

**SLO 1.5**

## Changing Fonts, Font Sizes, and Attributes

Word has many features to customize the appearance of text within a document. You can change the font and font size; add font styles such as bold, italic, and underlining; change the case of text; add font and text effects; adjust the scale, spacing, and position of text; and change the default font settings. You can use buttons in the *Font* group on the *Home* tab, the *Font* dialog box, and the mini toolbar to apply formatting to text.

### Font and Font Size

The two main categories of fonts are serif and sans serif. **Serif fonts** have structural details (flair) at the top and bottom of most of the letters. Commonly used serif fonts include **Cambria**, **Times New Roman**, and **Courier New**. **Sans serif fonts** have no structural details on the letters. Commonly used sans serif fonts include **Calibri**, **Arial**, and **Century Gothic**.

Font size is measured in **points** (pt.); the larger the point, the larger the font. Most documents use font sizes between 10 and 12 pt. Titles and headings are generally larger font sizes.

#### MORE INFO

The default font and font size in Microsoft Word are Calibri and 11 pt.

When creating a new document, choose a font and font size before you begin typing, and it applies to the entire document. If you want to change the font or font size of existing text, select the text before applying the change.

#### HOW TO: Change Font and Font Size

1. Select the text you want to format.
2. Click the **Font** drop-down list to display the list of available fonts (**Figure 1-30**).
  - The *Font* drop-down list has three sections: *Theme Fonts*, *Recently Used Fonts*, and *All Fonts*.
3. Select the font to apply to the selected text.
4. Click the **Font Size** drop-down list to display the list of available font sizes (**Figure 1-31**).
5. Select a font size to apply to selected text.
  - You can also click the **Font Size** text box and type a size.
  - Click the **Increase Font Size** and **Decrease Font Size** buttons to increase or decrease the size of the font in small increments.

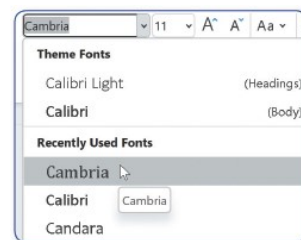


Figure 1-30 Font drop-down list

#### ANOTHER WAY

Press **Ctrl+>** (Ctrl+Shift+.) to *Increase Font Size*.

Press **Ctrl+<** (Ctrl+Shift+,) to *Decrease Font Size*.

The **mini toolbar** displays when you select or right-click text (**Figure 1-32**). Use the mini toolbar to apply text formatting. Similar to the context menu, the mini toolbar is contextual and displays different options depending on the selection.

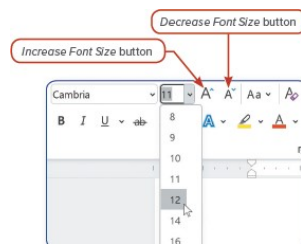


Figure 1-31 Font Size drop-down list



Figure 1-32 Select or right-click text to display the mini toolbar

## Bold, Italic, and Underline Font Styles

Add **font styles** such as **Bold**, **Italic**, and **Underline** to fonts to improve their appearance or call attention to specific text. The font style buttons for **Bold**, **Italic**, and **Underline** are available in the **Font** group on the **Home** tab.

To apply a font style, select the desired text, and click the **Bold**, **Italic**, or **Underline** button in the **Font** group on the **Home** tab (Figure 1-33). You can also click a font style button to turn on a style, type the text, and click the font style button again to turn off the style.

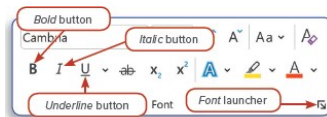


Figure 1-33 Font group on the Home tab

### ANOTHER WAY

**Ctrl+B** applies **Bold** formatting.

**Ctrl+I** applies **Italic** formatting.

**Ctrl+U** applies **Underline** formatting.

### MORE INFO

Underlining text is not a preferred format. However, for the purpose of practicing underline format, documents created in this course will contain underlining format. Readers with visual impairment may find it difficult to read underlined text. Also, underlined text may be mistaken for a hyperlink.

## Other Font Style Buttons

The following are other font styles and effects in the **Font** group on the **Home** tab (see Figure 1-33). Several style and effect features display on the mini toolbar when you select or right-click text:

- **Strikethrough**
- **Subscript**
- **Superscript**
- **Text Effects and Typography**, which includes **Outline**, **Shadow**, **Reflection**, **Glow**, **Number Styles**, **Ligatures**, and **Stylistic Sets**
- **Text Highlight Color**
- **Font Color**

## Change Case

The **Change Case** feature provides a quick and easy way to change the case of a single word or group of words. The **Change Case** button is in the **Font** group on the **Home** tab (Figure 1-34). The different case options are:

- **Sentence case** (capitalizes the first letter of the sentence)
- **lowercase**
- **UPPERCASE**
- **Capitalize Each Word**
- **tOGGLE cASE** (changes letters that are uppercase to lowercase and lowercase letters to uppercase)

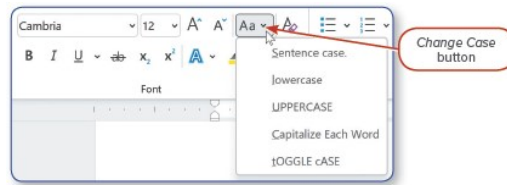


Figure 1-34 Change Case options

## Font Dialog Box

The **Font dialog box** combines many of the **font style** and **effect options** in one location for easy access. Click the **Font** launcher in the bottom-right corner of the **Font** group to open the **Font** dialog box (Figure 1-35).

In addition to the **Font**, **Font Style**, and **Size** commands on the **Font** tab, use the **Font** dialog box to change **Font Color**, **Underline style**, **Underline color**, and **Effects**. The **Preview** area displays a preview of selected changes, styles, and effects.

The **Advanced** tab lists **Character Spacing** options such as **Scale**, **Spacing**, **Position**, and **Kerning**. From this tab, you can also open the **Format Text Effects** dialog box.

### ANOTHER WAY

**Ctrl+D** opens the **Font** dialog box.

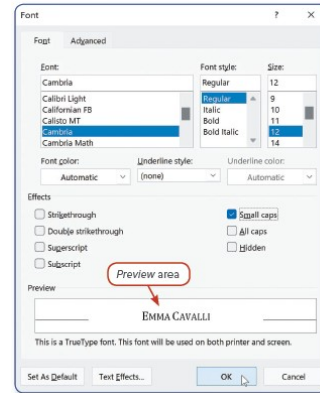


Figure 1-35 Font dialog box

## Font Color

By default, the font color in a Word document is black. You can change the font color of selected text to add emphasis. The **Font Color** drop-down list in the **Font** dialog box displays a list of available font colors.

### HOW TO: Change Font Color

1. Select the text you want to format with a different color.
2. Click the **Font** launcher [Home tab, Font group]. The **Font** dialog box opens (Figure 1-36).
3. Click the **Font Color** drop-down arrow to display the list of font colors.
  - The drop-down list of font color options includes **Theme Colors**, **Standard Colors**, and **More Colors**. Theme colors are those colors associated with the theme of the document. For more on themes, see **SLO 2.7: Using Styles and Themes**.
4. Choose **OK** to close the **Font** dialog box.

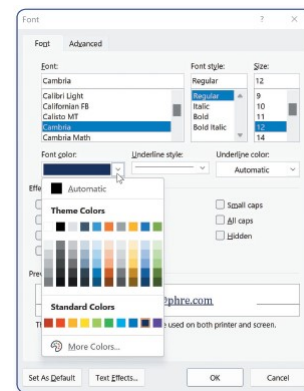


Figure 1-36 Change font color in the Font dialog box

### ANOTHER WAY

Change the font color by clicking the **Font Color** button [Home tab, Font group].

## Underline Style and Color

When you underline selected text, the default underline style is a solid black underline. Word provides a variety of additional underline styles. You can also change the color of the underline.



The **Underline style** and **Underline color** drop-down lists are available in the *Font* dialog box (Figure 1-37). A preview of the formatted text displays in the *Preview* area of the *Font* dialog box.

**ANOTHER WAY**

Change the underline style and color by clicking the **Underline** button drop-down list [Home tab, Font group].

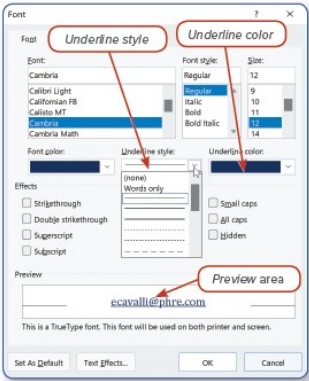


Figure 1-37 Change underline style and color

Font Effects

Use the *Font* dialog box to apply font effects from a variety of options in the **Effects** section. Several font effects are also available in the *Font* group on the *Home* tab. Table 1-3 lists the different font styles and effects.

Table 1-3: Font Styles and Effects

Style/Effect	Example
<b>Bold</b>	This <b>word</b> is in bold.
<i>Italic</i>	This <i>word</i> is in italic.
<b>Bold and Italic</b>	This <b><i>word</i></b> is in bold and italic.
<u>Underline</u>	<u>This sentence is underlined.</u>
<u>Double underline</u>	This <u>word</u> is double underlined.
<u>Underline Words only</u>	<u>This sentence is words only underlined.</u>
<u>Thick underline with color</u>	This word has a thick, colored underline.
<del>Strikethrough</del>	This <del>word</del> has a strikethrough.
<del>Double strikethrough</del>	<del>This sentence has a double strikethrough.</del>
<sub>Subscript</sub>	H <sub>2</sub> O uses a subscript number.
<sup>Superscript</sup>	Footnotes and endnotes use superscript numbers or letters. <sup>1</sup>
<small>Small caps</small>	MICROSOFT WORD is in small caps.
<small>All caps</small>	THIS SENTENCE IS IN ALL CAPS.
<small>Hidden</small>	
Text Highlight Color	This <span style="background-color: yellow;">word</span> has a highlight color.
Font Color	<span style="color: red;">This sentence has a font color applied.</span>

**MORE INFO**

*Hidden* text appears in your on-screen document, but it does not print or display in print preview.

Character Spacing

**Character Spacing** options enable you to add more or less space between letters and words. You can also vertically raise and lower letters and words (Figure 1-38).

- **Scale:** Changes the horizontal spacing of a word or group of words by a percentage. Choose from preset percentages or type a custom percentage for scaling.
- **Spacing:** Increases or decreases the space between letters. Choose from three options: *Normal*,

*Expanded*, and *Condensed*. For *Expanded* and *Condensed*, choose the number of points to expand or condense the selected text.



- **Position**: Vertically raises or lowers text by a selected number of points.
- **Kerning**: Adjusts the space between letters in a proportional font.

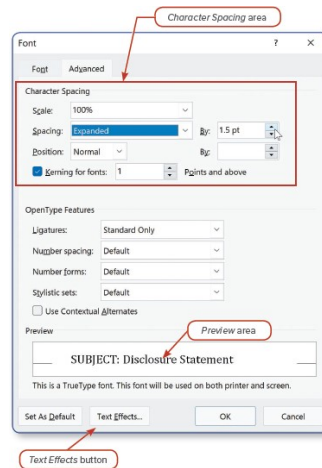


Figure 1-38 Font dialog box Advanced tab

## Text Effects

**Text Effects** add special formatting features to selected text, such as *Outline*, *Shadow*, *Reflection*, and *Glow* (Figure 1-39). The **Text Effects** button is in the **Font** group on the **Home** tab. Many preset options are available for the different text effects, and more custom text effect options are available in the *Format Text Effects* pane.

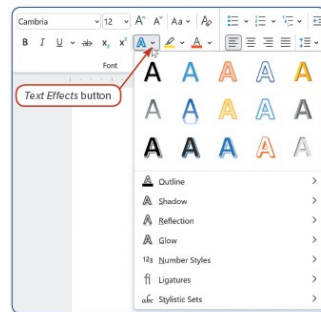


Figure 1-39 Text Effects button in the Font group

### HOW TO: Use the Format Text Effects Dialog Box

1. Select the text to format.
2. Click the **Font** launcher [*Home* tab, *Font* group]. The *Font* dialog box opens.
3. Click the **Text Effects** button at the bottom. The *Format Text Effects* dialog box opens.
4. Click the **Text Fill & Outline** button to display fill and outline options.
  - Select **Text Fill** or **Text Outline** to expand and display options.
5. Click the **Text Effects** button to display text effect options (Figure 1-40).
  - Select **Shadow**, **Reflection**, **Glow**, **Soft Edges**, or **3-D Format** to expand and display options.
  - Each of these categories has *Presets*, or you can customize the effect.
6. Click **OK** to close the *Format Text Effects* dialog box and click **OK** to close the *Font* dialog box.

## Format Painter

The **Format Painter** copies text formatting from selected text and applies the same formatting to other text in the same document or a different document. The *Format Painter* copies font, font size, line spacing, indents, bullets, numbering, styles, and other formatting features in Word. This feature saves time in applying formats and

ensures consistency in document format.

## HOW TO: Use the Format Painter

1. Select the formatted text you want to copy.
2. Click the **Format Painter** button [Home tab, Clipboard group] (Figure 1-41). The *Format Painter* icon displays (Figure 1-42).
3. Select the text you want to format, and Word applies the formatting to the selected text.
  - To apply formatting to multiple non-adjacent selections, double-click the **Format Painter** button and select the text to format. The *Format Painter* remains active until you turn off the feature.
  - Click the **Format Painter** button again or press the **Esc** key to turn off the *Format Painter*.

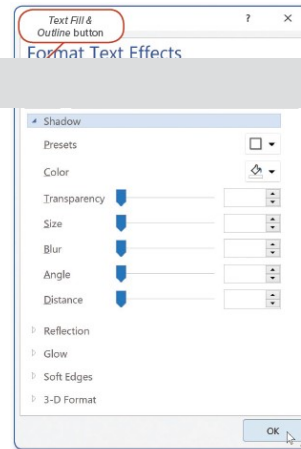


Figure 1-40 Format Text Effects dialog box

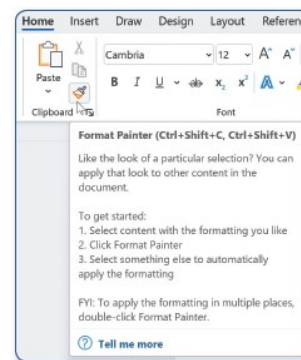


Figure 1-41 Format Painter button



Figure 1-42 Format Painter icon

## Clear All Formatting

The **Clear All Formatting** feature removes all formatting for the selected text and returns it to plain text (Figure 1-43). For example, if you applied multiple formatting styles and effects to text, use the *Clear Formatting* feature rather than individually deselecting all the formatting options previously selected.

### MORE INFO

Be careful when using the *Clear Formatting* feature. It not only clears all text formatting but also clears line and paragraph spacing, numbering, bullets, and style formatting.

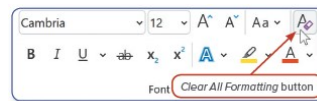


Figure 1-43 Clear All Formatting button in the Font group

## Change Default Font and Font Size

Recall that the default font in Microsoft Word is Calibri, and the default font size is 11 pt. This **default** setting applies to each new blank document you create. Each new document is based on the *Normal.dotm* template. This template stores default settings for documents and controls document elements such as font, font size, line spacing, paragraph spacing, alignment, and styles.

You can change default settings for the current document only or change default settings in the *Normal* template. If you change the default settings for the *Normal* template, each new blank document uses the new default font and font size.

## HOW TO: Change the Default Font and Font Size

1. Select the text you want to format.

2. Click the **Font** launcher [*Home* tab, *Font* group]. The *Font* dialog box opens (Figure 1-44).

3. Click the **Font** tab if it is not already selected.

4. Select the font and font size to set as the default.

5. Click the **Set As Default** button on the bottom left. A confirmation dialog box opens with two options (Figure 1-45):

- *This document only?*
- *All documents based on the Normal template?*

6. Select an option and click **OK** to close the dialog box.

7. Click **OK** to close the *Font* dialog box.

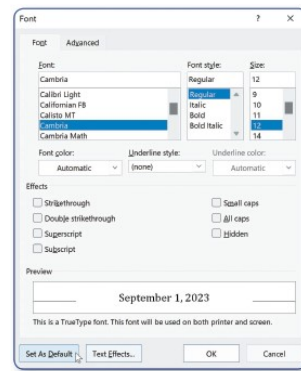


Figure 1-44 Set As Default button in the *Font* dialog box

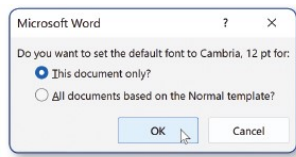


Figure 1-45 Change default setting confirmation options

## MORE INFO

Be careful when changing default settings in the *Normal* template. Do this only when you are sure you want to change global default settings.