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Introduction

This manual will detail most of the menu options found in the Word 2003 menu Format. The format menu options discussed in this manual are:

- Font
- Paragraph
- Bullets and Numbering
- Borders and Shading
- Columns
- Tabs
- Drop Cap
- Text Direction
- Change Case
- Background
- Theme
- AutoFormat
- Styles and Formatting
- Reveal Formatting
- Picture

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.

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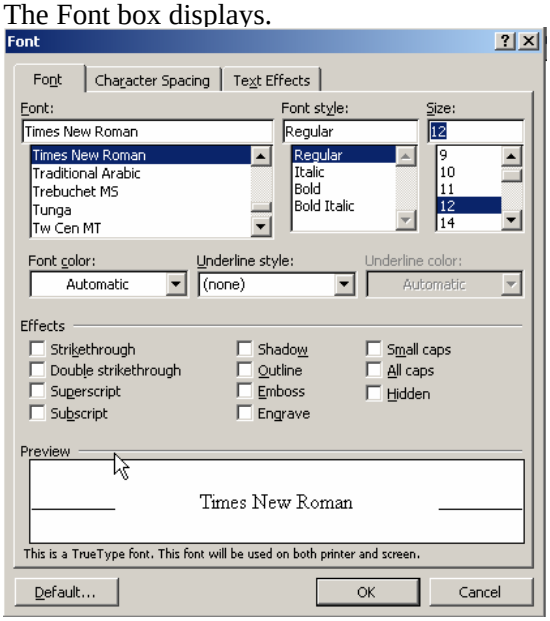
Font

Why would you use this?

- To change the font of selected text.
- To change the attributes of selected text.
- To change the color of selected text.
- To add effects to text.
-

Step by Step

What you do	What happens
1. Select the text if you already typed the text. If you want to set the text to specific font selections before, anything you type after will have the changes.	
2. From the menu choose: **Format, Font**	The Font box displays. 

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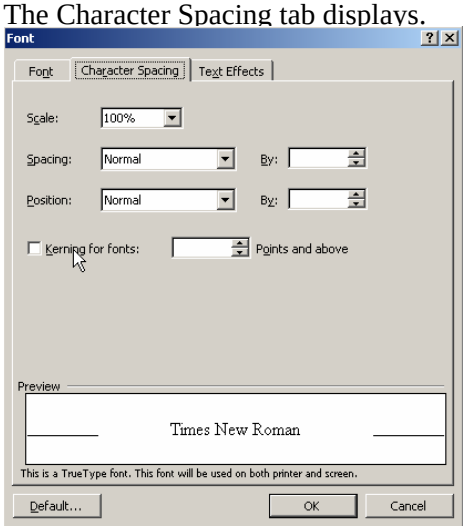
What you do	What happens
3. On the Font tab, you can change the **Font, Font style, Size, Font color**, and **Effects**. At the bottom of the tab, you will see a Preview. If you want to set the changes as the default for all text you type, click on the **Default** button.	
4. Click on the **Character Spacing** tab.	The Character Spacing tab displays. 

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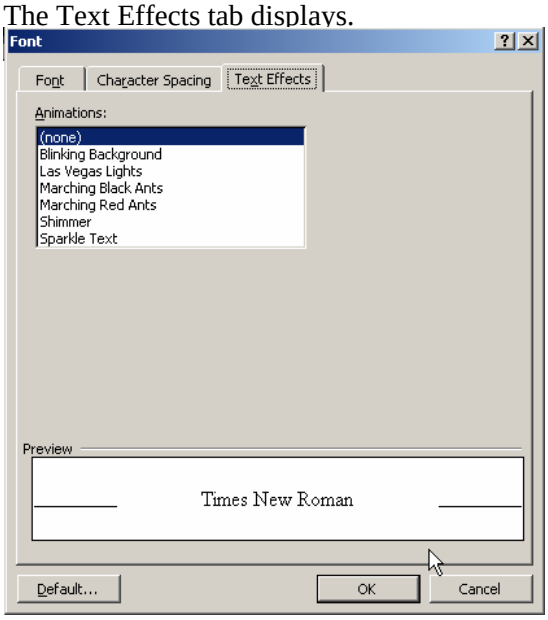
What you do	What happens
5. On the Character Spacing tab you can adjust the **Scale, Spacing** and **Position**. ▪ **Scale**: Stretches or compresses text vertically and horizontally as a percentage. ▪ **Spacing**: Increases or decreases the space between characters. ▪ **Position**: Rises or lowers the selected text in relation to the baseline. ▪ **Kerning for font**: Adjusts the amount of space between certain combinations of characters so the entire word looks more evenly spaced. (For True Type fonts- have TT in front of them.)	
6. Click on the **Text Effects** tab.	The Text Effects tab displays. 

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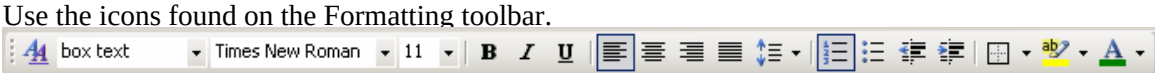
What you do	What happens
7. On the Text Effects tab you can add an animation to text. You must have text selected first when adding this attribute. See the **Preview** box for an example of how this will appear.	
8. Click on the **OK** button after you make any changes in the Font box.	

Alternative Methods

What you do	What happens
1. Use the icons found on the Formatting toolbar. 	
2. Keyboard commands such as: **Bold**: Ctrl + B **Italics**: Crtl + I **Underline**: Ctrl + U	

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Paragraph

Definitions

Word	Definition
Hanging Indent	Use the Hanging Indent tab stop to have all lines but the first line of a paragraph indented.
First Line Indent	Use the First Line Indent tab stop to have only the first line of a paragraph indented.
Indents on Ruler	▫ First Line Indent ▫ Hanging Indent

Why would you use this?

- To create a bibliography.
- To create custom layouts with the first or second lines indented.
- To add double spacing to your document (or 1.5, triple, etc).
- To adjust the alignment of a paragraph.
-

Step by Step

What you do	What happens
1. The changes you make apply to the paragraph your cursor is active in.	

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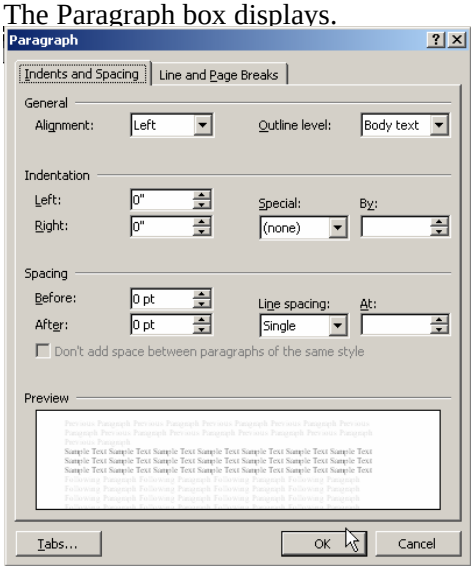
What you do	What happens
2. From the menu choose: **Format, Paragraph**	The Paragraph box displays. 
3. On the Indents and Spacing tab you have the following available. ▪ **Alignment**: Sets the position of paragraphs relative to any indentation formatting. To align paragraphs relative to the left and right margins in a document, clear any indentation formatting. ▪ **Left**: Enter the amount you want to indent a paragraph from the left margin. If you want text to appear in the left margin, use a negative number. ▪ **Right**: Enter the amount you want to indent a paragraph from the right margin. If you want text to appear in the right margin, use a negative number. ▪ **Before**: Sets the amount of space above each selected paragraph. ▪ **After**: Sets the amount of space after each selected paragraph. ▪ **Line Spacing**: You can use the down arrow to select Single, Double, 1.5, and others.	

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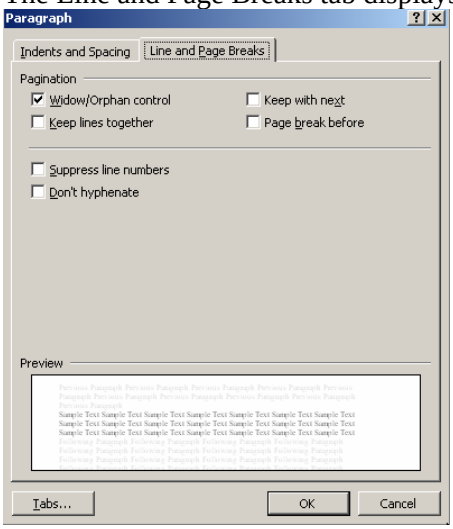
What you do	What happens
4. Click on the **Line and Page Breaks** tab.	The Line and Page Breaks tab displays. 
5. On the Line and Page Breaks tab you have the following available: ▪ **Widow/Orphan control** Prevents Microsoft Word from printing the last line of a paragraph by itself at the top of a page (a widow) or the first line of a paragraph by itself at the bottom of a page (an orphan). ▪ **Keep lines together**: Prevents a page break within a paragraph. ▪ **Keep with next**: Prevents a page break between the selected paragraph and the following paragraph. ▪ **Page break before**: Inserts a page break before the selected paragraph. ▪ **Suppress line numbers**: Prevents line numbers from appearing next to selected paragraphs. This option does not affect documents or sections without line numbers. ▪ **Don't hyphenate**: Excludes a paragraph from automatic hyphenation.	Add line numbers on the Page Setup box, Layout tab. Turn on auto hyphenation at Tools, Language, Hyphenation.

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What you do	What happens
6. Click on the **OK** button after you make changes in the Paragraph box.	

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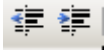
Alternative Methods

What you do	What happens
1. Use the **Decrease** and **Increase Indent**  icons on the Formatting toolbar.	
2. Use the Alignment icons on the Formatting toolbar.	
3. For Line Spacing, try some of these keyboard commands: **Ctrl + 0:** Adds or Removes a blank line before a paragraph **Ctrl + 1:** Single Line **Ctrl + 5:** 1.5 Line Spacing **Ctrl + 2:** Double Spacing	
4. You can create first line indents or hanging indents by using the **Tab Selector** to the left of the horizontal ruler. **Note**: If you are creating a hanging indent, you will need to use **Shift** + **Enter** to move to the second line.	
5. To create tabs rather than indents, you can use the horizontal ruler or you can use the menu option of Format, Tabs.	

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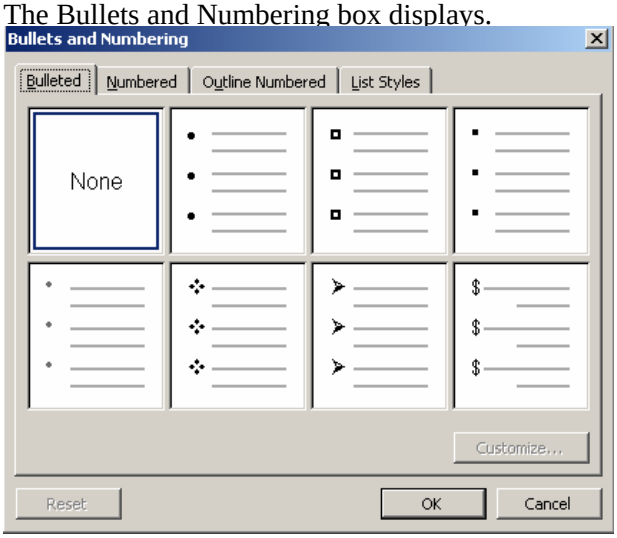
Bullets and Numbering

Why would you use this?

- To create a list of items in the document.
- To automatically number a process.
-

Step by Step- Bulleted

What you do	What happens
1. Highlight the list that you want to bullet. OR If you want to start adding bullets s before you type, simply put the cursor in the correct place.	
2. From the menu choose: **Format, Bullets and Numbering** Click on the Bulleted tab, if necessary.	The Bullets and Numbering box displays. 

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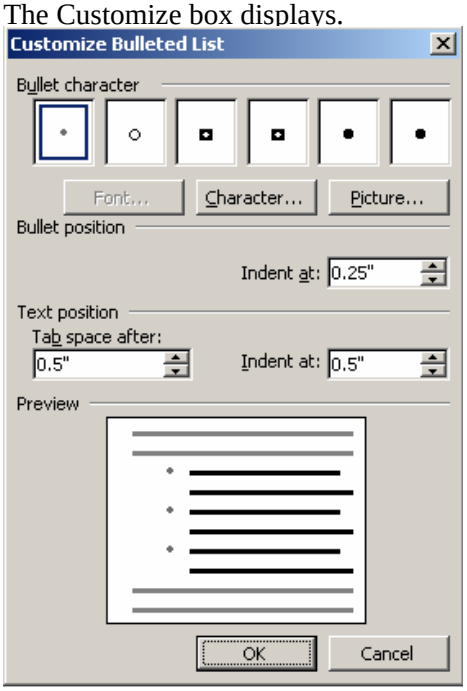
What you do	What happens
3. Click on the type of bullet you want to insert. You can click on the **Customize** button to get more options for this bullet.	The Customize box displays. 
4. Click on the **OK** button to return to the Bulleted tab. Click on **OK** again to return to the document.	The document displays with a single bullet or with several bullets (if you selected a list).
5. To add another bullet, press the **Enter** key after you finish each line.	
6. **Note**: To stop Word from adding bullets do one of the following: ▪ Click on the **Bullets** button to toggle the option off. ▪ Press **Enter** twice at the end of the last line. ▪ Press the **Backspace** key to remove the bullet.	

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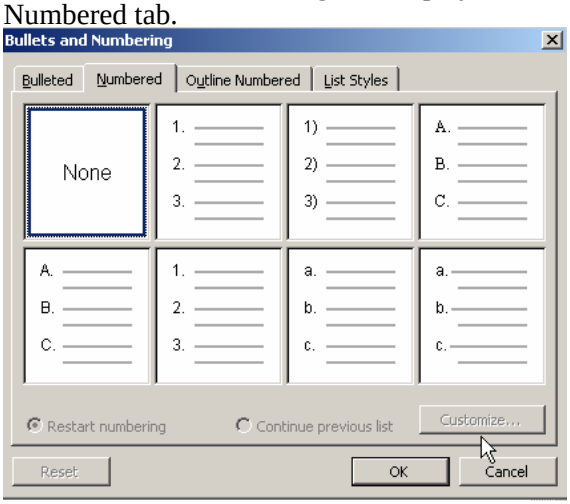
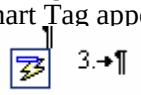
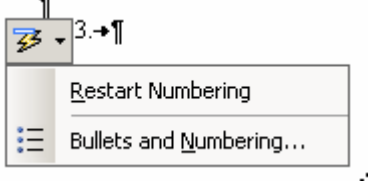
Step by Step- Numbered

What you do	What happens
1. Highlight the list that you want to number. OR If you want to start adding numbers before you type, simply put the cursor in the correct place.	
2. From the menu choose: **Format, Bullets and Numbering** Click on the Numbered tab, if necessary.	The Bullets and Numbering box displays on the Numbered tab. 
3. Make the number selection. **Note**: You can troubleshoot using numbers by using this tab as well. If Word is numbering an item by starting over at "1" or by giving you the last number in a previous list select the appropriate radio button- **Restart numbering** or **Continue previous list.**	**Note**: You can also troubleshoot using numbers by utilizing the Smart Tag that appears with numbers. A Smart Tag appears as follows:  If you rest the cursor over the Smart Tag, you will have the following options: 
4. Click on the **OK** button.	Auto numbering is applied.

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What you do	What happens
5. **Note**: To stop Word from adding numbers do one of the following ▪ Press **Enter** twice at the end of the list. ▪ Press **Enter** and then **Backspace** to remove the number. ▪ Place the insertion point at the beginning of the paragraph that you do not want numbering and click the **Numbering** button on the toolbar to turn off the option.	

Alternative Methods

What you do	What happens
1. You can use the **Numbering** icon on the formatting toolbar.	
2. You can use the **Bullets** icon on the formatting toolbar.	

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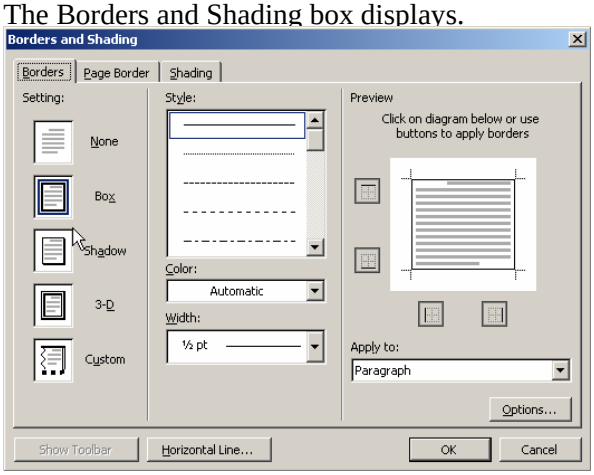
Borders and Shading

Why would you use this?

- To create a border around a paragraph.
- To add a border to the page.
- To add a color to the background of a paragraph or page.
-

Step by Step

What you do	What happens
1. Select the paragraph(s) or line that you want to border.	
2. From the menu choose: **Format, Borders and Shading**	The Borders and Shading box displays. 
3. Use the options to select a style for the line. Click on the Preview picture to select where you want a border drawn. Remember, what you see is what you get!	

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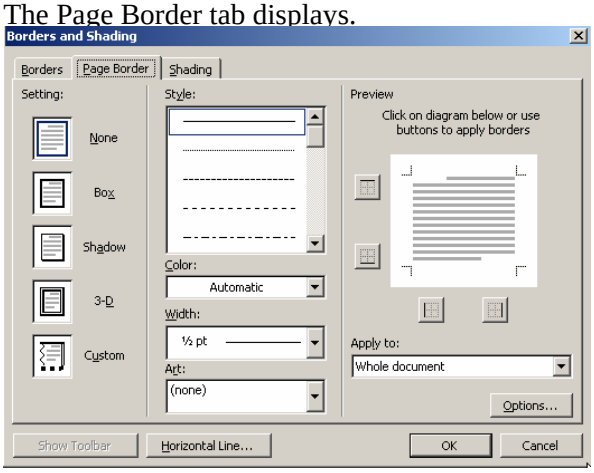
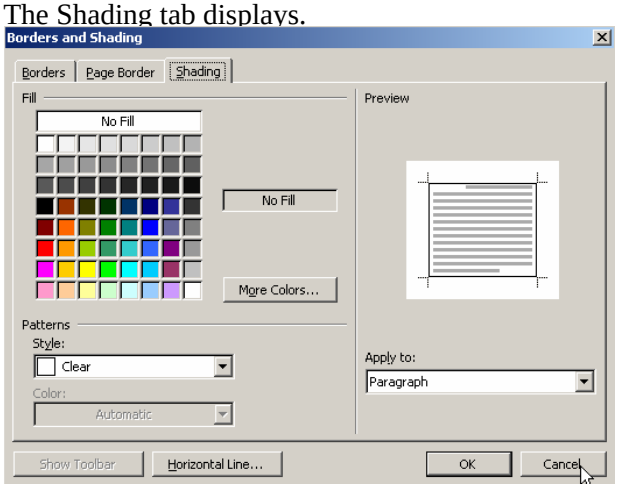
What you do	What happens
4. To add a border to a page, click on the Page Border tab.	The Page Border tab displays. 
5. Select a **Style** and decide if you want this applied to the Whole document as seen in the **Apply to** field. Also, if you want a picture border, use the **Art** drop down field.	
6. To shade a selection of text, advance to the Shading tab.	The Shading tab displays. 
7. You can select a color from the color pallet.	
8. After you make any selection, click on the **OK** button.	The selection will be bordered, shaded, etc.

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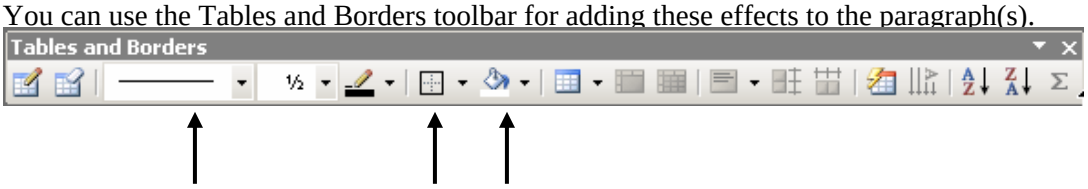
Alternative Methods

What you do	What happens
1. You can use the Tables and Borders toolbar for adding these effects to the paragraph(s). 	

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Columns

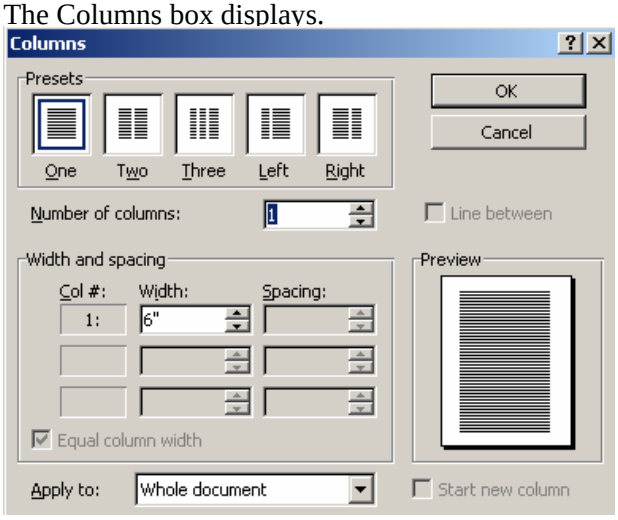
Definitions

Word	Definition
Columns	In a document, columns refer to the formatting of text so that it flows side-by-side on a page like a newspaper.

Why would you use this?

- To flow text acrross the page similar to that of a magazine or newspaper.
- To divide the page into separate sections, therefore allowing you to vary the number of columns in each section of the page.
-

Step by Step

What you do	What happens
1. Put the cursor where you want to start a new column selection (other than the default of one column. If you want to apply this number of columns to the entire document it does not matter where the cursor is.	
2. From the menu choose: **Format, Columns**	The Columns box displays. 

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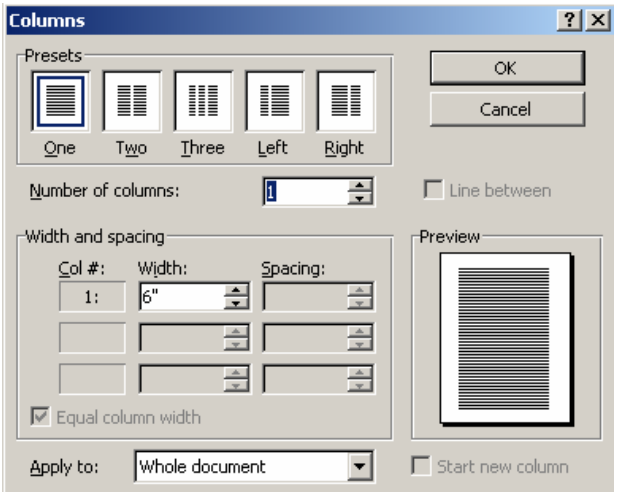
What you do	What happens
3. Select how many columns you want in the **Number of columns** field. Also, you may wan to make a selection from the **Presets** frame if you want a column offset. If you want a line drawn between the columns, select the checkbox for **Line between**. Adjust the **Width** and **Spacing** if desired. If you want these setting applied to the entire document leave the default Whole document in the **Apply to** field. If you want these settings applied only to a part of the document, select from this point forward (your cursor should be where it needs to be based on step 1).	
4. Click on the **OK** button.	The selection for columns will be present.

Alternative Methods

What you do	What happens
1. Use the **Columns** icon on the Standard toolbar.	

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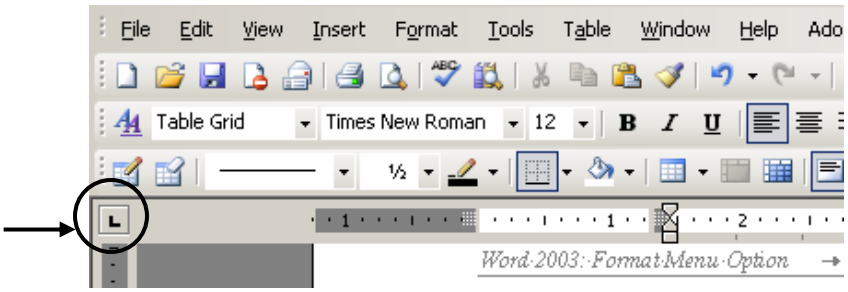
Tabs

Definitions

Word	Definition
Tab Stop	A tab stop is a position you set on the horizontal ruler to place and align text.
Tab Stop/Indent Selector	The tab stop/indent selector allows you to select tab stops and indents. 
Tab Stops on Ruler	▪ Use the Left Tab stop when you want to move or extend text to the right and change the left margin to that location on the ruler. ▪ Use the Center Tab stop when you want to center text between the left and right margins at that location on the ruler. (Centers text on the tab stop.) ▪ Use the Right Tab stop when you want to move or extend text to the left until the tab space is filled, upon which the text will begin extending to the left. ▪ Use the Decimal Tab stop to have numbered text extend to the left before the decimal and to have numbered text after the decimal point extend to the right. (Aligns text at decimal point.) ▪ Use the Bar Tab stop to insert a bar into your document that allows you to align text.
Leader	A leader inserts a dotted or solid line to fill the space to the left of a tab stop. For example: Your name..... extension

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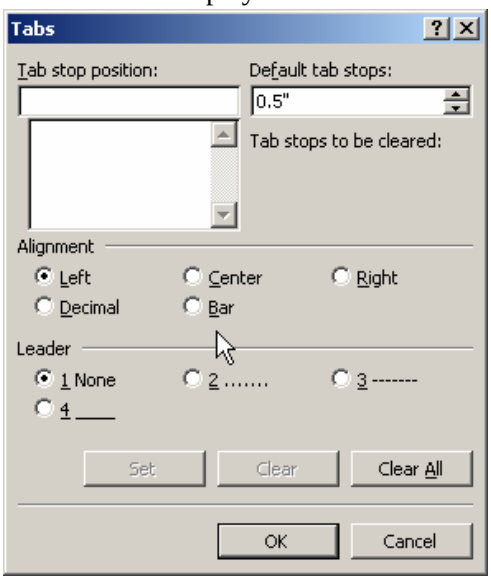
Why would you use this?

- To indent the first line of a paragraph.
- To create a bibliography.
- To create a directory.
- To add a quote to a document or article.
- To create custom layouts by using various horizontal positions for text.
-

Step by Step- Setting Tabs

What you do	What happens
1. From the menu choose: **Format, Tabs**	The Tabs box displays. 
2. In the **Tab stop position** field, enter the decimal value.	

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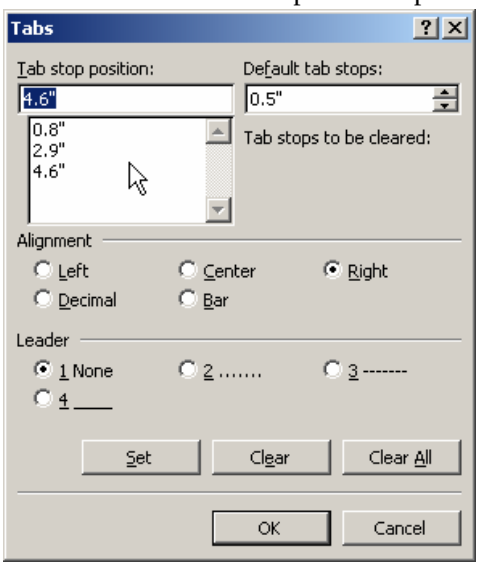
What you do	What happens
3. Select the radio button for the **Alignment**: Left, Center, Right, Decimal, or Bar. If you want to add several tab stops, you can enter the **position** and **Alignment**, select the **Set** button and continue until all tabs have been set.	The Tabs box with multiple tab stops set. 
4. Select **OK**.	
5. Enter text, pressing the **Tab** key to advance to the next tab stop.	
6. **Note*:*** You can also use the Tabs dialogue box after you have entered text. Be sure to select all text the tabs should apply.	
7. To remove tabs, select the Tab stop position that you want deleted and click on the **Clear** button. To remove all Tab stops, click on the **Clear All** button.	

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Alternative Methods- Setting Tabs

What you do	What happens
1. If the ruler is not displayed, select from the menu **View, Ruler.**	Changes the view to display the horizontal and vertical ruler.
2. Click on the **Tab Selector** to toggle through the tab choices.	Cycles through the available tab stops and indents.
3. Toggle until you locate the type of tab you need to use. Click on the ruler where you want to add the tab. **Note**: When you set a new tab marker, any default tab settings to the left will be deleted. Only tabs that you set will show on the ruler. The default tabs of .5" do not display.	The tab will display on the ruler.
4. To use the tab, click on the **Tab** key on the keyboard.	
5. To move the tab marker, drag the tab marker to the right or left on the horizontal ruler.	
6. To remove a tab stop, point and pick up the tab marker on the ruler with the mouse and drag it off the ruler.	Removes the tab from the ruler.

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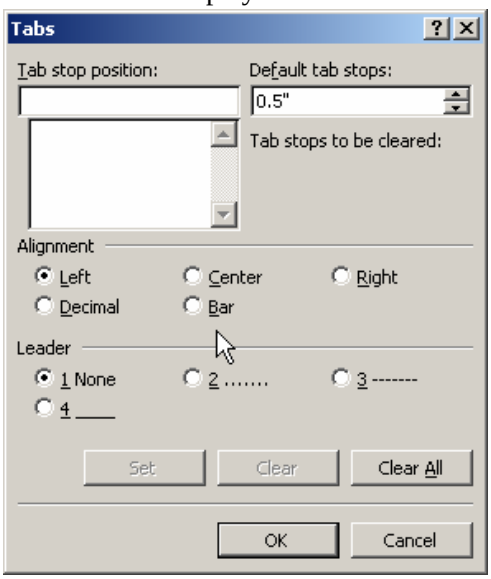
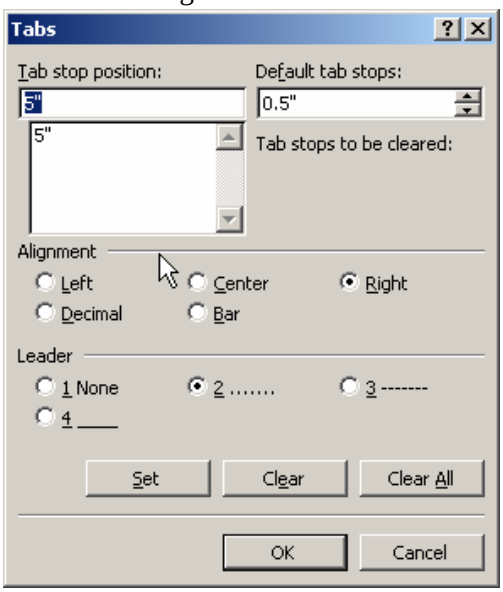
Step by Step- Setting Tabs with Leaders

What you do	What happens
1. From the menu choose: **Format, Tabs**	The Tabs box displays. 
2. In the **Tab stop position** field, enter the position of the tab. Under **Alignment**, select the radio button for the desired alignment, for example Right. Under **Leader**, select the radio button for the desired lead character.	The Tabs dialogue box with selections. 
3. Select **OK**.	Returns to the document.

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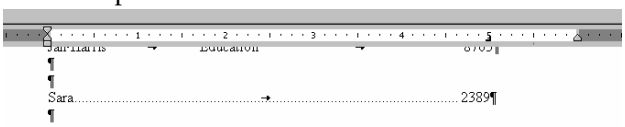
What you do	What happens
4. Enter the text, and then press the **Tab** key. The leader will appear.	For example: 
5. **Tip**: You can also set a Tab Leader after you already have text entered. After you have the text entered, select the text. After you select the text, then go to the Tabs box and make your selections. Click on **OK**.	

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Drop Caps

Definitions

Word	Definition
Drop Cap	A drop cap is a way to add a special style or formatting to the first letter of the first word in a paragraph. A drop capital letter is typically used at the beginning of a lesson, chapter, or section of a book, manaul, or report.

An example of a Drop Cap:

Once upon a time in a land far, far away there was a princess. This princess was a very beautiful….

Why would you use this?

- To add extra impact at the beginning of a lesson, chapter, or section of a book, manual, or report.
-

Step by Step

What you do	What happens
1. Select the letter(s) or word(s) that you want to change to a drop cap.	

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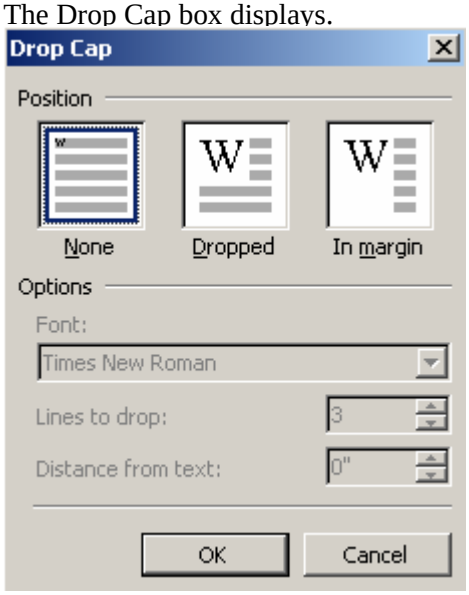
What you do	What happens
2. From the menu choose: **Format, Drop Cap**	The Drop Cap box displays. 

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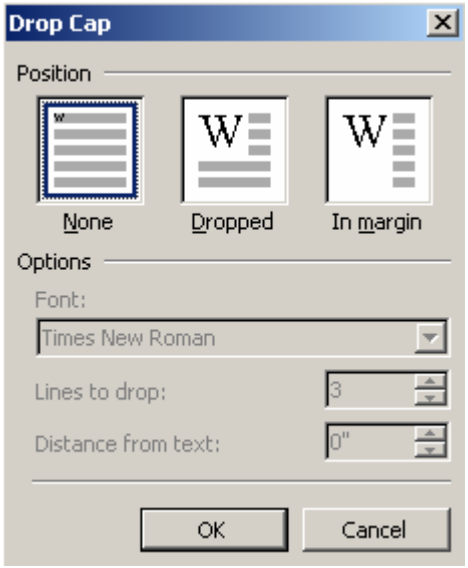
What you do	What happens
3. Make a selection for the **Position** of the Drop Cap letter. **Position*:*** ▪ **None**: Removes the Drop Cap letter. ▪ **Dropped**: Aligns the Drop Cap with the left margin. The rest of the paragraph wraps around the Drop Cap. ▪ **In Margin**: Formats the first letter as a Drop Cap and places it in the left margin. **Font**: Allows you to use the downward pointing arrow to select a different font for the Drop Cap letter. A great tip when using a Drop Cap is to use a different font for the drop cap than the rest of the paragraph! **Lines to Drop*:*** This allows you to choose how many lines down the Drop Cap letter goes. **Distance from text*:*** This allows you to choose how far horizontally the Drop Cap letter is from the remainder of the text in the paragraph.	
4. Select **OK** to return to the document and accept the choices made for the Drop Cap.	The drop cap displays. This is an example of a paragraph that I will apply a drop cap to. This will allow me to make the paragraph stand out a little bit more than an ordinary paragraph. This can be a nice touch to a document.
5. **Tip**: The drop cap letter is created in a frame. To make the appearance even more eye catching, you can create a border around the letter.	

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Text Direction

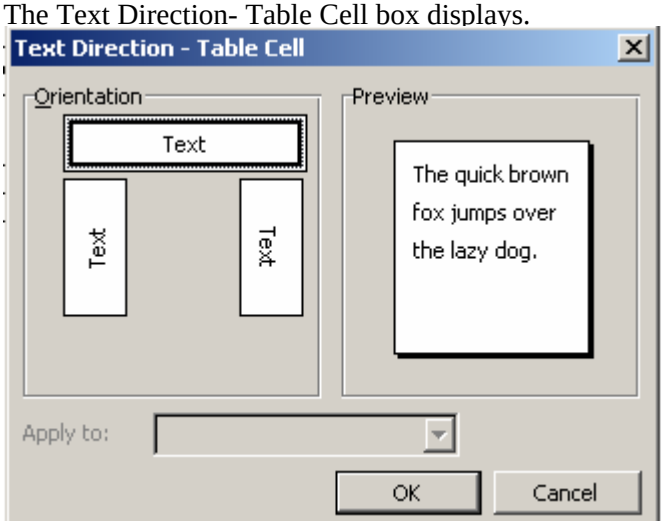
Definitions

Word	Definition
Text Direction	You can change the direction of the text in drawing objects (such as text boxes, shapes, callouts, or in table cells). You can change the text so that it displays vertically or horizontally.

Why would you use this?

- To rotate the text for a special effect.
- To create stationary.
-

Step by Step

What you do	What happens
1. Create an object and insert the text that you desire.	
2. From the menu choose: **Format, Text Direction**	The Text Direction- Table Cell box displays. 

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What you do	What happens
3. You can adjust the **Orientation** by clicking on the picture representation. Select **OK**.	The text will adjust to your selection.

Alternative Methods

What you do	What happens
1. Use the **Change Text Direction** icon on the Tables and Borders toolbar.	

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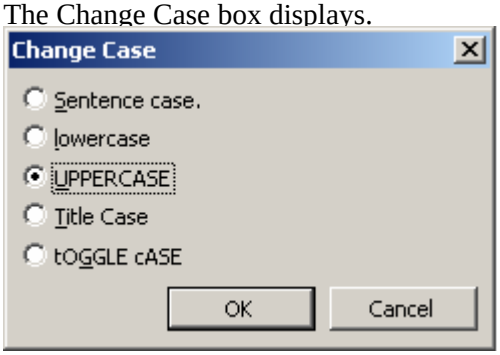
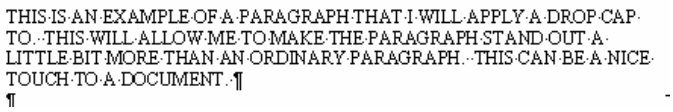
Change Case

Why would you use this?

- To change all selected text to uppercase.
- To change all selected text to lowercase.
- To change all selected text to what is appropriate for sentences.
-

Step by Step

What you do	What happens
1. Select the text that you want to change the case for.	
2. From the menu choose: **Format, Change Case**	The Change Case box displays. 
3. Select the option for how you want to change the case of the selected text. Click on the **OK** button.	The text adjusts to your selection. 

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Background

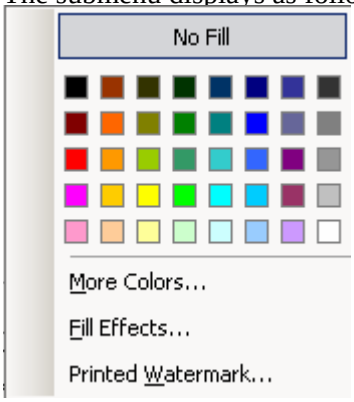
Definitions

Word	Definition
Watermark	(Per Microsoft Help) Any graphic or text such as "Confidential," that when printed appears either on top of or behind existing document text.

Why would you use this?

- To add a watermark on a confidential document.
- To add "Draft" to a document that needs to be reviewed and is not in a final state.
- To add a color to the background of the entire document page.
-

Step by Step- Background Fill

What you do	What happens
1. From the menu choose: **Background,** and then choose a color from the submenu. The submenu displays as follows: 	The background of the entire document adjusts to your selection.
2. You can also select the **Fill Effects** option off the submenu to add a pattern background to your entire document page.	

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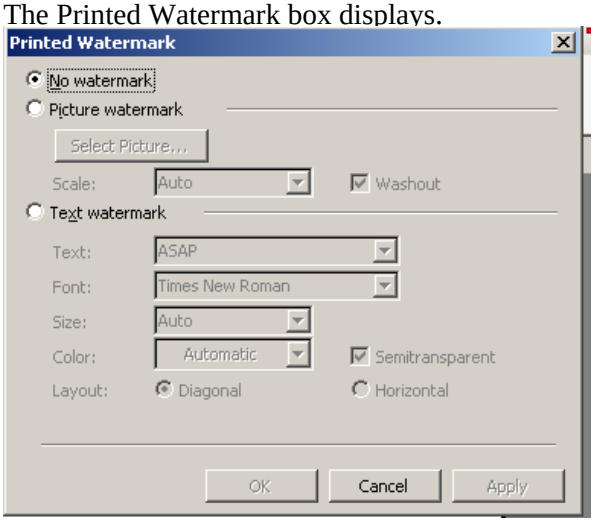
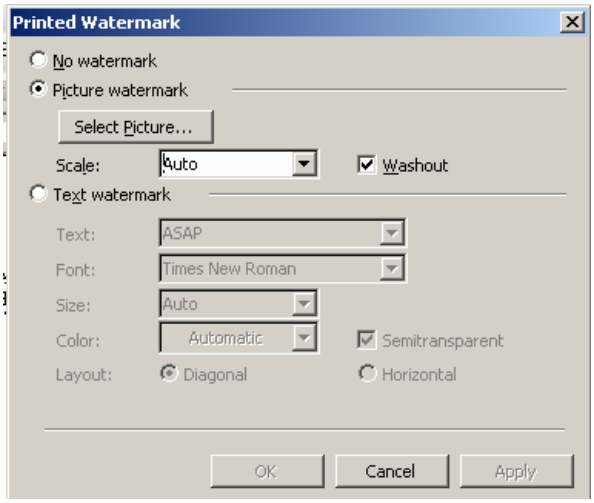
Step by Step- Watermark

What you do	What happens
1. From the menu choose: **Format, Background, Printed Watermark**	The Printed Watermark box displays. 
2. If you want to select a picture for the watermark, click in the **Picture Watermark** radio button. Then, select the button for **Select Picture**. You will have to locate the picture you have saved. You may need to adjust the **Scale** to get the picture just the right size in the background.	
3. If you want text as the watermark (such as DRAFT), click in the **Text Watermark** radio button. Then, in the **Text** field, use the drop down to locate a common watermark or directly type the text. Also adjust the **Font, Scale, Color** and **Layout** as necessary.	

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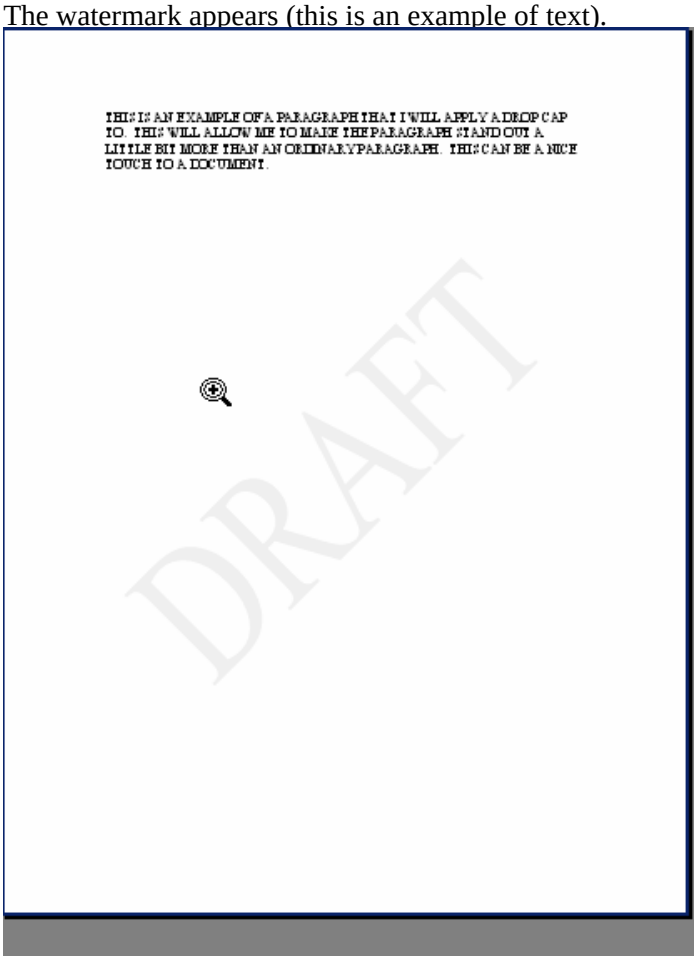
What you do	What happens
4. Click on the **OK** button.	The watermark appears (this is an example of text). 

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Theme

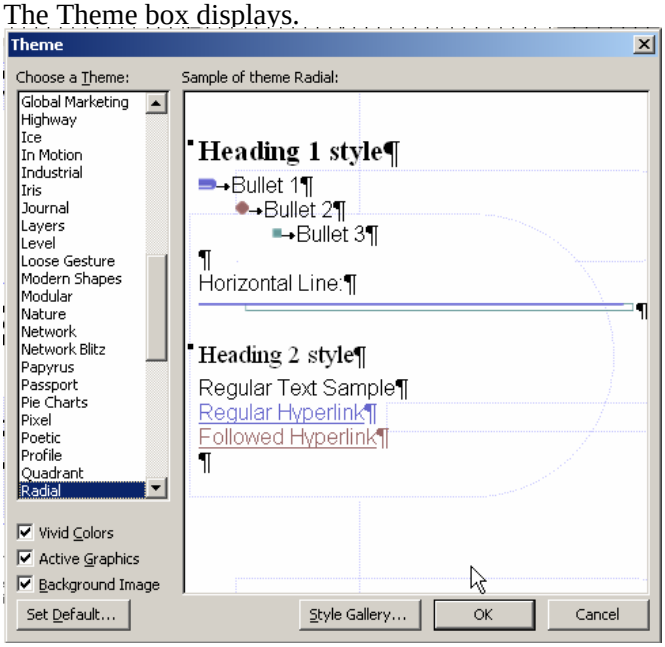
Definitions

Word	Definition
Theme	(Per Microsoft Help) A theme is a set of unified design elements and color schemes. A theme helps you easily create professional and well-designed documents for viewing.

Why would you use this?

-

Step by Step

What you do	What happens
1. Open the document that you want to apply a style to.	
2. From the menu, choose: **Format, Theme**	The Theme box displays. 
3. In the **Choose a Theme** frame, select the theme you want. Select any other options that you want. Select **OK**.	**Note**: Themes works better if you consistently use Styles, auto bullets, auto numbering, etc.

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Auto Format

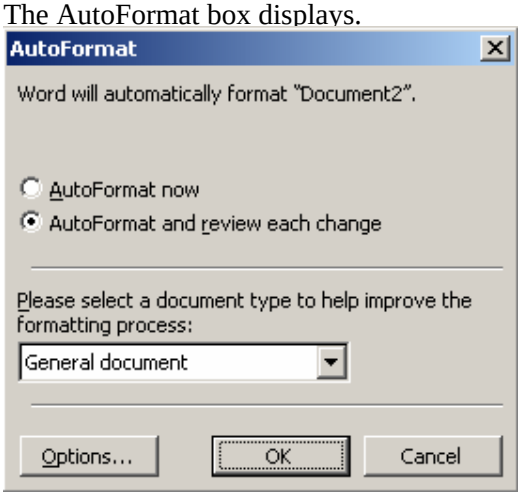
Definitions

Word	Definition
AutoFormat	Allows you to quickly format text. Using this option after you type, will allow you to review all changes Word makes and accept or reject each one. Word analyzes each paragraph to see how it is used in the document. For example, as a heading or as an item in a numbered list and then applies a style that is appropriate for that item.

Why would you use this?

- To help format the text in a document.
-

Step by Step

What you do	What happens
1. Create a document in Word.	
2. From the menu choose: **Format, AutoFormat**	The AutoFormat box displays. 
3. To accept or reject the changes Word wants to make, click on the option for **AutoFormat and review each change**.	

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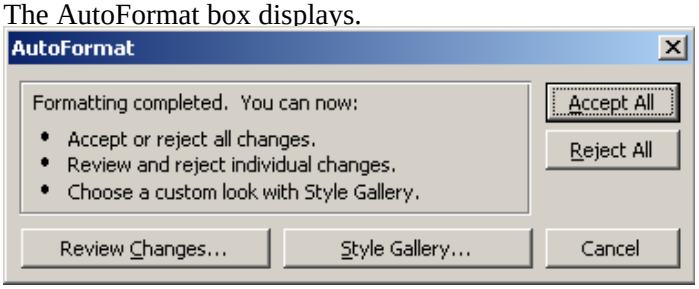
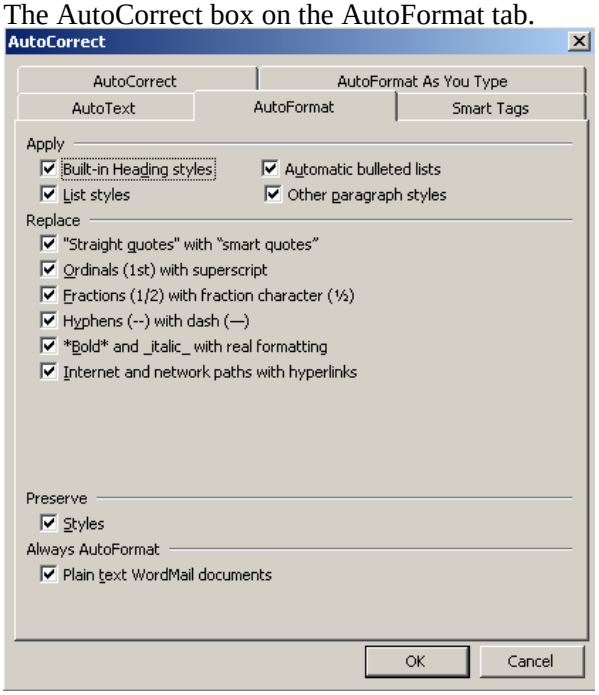
What you do	What happens
4. Click on the **OK** button.	The AutoFormat box displays. 
5. This box allows you to **Accept All, Reject All** or **Review Changes**.	

Alternative Methods

What you do	What happens
1. You can also use some AutoFormat option automatically as you work. This can be done by setting options on the AutoFormat tab on the AutoCorrect box by going to **Tools, AutoCorrect Options**. Click on the AutoFormat tab.	The AutoCorrect box on the AutoFormat tab. 

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Styles and Formatting

Definitions

Word	Definition
Heading Style	Heading styles are the predefined styles called Heading 1 through Heading 9, that determine the size, numbering, and position of document headings. They are an important aspect of document organization.
Normal Style	Normal style refers to the default text style that Word uses as a basis for defining other styles.

Why would you use this?

- To create consistency and organization in your document.
- To allow for easy creation of Table of Contents.
- To allow use of Words Outlining feature.
-

Step by Step

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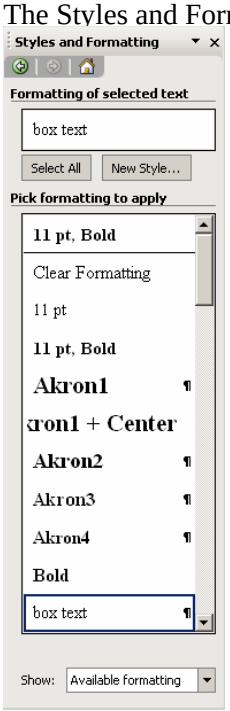
What you do	What happens
1. From the menu choose: **Format, Styles and Formatting**	The Styles and Formatting task pane displays. 
2. To inquire on the style (formatting) of specific text, simply put the insertion point in the text and the Styles and Formatting task pane will display the current style and associated formatting. If you rest the cursor over the style name, a screen tip will display with the details of the style.	
3. To apply a style, first select the text.	
4. From the **Pick formatting to apply** box, select the style you want to apply to the selected text.	The text now takes on the formatting imbedded in the style.

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Alternative Methods

What you do	What happens
1. To open the Styles and Formatting task pane, you can click on the **Styles and Formatting** icon on the formatting toolbar.	
2. To use styles you can also use the **Style** drop down field on the formatting toolbar. First, select the text that you want to apply the style to. Locate the style and click on it with the mouse.	

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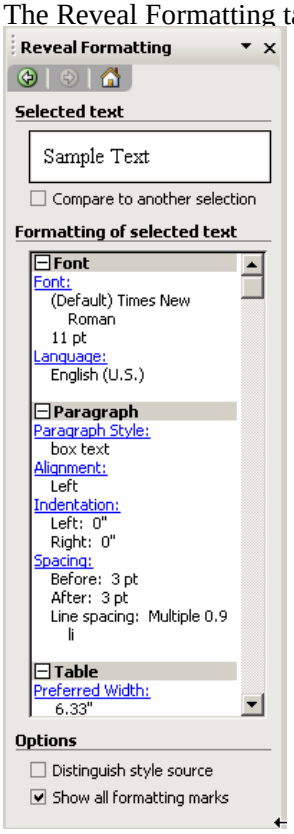
Reveal Formatting

Why would you use this?

- To check for formatting inconsistencies within the document.
- To have quick access to most formatting options as you are working with a document.
-

Step by Step

What you do	What happens
1. Select the text that you want to see the formatting information for.	
2. From the menu choose: **Format, Reveal Formatting**	The Reveal Formatting task pane displays. 

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What you do	What happens
3. The Reveal Formatting task pane will identify all the key formatting of the selected text. If you notice that the Font is incorrect, you can click on the Font link to go directly to the Font box where you can make changes. All of the blue underlined headings are links to the location where you can make changes.	

Alternative Methods

What you do	What happens
1. Click the keyboard command of **Shift + F1.**	

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Picture

Definitions

Word	Definition
Crop	(Per Microsoft Help) to trim vertical or horizontal edges of an object. Pictures are often cropped to focus attention on a particular area.
Compress	(Per Microsoft Help) Compressing pictures can discard extra information such as cropped areas from the file, reduce image resolution, and where possible, make the graphics file format more efficient.

Why would you use this?

- To change the properties of a picture.
- To change the size of a picture.
- To adjust the text wrapping of a picture.
-

Step by Step

What you do	What happens
1. Click on the picture once to select it.	

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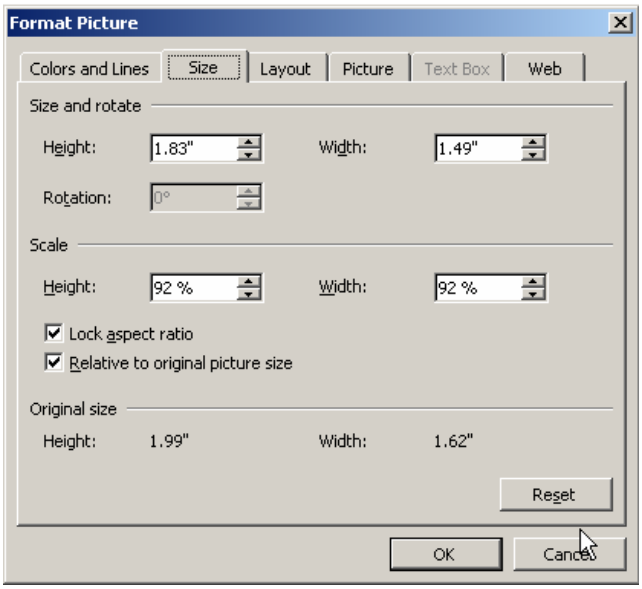
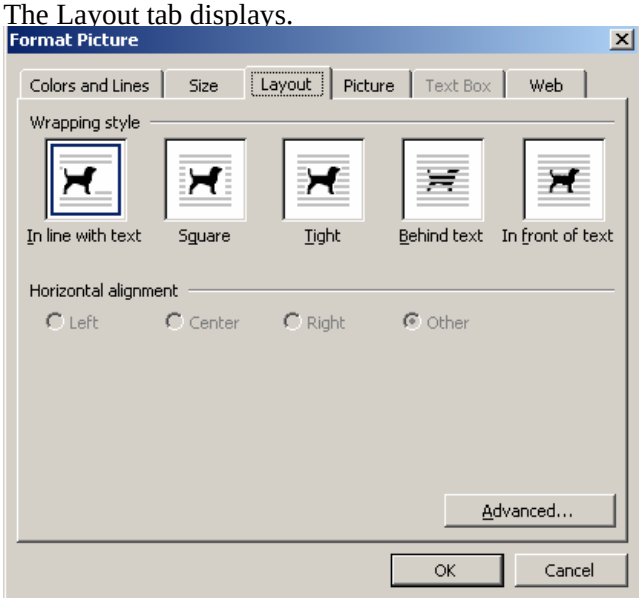
What you do	What happens
2. From the menu choose: **Format, Picture** Click on the Size tab. On the Size tab, you can adjust the Height and Width manually or you can adjust the size by using the Scale section. If necessary, you can use the **Reset** button to revert back to the original image.	The Size tab displays. 
3. Click on the Layout tab. On the Layout tab you can adjust the wrapping of the picture in relation to text.	The Layout tab displays. 

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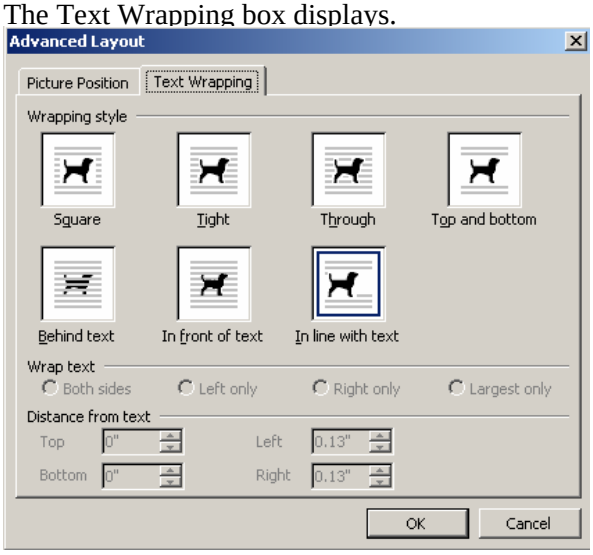
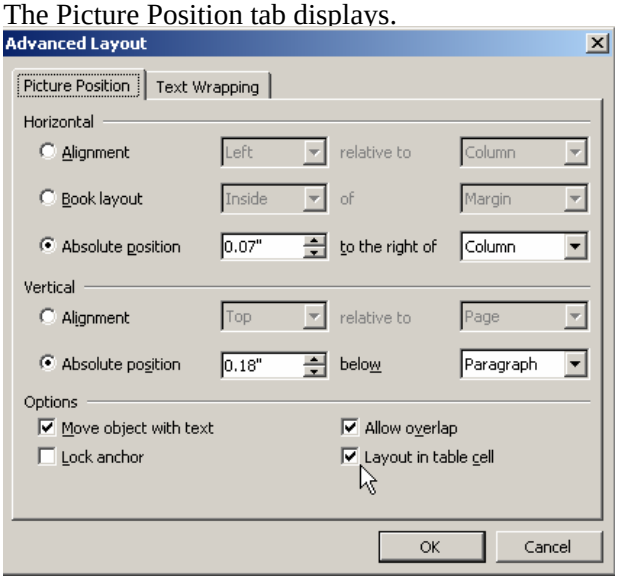
What you do	What happens
4. Click on the **Advanced** button.	The Text Wrapping box displays. 
5. Click on the Picture Position tab. ▪ To ensure that the selected object moves up or down with the paragraph it is anchored to, select the **Move object with text** check box. ▪ To ensure that an object remains anchored to the same paragraph when you move the object, select the **Lock anchor** check box. ▪ To enable objects with the same wrapping style to overlap, select the **Allow overlap** check box.	The Picture Position tab displays. 

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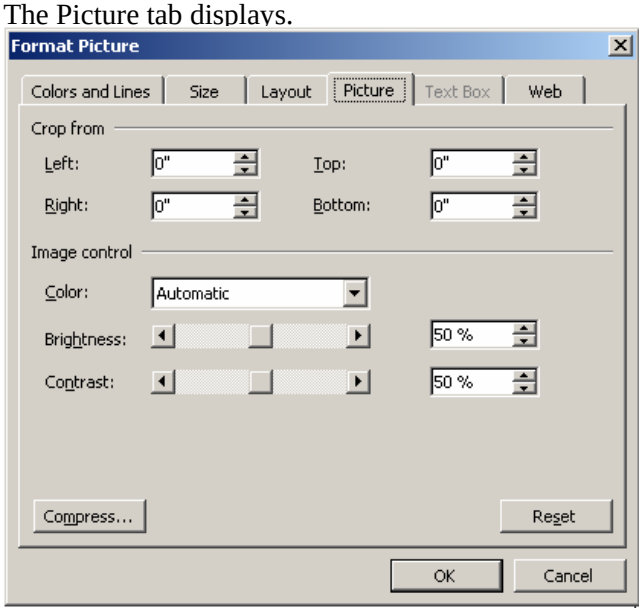
What you do	What happens
6. Click on the Picture tab. On the Picture tab you can crop the image by using the fields in the **Crop** from area. In the Image control area, you can change the **Color** of the picture to Grayscale, Black and White , or Washout. You can also adjust the **Brightness** and **Contrast** of the picture.	The Picture tab displays. 
7. After you make changes on any tab, click on the **OK** button.	

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