

# FORMATTING TEXT

- Formatting refers to the way our text will look like – the design of the characters, their size, the space between paragraphs, their alignment, etc.
- First, selection of text.
  - By using the mouse, position the insertion point (by clicking the mouse) at the beginning or end of the block to be selected and then click and drag to the end or beginning of the block.

# FORMATTING TEXT

- By using the shortcuts:
  - Double-click on a word to select it.
  - Triple-click on a paragraph to select it.
  - Ctrl+click on a sentence to select it.
- There are basically two types of formatting:
  - Character formatting, and
  - Paragraph formatting

# CHARACTER FORMATTING

- Character formatting is the one which we can apply to any individual character or to a group of characters. It has the following options:
  - Font : This decides the appearance of our characters.
  - Font Style : We can make characters stand out by making them Bold, Italic or both.
  - Size : This increases/decreases the size of the characters – the size measured in points (72 points =1 inch)
  - Font Color : We can apply colours to the characters for printing the final document

# CHARACTER FORMATTING

- Underline : We can draw attention to some particular text by underlining it.
- Effects : We can also apply effects to our text. Two most common ones are Superscript and Subscript. The 2 in 3 2 is a superscript. To make a character into superscript, we need to select only that character, and click the box against Superscript. Similarly, 1 in T1 is a subscript.

# PARAGRAPH FORMATTING

- There are some formatting features that get applied to an entire paragraph or paragraphs, but not to any given character or a group thereof. Such formatting features are described as Paragraph formatting.
- It provides the following options:
  - Alignment : The alignment of a paragraph may be left, center, right or justify

# PARAGRAPH FORMATTING

<i>Alignment</i>	<i>Description</i>
Left Alignment	All the lines of the paragraph will be aligned on the left.
Right Alignment	All the lines of the paragraph will be aligned on the right.
Center Alignment	All the lines of the paragraph will align to the center.
Justify	The left as well as the right side of the paragraph will be aligned except for the last line.

- Indentation : Indents are the left and right boundaries of selected paragraphs within a document. This may be necessary when different paragraphs have different left and right boundaries. For example, we can see the indentation in poems. The indentation options available in most word processors are Left and Right. Apart from these, we can have special indentation in the form of First Line and Hanging.

# Indent

- There are several options for indenting:
  - **First Line**: Controls the left boundary for the first line of a paragraph
  - **Hanging**: Controls the left boundary of every line in a paragraph except the first one
  - **Left**: Controls the left boundary for every line in a paragraph
  - **Right**: Controls the right boundary for every line in a paragraph

# PARAGRAPH FORMATTING

- Spacing : This option allows us to have some space before and/or after a paragraph or a group of paragraphs. We can select the paragraph(s) and select or type in the desired value against the appropriate option – Before or After. These values are measured in points.

There is also a Line spacing option, which decides on the spacing between the lines of the paragraph. Normally we will type with the value Single for it. But if we want to have more space between the lines, we can select 1.5 lines or Double for it.



# TO ADD BULLETS OR NUMBERING

- Bullets are small dots, squares, dashes or graphics that are often seen before the text (word, line, sentence, paragraph or any other object). To add bullets,
  - Select the object
  - Click on Bullets and Numbering from Format menu to open the Bullets and Numbering dialog box
  - Click on the bullet of your choice, and click OK.

# TO ADD BULLETS OR NUMBERING

- Instead of a bullet, a number may also precede a group of paragraphs. To do so, proceed as follows:
  - Choose the numbered tab from Bullets and Numbering of Format menu to view the numbering options.
  - Select the numbering option of choice, and click OK.