

Class: CCC/O level

Subject: Word Processor

Date: 20/04/20

Topic: Formatting

- **Font, Color,**
- **Style**
- **Size**
- **Alignment**
- **Undo & Redo**
- **Auto Correct**
- **Spelling Check**
- **Grammar check**
- **Find & Replace**


Font, Color, Style and size Selection

Font Type

Font is a set of printable or displayable text characters in a specific style and size. The type design for a set of fonts is the typeface and variations of this design form the typeface family.

To change the font:

- Select the text to change the Font type.
- Click the drop-down arrow next to the Font box on the Formatting toolbar.
- Move the mouse over the various Font types.
- Click the Font type (Font name) to apply.

 By default, the Font type of each New Document is Liberation Serif.

Font Color

It is used to change the color of font to give an attractive look of the document

To change the Font color:


- Select the text to change the Font color.
- Click the Font Color drop-down arrow on the Formatting toolbar.
- Font Color menu appears.
- Move the mouse over the various font colors.
- Select the font color to apply.

Font Size

The font size or text size is how large the characters displayed on a screen or printed on a page are.

To change the font size:

- Select the text to change the font size.
- Click the Font Size drop-down arrow on the Formatting toolbar.
- List of Font Sizes will appear
- Move the mouse over the various Font Sizes. Click the font size to apply.

 Shortcut for increase and decrease Font Size is Ctrl+] and Ctrl+[.

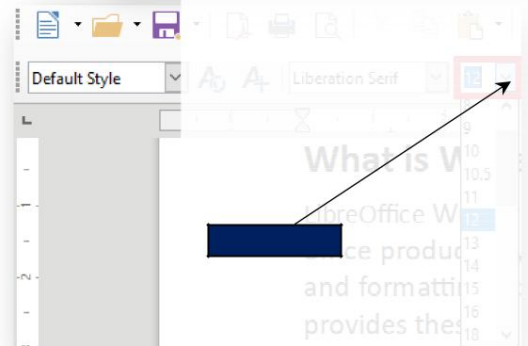
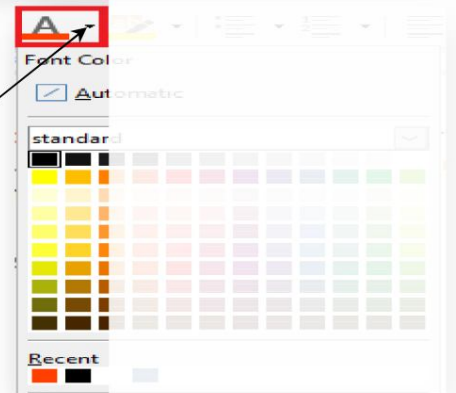
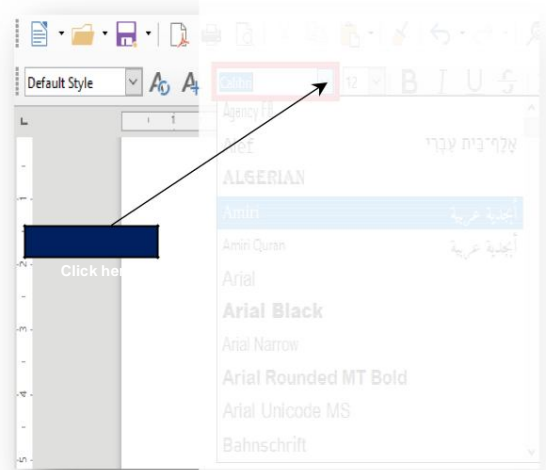
Font Style

It is a particular implementation and variation of the typeface, such as bold, italic or underline.

To change the font style:

- Select the text to change the Font Style.
- Click the appropriate button on the Formatting toolbar.

 Shortcut for font is Ctrl+B, Ctrl+I and Ctrl+U.

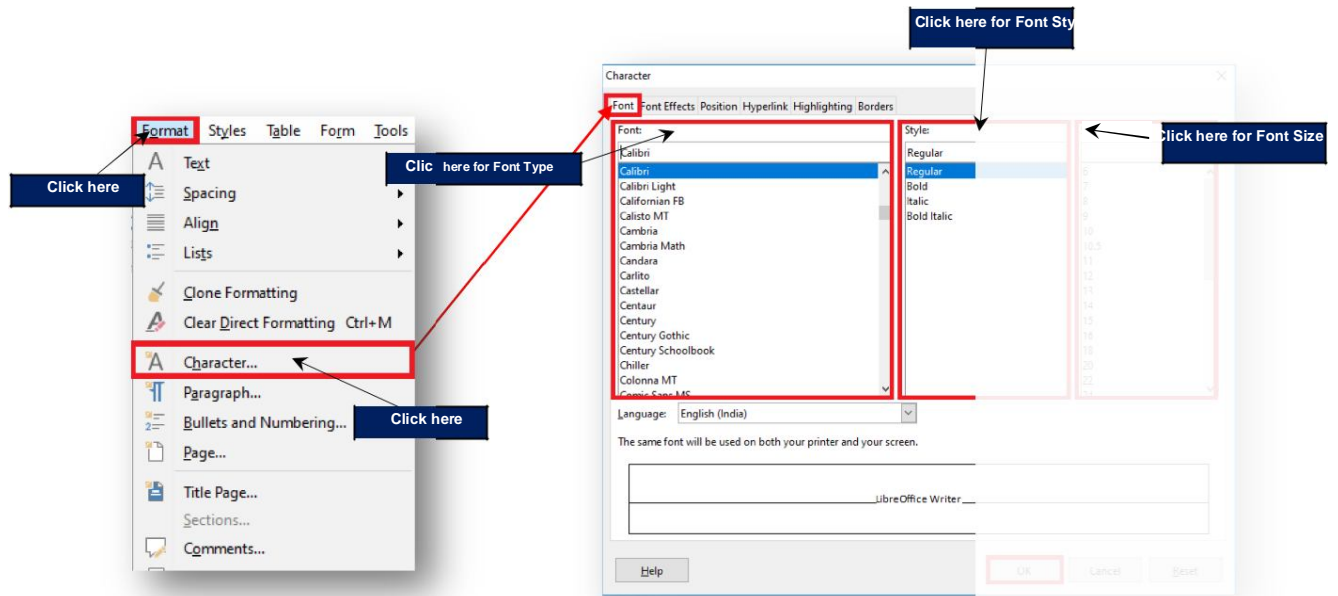


 By default, the Font size is 12.



Font, Color, Style and Size Selection with Dialog box

Choose Format > Character from the Menu bar.



Alignment of Text

Align or alignment is a term used to describe how text is placed on the screen in relation to the margins.

For example: left-aligned, align the text on the left side of the page.

Select the text to change the alignment.

Select one of the four alignment options on the Formatting toolbar.



Shortcut for change Alignment of text is Ctrl+L, Ctrl+R, Ctrl+E and Ctrl+J.

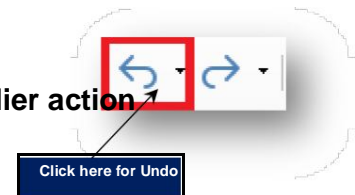
3.4.7 Undo & Redo

Undo

Undo is a function performed to reverse the action of an earlier action.

Click the undo button on the Standard toolbar.

Shortcut for Undo is Ctrl+Z.



Redo

Redo is a function performed on a computer that does any undo function again.

Click the redo button on the Standard toolbar.

Shortcut for Redo is Ctrl+Y.

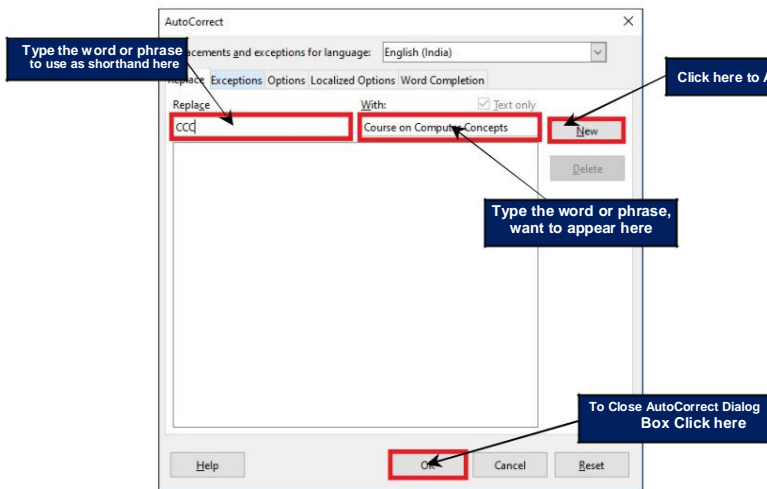
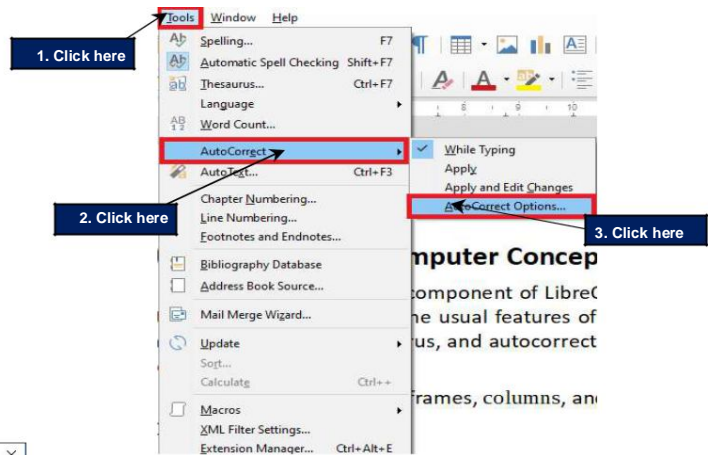


3.4.8 Auto Correct and Spelling & Grammar

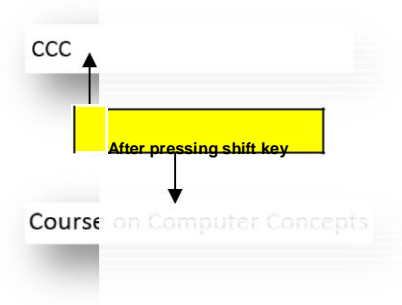
Auto Correct

It is a facility to automatically correct many common typing and spelling errors as user type.

Click the Tools menu and select AutoCorrect Options
 Type the word or phrase to correct or use as short hand in the Replace text box
 Type the word or phrase, to appear in the with text box
 Click New button (The entry is added to the AutoCorrect List)
 Click OK to close the AutoCorrect Dialog box.



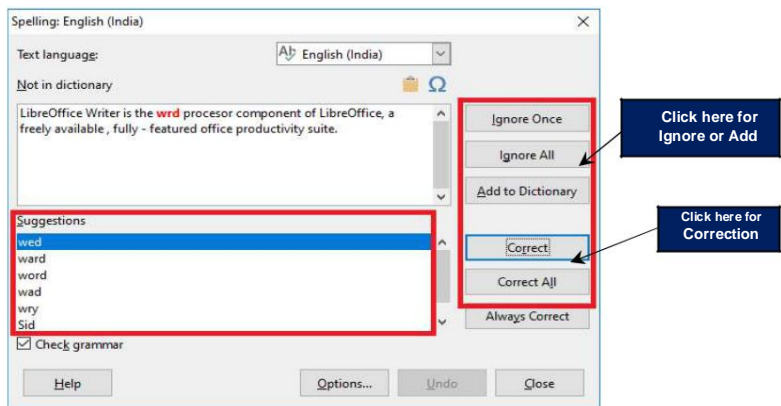
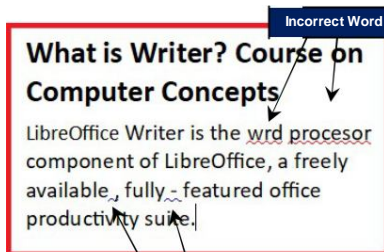
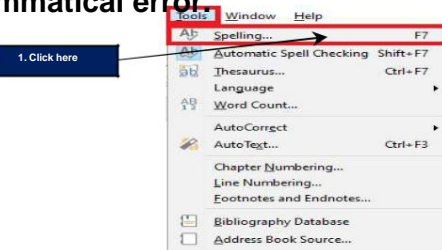
When the text in the Replace text box is typed with a space, the text in the With text box will appear.



Spelling Checker & Grammar

Spell checker & Grammar is tool for correcting the spelling. It checks words are misspelled, corrects misspelled words as type, and allows, to search a whole document for misspelled words or any grammatical errors. It shows a red wavy line for incorrect spelling and blue wavy line for grammatical error.

Click the Tools menu then click the Spellings...
 Select the correction from the suggestion list.
 Click on Correct or Correct All
 (If the word or grammar is incorrect)
 Click on Ignore once, Ignore All or Add to Dictionary (If the word or grammar is correct)



Shortcut for Spellings is F7.

Spellings	
Correct	It corrects the spelling of the word to the spelling that is selected in the suggestion list.
Correct All	It corrects all occurrences of the word in the document to the selected spelling.
Ignore Once	Accept the spelling or grammar as used.
Ignore All	Accept all the occurrences of spelling and grammar as used
Add to Dictionary	If word is not in the dictionary of MS Word. It add that word in the dictionary.



Spellings.. option can also done by Right-clicking and choosing the desired option from the drop-down menu.

Find and Replace

It is used to search for a specific word, number, or phrase in a document and replace it with something else. This is quite useful, to make a lot of replacements at once like changing the name of the main character in a novel or something consistently misspelled in a document.

Click the Edit menu

Click the Find & Replace option

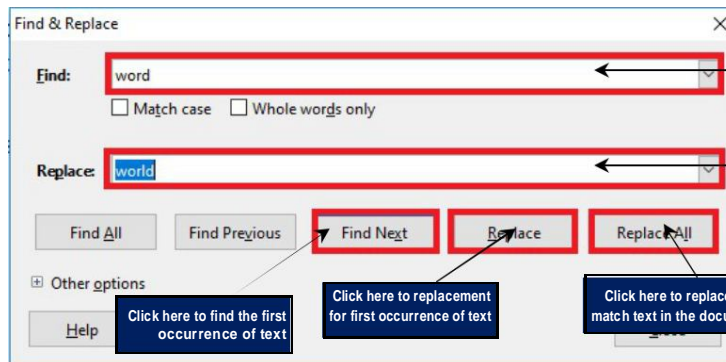
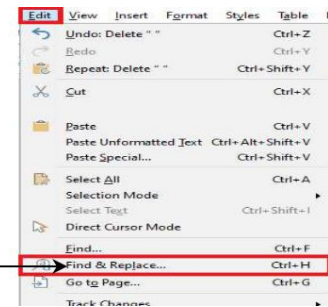
Click the Find (Enter the text to replace)

Click the Replace (enter the replacement text)

Click Find Next (the first occurrence of the text is highlighted) Choose how to replace the text

Replace (to replace the current occurrence)

Replace All (to replace all the occurrence)



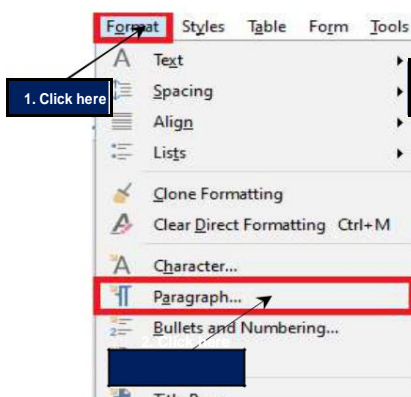
Shortcut for Find and Replace is Ctrl+H.

Formatting the Text

Paragraph Indentation

The paragraph indent is the amount of white space left blank to the left of the first character in the paragraph, only at the start of each paragraph.

Click Format menu, Click on Paragraph option.



Apply Changes as needed

