

Microsoft Word Fonts & Formatting

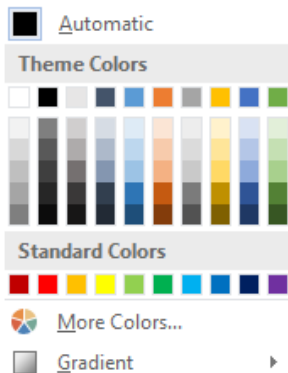



The Font group on the Home tab of the Ribbon offers a variety of Fonts, Font sizes, Font colors and more.



To change the Font style, size etc. of existing text, highlight the text first. Otherwise select Font style, size etc. before typing out text.

Font styles and size have drop down menus that allow you to preview or modify the Font style and size.

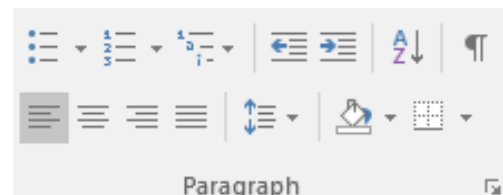


To change the Font color, click the A with a Red underline  and a drop down menu will appear. You can select a standard color or a custom one using RGB or HSL models.

Click on the B to Bold, the I to Italicize and the U to underline your text.



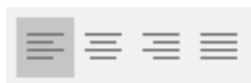
Formatting options are available in the Paragraph group. You can add bullet points, change text alignment, change line spacing and add borders.




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


To add Bullets, Numbering or Multilevel lists use the buttons to the right. Click on the drop down menus to choose bullet and numbering styles.



To change the Alignment of you text, highlight your text then select the Left, Center or Right or Justified buttons.

The Line and Paragraph button  will allow you to adjust the line spacing of your document.

The Borders button  allows you to add a line or box to your text. Click on the drop down menu to select border options