

COMPUTER APPLICATIONS

DOCUMENT FORMATTING

- In this section, you'll discover how to make text bold, underline text, and change it to italics.
- You'll also learn something about bullets, tabs, indents, margins, and the Page Setup.

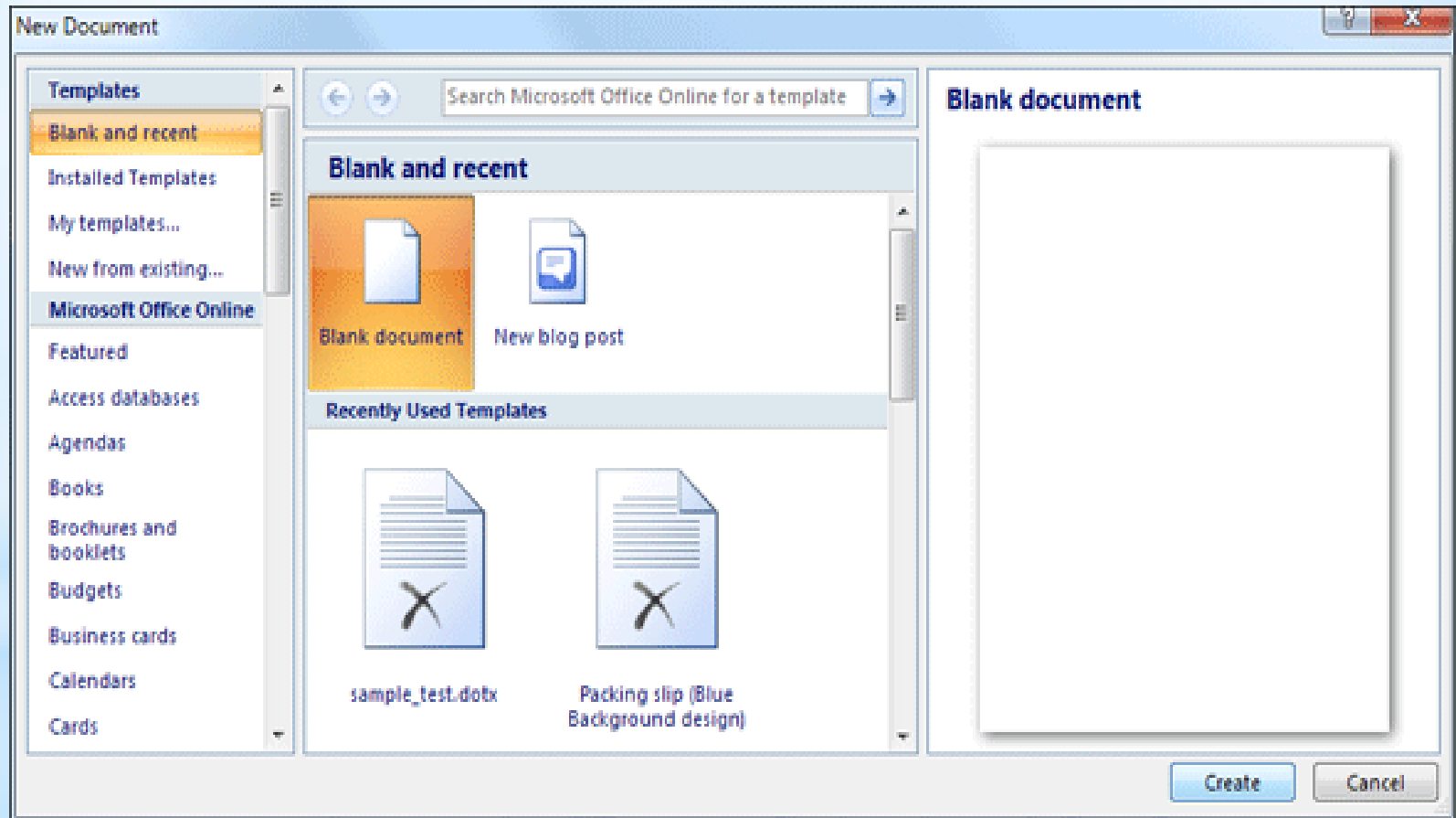
- So, when you're ready, launch Microsoft Word.

Cont...

- If you already have Word open, start a new blank document by clicking the round Office button in the top left of Word, for 2007 users.
- From the menu, click on New.
- When you see the dialogue box appear select Blank Document then the Create button at the bottom:

Cont...

Illustration;



Cont...

- When you create a new document this page is always called Document followed by a number (Document 1, Document 2, etc).
- Click the round Office button in the top left and save your new document under a different name. (Or click the File tab, if you have Word 2010.) You learnt how to do this in the previous section. Call it **Crime Statistics**.
- When you have saved your new document under a different name, type in the following. Type it exactly as it is below. Don't try to format it just yet.

Cont...

Constable Tucker's Crime Statistics

January February March

Murder 0 0 0

Rape 0 0 0

Arson 0 0 0

House Burglary 0 0 0

Shop Burglary 0 0 0

Other Burglary 0 0 1*

Drunk Driving 1 1 1

Speeding 1 1 1

*Does not include Mr Irate's alleged theft from his sweet shop

The crimes committed are:

The theft of a Delia Smith Cookery book from Councilman Todd's chauffer

The same person was caught drink driving three times in three months

Councilman Todd's chauffer was also speeding when he was drink-driving

Cont...

- ❑ As you can see, Constable Tucker's statistics are a bit messy and difficult to read.
- ❑ We'll tidy the report up during the course of this section.
- ❑ First, we'll make some of the text bold.

Bold Text in Ms. Word

- To make any part of your text bold in Microsoft Word, you have to highlight the text.
- So using one of the highlight techniques you learnt in a previous section, highlight the first line of the report.
- In other words, highlight the words "Constable Tucker's Crime Statistics". Your page should like this one:

Cont...

Illustration;

Constable Tucker's Crime Statistics

	January	February	March
Murder	0	0	0
Rape	0	0	0
Arson	0	0	0
House Burglary	0	0	0
Shop Burglary	0	0	0
Other Burglary	0	0	1*
Drunk Driving	1	1	1
Speeding	1	1	1

*Does not include Mr Irate's alleged theft from his sweet shop

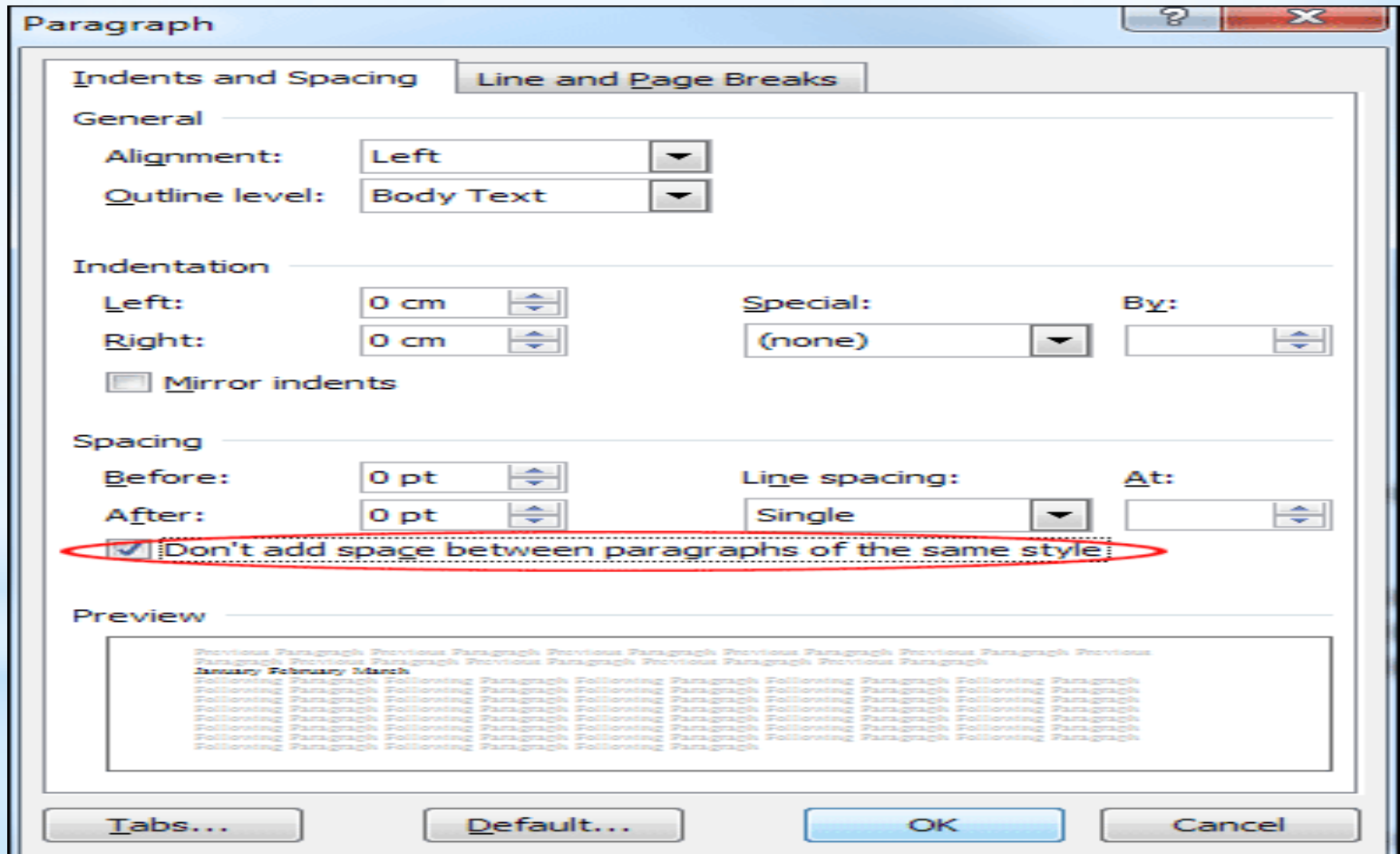
The crimes committed are:
The theft of a Delia Smith Cookery book from Councilman Todd's chauffer
The same person was caught drink driving three times in three months
Councilman Todd's chauffer was also speeding when he was driving under the influence of alcohol

Cont...

- Incidentally, if your lines have too much space between them, highlight the lines from January down to Speeding.
- Click the highlighted text with your right mouse button.
- From the menu that appears, select Paragraph with your left mouse button.
- From the dialogue box, select the item that says "Don't add space between paragraphs of the same style":

Cont...

Illustration;



Cont...

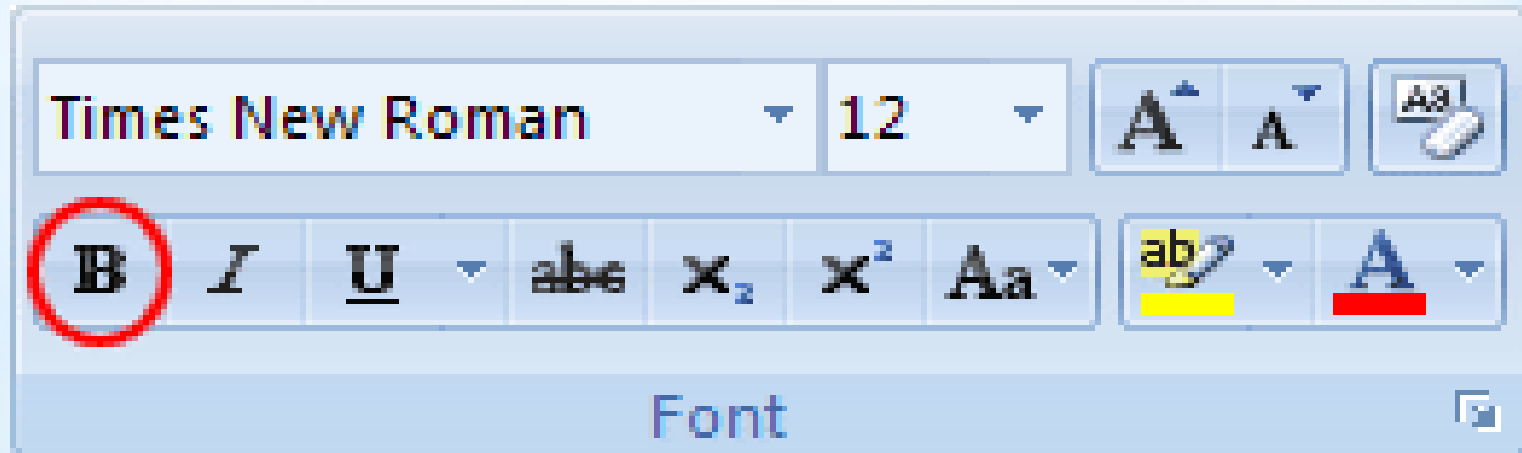
- ❑ The space between the lines should then be reduced.
- ❑ We're now going to make bold the text we highlighted.
- ❑ There are three very easy ways to make your highlighted text bold;

1. Use Home Tab

- ✓ By clicking the "B" icon on the Home tab at the top of Word. It looks like this:

Cont...

Illustration;

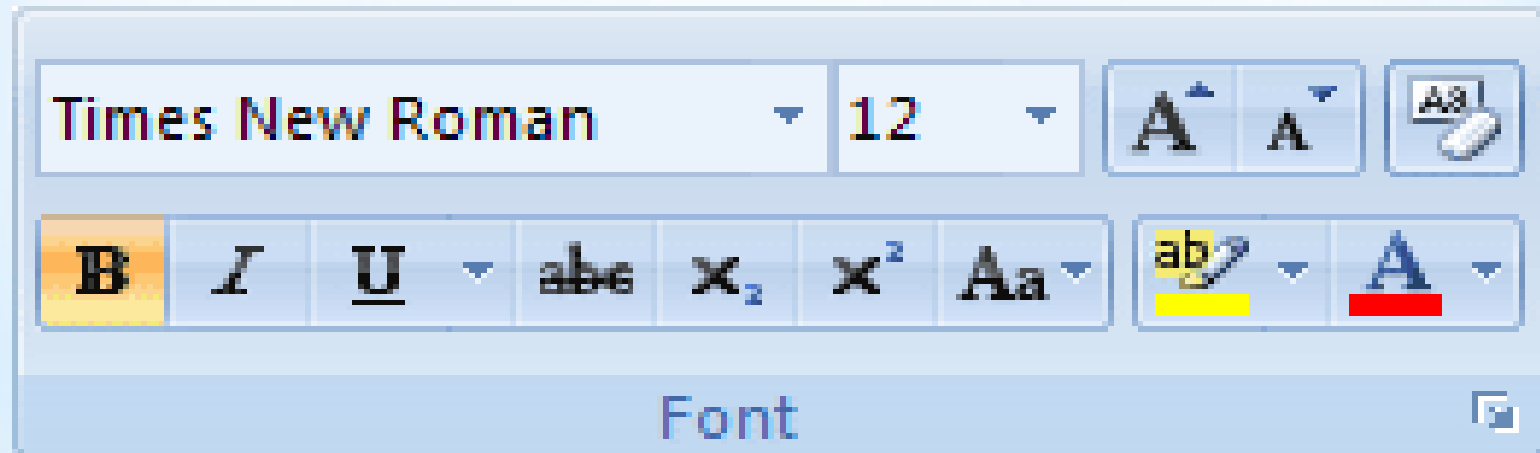


Cont...

- ✓ With your text highlighted, click the "B" icon. Your text will turn bold. Y
- ✓ You might not be able to tell because your text will still be highlighted.
- ✓ Click anywhere on your blank page to get rid of the highlight.
- ✓ The "B" icon will change to this:

Cont...

Illustration;



Cont...

- That indicates that you have Bold text switched on.
- To turn off Bold text, highlight the text and then click the B icon with the left mouse button.

2. Use Keyboard

- Another easy way to make your text bold in Microsoft Word is with the keyboard.
- To make text bold by using the keyboard, do the following;

Cont...

- ✓ Highlight the text you want to make bold
- ✓ Hold down the CTRL key on your keyboard
- ✓ Keep the CTRL key held down
- ✓ Press the letter B on your keyboard
- ✓ To switch off the bold text, keep the CTRL key held down and press the B key again

3. Use Shortcut Toolbar

- A third way to make text bold is via the shortcut toolbar that appears every time you highlight something.

Cont...

- ✓ It first appears faintly.
- ✓ Move your mouse over, however, and you'll see it more clearly:

Illustration;



- ✓ Again, click the B to get bold text. Click the B again to undo the bold text.

Cont...

- ✓ When you have successfully changed the first line of the report to bold text, change the crimes themselves so that they are all bold.
- ✓ Change the Months of the year to bold text, too.
- ✓ When you're done, your document will look like this:

Cont...

Illustration;

Constable Tucker's Crime Statistics

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Arson 0 0 0

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Councilman Todd's chauffer was also speeding when he was driving under the influence of alcohol

Cont...

As you can see, there is a distinct difference between the bold text and the normal text.

In the next part, we'll take a look at Italics and Underlines.