

UNIVERSITY OF WISCONSIN OSHKOSH

# Word 2007

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## Formatting Text in a Document

UW Oshkosh

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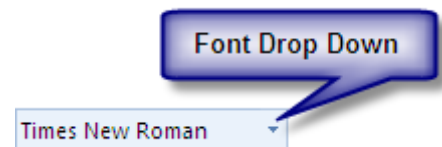
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## Change the Font and Font Size

Word 2007 allows you to quickly and easily change how text appears on the page.

### Change Text Font



1. Select the text you would like to change.
2. Click the Font dropdown menu on the Home Ribbon.
3. Drag down to the type of font you would like to use.



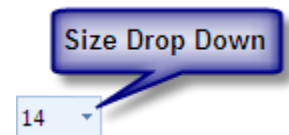
NOTE: Notice how the selected text changes as you run your mouse over the various fonts, this is called live preview which is new in 2007.

4. Click the desired font.
5. Your text will immediately change.

### Change Text Size

In addition to the Grow Font  and Shrink Font  buttons which let you increase the size of selected text incrementally you can also change size using the size drop down.

1. Select the text you want to change.
2. Click the size dropdown menu on the Home Ribbon.
3. Drag down to the size font you would like to use.



NOTE: Notice how the selected text changes as you run your mouse over the various sizes, this is called live preview which is new in 2007.

4. Click the desired size
5. Your text will immediately change.

### Change Text Color

1. Select the text you want to change.
2. Click the font color button on the Home Ribbon.
3. Select the color for the font.

NOTE: If you don't see a color you like, drag down to "more colors." The Colors dialog box will appear, click the color from



the palette you would like to use and click OK.

## Apply Effects

Word allows you to change your text in even more ways than just adjusting the font, size and color. Word has built in font effects you can apply to your text.

### Apply Font Effects




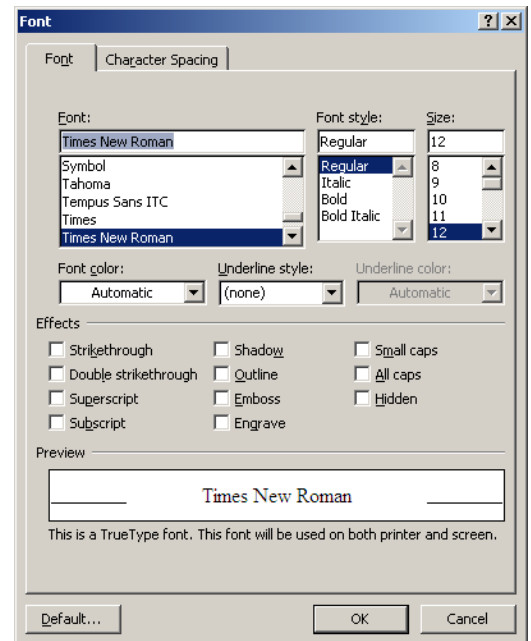
Effects are located on the Home Ribbon.

1. Select the text you want to modify
2. Run your mouse over each button to get a description of the command and how it will affect the selected text.
3. Click the button on that corresponds to the type of effect you would like to apply.
4. Your text will immediately change to reflect the modification.

## Format Font Dialog Box

The Ribbons are great tools that let you change one aspect of your text at time. If you would like to make multiple changes, the Format Font dialog box may be more helpful.

1. Click the Font Dialog Box Launcher by clicking on the arrow in the right corner of the Font group
- 
2. The Font Dialog Box will appear.
  3. Click the Font tab.
  4. Use the scroll bars to view different options of Font and Size.
  5. Click the Font, Style or size you like.
  6. Click OK to apply changes



## Apply More Effects

Although some effects are available on the Home ribbon, additional effects can be accessed through the Font Dialog box

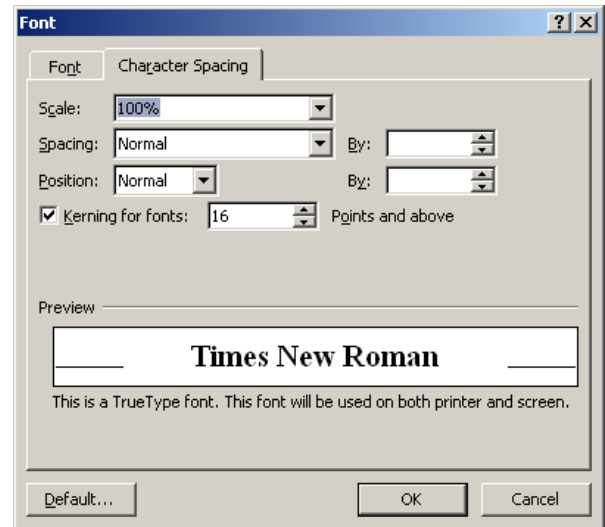
1. Select the text you want to affect.
2. Launch the Font Dialog Box

3. Click the Font tab.
4. Click the checkbox next to the effect you would like to use.
5. Click OK to close the Font dialog box and apply the effect to your text.


## Character Spacing

You can also change the way text in a document looks by modifying the character spacing.


1. Select the text you want to modify
2. Activate the Home Ribbon
3. Launch the Font Dialog Box
4. Click Character Spacing Tab
5. Use the dropdown menus to modify the following text spacing characteristics.
  - a. **Scale:** Increases or decreases character size by a given percentage
  - b. **Spacing:** Moves characters in selected text closer together or farther apart by a given number of points
  - c. **Position:** Raises or lowers text by a given number of points. Position is different from Superscript or Subscript because font size does not change.
  - d. **Kerning:** Certain pairs of letters appear closer together or farther apart than normal spacing. Kerning Expands or condenses individual pairs of letters to create the appearance of even spacing. This phenomenon is more apparent with larger font sizes. Example: Tap



## Highlight Text

1. Activate the Home Ribbon
2. Select the text you want to modify.
3. Apply a highlight color.
  - a. To apply the default color, click the Highlight button  on the Home Ribbon.

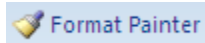
- b. Or, to apply a different color, click the Highlight button's drop-down arrow and select the desired color from the color palette.
4. Highlight text by dragging and holding down the left mouse button over the text to be highlighted.
5. Click the highlighter button on the ribbon to turn the highlighter off.

NOTE: You can highlight multiple sections of text by turning the highlighter on before you select any text. Your mouse pointer will then turn into an I-beam with a little pen, highlight the text by selecting the text you want highlighted. The highlighter will remain active until you press the button  again.

6. To remove highlighting, select the highlighted text. Click the Highlight button's drop-down arrow. Select "None."

## Copy Text Formats

Occasionally you may want to apply the same formatting to several different areas of your document. Instead of using the font dialog box or ribbon over and over again it is much easier to copy and paste the formatting onto a new piece of text. The format painter tool



is especially helpful in these situations.

### Copy Text Formatting to One Text Selection

1. Select the text with the formatting you want to copy.
2. On the Home Ribbon, click the Format Painter button once. This copies the existing text formatting.
3. Select the text to which you want to apply the copied formatting to. The format painter immediately applies the copied formatting to the new selection.

### Copy Text Formatting to Several Text Selections


1. Select the text with the formatting you want to copy.
2. Double-click the format painter button.
3. Drag to select the first piece of text that the copied formats should be to.
4. Repeat step 3 as needed.
5. When finished applying the copied text formatting, click the Format Painter button to turn it off.

## Styles

### Applying Styles

Styles are a great way to quickly format different portions of text. Word 2007 has many premade styles available for your use in the Styles gallery. The most useful part of styles is that each style in a style set coordinates with all the others so it is very easy to format a professional looking document in a short amount of time.


1. Select a portion of text
2. Run your mouse pointer over the style types offered on the home ribbon to see how they will look in your document.

Note: more styles are available by clicking the dropdown menu icon  immediately adjacent to the style gallery.

3. Click the desired style to apply it to the text.

### Changing Style Sets

Word 2007 has entire sets of styles that can be applied to text. All style sets have styles for Titles, subtitles, Headings, etc. Style sets range from formal to casual.

1. Apply styles to the document using above instructions.
2. Click the Change Styles Button on the Home Ribbon. 
3. Select Style Sets
4. A list of various sets will appear, run the mouse over each style set to see how it will affect your text.
5. Click the preferred style set to apply the new formats.

Note: Style Set colors and fonts can be changed by clicking the Change Styles. When this is changed, it will be changed for the current document only. Other Word documents will have default styles.

## Themes

Themes are similar to styles in a lot of ways, they share the goal of unifying a document into a concise set of formats, but there is one major difference. While styles focus on pieces and portions of text, themes are meant to control an entire document. When a theme is used, it affects not only text, but tables, graphic objects, text boxes and cover pages.

### Changing Themes in a Document

1. By default the “Office” theme is applied to all new documents.
2. Add text to the document. Whenever appropriate use the styles provided on the Home ribbon. (Heading 1, Heading 2, Title etc.)
3. Add any text boxes, or graphics that are needed
4. Activate the Page Layout Ribbon

5. Click the Themes button in the upper left corner.
6. Mouse over each theme to see how that particular theme will look on your document.
7. Click the Theme that you prefer.
8. The new theme will be applied to your current text

### **Modifying components of a theme**

If you like the font of a theme but not the color scheme, text can easily be modified to accommodate new colors.

1. Activate the Page Layout Ribbon
2. Click the button that corresponds to the formatting aspect you would like to change from the Themes group.  
Note: The effects button will let you control how the shapes in charts, SmartArt, and pictures appear.
3. Select the theme that contains the color, font, or effect you want.
4. Use traditional methods for changing colors within the themes coordinated colors.
5. Note: In Word 2007, the font dropdown (located on the home ribbon) contains two sections, one holds fonts that coordinate with the theme, the other section contains all fonts.