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Changing the appearance of text by applying characters formatting.

To change the formatting of characters in a single word, select the word that you want to change. To change the formatting of several words or characters, select the text you want to change. In addition to the mouse, the SHIFT and CTRL keys can also be helpful in selecting desired portions of the text.

Changing the font of text or numbers:

Highlight the text you want to change. Then, in the Font Name box on the Formatting toolbar, select the appropriate font name (e.g. Arial Black).

Bold text or numbers:

Select the text you want to bold. On the *Formatting* toolbar, click the **Bold** button, or use the keyboard shortcut **CTRL + B**.

Apply italics to text or numbers:

Select the text you want to change. In the next step, on the *Formatting* toolbar, press the Italic button or use the *CTRL + I* shortcut.

Add a simple underline:

Select the text you want to change. On the *Formatting* toolbar, click the Underline button (the appropriate shortcut is CTRL + U).

Adding a decorative underline:

Select the text you want to underline. From the *Formatting* toolbar, choose *Font* (CTRL + D). In the **Underline list**, click the appropriate style (for example, dashes), and in the **Underline color** list, click the appropriate color (for example, red).

Apply formatting with highlights, and shadows:

Select the text you want to change. From the *Formatting* toolbar, choose *Text effects* or *Font* (CTRL + D) and select the appropriate options (raised text, SMALL CAPS, ALL CAPS).

Text alignment:

The SPACE key is often overused when creating a new document. To align the text, select the appropriate style from the *Formatting* toolbar:
left align

right align

center
justify - align the text to both sides (left and right) at the same time.

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Page break:

The second key that is often overused is ENTER. To start a new page (leaving the previous page blank), select the ***Page Break*** command from the ***Insert*** menu.

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<u>Change the appearance of the text via page setup.</u>

The term ***<u>page setup</u>*** describes the page size of a document created on a computer (such as A4), orientation (such as landscape), page margins, and the appearance and content of the header and footer.

Changing the margin settings:

Page margins are blank spaces at the edges of the page. As a rule, text and graphics are inserted within the printable area of the page between the margins. However, you can include certain elements in the margins, such as headers, footers, and page numbers.

To change the size of the margins, please follow the instructions below. On the ***Layout*** toolbar, click ***Margins***, and then click the ***Custom margins***. Enter the appropriate values to define the size of the margins: top (3cm), bottom (3cm), left (2cm) and right (2cm).

Change page orientation:

Sometimes the user is faced with the problem of choosing the right page orientation. Some documents would look much better with a horizontal page orientation, for example, if the text contains a very large table.

To change the page layout, select ***Orientation*** from the ***Layout*** toolbar, and then click ***Portrait*** or ***Landscape***.

This text does not contain any elements that force the page to be horizontal, so let's go back to the <u>vertical layout</u>!

Header and footer content:

The header and footer are special areas at the top and bottom of the page that are not used for typing document text.

From the ***Insert*** toolbar, choose ***Header & Footer***. To create a header, enter text or a graphic object in the header area. You can also select the appropriate item from the built-in list (e.g. number of pages).

Paragraph options:

An important issue in text editing is the so-called ***paragraph formatting***. This concept includes, for example, the line spacing in a paragraph, the spacing between subsequent paragraphs, and the indentation of the first lines of a paragraph. All these features make the text clear and easier to read.

To make changes to one paragraph, you don't need to select it. All you need to do is position the cursor anywhere in it, then select ***Paragraph*** from the ***Formatting*** toolbar and adjust the appropriate settings (Indentations: left and right - 1 cm, first line - 1.5 cm; Spacing before and after – 18 pt; Line spacing - 1.5 lines).

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Dividing the text into columns:

Select the text you want to split into columns. Then, from the **Layout** toolbar, choose **Columns**. Select the number of columns, and decide whether to separate the columns with a line.

This sentence was introduced into the document in a traditional way. Then, as described above, it was divided into columns. If you've read the instructions carefully, adjusting this text shouldn't be a problem!