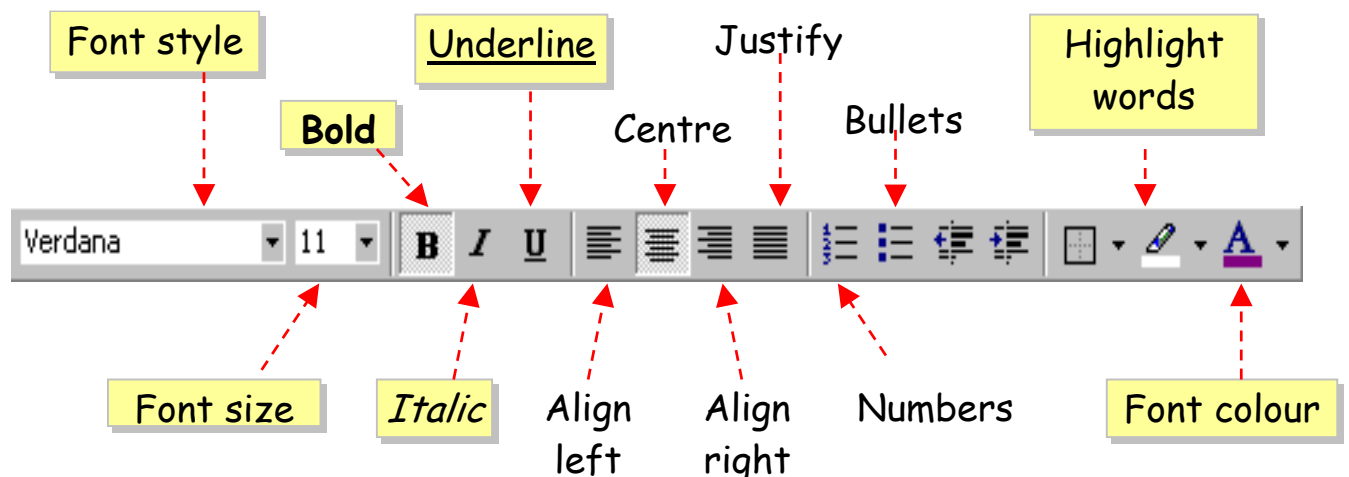


## Formatting Text in Word



- This is the **formatting toolbar**, with the most commonly used options labelled. If you hover your mouse pointer over the buttons on any of the toolbars at the top of the screen, you will see '**tool tips**' which tell you what each button does.... Why not have a go!
- The formatting toolbar enables you to change the style of your document. To change the options that are **highlighted here in yellow** you must select them.
- You can **select text** in a number of ways:
  1. You can select one word by double clicking on it.
  2. Using the mouse put the cursor at the beginning of the word(s) you want to select, by clicking. Then hold the left mouse button down and drag the cursor across the words you want to select.
  3. You can select a line of text by putting the cursor to the left of the text, when it will change to an arrow. Click the left mouse button once, and the text will be selected.

4. If you want to select a whole paragraph click the mouse quickly 3 times.

5. **Selected text looks like this**

6. You can move selected text by putting the mouse pointer over one edge of it, holding the left mouse button down & moving the text to where you want to place it.

- Selecting & moving text takes a bit of practice ~ so don't be afraid to have a go & get it wrong a few times, you will soon get the hang of it!
- Once the text is selected you can apply different styles, *changing the font face, size, & colour*
- To align the text, or use numbers or bullet points simply put the cursor at the beginning of the text, & click the relevant button. No selection is needed.

2 more useful buttons:



**Undo** ~ Made a mistake??

Simply press this button to undo it!



**Redo** ~ Think your mistake wasn't a mistake after all....

Simply redo!

The best way to learn is to practice, so why not type a sentence & try out the options described in this sheet...

**the more mistakes you make, the more you will learn!**

So be brave & have a go...!