



Marinaided Marketing Solutions
presents:

Microsoft® Office Word 2007 Training

Make documents look great

Course contents

- Overview: Make your documents stand out
- Lesson: Format text and apply styles

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Make your documents stand out



What you type in a document is just the beginning — words alone won't always get your message across.

Is the document easy to read? Do important points stand out? Would a paragraph read better as a list?

Here you'll see how to emphasize text and make lists, and how to make a stylish document.

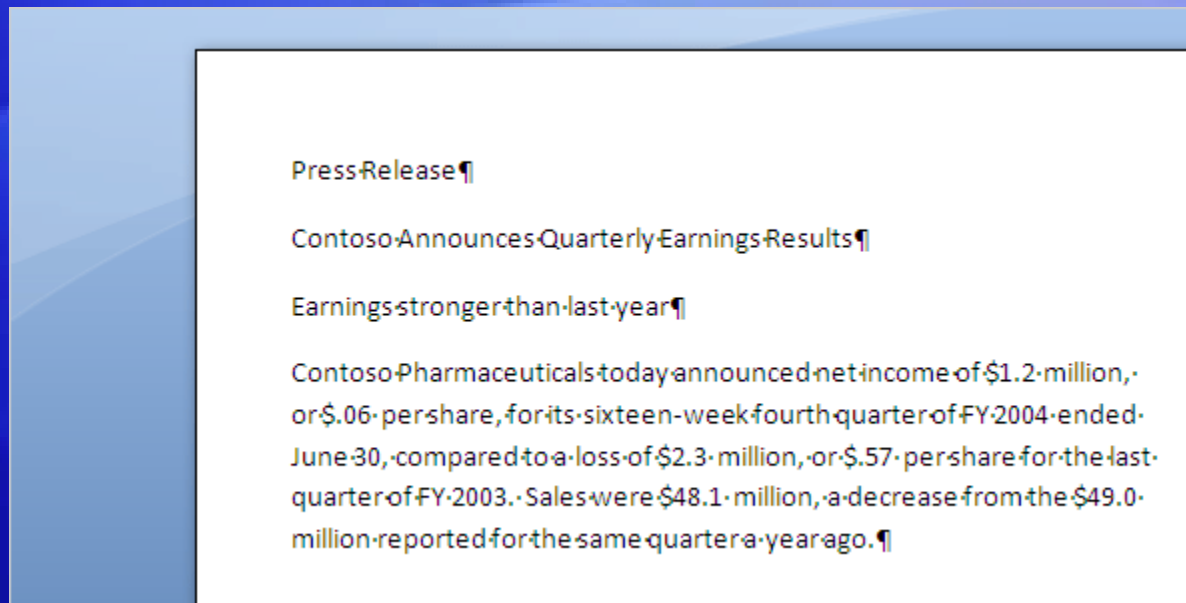
Course goals

- Emphasize text with bold, italic, or underline formatting.
- Create bulleted and numbered lists.
- Use styles to format text.

Lesson

Format text and apply styles

Format text and apply styles



In the picture is a nicely typed press release.

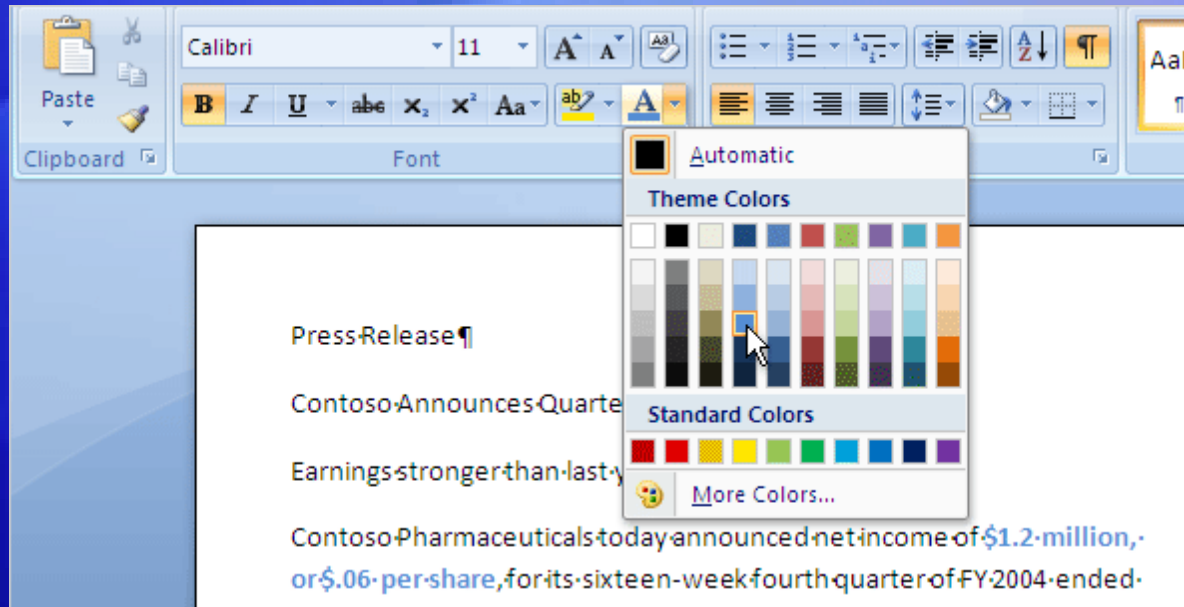
But all the text looks the same.

There are no titles or headings, no signposts or guides. Nothing says, “This is important; look here.”

But you can quickly change how a document looks. You can emphasize text with bold, italic, or underlined formatting; create lists; and use a style, a tool that helps you format a document.

Make documents look great

Add emphasis



This press release announces the net income and price per share for Contoso Pharmaceuticals.

Call attention to this important information by adding emphasis with bold, italic, underlined, or colored formatting.


You can do this either by clicking a button or by using a simple keystroke.


Add emphasis

Emphasize text

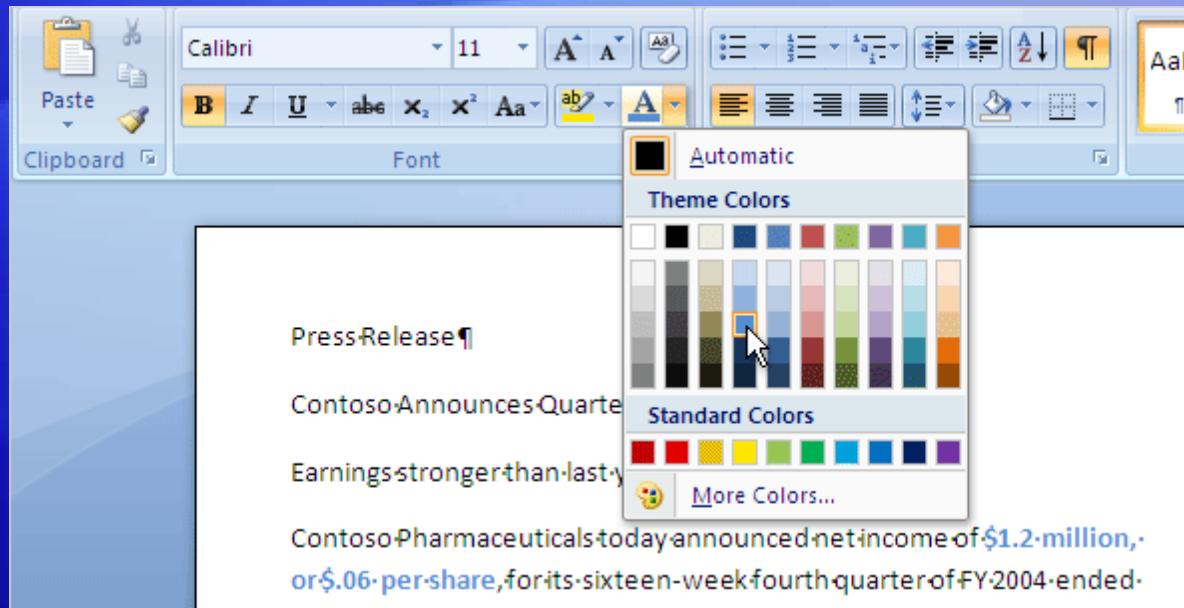
The animation shows how you can apply bold and colored formatting.

Animation: Right-click, and click **Play**.

To make text bold, select it, and then on the Ribbon, on the **Home** tab, in the **Font** group, click **Bold** .


To change the font color, point to **Font Color** , click the arrow, and move the cursor over the colors to preview. Click the one you like.

Add emphasis

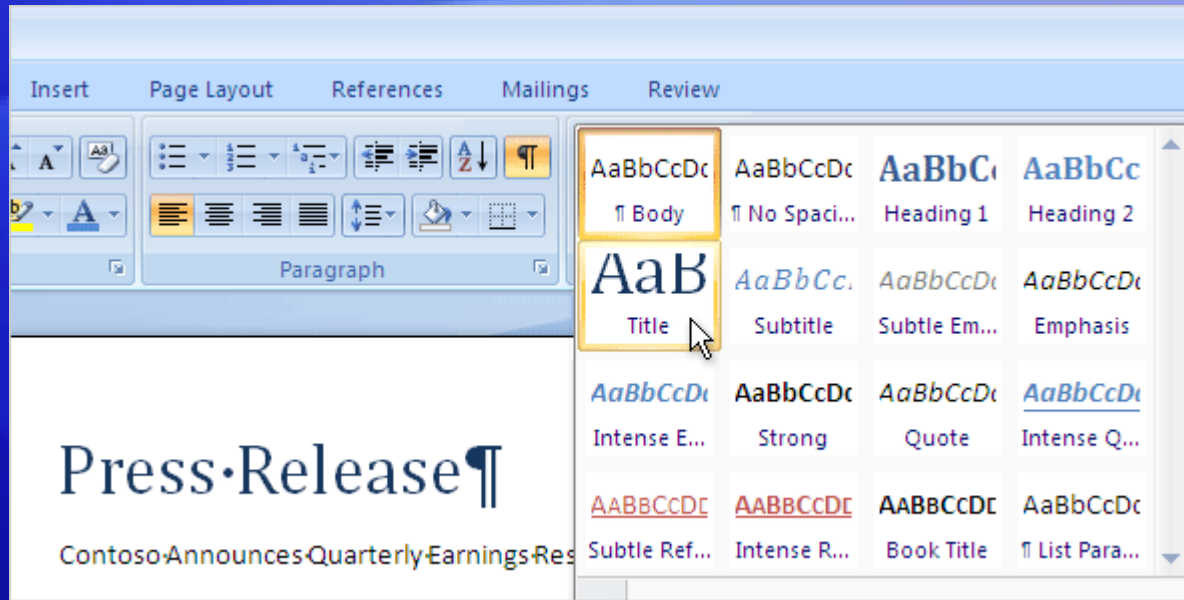


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Quickly add some style



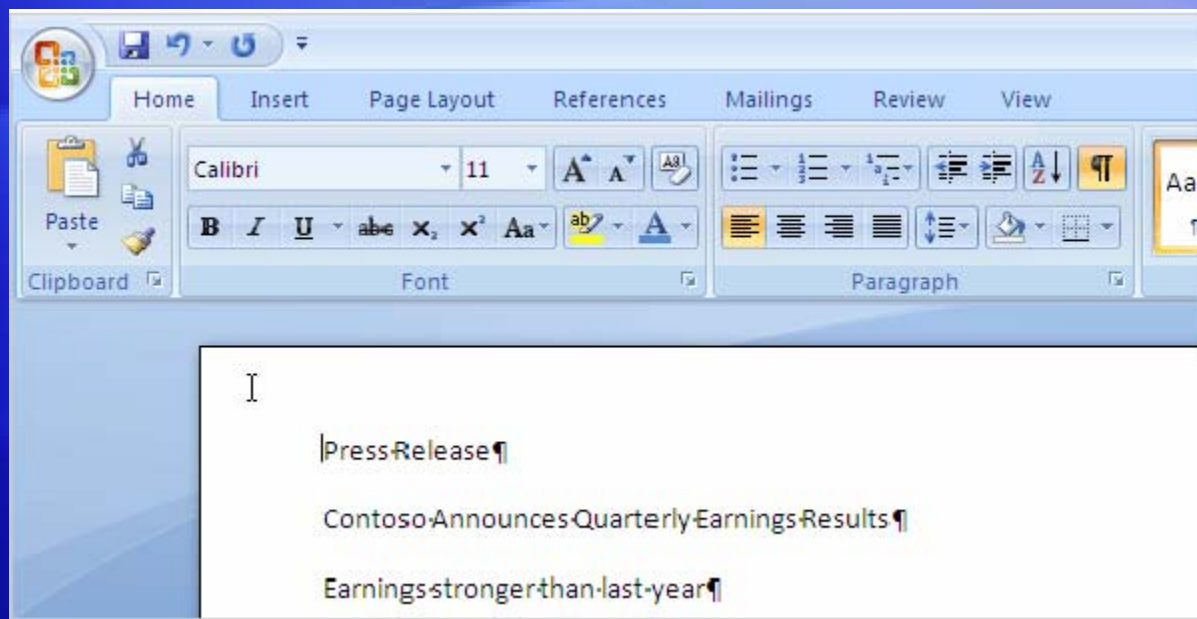
“Press Release” should stand out and announce what the document is about.

You could add bold or italic formatting and change the font size or color separately.

But instead of doing all these steps separately, you can apply **Quick Styles**, ready-made sets of formatting that you can use to change font, font size, or font color with one click.

You can easily format titles and headings, for example, by using Quick Styles.

Quickly add some style




To add a style, select the text you want to change.

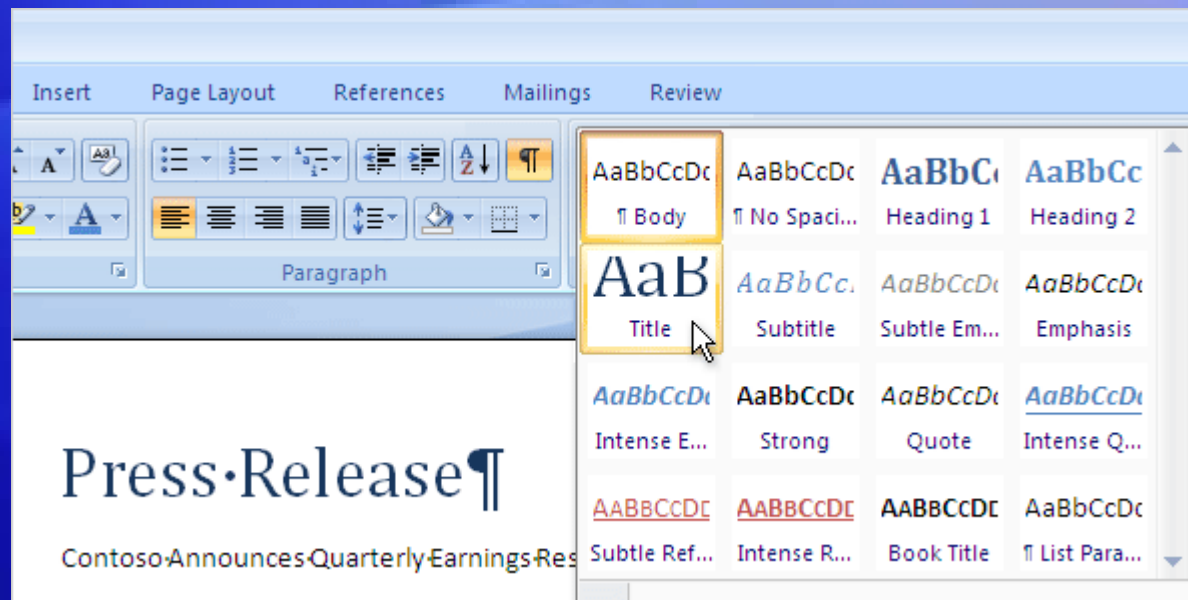
Then, on the Ribbon, on the **Home** tab, in the **Styles** group, place the pointer over a style.

Animation: Right-click, and click **Play**.

You can see how a style will look in your document just by pointing to it, without having to click it.

If you don't see the style that you want, click the **More** button  to expand the Quick Styles gallery. When you see a style that suits you, click it.


Quickly add some style



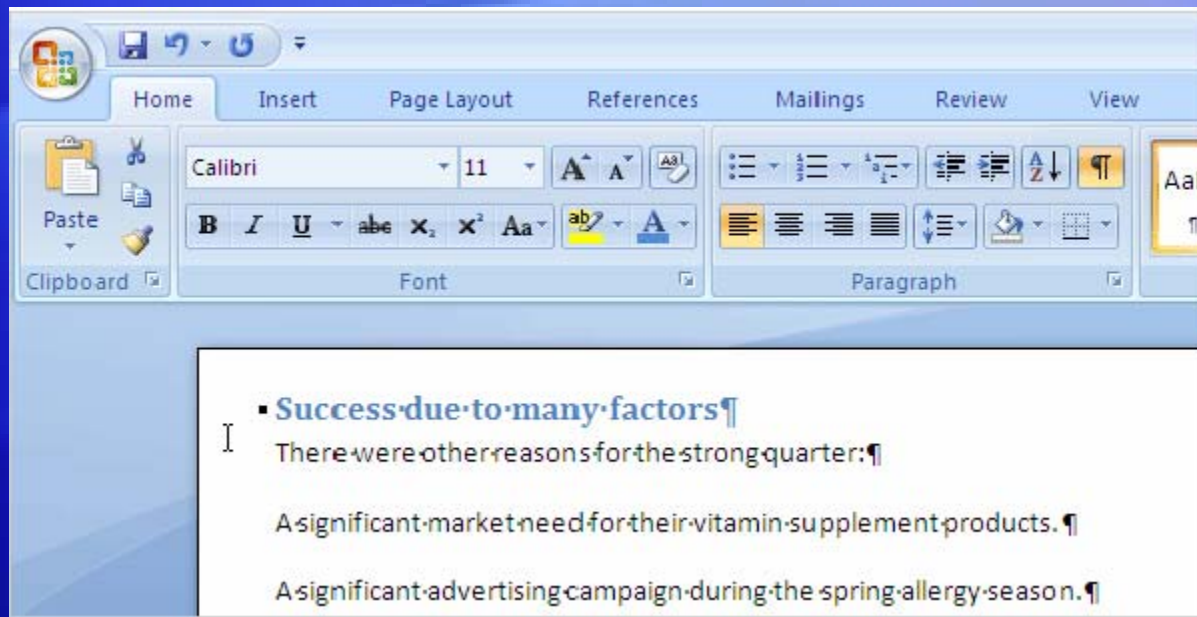
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Make a list

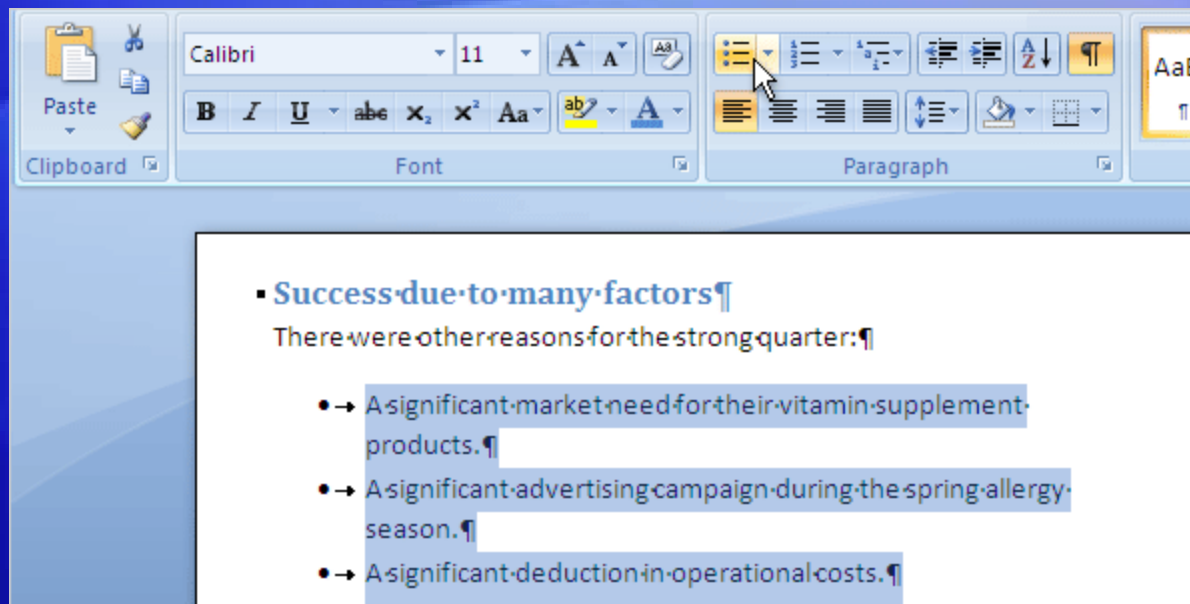


The press release points out reasons for the strong quarter. The text would stand out better if formatted as a bulleted or numbered list to show key points or step-by-step instructions.

Animation: Right-click, and click **Play**.

Select the text you want to make into a list. Then, on the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.

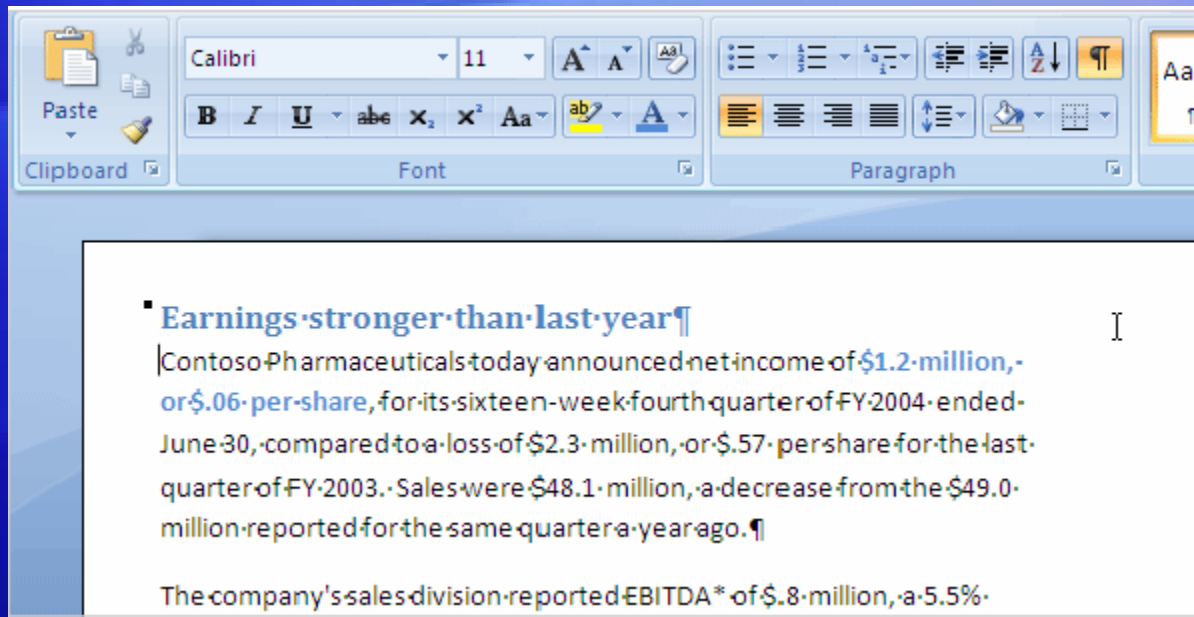
Make a list



The press release points out reasons for the strong quarter. The text would stand out better if formatted as a bulleted or numbered list to show key points or step-by-step instructions.


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When you need more (or less) space

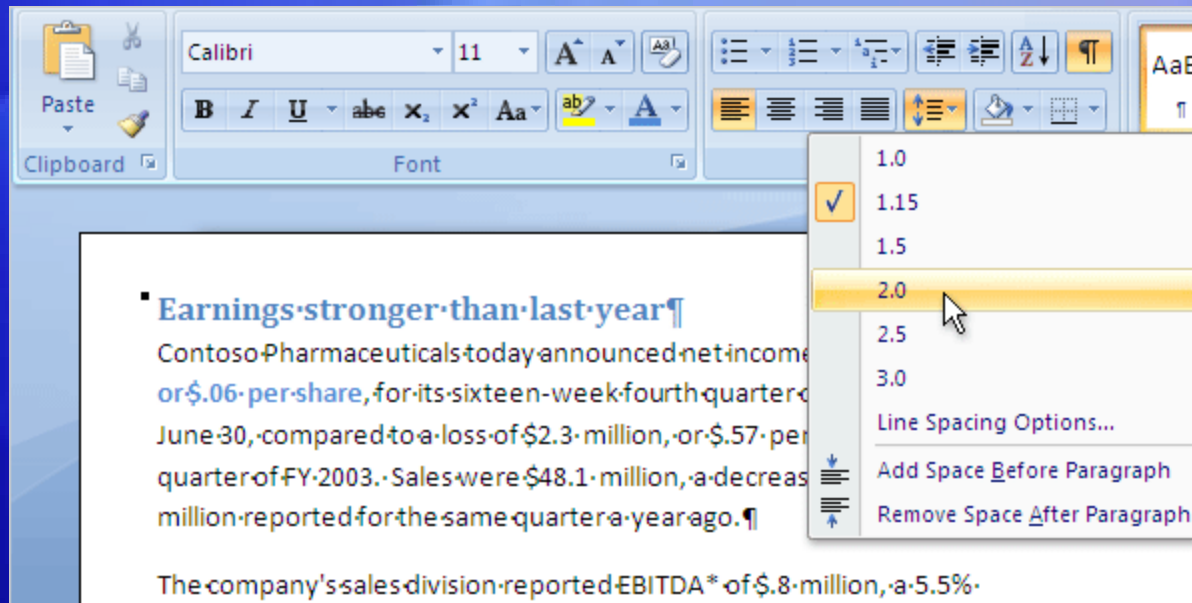


If you need more or less space between lines throughout your document, or in a selected area of text such as a letter address, it's easy to change line spacing.

Animation: Right-click, and click **Play**.


To change line spacing, on the **Home** tab, in the **Paragraph** group, click Line Spacing . Then click the new line spacing you want.

When you need more (or less) space

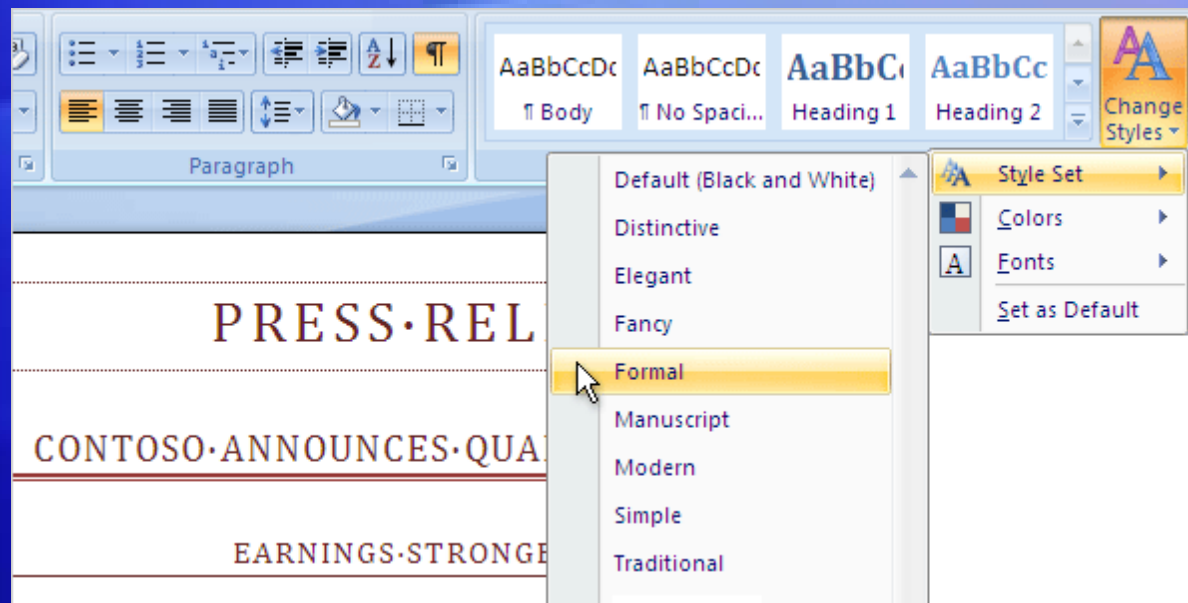


If you need more or less space between lines throughout your document, or in a selected area of text such as a letter address, it's easy to change line spacing.

To change the line spacing for an entire document, press CTRL+A to select all the text. To change line spacing for a single paragraph, place the insertion point inside the text; you don't have to select the text.

Then, on the **Home** tab, in the **Paragraph** group, click **Line Spacing**  and click the line spacing you want.

Apply a style extravaganza

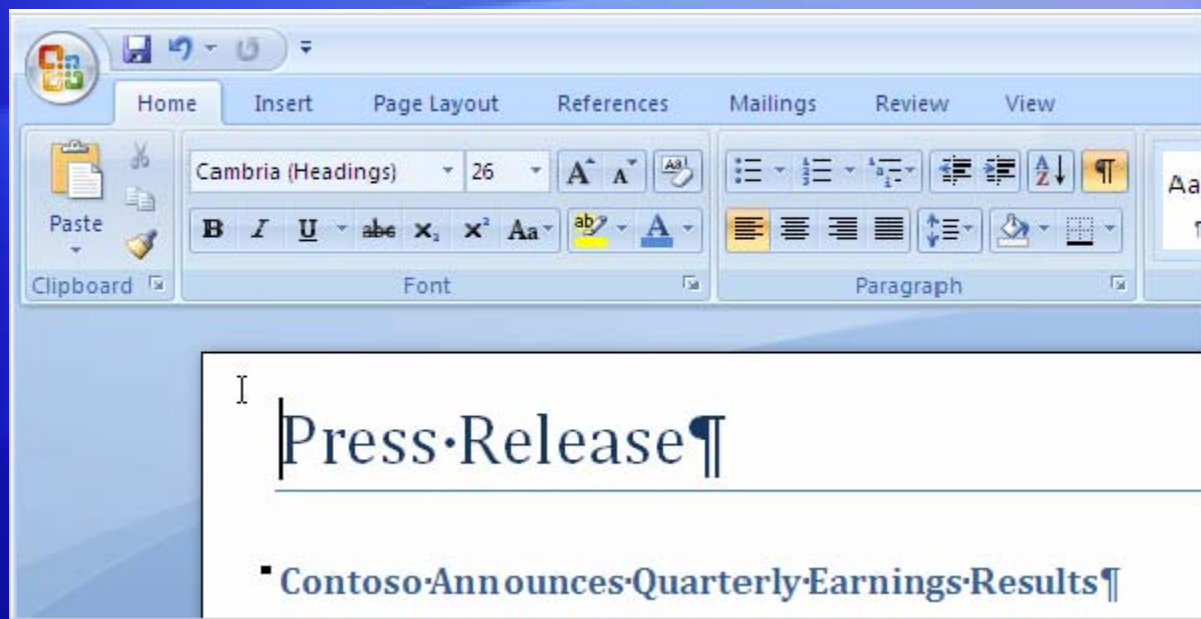


The press release is in good shape. It has a title and headings, bold formatting with a different font color to call out the net income, and a nicely formatted list.

As a last step, take a look at Quick Style sets. These are sets of styles that can dramatically change the look of the entire document with one click.

Each set includes styles for different heading levels, body text, quotes, and titles, all designed to work together.

Apply a style extravaganza



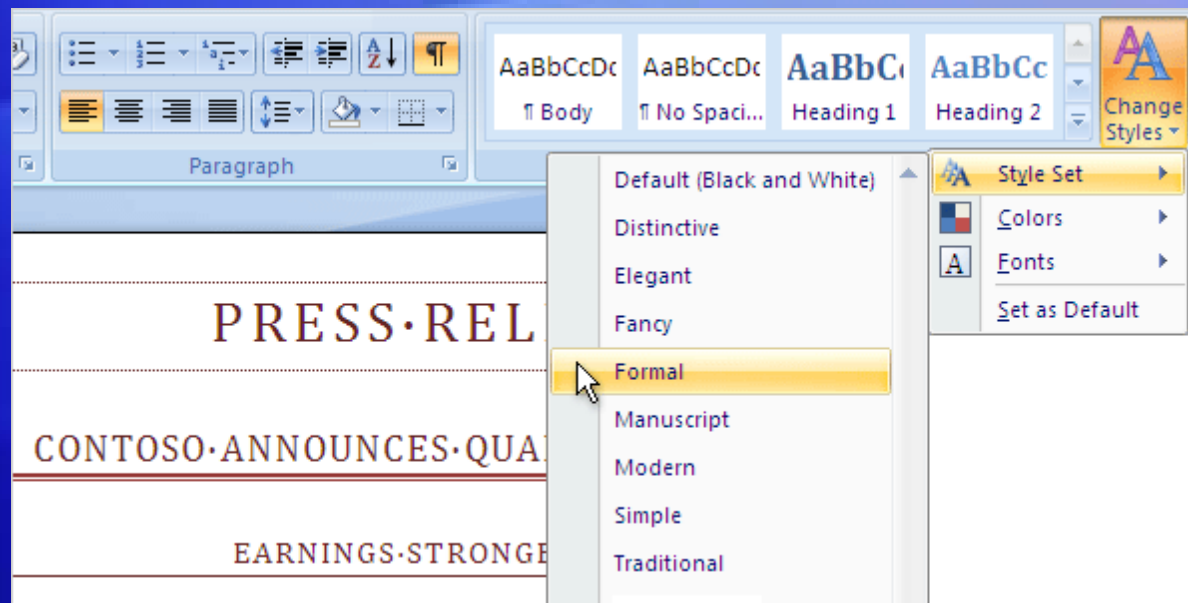
To see how your document would look with a Quick Style set, on the **Home** tab, in the **Styles** group, click **Change Styles**, and then click **Style Set**.

Animation: Right-click, and click **Play**.

Move your pointer over the styles in the list. As it rests on each style set, you can see the changes in the document. Click the set you like.

The animation shows how to select the **Modern** set for this press release.

Apply a style extravaganza



To see how your document would look with a Quick Style set, on the **Home** tab, in the **Styles** group, click **Change Styles**, and then click **Style Set**.

Move your pointer over the styles in the list. As it rests on each style set, you can see the changes in the document. Click the set you like.

The picture shows how to select the **Formal** set for this press release.



Suggestions for practice

1. Show formatting marks
2. Add basic formatting
3. Change line spacing
4. Add styles
5. Create a list
6. Center text
7. Preview the document before printing

[Online practice](#) (requires Word 2007)

Test question 1

Be careful when you add formatting and styles. You can't make changes afterward. (Pick one answer.)

1. True.
2. False.

Test question 1: Answer

False.

You're in control. You can undo by pressing CTRL+Z or by clicking **Undo** on the **Quick Access Toolbar**. Another way you can clear formatting and styles is by clicking **Clear Formatting** in the **Font** group on the **Home** tab.

Test question 2

What's the best way to create a heading in a document? (Pick one answer.)

1. Apply a larger font size to it than the body text.
2. Add bold formatting by clicking the **Bold** button on the Mini toolbar.
3. Apply a heading style.

Test question 2: Answer

Apply a heading style.

In a single click, you can apply bold format, size, and possibly a different font. And you don't have to remember what those are. Just use the same style again and again.

Test question 3

You want to add emphasis to a few words of text that you've typed. What's the first step? (Pick one answer.)

1. Click **Bold** on the Mini toolbar.
2. Select the text you want to format.
3. Click **Bold** in the **Font** group on the **Home** tab.

Test question 3: Answer

Select the text you want to format.

You have to select the text first so that Word knows what to make bold.

Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](#).