

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 7)

Date: 16-04-20

## **Formatting Text:**

There are two basic ways to format text:

**Direct (or Manual) formatting:** Applies formatting directly to specific paragraphs, characters, pages, frames, lists, or tables. For example, we can select a word, and then click on a button on the Formatting toolbar to format the text as bold or italics.

**Styles:** Bundles formatting options under one name. For example, a paragraph style defines numerous settings for options such as font type and size, whether paragraphs should be indented, the space between lines, how paragraphs should be aligned on the page, and many others.

## **Using Styles:**

Writer defines **six** types of styles: **paragraph**, **character**, **page**, **frame**, **list**, and **table**.

## **Formatting paragraphs using styles:**

Styles can be applied to paragraphs using the Styles drop-down selection list at the left end of the Format toolbar, by using the **Styles** deck of the Sidebar and by using the Styles menu in the Menu Bar.

There is also an option to open a styles toolbar under the **View > Toolbars > Formatting (Styles)**.



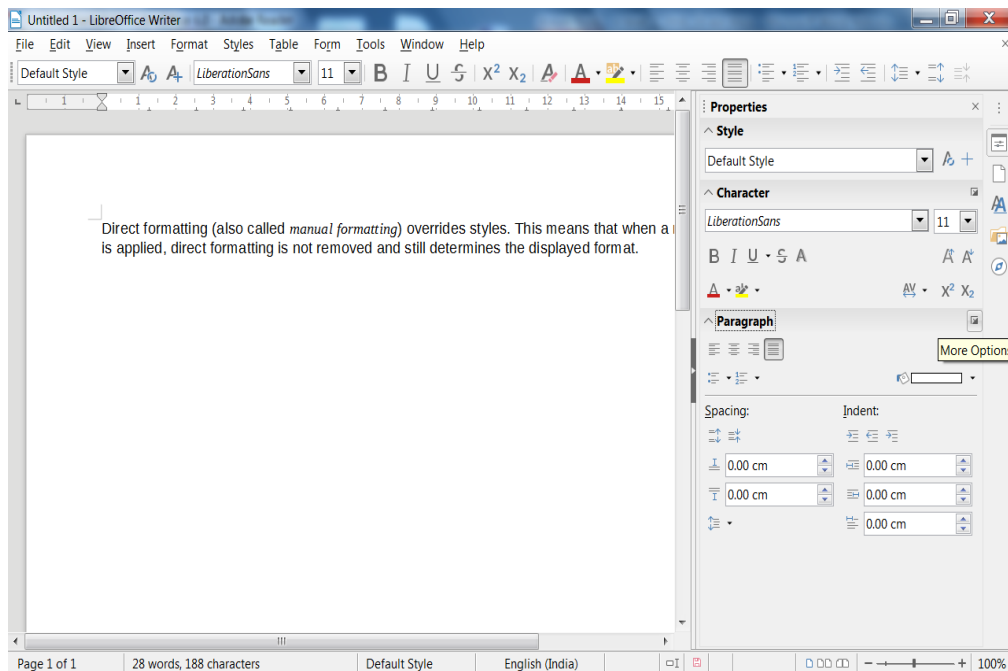
## **Formatting paragraphs directly:**

We can manually apply many direct formats to paragraphs using the buttons on the Formatting toolbar and by using the Paragraph panel of the Sidebar's Properties deck. These buttons and formats include:

- Set Paragraph Style
- Bullets On/Off (with a palette of bullet styles)
- Numbering On/Off (with a palette of numbering styles)
- Align Left, Center Horizontally, Align Right, or Justified
- Align Top, Center Vertically, Align Bottom
- Line Spacing (choose from 1, 1.15, 1.5, 2, or custom spacing)
- Increase Paragraph Spacing, Decrease Paragraph Spacing

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- Increase Indent, Decrease Indent
- Paragraph (to open the Paragraph dialog)



## **Removing direct formatting:**

To remove direct formatting, select the text and choose **Format > Clear Direct Formatting** from the Menu bar, or right-click and choose **Styles > Clear Direct Formatting** from the context menu, or click the **Clear Direct Formatting** button on the Formatting toolbar, or press **Ctrl+M** on the keyboard.

## **Formatting characters using styles:**

To apply a character style, highlight the characters or words and apply the selected character style from the **Styles** menu on the Main Menu bar, from the **Character Styles** tab of the Sidebar Styles deck, or from the right-click context menu.

## **Formatting characters directly:**

We can directly apply many formats to characters using the buttons on the Formatting toolbar and by using the Character panel of the Sidebar's Properties deck. These buttons and formats include:

- Font Name, Font Size
- Bold, Italic, Underline, Overline, Double Underline, Strikethrough, Outline
- Superscript, Subscript
- Uppercase, Lowercase
- Increase Font Size, Decrease Font Size
- Font Color (with a palette of colors)
- Background Color (with a palette of colors)
- Highlighting (with a palette of colors)

## **Assignments:**

- A. What are the ways to apply styles in writer?
- B. Differentiate between paragraph formatting and character formatting?