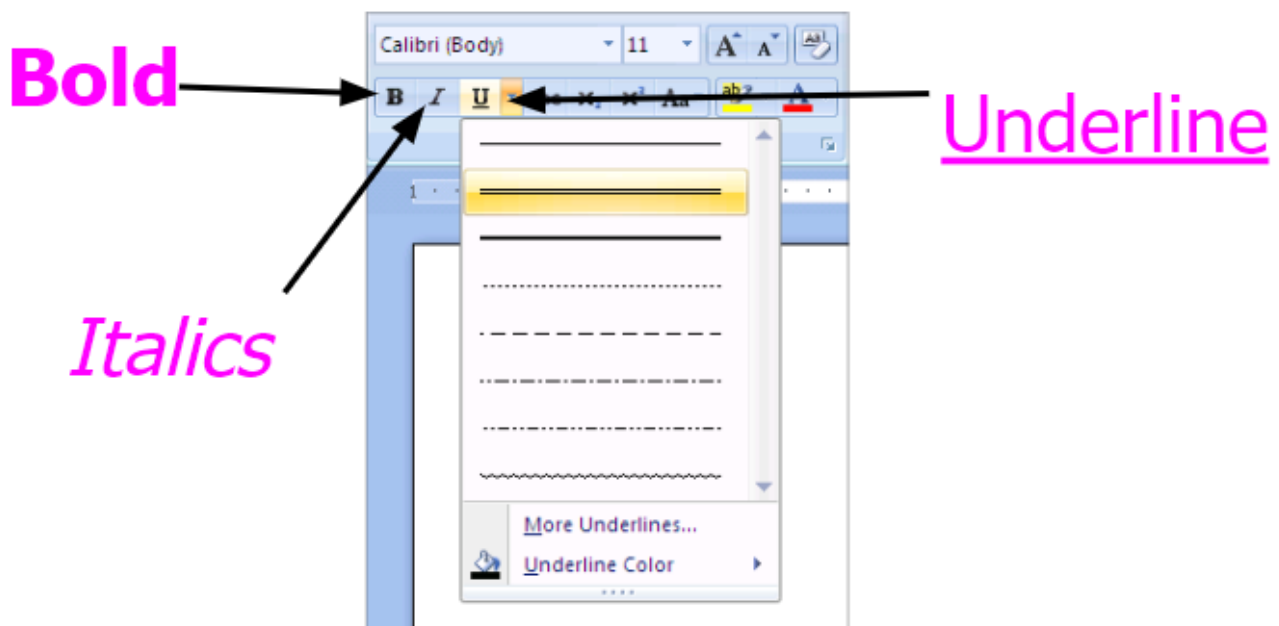
- Click on the Arrow sign of Font Size in Font group

OR

Keyboard shortcut for Grow Font: **CTRL+SHIFT + >** Keyboard shortcut for Shrink Font: **CTRL+SHIFT + <**

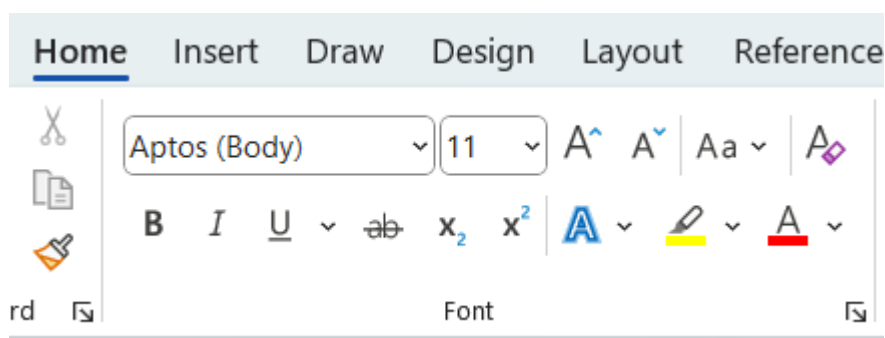
## 1.3. Font Style

- Font Style is used to bold, Italicize and underline the text.



## Change Font Style:

- On the **Home** tab, in the **Font** group, click **Font Style**



## Underline words, but not the spaces between them:

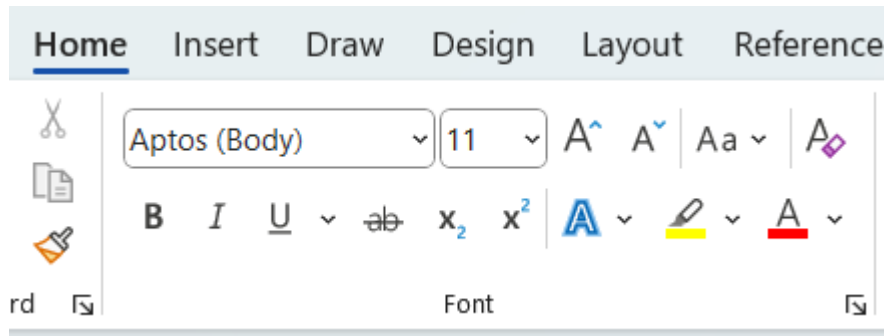
- Select the text that you want to underline.
- On the Home tab, click the Font Dialog Box Launcher, and then click the Font tab.
- In the Underline style box, click **Words only**.

## 1.4. Font Color

- Font color is used to change the color of the text.

### Change Font Color:

- On the Home tab, in the Font group, click Font Color

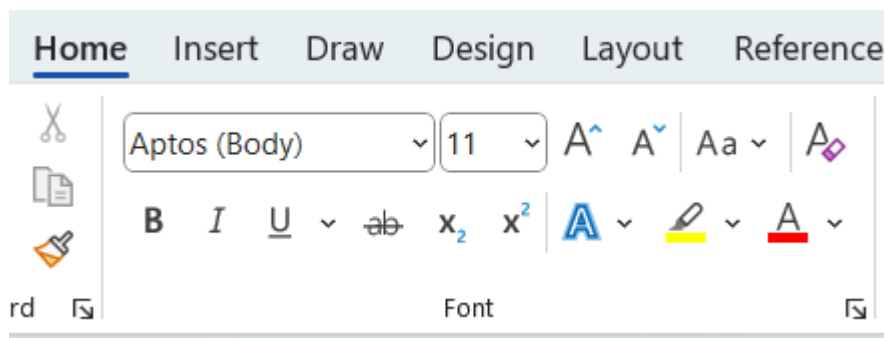


### 1.5. Text Highlight Color

- Make text look like it was marked with highlighter pen

### Text Highlight Color:

- On the **Home** tab, in the **Font** group, click **Text Highlight** Color

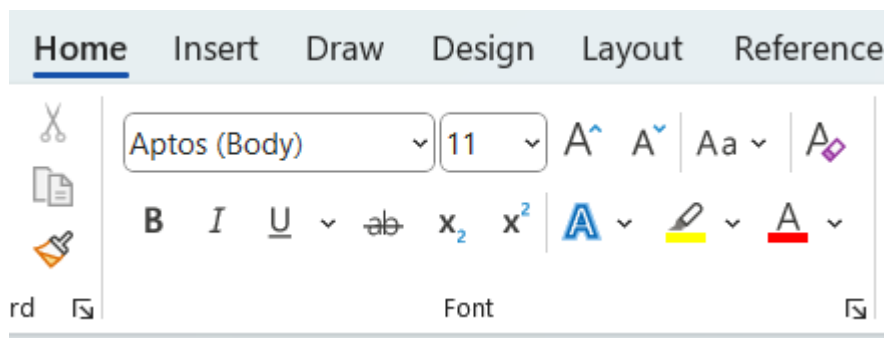


### 1.6. Subscript

- Create small letters below the text baseline

### H2O Change Subscript

- On the **Home** tab, in the **Font** group, click **Subscript**



OR

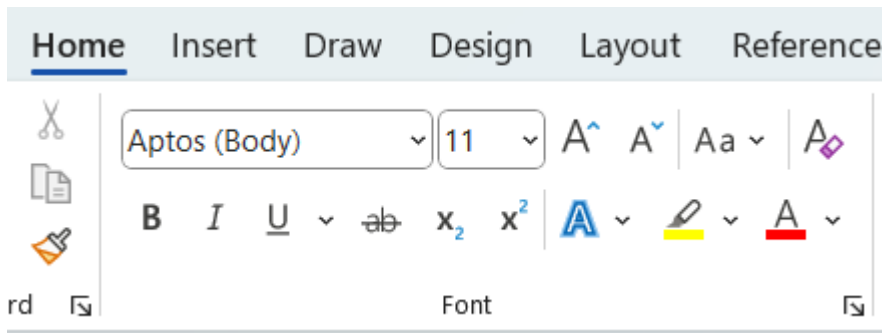
- Keyboard shortcut: **CTRL+=**

## 1.7. Superscript

- Create small letters above the line of text.

### 5th **Change Superscript:**

- On the **Home** tab, in the **Font** group, click **Superscript**



OR

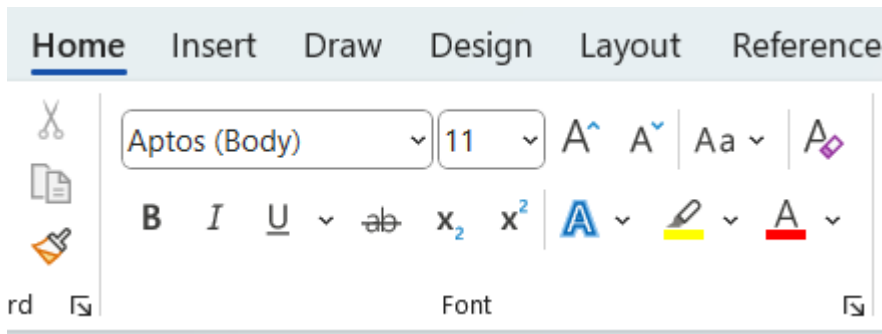
- Keyboard shortcut: **CTRL+Shift++**
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## 1.8. Strikethrough

- Draw a line through the middle of the selected text.

### **Apply Strikethrough:**

- On the Home tab, in the Font group, click Strikethrough



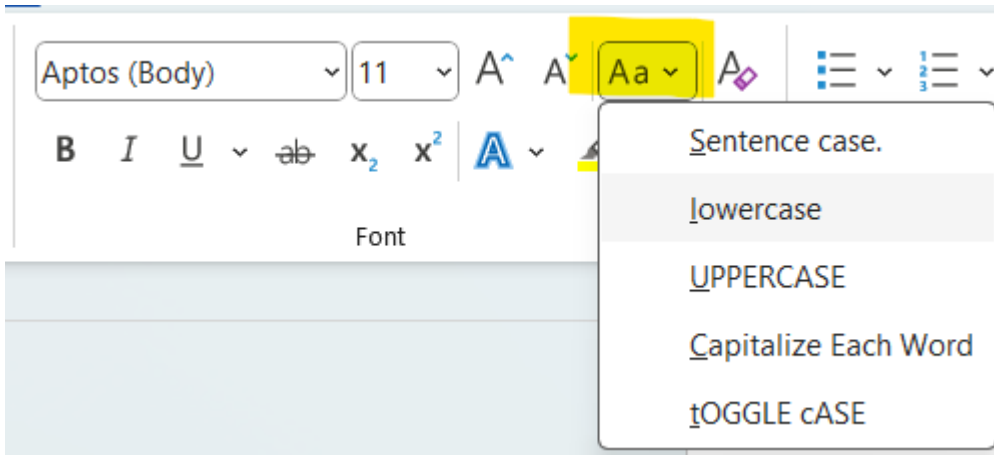
## 1.9. Character Case

- The character in which text is written is called case of the text.
- Capital letters are called upper case letters.
- Small letters are called lower case letters.

**Sentence case:** It changes the first character of sentence to upper case and all other characters to the lower case. **lower case:** it changes all characters to lowercase **UPPER CASE:** IT CHANGES ALL CHARACTERS TO UPPER CASE. **Capitalize Each Word:** It Changes The First Characters Of Each Word To Uppercase And All Other Characters To Lowercase. **TOGGLE cASE:** iT sWITCHES uPPERCASE tO lOWERCASE aND vICE vERSA.

Character Case

- Select the text
- Press **Shift + F3** until the required case is achieved. OR
- Select the text
- **Home tab > Font group > Change Case**



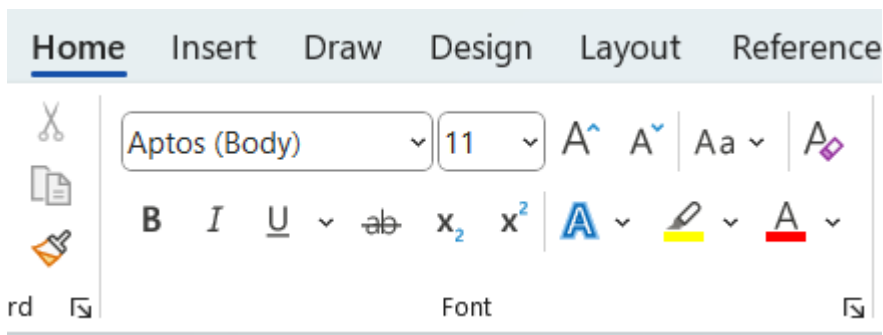
## 1.10. Clear Formatting

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- Clear formatting command clear all the formatting from the selection and leave only plain text.

### Clear Formatting:

- On the **Home** tab, in the **Font** group, click **Clear All Formatting**



OR

Press **Ctrl + Spacebar** to clear character formatting (such as bold, font, and font size) from selected text 2.

## 1.11. Using Font Dialog Box

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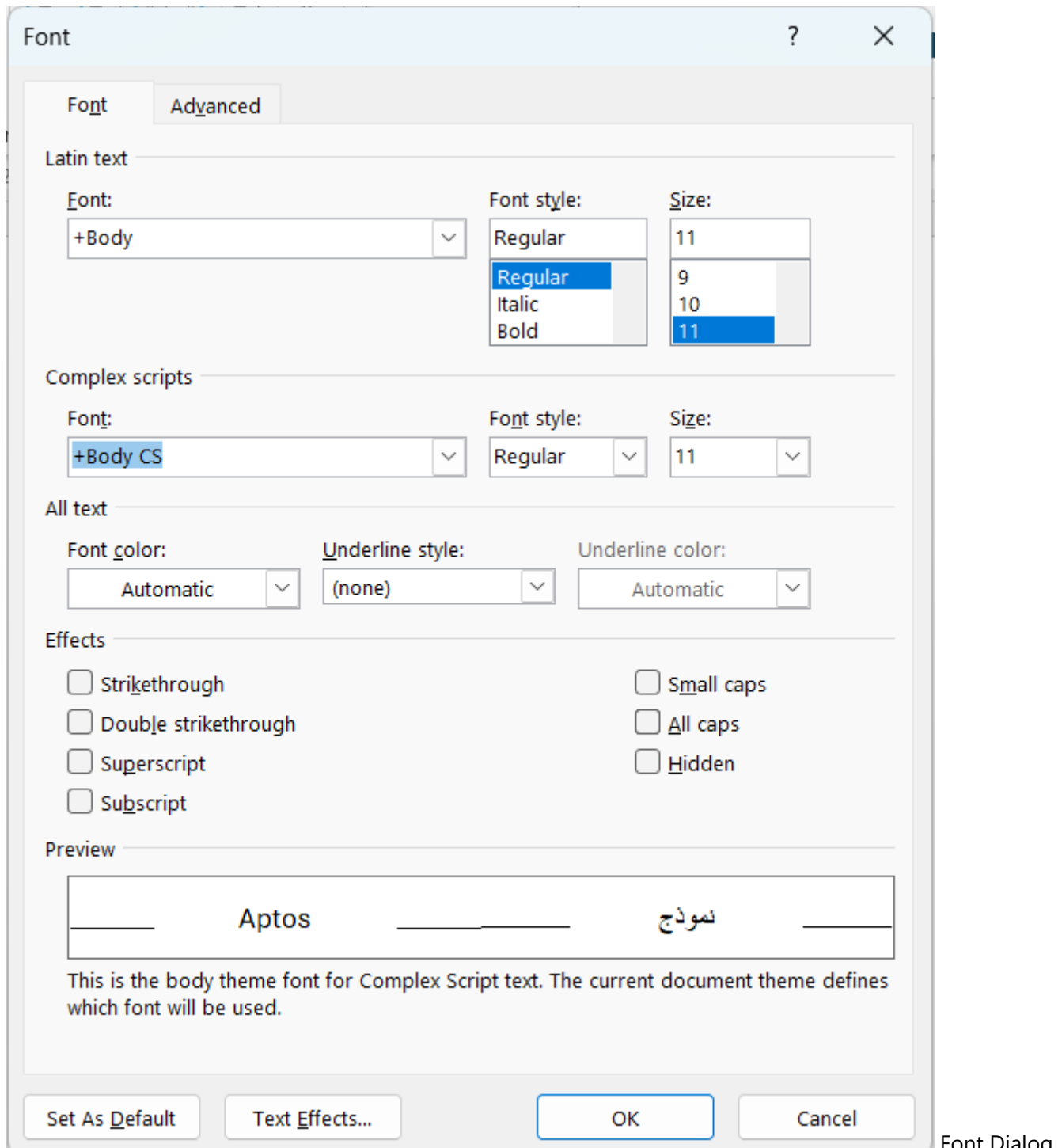
- The font dialog box can be used to apply different formatting option on the text

### Font Dialog Box

- Click on the Arrow sign of Font group

OR

Keyboard shortcut: **CTRL+D**



Box

### 1.11.1. Character Spacing

- The distance between two characters is called character spacing.
- It can be specified in two ways:
  - Character Spacing is used to increase or decrease distance between characters.
  - Kerning automatically adjusts the distance between characters.

#### Character Spacing:

- Select the text that you want to change.
- On the Home tab, click the Font Dialog Box Launcher, and then click the **Advanced** tab.

- In the Spacing box, click **Expanded** or **Condensed**, and then specify how much space you want in the By box.

## Character spacing Changing Character Spacing

### 1.12. Mini Toolbar

- When we select text, we can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar • To use toolbar, click any of the available command.

### 1.13. Format Painter

- The Format Painter is a tool that is used to copy formats from existing text and apply it to other text in the document. Format Painter
- Select the text or graphic that has the formatting that you want to copy.
- On the Home tab, in the Clipboard group, click Format Painter.
- Select the text or graphic that you want to format.
- To stop formatting, press **ESC. Important:** Double-click the Format Painter button if you want to change the format of multiple selections in your document.

**Copying Formatting using Keyboard:** • Select the text already formatted • Press **CTRL+SHIFT+C** • Select the text to apply format. • Press **CTRL+SHIFT+V**

## Key Terms

Font Font size Font style Character spacing Kerning Mini toolbar Format painter

## True/False (Mark T for True and F for False)

1. Bold and italic are considered the same type of character formatting.
2. Character spacing refers to the distance between lines of text in a paragraph.
3. The format painter tool allows you to copy formatting from one text section and apply it to another.
4. Clearing formatting removes all character styles/formatting and returns the text to its default settings.
5. Strikethrough formatting is used to highlight important text.

### Answer Key (True/False):

1. False
2. False
3. True
4. True
5. False

## Multiple Choice (Select the best answer)

Which of the following is NOT a type of formatting in Microsoft Word?

1.  Character formatting

- Paragraph formatting
- Document formatting
- Page formatting

Which keyboard shortcut can be used to increase the font size?

- CTRL+F
- CTRL+SHIFT+>
- ALT+S
- CTRL+B

What does the Font Style option in Microsoft Word allow you to do?

- Change the font color
- Change the font size
- Bold, italicize, or underline text
- Adjust line spacing

Which command is used to change the color of text in Microsoft Word?

- Font Size
- Font Style
- Font Color
- Text Highlight Color

What is the purpose of the Subscript feature in Microsoft Word?

- To create small letters above the line of text
- To draw a line through the middle of selected text
- To create small letters below the text baseline
- To change the font case

How can you access the Font Dialog Box in Microsoft Word?

- Click on the Arrow sign of Font group
- Press CTRL+D
- Both a and b
- None of the above

What is the function of the Mini Toolbar in Microsoft Word?

- To provide access to frequently used commands
- To change the page size
- To show or hide formatting marks
- To insert page breaks

Which of the following is NOT a component of character formatting?

- Font style
- Paragraph alignment
- Font color



- Font size

What unit is used to measure font size in Microsoft Word documents?

- Pixels
- Points
- Inches
- Millimeters

What is the result of pressing Shift + F3 on selected text in Microsoft Word?

- It applies subscript formatting.
- It changes the case of the text.
- It applies superscript formatting.
- It clears all formatting.

Which feature would you use to make text look like it was marked with a highlighter pen?

- Font Color
- Text Highlight Color
- Font Style
- Clear Formatting

## Fill in the Blanks

- The process of customizing the appearance of a document, including fonts and colors, is called \_\_\_\_\_.
- A small toolbar that appears when you select text, offering formatting options, is called the \_\_\_\_\_.
- The \_\_\_\_\_ tool lets you copy formatting from one text section and apply it elsewhere.
- Clearing formatting removes all character styles, returning the text to its \_\_\_\_\_ settings.

### Answer Key (Fill in the Blanks):

- formatting
- mini toolbar
- format painter
- default

## Exercises

- Format a selected text in Microsoft Word to make it bold and underline.
- Change the font size of a paragraph to 14 points.
- Apply subscript to the text "H2O".
- Copy formatting from one sentence to another using the Format Painter tool.

## Review Questions

- What is formatting?
- Briefly explain the difference between character formatting and paragraph formatting.
- What is the purpose of using subscript and superscript formatting?

- How can you access the Font dialog box to explore more character formatting options?
- Describe the difference between character formatting, paragraph formatting, and page formatting.
- What are the common font styles used in document editing? How do you apply them?
- Explain the function of the "Clear Formatting" command in Microsoft Word.
- Describe the steps to access and use the Font Dialog Box in Microsoft Word.

## References and Bibliography

[1] "Word: Formatting Text," GCFGlobal.org. <https://edu.gcfglobal.org/en/word/formatting-text/1/> [2] "Format your Word document," support.microsoft.com. <https://support.microsoft.com/en-us/office/format-your-word-document-fb9ef2d6-e2ad-4721-abc1-55f88864617f>