4

Formatting Documents

4.1 INTRODUCTION

This lesson covers various features of entering, editing, copying text, moving text from one place to another in the document, creating bulleted and numbered lists, creating and applying styles, and spelling and grammar corrections that are important to enrich your document. Also, enriching a document's appearance is Word's speciality. Word's formatting features allow you to create beautiful documents without doing much more than typing headings and text. Word will do the rest. Word 2007 offers a great amount of formatting options: multiple typefaces and point sizes; easy-to-apply character styles such as bold, italic, normal, single and double spaces;underline; subscript and superscript; and paragraph formats such as alignment, spacing and indentation. You will be introduced to some of these features in this lesson.

4.2 OBJECTIVES

After going through this lesson you would be able to:

- define basic text processing tips
- explain spelling and grammar features
- change character and paragraph formats

- use page formatting

- create bulleted and numbered lists

4.3 WORKING WITH TEXT

While using Word 2007, there are certain concepts, menu flow, tips, and commands you should learn. This section deals with most common word concepts, tips, and commands you should know regardless your skills in using Word 2007 program. When you open word 2007 the following menu will appear on your monitor.
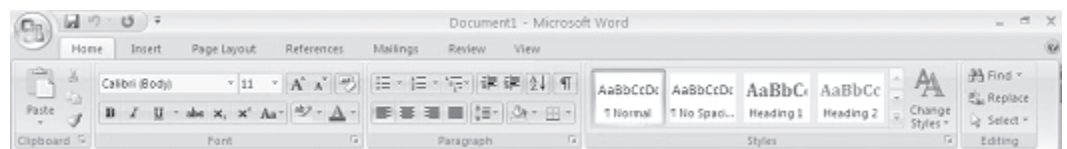

Fig. 4.1

4.3.1 Typing Text

To enter text, just start typing in the text area! As you type the text will appear where the blinking cursor is located and will move from left to right. Unlike with a typewriter, you need not press ENTER key at the end of each line, the characters automatically shifted to next line. Word continues to let your text wrap (move to the next continuous line) around until you are ready to start a new paragraph. To break a continuous line and move to a new paragraph, Press ENTER key at the end of a paragraph.

4.3.2 Inserting Text

To insert the text in an existing document, follow the steps given below:

1. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button where you want to insert the text. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

    Beginning of the line **HOME**

    End of the line **END**

Top of the document **CTRL+HOME**

End of the document **CTRL+END**

2.   Type the text you want to insert.

4.3.3 Spacebar and Tabs

Use the spacebar as a separator for your words and sentences. Don't use the spacebar to move the insertion point across a line of text - known as "spacing across a line". If you press the spacebar, word will make additional spaces, which you will then have to delete. Avoid using the spacebar to create columns of text. Instead you can use the **Tab** key.

4.3.4 Paragraph Markers ¶

You may find it easier to type when you can see the returns, spaces, and tabs in your document. If so, click on the Show/Hide   button on the Standard toolbar to display the marks. Click on the   Symbol again to hide them.

4.3.5 Selecting (Highlighting) Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The shortcuts for selecting a portion of the text are:
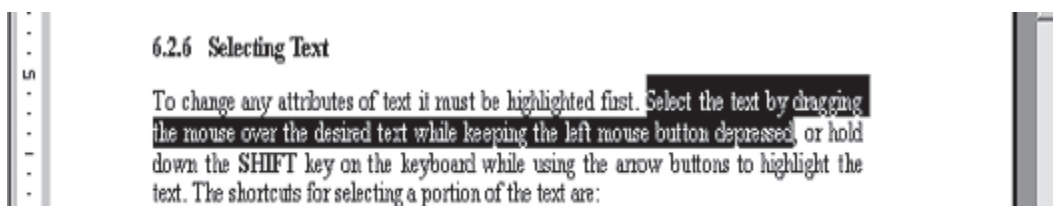

Fig. 4.2

a.   Whole word: double-click within the word

b.   Whole paragraph: triple-click within the paragraph

c.   Several words or lines: drag the mouse over the words, or hold down **SHIFT** key while using the arrow keys

    d.   Entire document: choose **Edit→Select All** command on the menu bar, or press **CTRL+A** keys.

    e.   Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

4.3.6 Deleting Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete the text to the left of the cursor and Delete will erase the text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

4.3.7 Replacing Text

Word can combine the steps of deleting unwanted text, positioning the insertion point, and inserting replacement text. To replace text, follow the steps given below:

1.   Select the text to be removed as explained above.

2.   Start typing the new text. Observe that the new text is replacing the selected text.

You can also replace the text by selecting the text, then deleting it using DELETE key, and then start typing new text.

4.3.8 Click and Type

This feature allows you to insert text any where in a page. Move the cursor in a page where you want to insert the text. Double-click and start typing. Click and Type is also useful for inserting tables, charts and other graphics in a blank area of a document. When you insert an item, Click and Type automatically formats the item according to where you insert it.

4.3.9 Formatting Text

Using the **Formatting** toolbar is the easiest way to change many attributes of text. If the toolbar as shown below is not displayed on the screen, select **Home Tab.** Under Home Tab you can select desired Formatting commands under Font, Paragraph subtask as per the diagram given below.
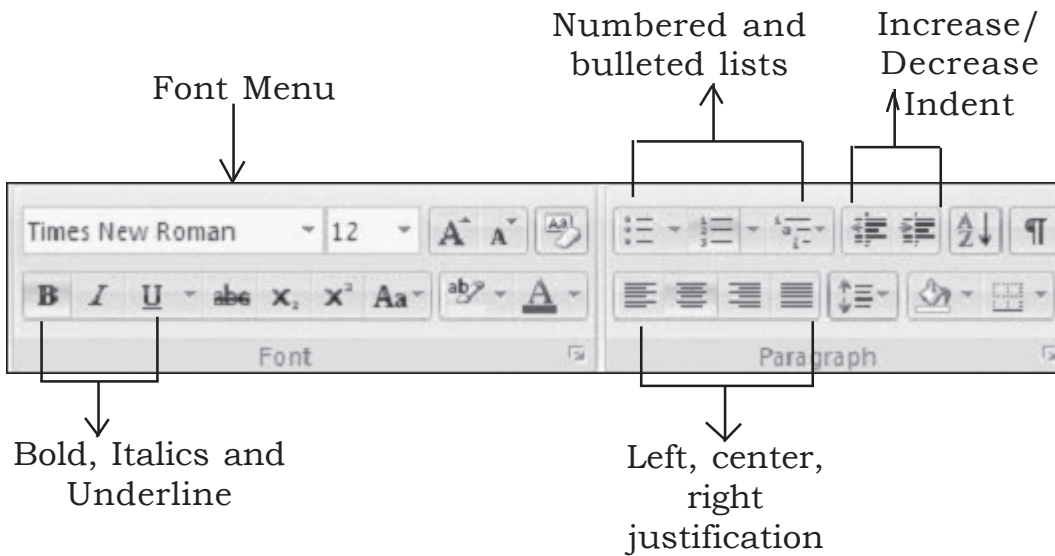
Fig. 4.3

- **Font Face** - Font is the basic typeface in which your words are displayed. Font comes in families such as Times New Roman or Ariel. Each font family has a specific way of formatting individual letters. Click the arrowhead to the right of the font name box in the under **Font Formatting** subtask menu to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse.

- **Font Size** - It determines how large each letter will appear. The font size is measured in points (1/72 of an inch). Click on the white part of the font size box in the Font Formatting subtask menu to enter a value for the font size or click the arrowhead to the right of the box in the Formatting toolbar to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.

- **Font Style** - Font style determines the emphasis or weight that the letters have when they are displayed. Each font can be displayed as **bold**, *italicize*, and underline.

- **Alignment** - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.

- **Numbered and Bulleted Lists** - Lists are explained in detail later in this lesson.

- **Increase/Decrease Indent** - Change the indentation of a paragraph in relation to the side of the page.

- **Outside Border** - Add a border around a text selection.

- **Highlight Color** - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.

- **Text Color** - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another colour.

The Font Dialog Box

The **Font** dialog box allows you to choose from a larger selection of formatting using Home-Font Formatting sub task menu is the easiest way to format text. If you cannot format text using this method, then use Font dialog box options. Select **Home→Font** subtask and click on the down arrow key located at the lower right side on the subtask menu to access the **Font** dialog box.
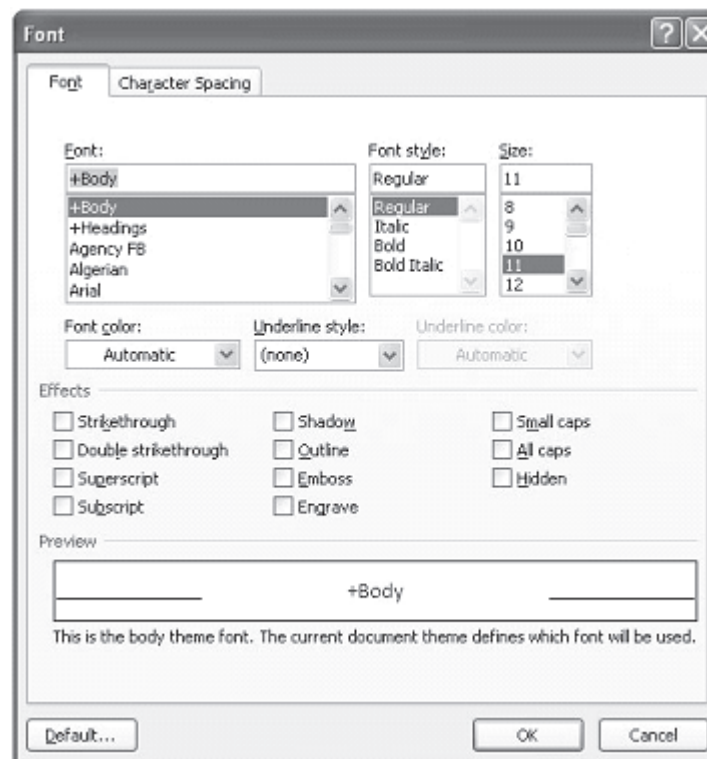

Fig. 4.4

Format Painter 🖌

A handy feature for formatting text is the **Format Painter** located on the home Tab under Clipboard subtask menu. For example, if you have formatted a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline. Instead, use the Format Painter by following these steps:

1. Place the cursor within the text that contains the formatting you want to copy.

2. Click the **Format Painter** button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.

3. Highlight the text you want to add the same format to with the mouse and release the mouse button.

To add the formatting to multiple selections of text, double-click the **Format Painter** button instead of clicking once. The format painter then stays active until you press the **ESC** key to turn it off.

INTEXT QUESTIONS

1. What will happen to the cursor when you use the following keyboard shortcuts?

    (a) HOME, (b) END, (c) CTRL+HOME, (d) CTRL+END

2. What are the shortcuts for selecting?

    (a) a whole word, (b) whole paragraph, (c) several words or lines, (d) entire document

3. State True or False

    (a) It is a good practice to insert many spaces you need to move a text across a line.

    (b) We can use BACKSPACE key to delete smaller selection of text.

    (c) Ariel is a style menu name.

    (d) The font size is measured in points.

4.4 FORMATTING PARAGRAPHS

In Word 2007, a paragraph is any amount of text, graphics, object or other items that are followed by a paragraph mark. A paragraph mark is inserted each time while pressing the ENTER key. In order to change the formatting of a paragraph, select the paragraph and then apply the formats you want apply. Paragraph formats affect the entire paragraph and new paragraphs keep the formatting of the preceding paragraph. Paragraph marks store the format of each paragraph. If the paragraph mark is deleted, the text in that paragraph becomes part of the next paragraph.

You can format a paragraph by placing the cursor within the paragraph and selecting **Home→Paragraph** subtask menu and click on the down arrow on the lower right side of the subtask menu. This will display the following menu for you to choose the paragraph formatting.
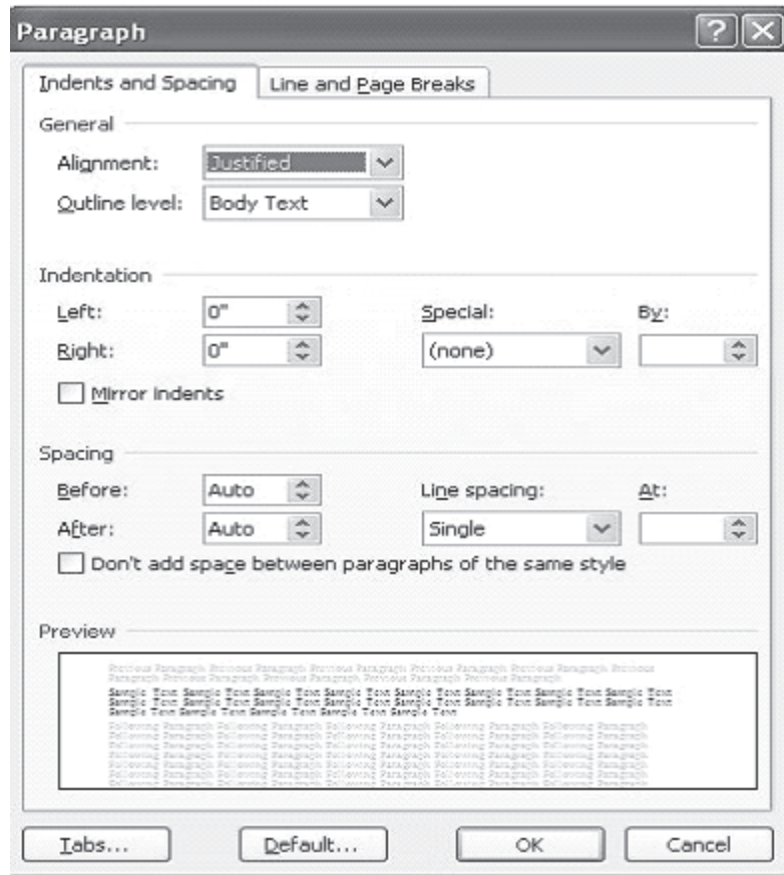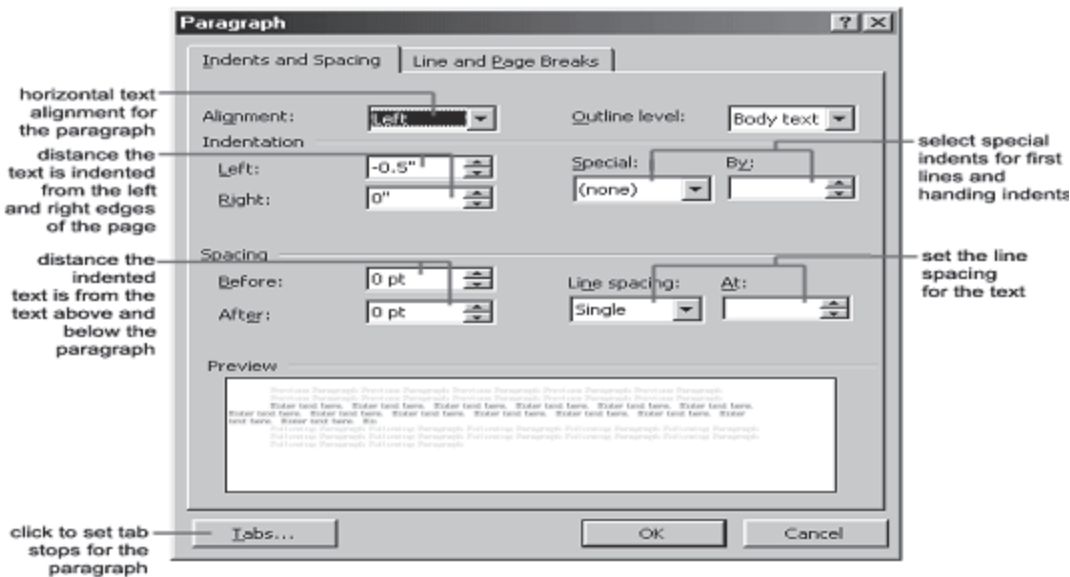

Fig. 4.5

Fig. 4.6

4.4.1 Line Markers

To insert a new line mark in↵ the same paragraph, press
SHIFT+ENTER keys. This action pushes the text down to the next
line, but does not create a new paragraph.

To modify the appearance of paragraphs, use the Ruler, the
Formatting toolbar and the Paragraph dialog box or one of Word's
paragraph formatting shortcut key combinations. The various
ways in which the paragraph formatting can be done is described
in the following subsections:

4.4.2 Centering, Right Alignment and Left Alignment

By default, the text in Word is left aligned. But these alignments
can be changed as described earlier.

4.4.3 Indenting Text

Indenting a paragraph enables it to set off from other text.

- To indent paragraphs
  automatically, drag the top half of
  the triangular indent marker of the
  horizontal ruler to the right of the
  desired position.

- To increase or decrease indents by one Tab stop, use the Increase Indent or Decrease Indent button on the Formatting toolbar.

- To create a hanging indent (that indents all lines but the first line of a paragraph), drag the top half of the triangular indent marker in the horizontal ruler to the left of the desired position.

4.4.4 Tab Stops

By default, the tab Stops are set at 0.5-inch intervals from the left margin. To increase or decrease the tab length Choose **Home→ Paragraphs** sub task menu and click on the down arrow located near lower right corner to display the paragraphs formatting submenu. Now click on the **Tabs** button located on the lower left corner to display the tabs submenu. The Tab dialog box appears. Type the length of the tab in inches in the box under Tab stop position of Tabs dialog box. Click on **OK**. The insertion point can be moved to the next tab stop in the current paragraph by pressing the **Tab** key.

You can also use the horizontal ruler to set a tab stop at a particular position or to change the way text lines up at a tab stop by simply moving the cursor to a place on the horizontal ruler and clicking.
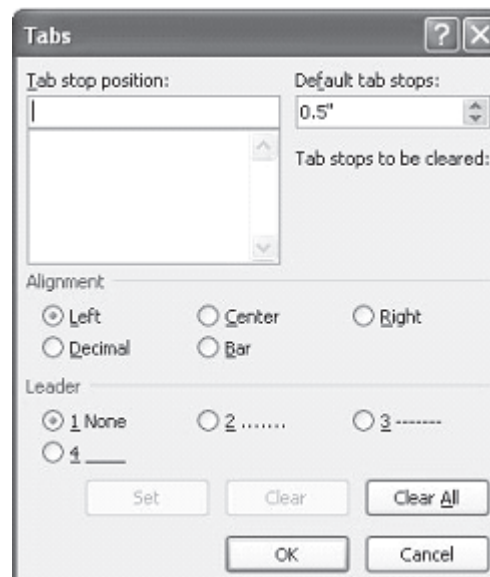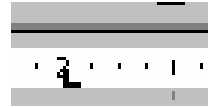

Fig. 4.7

To set tab stops:

1.   Select the paragraph in which you want to set or change tab stops.

2.   To set or change the tab alignment, click the **Tab Alignment** button at the far left of the horizontal ruler until the tab alignment is the way you want to be.

To Select the respective Tabs click on:

   Left-aligned tab stops

   Centred tab stops

   Right-aligned tab stops

   Decimal tab stops

To move a tab stop, point to the tab marker and drag it to a new position. To clear a tab stop, drag the tab marker off the ruler.

Also, you can set precise measurements for tab stops by using the **Tabs** command on the Format menu (see the **Tabs** dialog box Figure).

The spacing between the default Tab Stops can also be changed but this will affect only the active document. To do this, type or select the distance you want between the tab stops in the **Default Tab Stops** box and then click the **OK** button in the Tabs dialog box.

4.4.5 Line Spacing

Line Spacing determines the height of each line of text in the paragraph. The default (single line spacing) depends on the size of the font characters. Individual line spacing is easy to change.

Choose **Home→Paragraphs** sub task menu and click on the down arrow located near lower right corner to display the paragraphs formatting submenu.. The **Paragraph** dialog box appears. The **Indents and Spacing** tab of the Paragraph dialog box provides a drop-down under **Line spacing:** for simple but effective control of the space between lines under most

circumstances. The preview area demonstrates the relative effect of single, one-and-a-half and double line spacing. Single spacing causes 12-point line spacing, 1½ line spacing is 18 points and double spaced lines will be 24 points apart.
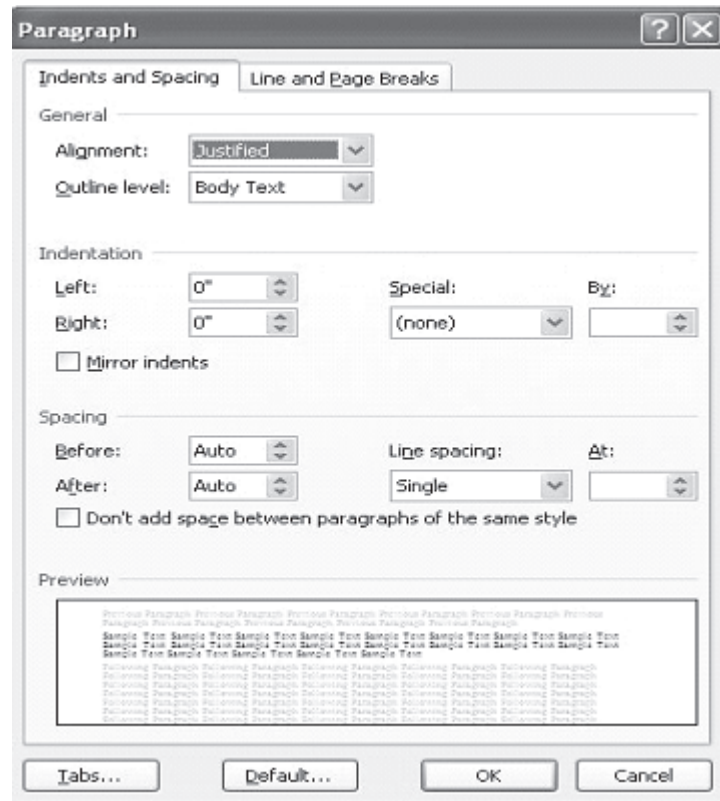

Fig. 4.8

All these line spacing settings can be made by choosing the appropriate options from the **Line spacing** menu in the **Paragraph** dialog box.

When you use these choices, Word will compensate for graphics, superscript and large or small type sizes.

4.4.6 Paragraph Spacing

Word enables each paragraph to give unique before and after spacing if you wish. The spacing settings can be in points (pt), inches (in), centimetres (cm) or lines (li). Headings often have different spacing requirements for body text. For instance, you may require different before and after spacing designs for figures and figure captions as well. Also you can have unique spacing

specifications as part of a style, making it easy to keep the look of your documents consistent.

Choose **Home→Paragraphs** sub task menu and click on the down arrow located near lower right corner to display the paragraphs formatting submenu. The Paragraph dialog box appears. Use drop down submenu in **Before:** and **After:** under **Spacing** of the Paragraph dialog box to set the paragraph spacing.

The advantages of using the Paragraph command are:

1. Spacing before and after paragraphs does not change the point size of your text.

2. You can use different spacing combinations for different purposes.

3. You can make precise adjustments to the spacing between the various text elements. For example, you can use paragraph spacing to clarify the relationship between headings and body text.

4. If the paragraph is moved or deleted, its spacing goes with it. The paragraph doesn't leave behind extra blank lines.

5. If you include spacing in the paragraph styles you use to format text, Word adds the space along with the other formatting. You need not add blank lines manually.

4.4.7 Borders and Shading

You can add borders, to any side of a paragraph, and you can add background shading. You can also add borders and shading to ordinary text and to the paragraphs in table cells and frames. Choose **Home→Paragraphs** sub task menu and click on the button to display **Border and Shading** submenu. The Borders and Shading dialog box appears. Click on the appropriate borders box after selecting Borders tab to select border, select **Paragraph** under **Apply to:** drop down submenu, click **OK**. To shade a paragraph, click on **Shading** tab in Borders and Shading dialog box, select appropriate shade under Fill, and select **Paragraph** under **Apply to:** drop down submenu, click **OK**.
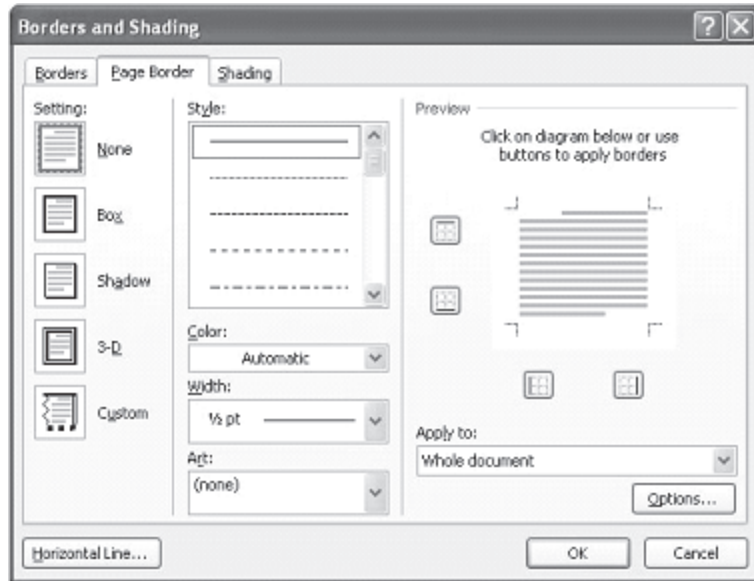
Fig. 4.9

## INTEXT QUESTIONS

4.   The shortcut key to insert a new line:

      (a)   ENTER

      (b)   SHIFT+ENTER

      (c)   ALT+ENTER

5.   By default, the Tab stops are set at:

      (a)   0.3 inch intervals

      (b)   0.4 inch intervals

      (c)   0.5 inch intervals

6.   State True or False

      (a)   Single line spacing causes 18 points

      (b)   Using Standard toolbar, you can have up to 4 columns in a paragraph

      (c)   Format Painter button on the Standard toolbar is useful in applying a style.

      (d)   Heading 1 is a default style

4.5 BULLETED AND NUMBERED LISTS

Bulleted lists and Numbered lists are often used to bring main points to a reader's attention.

4.5.1 Creating a Bulleted and Numbered Lists

To create a bulleted or numbered list, use the list features provided by Word. In this section you will learn how to create and format bulleted and numbered lists.

1.   Click the **Bulleted List** button or **Numbered List** button on the formatting toolbar.

2.   Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.

3.   Continue to type entries and press **ENTER** twice when you are finished typing to end the list.

Use the **Increase Indent** and **Decrease Indent** buttons on the formatting toolbar to create lists of multiple levels.

You can also type the text first, highlight the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

4.5.2 Creating Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

1.   Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.

- Lists
  - Bulleted and Numbered Lists
  - Nested Lists
  - Formatting Lists
- Tables
  - Create a Table

- Lists
  1. Bulleted and Numbered Lists
  2. Nested Lists
  3. Formatting Lists
- Tables
  - Create a Table

2. Highlight the items and click the **Numbered List** button on the formatting toolbar.

4.5.3 Formatting Bulleted and Numbered Lists

The bullet image and numbering format can be changed by using the **Bullets and Numbering** dialog box.

1. Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.

2. Access the dialog box by selecting **Home→ Paragraphs** sub task menu on the main tab bar or by right-clicking within the list and selecting **Bullets or Numbering** command from the shortcut menu as per requirement.
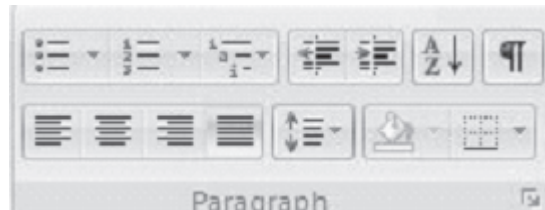
Fig. 4.10

3. Select the list style from one of the choices given, or click the **Picture...** button to choose a different icon. Click the **Numbered** tab to choose a numbered list style.

4. Click **OK** when finished.

4.6 COPYING TEXT AND MOVING (CUTTING) TEXT

Part of editing process of text is copying or moving text to other locations of your document. You can use the copy and cut commands to avoid retyping text in your document. This section deals with the use of clipboard in copying and moving text within a document or other documents.

4.6.1 The Use of Clipboard Copying Text and Moving (Cutting) Text

When you copy or cut text, the text is stored in an area of memory called clipboard and can be pasted back into the document or into any other document. The last 12 elements that were cut or

copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting **Home→ Clipboard** sub task menu command on the menu bar.

Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click **Paste All** to add all of the items to the document at once. Click the **Clear Clipboard** button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

4.6.2 Moving (Cutting) Text

Moving text means to remove (cut) the selected text from one location and insert it in another location. To move text follows the steps given below:

1. Select the text that will be moved.

2. Select **Home→ Clipboard** sub task menu command on the menu bar, or click the **Cut** button on the standard tool bar, or press **CTRL+X** keys. This will move the text to a clipboard.

3. To paste cut text, move the cursor to the location you want to move the text to and select **Home→ Clipboard** sub task menu command on the menu bar, click the **Paste** button on the standard toolbar, or press **CTRL+V** keys.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

4.6.3 Copying Text

Copying means to make a copy of the selected text and insert in another location, leaving the original text unchanged. To copy text, follow the steps given below:

1. Select the text that will be moved.

2.   Select **Home→ Clipboard** sub task menu command on the menu bar, or click the **Cut** button on the standard tool bar, or press **CTRL+X** keys. This will move the text to a clipboard.

3.   Choose **Home→Clipboard** sub task menu command on the menu bar, click the **Copy** button on the standard toolbar, or press **CTRL+C** keys to copy the text to the clipboard.

4.7 SPELLING AND GRAMMAR

The spelling and grammar checkers check for misspelled words or grammar errors. The red wavy lines will appear underneath misspelled words. The green wavy lines will appear underneath grammatical errors. This section deals with the concepts and commands of spelling and grammar corrections of your document.

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline.
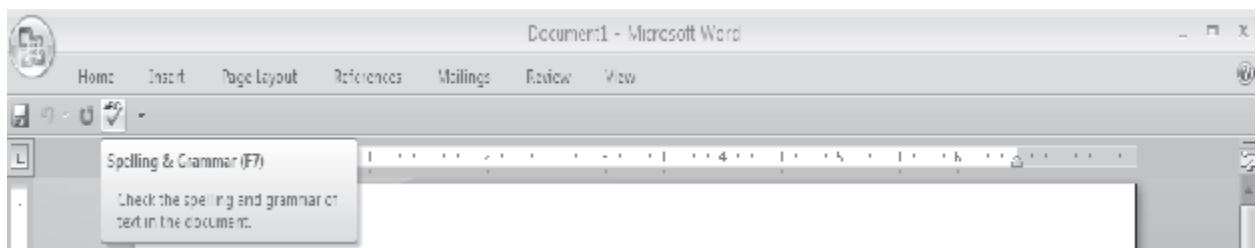

Fig. 4.11

To use the spelling and grammar checker, follow these steps:

1.   Select button from the main tab bar or press **F7** button on the key board.

2.   The **Spelling and Grammar** dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.

3.   If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than once in the document.

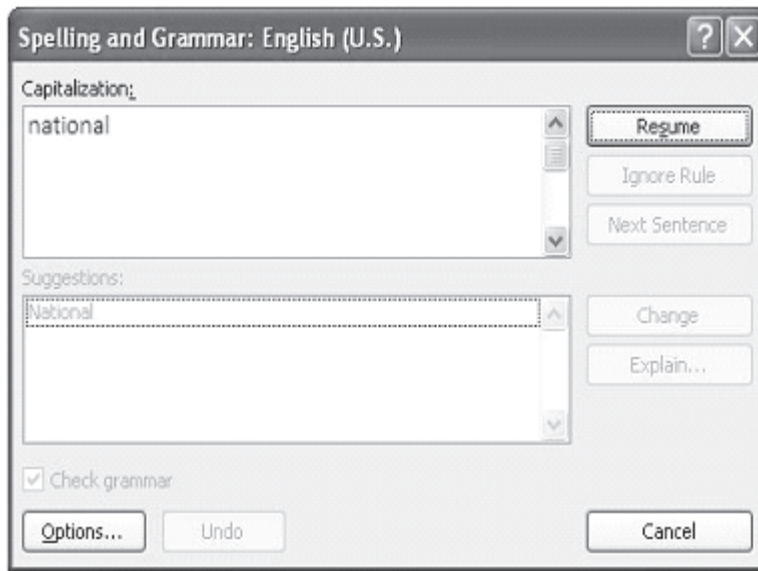**Fig. 4.12**

4. If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not In Dictionary** box and click the **Change** button.

5. If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add** button to add the word to the dictionary so that it will no longer appear as a misspelled word.

As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

1. If Word finds a grammar mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.

2. Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.

3. If no correction is needed (Word is often wrong more than it is right), click the **Ignore** button.

4.8 PAGE FORMATTING

In this section, you will learn designing pages suiting to your needs. For instance, the page setup options which included paper size and page orientation etc. are normally set either by you or by default at the beginning of the opening a new document. These options are available under **Page Layout** tab and can easily be changed at any time according to your needs.
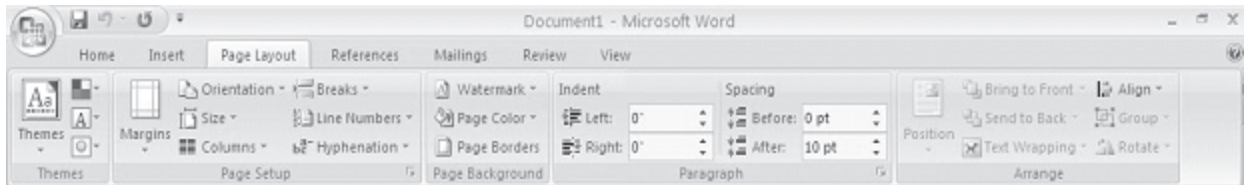

Fig. 4.13

4.8.1 Page Margins

There are two methods by which you can change the page margins of your document: (a) using ruler and (b) using Page Setup dial box.

(a) Using Ruler

1. Move the mouse over the area where the white ruler changes to grey.
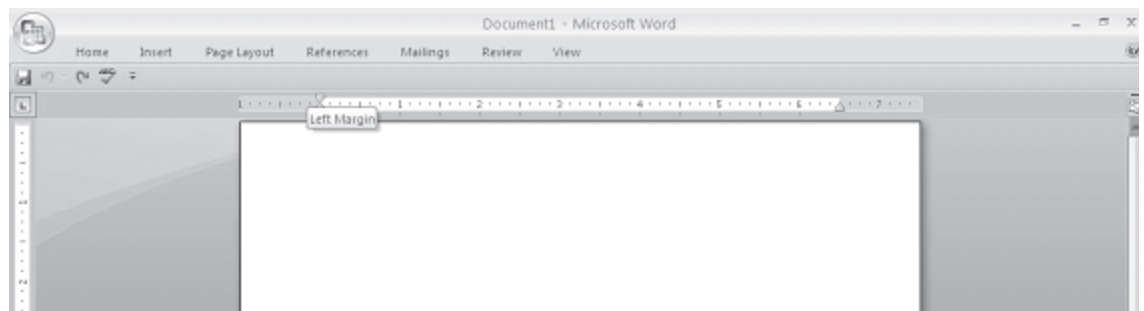
Fig. 4.14

2. When the cursor becomes a double-ended arrow, click with the mouse and drag the margin indicator to the desired location.

3. Release the mouse when the margin is set.

(b) Using Page Set-up Dialog Box

The margins can also be changed using the Page Setup dialog box:

1. Select **Page Layout** Tab and click on the command on the menu bar and choose the **Margins** button under **Page Setup** sub task group to display the margin dialog box.

2. There are six predefined margins namely Normal, Narrow, Moderate, Wide, Mirrored, Office 2003 Default available for you to select. Either you can select any one of them as per the requirement or click on the **Customised Margins** button to enter margin values in the Top, Bottom, Left, and Right boxes. The Preview window will reflect the changes.

3. If the document has Headers and/or Footers, the distance this text appears from the edge of the page can be changed.

4. To apply the changes to the whole document click on the drop-down arrow next to the Apply to: list box and change the option to Whole document if it do not appear.
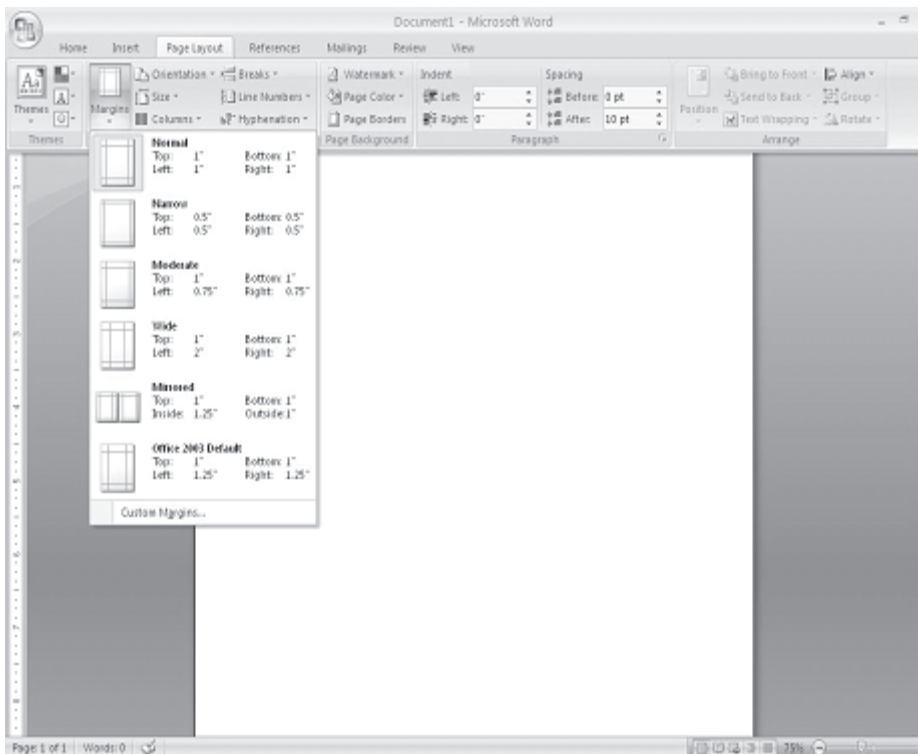
5. Click **OK** when finished.

Fig. 4.15

4.8.2 Page Size and Orientation

Change the orientation of a page within the Page Setup dialog box.

1. Select **Page Layout→Size** command on the main tab bar and choose from the available the **Letter, Legal** or **A4** size as per requirement. Should need to look at more options, click on the **More Paper Sizes** from the size sub task**.**
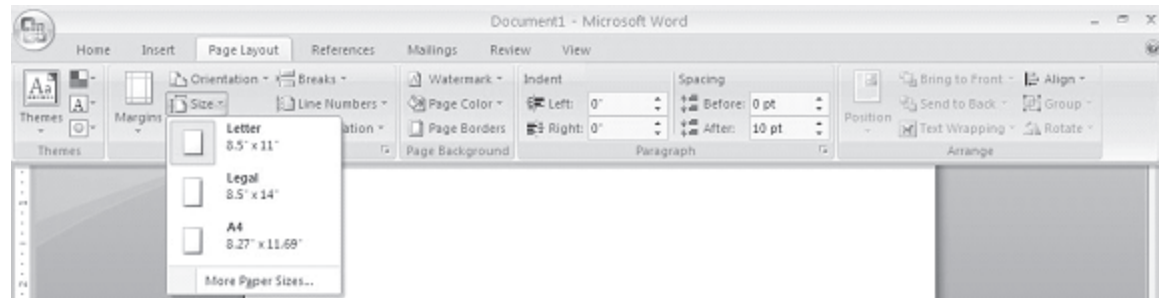

Fig. 4.16
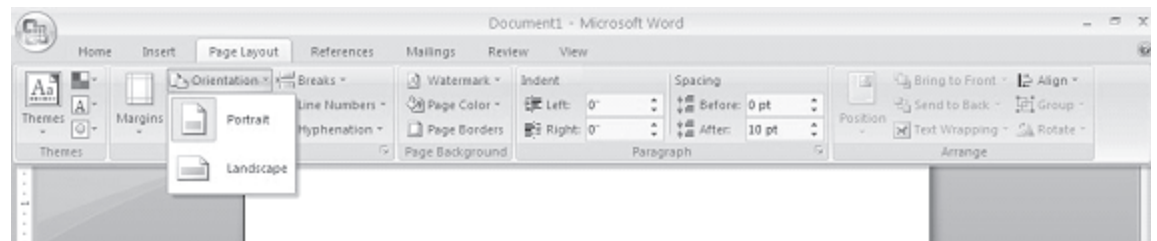
2. Select the proper paper size from the drop-down menu.

Fig. 4.17

3. Change the orientation from Portrait or Landscape by selecting the corresponding button under **Orientation** subtask in **Page Layout** in main tab bar.
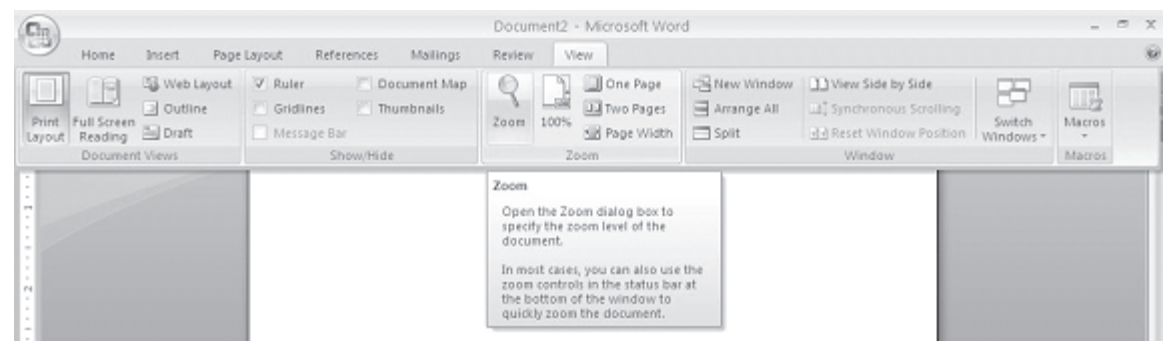
Zoom in to the page

Fig. 4.18

1. Select **View Tab→Zoom** sub task on the main tab bar. The Zoom dialog box will appear on the screen. Check-mark the many pages: box under Zoom to in the Zoom dialog box. Click OK.

2. You will see displaying multiple pages of your document on the screen. Select the pages to change the orientation.

3. Choose **File→Page Setup**, and click on the Paper Size tab. Then click on the orientation option (Landscape or Portrait) you need for those selected pages.

4. Select Apply to: option in the drop-down box as Selected text. Click on **OK** when finished.
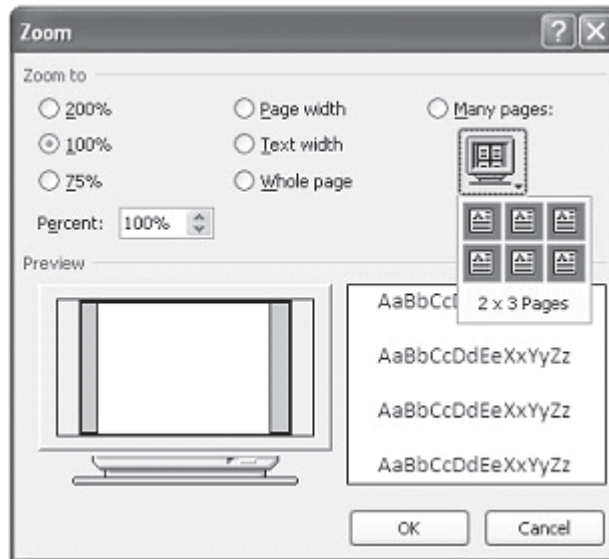

Fig. 4.19

4.8.3 Headers and Footers

A header is text that is added to the top margin of every page such as a document title or page number and footer is text added to the bottom margin. Follow these steps to add or edit headers and footers in the document:
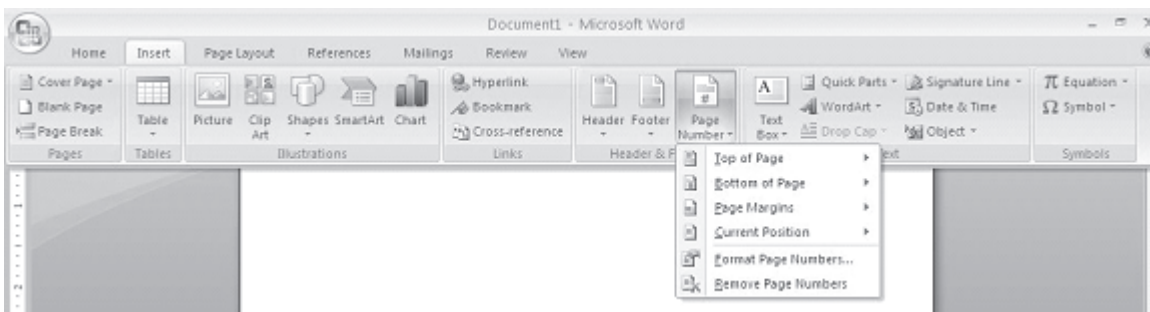

Fig. 4.20

1. Select **Insert→Header and Footer** subtask menu on the main tab bar. Click on the Header or Footer option as per the requirement (Fig. 4.21).

2. On selecting **Header** option, header toolbar will appear and the top of the page will be highlighted as shown below (Fig. 4.22).

3. Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.
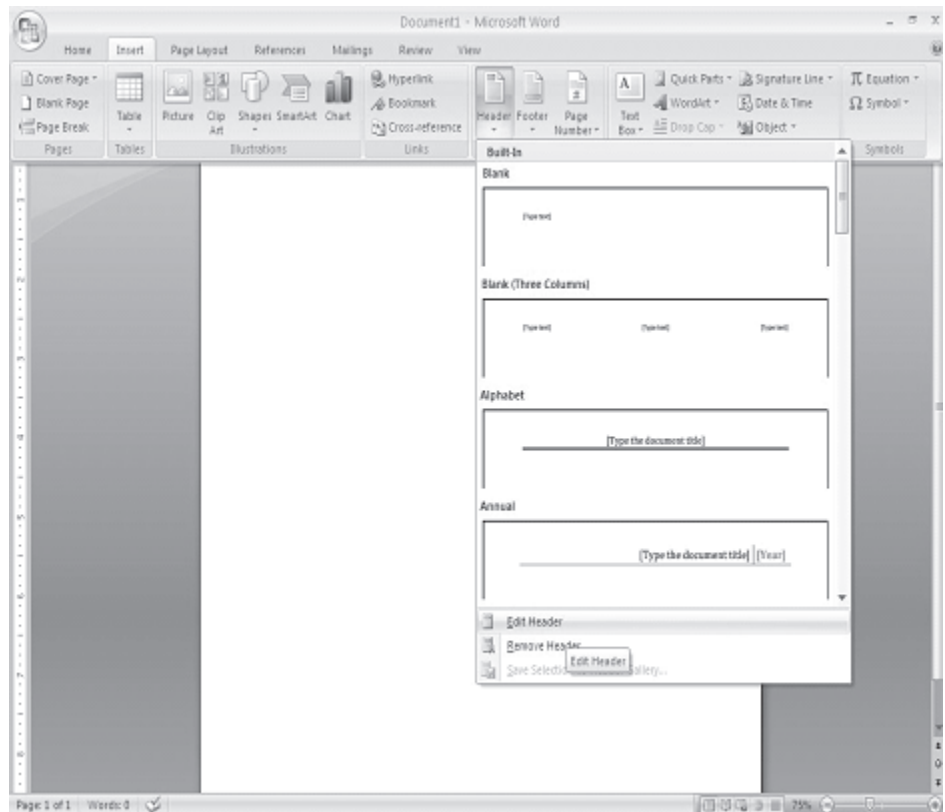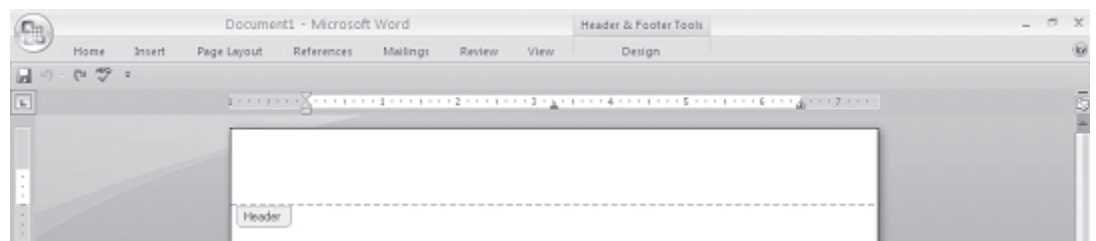

Fig. 4.21

Fig. 4.22

Similarly you can select the designated command for Footer (Fig. 4.23) and customized it as per requirement.

Fig. 4.23

4.8.4 Page Numbers

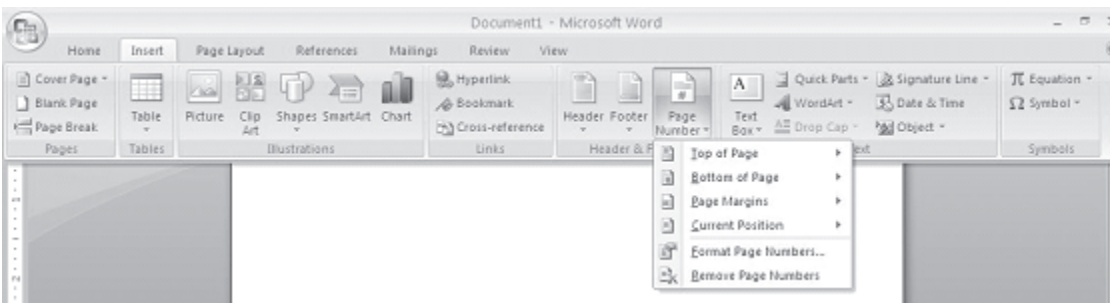Follow these instructions to add page numbers to a document.

Fig. 4.24

1. Select **Insert→ Page Numbers** from the main tab bar and the following dialog box will appear.

2. Select the Position of the page numbers by choosing "Top of page" or "Bottom of page" from the **Position** drop-down menu.
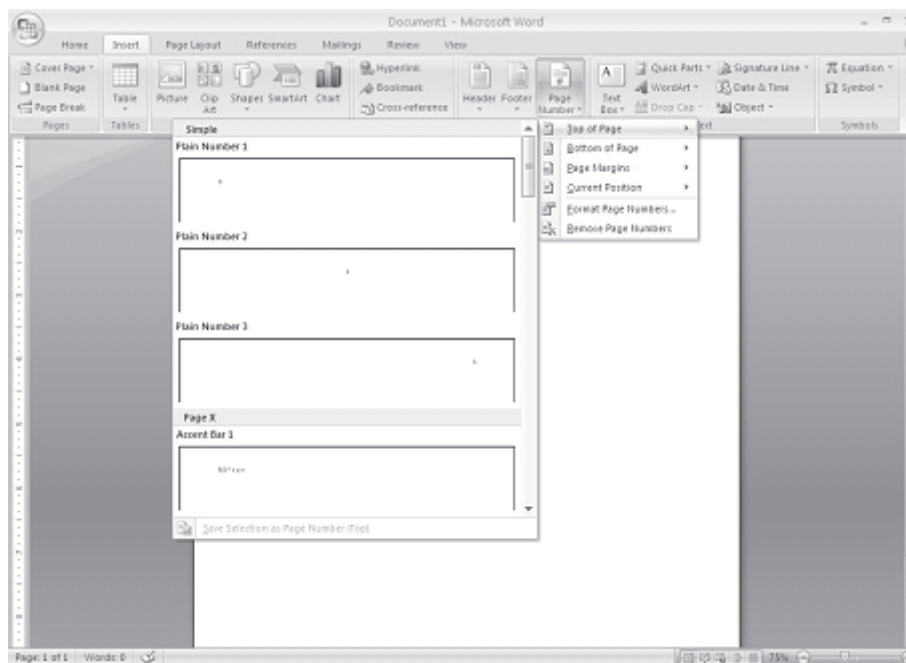
3. Click **OK** when finished.

Fig. 4.25

Changing Start Value of Page Numbers in a Document or in a Particular Section of a Document

To change the starting value of page numbers of a document, follow the steps given below:

1. Place the cursor on a page of the document. (If your document consist two or more sections, you may have to place the cursor on a page in that particular section to change the page numbers from the beginning page of that section.).

2. Select **InsertPage Numbers** subtask on the main tab and the Page Numbers dialog box appears.

3. Uncheck Show number on first page and click on Format in Page Numbers dialog box. The Page Number Format dialog box appears (Fig. 4.26).
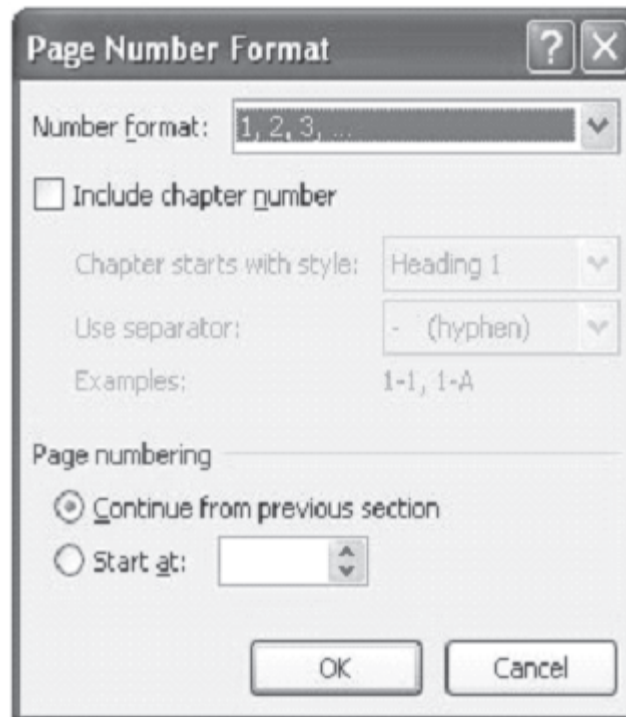

Fig. 4.26

4. At the bottom of the Page Number Format dialog box, click on the Start at option box and increase or decrease the page number value or simply type a number in the Start at box.

5.   Click **OK** to close Page Number Format dialog box and then click OK to close Page Numbers dialog box.

4.8.5 Inserting a Page Break

When you are typing along and reach the bottom of a page in a Word document, a page break will be inserted automatically. The paper size will determine where automatic page breaks occur. If you wish to end one page and start another page before the natural page breaks, you should not press the ENTER key repeatedly in order to move to the next page. Instead, follow one of the ways given below:

1.   Position the insertion point at the line where the page should end. Choose **Insert→Break** command from menu bar. The Break dialog box appears (Fig. 4.27). Check-mark Page breaks under Break types in Break dialog box. Click OK to insert a page break.
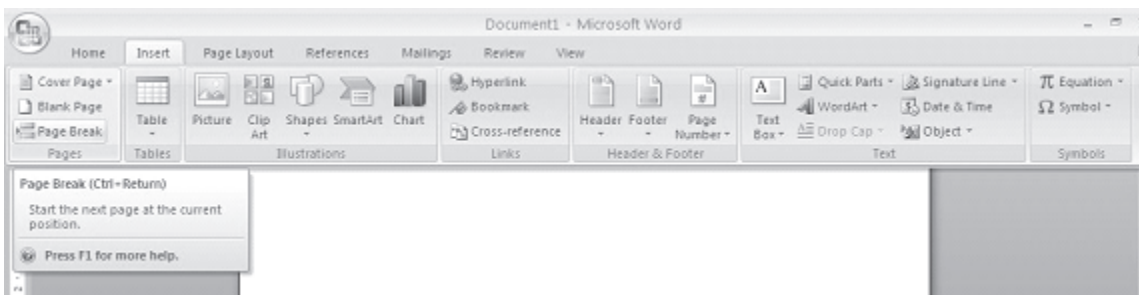

Fig. 4.27

2.   Position the insertion point at the line where the page should end. Press **CTRL+ENTER** keys to insert a page break.

4.8.6 Deleting a Page Break

The easiest way to delete page breaks is to find and remove the extra page break indicator in the document. To do this switch over to Normal view, click on the Page Break line and press DELETE key to remove the page break.

INTEXT QUESTIONS

7. The———————————command in the menu bar is used to access the Bullets and Numbering dialog box.

8. What is the difference between copying text and moving text?

9. To view the elements on a clipboard, you select————————————command from the menu bar.

10. State True or False

    (a) Choosing Edit→ Copy command on the menu bar and pressing CTRL+C keys are different actions.

    (b) You cannot use Custom dictionary to remove a word.

    (c) You can select synonyms of a word from shortcut menu by right click.

    (d) The Spelling and Grammar checker can be activated by pressing F7 key on the keyboard.

4.9 WHAT YOU HAVE LEARNT

In this lesson you learnt about various features of formatting text. Now you are in a position to move text from one place to another, and apply different font and character styles. Also you can apply the grammer and spell-check features of MS-word.

4.10 TERMINAL QUESTIONS

1. What is the command in the menu bar to change text to Title Case?

2. Explain the steps in inserting a symbol.

3. What is a font face? Mention any two font families.

4. How do you set line spacing in a paragraph?

5. Write the steps for moving text.

6. Write the steps for copying text.

7. What is the use of AutoCorrect feature in Word?

4.11 FEEDBACK TO INTEXT QUESTIONS

1. (a) Beginning of the line

    (b) End of the line

    (c) Top of the document

    (d) End of the document

2. (a) Double-click within the word

    (b) Triple-click within the paragraph

    (c) Drag the mouse over the words, or hold down **SHIFT** key while using the arrow keys

    (d) Choose **Edit→ Select All** command on the menu bar or press **CTRL+A** keys.

3. (a) False, (b) True, (c) False, (d) True

4. (b) (SHIFT + ENTER keys)

5. (c) 0.5 inch intervals

6. (a) False, (b) True, (c) True, (d) False

7. Format→Bullets and Numbering

8. Copying means to make a copy of the selected text and insert in another location, leaving the original text unchanged. Moving text means to remove the selected text from one location and insert it in another location.

9. View→Toolbars→Clipboard

10. (a) False, (b) False, (c) True, (d) True