

# Formatting Text

## After completing this lesson, you will be able to:

- *Use the Formatting toolbar to format text.*
- *Apply character effects to text.*
- *Align text.*
- *Cut and paste text.*
- *Use drag and drop to edit text.*
- *Use collect and paste.*
- *Apply styles.*
- *Preview a document.*
- *Print a document.*

Have you ever wished that you could change the format and layout of a document to place emphasis on key words and phrases? Or have you ever read a document that you created and printed, only to find that the information on page 3 should be where the information on page 2 is? Microsoft Word has numerous features to help you create and format documents in just the way you want. Word also lets you move and copy information throughout a document or even to another document.

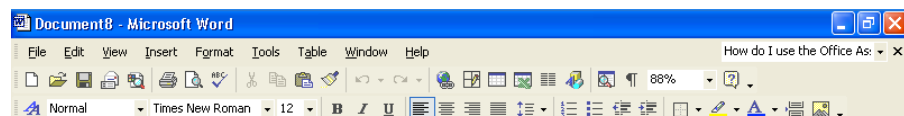
In this lesson, you will learn how to apply formatting to make text bold, underlined, and italic, and you'll learn how to change the size and font **style** of text. When you edit a document, you often need to move or copy text or other objects from one place to another. In this lesson, you will learn different methods for cutting and copying text and objects. You'll practice copying and pasting text between different documents. You'll also learn how to modify the appearance of a paragraph by aligning text.

To complete the procedures in this lesson, you will need to use a file named Brochure 04 in the Lesson04 folder in the Word Processing Practice folder that is located on your hard disk. This document has been created to publicize the services of the public relations firm Contoso, Ltd. You'll change the text, formatting, borders, and shading. For the section in this lesson on moving and copying text, you'll use the files Memorandum 04 and Logo 04. These files contain text that you will paste in the brochure.

## Using the Formatting Toolbar to Format Text

Although in Word you can change the appearance of text in several different ways, using the Formatting toolbar is the quickest and easiest way to make most text changes. The Formatting toolbar has several buttons and lists that you can use to change text attributes. An **attribute** is a characteristic such as bold formatting, italics, lowercasing, underlining, font (the style of the characters), font size, and even text color.

The boxes at the left end of the Formatting toolbar are, from left to right, the Style box, the Font box, and the Font Size box, as shown in the following illustration. These boxes tell you the name of the style, the name of the font, and the size of the font currently in use. (Styles are covered later in this lesson.) You click the down arrows on the right sides of the boxes to open the boxes and display content lists.



In the following exercises, the Standard and Formatting toolbars have been separated.

The buttons on the toolbars toggle on and off. That is, when you click a button, you turn on the attribute. When you click the button again, you turn off the attribute.

When you select formatted text, the font and font size of the selected text appear on the Formatting toolbar—in the Font and Font Size boxes—only if the font and font size of the selected text is the same. If the font, font style, or font size varies throughout the selected text, the Font, Font Size, and Font Style boxes appear blank on the Formatting toolbar. If the selected text is bold, italic, or underlined, the relevant button on the Formatting toolbar appears recessed and in a lighter shade.

You can also use the Formatting toolbar to remove formatting. For example, if you want to remove the bold formatting from a title, you simply select the title text and click the Bold button.

When you are formatting a document, you can open the Reveal Formatting task pane (from the Format menu) to display the format of the selected text, such as its font and font effects. The Reveal Formatting task pane allows you to display, change, or clear the formatting for the selected text. You also can use the Reveal Formatting task pane to select text based on formatting so that you can compare the formatting used in the selected text with formatting used in other parts of the document.

In this exercise, you use the Formatting toolbar buttons to make text bold, italic, and underlined, and you use the Formatting down arrows to open lists on the Formatting toolbar to change the font and size of a heading.

- 1 On the Standard toolbar, click the Open button.  
The Open dialog box appears.
- 2 Click the Look in down arrow, click the icon for your hard disk, double-click the Word Processing Practice folder, and then double-click the Lesson04 folder.  
The contents of the Lesson04 folder appear in the Open dialog box.
- 3 Verify that the file Brochure 04 is selected and click the Open button.  
The Open dialog box closes and the file Brochure 04 appears in Word.
- 4 Select the heading line, *Contoso, Ltd. Network*.
- 5 On the Formatting toolbar, click the Bold button, and click the Italic button.  
The title appears bold and italic.
- 6 Double-click the last word of the heading, *Network*, to select it.
- 7 On the Formatting toolbar, click the Underline button.
- 8 Click anywhere.  
The text is no longer selected, and the word *Network* is underlined.
- 9 Triple-click the selection area (the area of the document to the left of the text).  
All text in the document appears selected.
- 10 On the Formatting toolbar, click the Font down arrow.  
A list of available fonts appears.

When you create a new document, Word uses Times New Roman as the font in 12-point type as the default setting. A point is the

You can also apply the Bold attribute to selected text by pressing the key combination Ctrl+B. Similarly, you can italicize selected text by pressing Ctrl+I.

You can also apply the Underline attribute to selected text by pressing Ctrl+U.

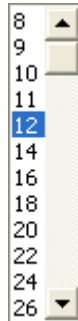
Note that the styles listed in the Font list on your computer screen might be different from the styles shown in this figure.



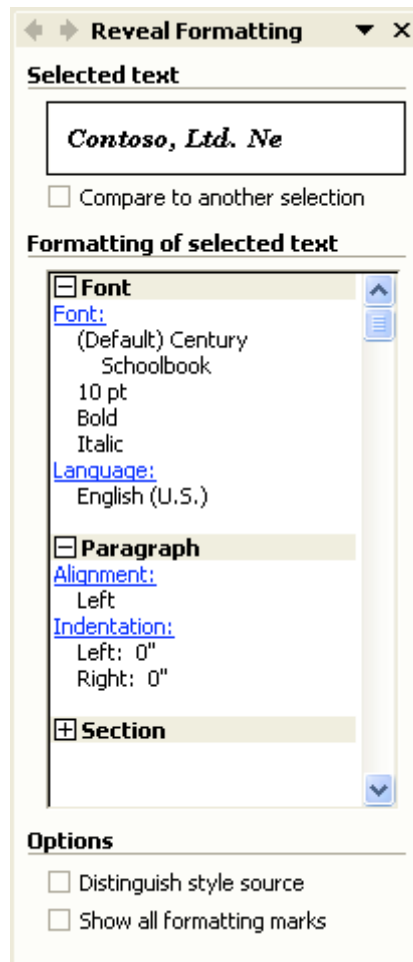
The most recently used fonts are listed first in the Font list, followed by an alphabetical listing of all available fonts.

The Font Size list displays whole numbers, but you can specify font sizes in half-point increments by typing the font size (for example, 10.5) in the Font Size box.

- 11 Scroll down, if necessary, and click Century Schoolbook. The text changes to the Century Schoolbook font.
- 12 On the Formatting toolbar, click the Font Size down arrow (to the right of the number 12). A list of font sizes appears.



- 13 Click 10. The selected text is displayed in a smaller, 10-point font size.
- 14 Click anywhere. The text is no longer selected.
- 15 On the Format menu, click Reveal Formatting. The Reveal Formatting task Pane appears, displaying the format of the selected text.



Note the information that is provided in this task pane as well as the links to other dialog boxes such as the Font dialog box and the Paragraph dialog box.

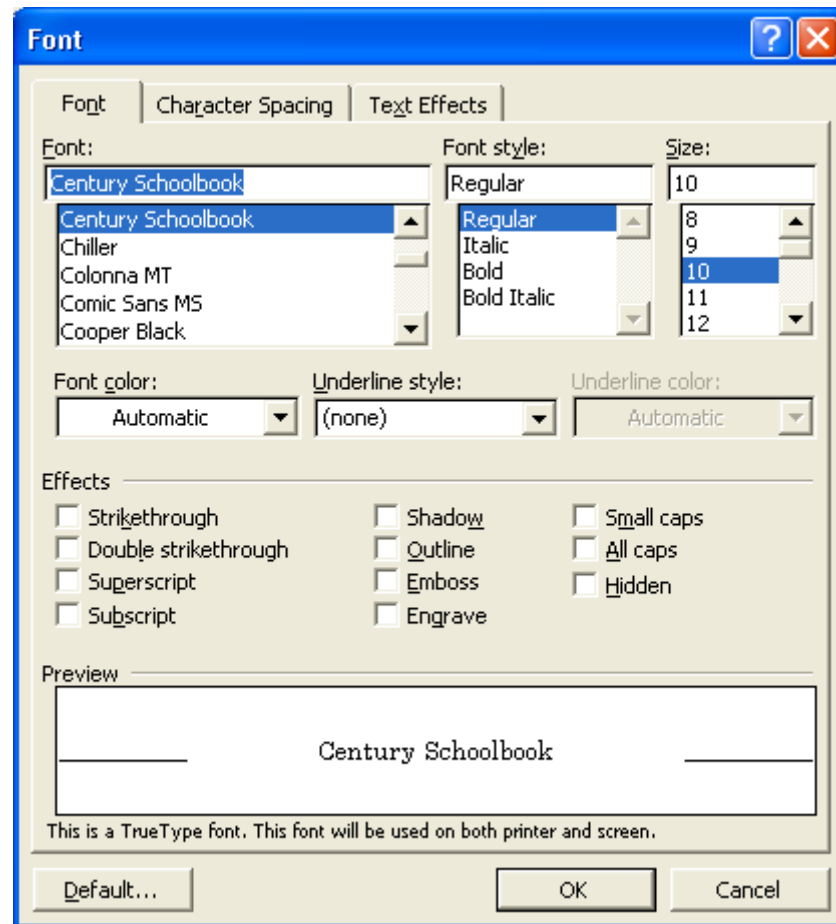
- 16 In the Reveal Formatting task pane, click the Close button.  
The Reveal Formatting task pane closes.
- 17 On the File menu, click Save As.  
The Save As dialog box appears.
- 18 Save the document as Brochure 04 Edited, and click Save.  
Word saves the document.  
Keep this file open for the next exercise.

## Applying Character Effects to Text

You can apply formatting attributes and effects that are not available on the Formatting toolbar, such as superscript, subscript, strikethrough, and small caps character effects from the Font dialog box. When you use the Font dialog box, you can also change multiple attributes at once and display a sample of the selected attributes before you apply them to the text. Other attributes that are available only from the Font dialog box include special effects such as shadowed or embossed text and color for underlined text.

To use the Font dialog box, you select the text that you want to format, and on the Format menu, click Font. Or before you begin typing text, on the Format menu, click Font. Then all text that you type will appear in the format that you selected in the Font dialog box until you change the formatting again.

Since all the font attributes are visible in the Font dialog box, modifications can be made quite easily. You can use the Preview box to see how the modifications will look in the document.



## Aligning Text in a Document

By default, text that you type has the **Align Left** alignment attribute applied. That is, text is aligned with the left margin. However, you can use the **Center**, **Align Right**, or **Justify** attributes to align text. Centered text is placed equally between the left and right margins, right-aligned text is placed at the right margin, and justified text fills out all the space between the right and left margins. To align an existing paragraph, click anywhere in the paragraph and click one of the following buttons on the Formatting toolbar.

As is true with text attributes, when an alignment attribute is turned on, all text typed from that point on is affected until you turn the attribute off.



Use the alignment buttons on complete paragraphs rather than on characters or phrases. You do not need to select all the text in a paragraph before you apply an alignment. You only need to click to place the insertion point somewhere in the paragraph.

The following illustration shows the four different types of alignment attributes:

The architecture of Microsoft's Internet Explorer allows software developers to "host" the components they want in their applications, providing direct support for Internet standards without the need to launch a separate program. The flexibility provided by this "componentization" enables software developers to focus their energies on writing new and better applications, rather than focusing on the low-level plumbing required to support Internet standards.

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In this exercise, you center, right-align, left-align, and justify text.

- 1 Select the first heading line, *Contoso, Ltd. Network*.
- 2 On the Formatting toolbar, click the Center button.  
The heading line moves to the center of the document.
- 3 Click anywhere in the first paragraph.
- 4 On the Formatting toolbar, click the Align Right button.  
The paragraph moves to the right margin.

**Contoso, Ltd. Network**

Contoso, Ltd. was established in 1990 to provide a forum for professional public relations consultants throughout the state to meet, exchange views about general business issues affecting the profession, and further individual skills development.

Meetings are held the second Tuesday of each month. The meeting format follows an informal agenda, which may include member introductions, a short organization business review, and a professional skills presentation by an expert guest speaker.

Membership is open to individuals who provide personal relations consulting services. There are two categories of members, General and Associate. General Members are those who earn at least 80% of their annual income as time or project derived fees from public relations consulting services. All other members are considered Associate Members. Further information may be obtained from any officer.

For more information, contact Sue Jackson, Senior Vice President. She can be reached by phone at 303-555-0120, or by e-mail at [someone@example.com](mailto:someone@example.com).

**Contoso, Ltd. Services**

Contoso, Ltd. also provides comprehensive public relations services including advertising and marketing communications services for a variety of diverse corporations, businesses and non-profit organizations. A full service agency, Contoso has handled public relations and advertising for everything from sewing machines and frozen foods to computer software applications and book promotions.

- 5 On the Formatting toolbar, click the Align Left button.  
The paragraph moves back to the left margin.
- 6 On the Formatting toolbar, click the Justify button.  
The lines in the paragraph now extend to both the left and right margins, except for the last line of the paragraph, which doesn't extend all the way to the right margin because it is shorter than the other lines.
- 7 On the Formatting toolbar, click the Align Left button to return the text to its original alignment.
- 8 Save and close this document. Keep Word open for the next exercise.

## Cutting and Pasting Text

When you cut and paste text, you are removing text from one location in a document and placing it in another location in the same document or in a different document. Copying and pasting duplicates the original information in another location or document. There are various methods for cutting and pasting text: you can click Cut and Paste on the Edit menu, use the mouse pointer to drag and drop text, or click the Cut and Paste buttons on the Standard toolbar. For example, the marketing manager at Contoso, Ltd. is updating the company brochure. The new brochure will contain information from an internal memorandum that was distributed to company employees. To save time, she will copy the information in the memo, rather than retyping it, and will paste the information into the brochure that she is updating.

When you use the Copy command, text that you select is duplicated in a new location while also remaining in the original spot. When you use the Cut command, the text that you select is taken from its original position and moved to another location.

When you paste something from the Clipboard, the Paste Options button appears next to the item you have pasted. Clicking the Paste Options button displays a list of actions Word can take regarding the pasted item. This list will vary depending upon the content of the pasted item but generally (for text items) will include: Keep Source Formatting, Use Destination Styles, Match Destination Formatting, and Keep Text Only. These options allow you a quick and easy way to format pasted text to match an existing document—or not, depending upon your needs.

In this exercise, you copy selected text from one document to another, and cut and paste selected text within the same document.

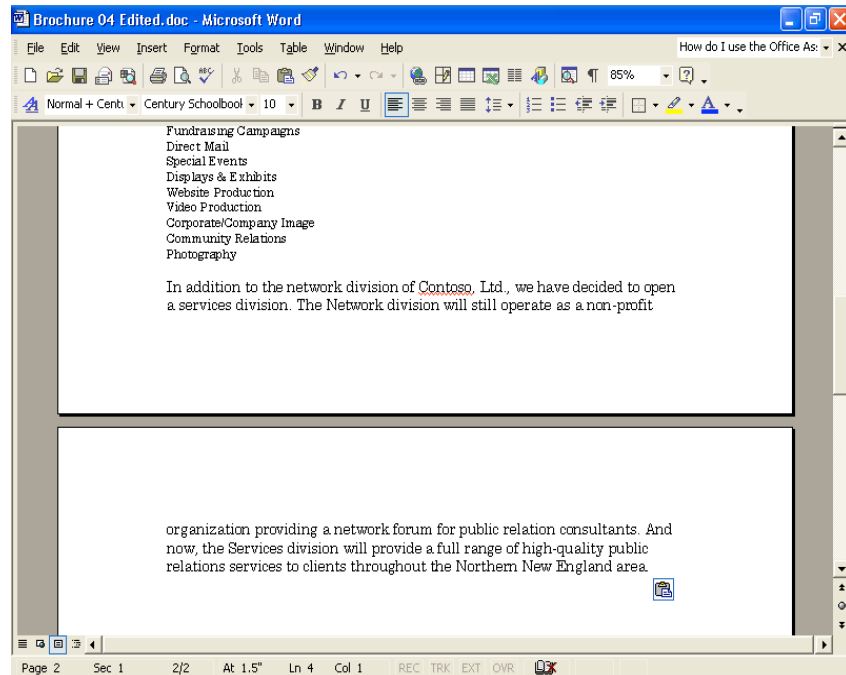
- 1 On the Standard toolbar, click the Open button.  
The Open dialog box appears with the contents of the Lesson04 folder displayed.
- 2 Select the file named Memorandum 04 and click Open.  
Word opens the file.
- 3 Select the main paragraph of the memo.
- 4 On the Standard toolbar, click the Copy button.  
Nothing changes on the screen, but the text is copied. The main paragraph remains selected.
- 5 On the File menu, click Close to close the memorandum document.  
The brochure document is now visible.
- 6 Scroll down and click at the end of the document after the word *Photography*.
- 7 Press Enter twice.  
The insertion point moves two lines below the word *Photography*.

To use a shortcut menu to copy or cut and paste, right-click the selected text, and on the shortcut menu, click Cut or Copy. To paste text, right-click the location where you want to paste the text, and on the shortcut menu, click Paste.



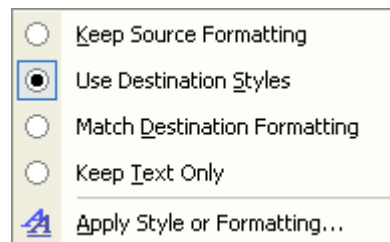
- 8 On the Standard toolbar, click the Paste button.

The paragraph remains in the original document, and a copy of the paragraph is inserted at the new location in the brochure.



- 9 Click the Paste Options button.

The menu of options for pasting opens.



- 10 Click Match Destination Formatting.

The font size changes to 10.

- 11 Select the fourth paragraph, which begins *For more information*.

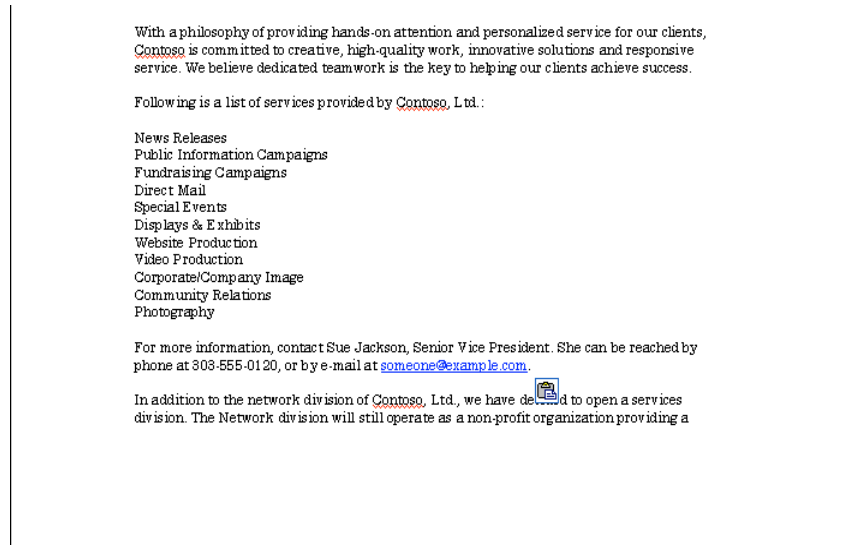
- 12 On the Standard toolbar, click the Cut button, and press Delete to remove the extra blank line.

The paragraph is removed from its location in the document and is placed on the Clipboard.

- 13 Click the blank line below the word *Photography* (the last item in the list of services).

- 14 Press Enter to separate the paragraph with a blank line, and on the Standard toolbar, click the Paste button.

The paragraph appears at the new location after the list of services.



- 15 On the Standard toolbar, click the Save button.  
Keep this file open for the next exercise.

## Using Drag and Drop to Edit Text

To cut and paste without using the buttons, you can use the drag-and-drop technique. As is true with other editing techniques, you begin by selecting the desired text. To drag and drop, select the text, position the mouse pointer over the selected text, hold down the left mouse button, and then drag the selection to a new location.

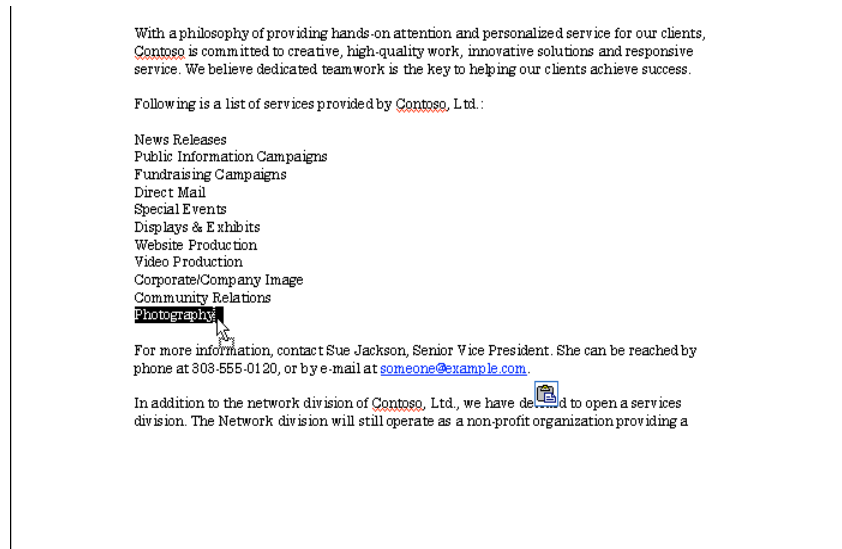
In this exercise, you use drag and drop to move text within a document.

- 1 Click the selection area to the left of the word *Photography* to select the entire line.

To copy text using drag and drop, position the mouse pointer over the selected text, hold down the mouse button, hold down Ctrl, and then drag to the new location.

- 2 Position the mouse pointer over the selected text, and press and hold down the left mouse button.

A dotted rectangle appears near the mouse pointer.

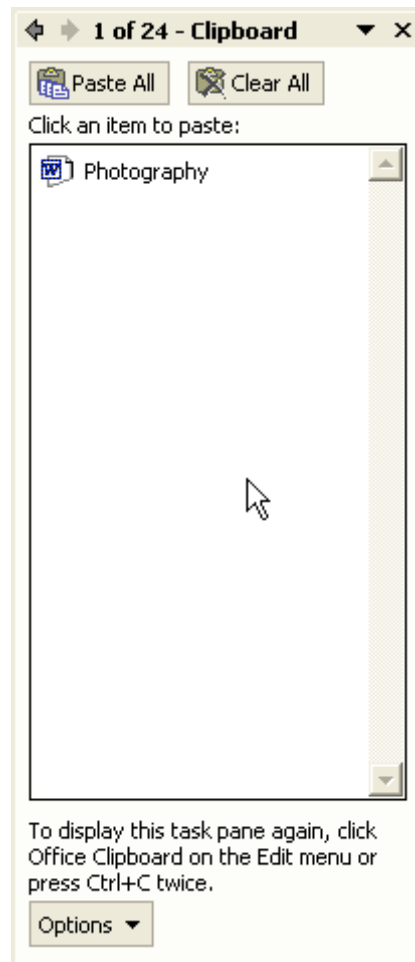


- 3 Drag the text, with the dotted rectangle, until the dotted line mouse pointer is directly in front of the *N* in *News Releases* (the top line in the list of services).
- 4 Release the mouse button.  
The text moves to the new location.
- 5 On the Standard toolbar, click the Save button.  
Word saves the document.  
Keep this file open for the next exercise.

## Using Collect and Paste

The Office Clipboard is available in Microsoft Word, Excel, PowerPoint, and Outlook 2002. However, it is not available in Microsoft FrontPage 2002 or any non-Office XP programs.

Office XP actually uses two clipboards—the Windows Clipboard (which you have already used in this lesson) and the **Office Clipboard**. The Windows Clipboard can store only one selection at a time. However, the Office Clipboard can hold up to 24 items at a time, and you can paste any of these items into documents—not just the item that you most recently copied or cut to the Clipboard. You need to view the Office Clipboard’s task pane so that you can see its contents.



The Clipboard displays the first 50 characters of text or, if it is a graphic or some other form of data, as much of the item as is possible. Each item also has an icon next to it, which indicates the program from which it came.

The Clipboard task pane can appear automatically when you copy or cut two items consecutively if you have it set up to do so. If this option is turned off, you can manually open the Clipboard task pane by clicking Office Clipboard on the Edit menu.

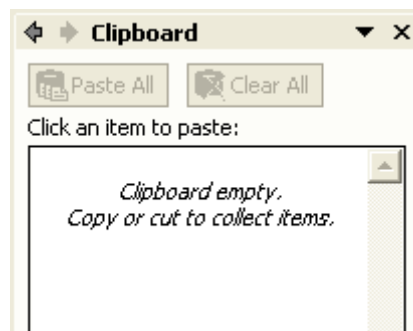
The Office Clipboard can hold up to 24 items. If you try to copy a twenty-fifth item, a message asks if you want to discard the first item on the Office Clipboard and add the new item to the end of the Clipboard. If you click OK, the next time you copy an item from any program, the Office Clipboard automatically discards the first item and adds the new item. If you click Cancel, any new items that you copy won't be added to the Office Clipboard until you make space on the Office Clipboard by pasting or cutting items already stored there. You won't see the message again until the Office Clipboard is full. Note that the collected items remain on the Office Clipboard until you quit all open Office XP programs on your computer.

To adjust the way in which the Office Clipboard works, click the Options button at the bottom of the Clipboard. From the menu choices that appear, you can choose to *Show Office Clipboard Automatically* when you cut or copy two items consecutively or to *Collect Without Showing Office Clipboard*. If you choose to *Show Status Near Taskbar When Copying* you'll see a ScreenTip near the Windows taskbar each time you cut or copy an item. You can also choose *Show Office Clipboard Icon on Taskbar*, which places an icon on the Windows taskbar. This icon will be displayed anytime you have the Clipboard open in one of the Office applications. You can then double-click this icon to display the Office Clipboard.



In this exercise, you open the Clipboard task pane, see how the Office Clipboard handles multiple items, and then paste from it and clear it.

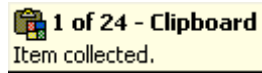
- 1 On the Edit menu, click Office Clipboard.  
The Clipboard task pane opens.
- 2 Click the Clear All button.  
If there were any cut or copied items in the Clipboard, they are cleared.



- 3 On the Standard toolbar, click the Open button. In the Open dialog box, select the file named Logo 04, and click Open.  
Word opens the file.
- 4 Click the text *Contoso, Ltd.*  
Little boxes appear around the logo, indicating that the logo is selected.

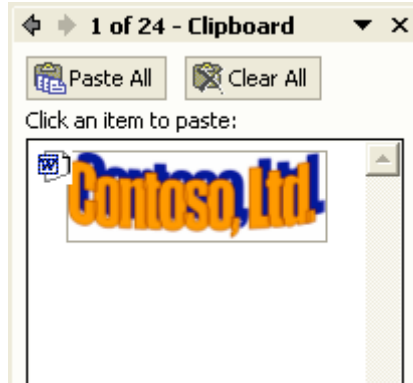
- 5 On the Standard toolbar, click the Copy button.

The logo is copied from the document and placed in the Clipboard. A ScreenTip appears on the taskbar indicating that the item has been collected. There is one item available in the Clipboard.



- 6 Close the logo document.

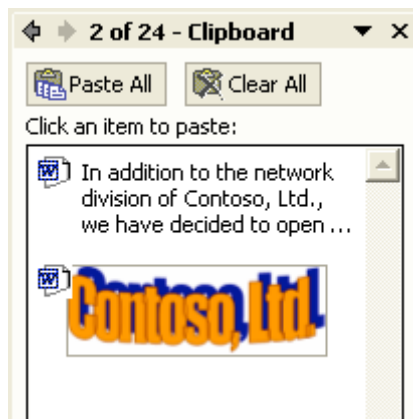
The logo document closes, and the brochure document appears.



- 7 Double-click in the selection area next to the last paragraph of the brochure document that begins *In addition to the network*.

- 8 On the Standard toolbar, click the Cut button.

The paragraph is removed from the document and placed on the Office Clipboard. The Clipboard task pane now contains two items.

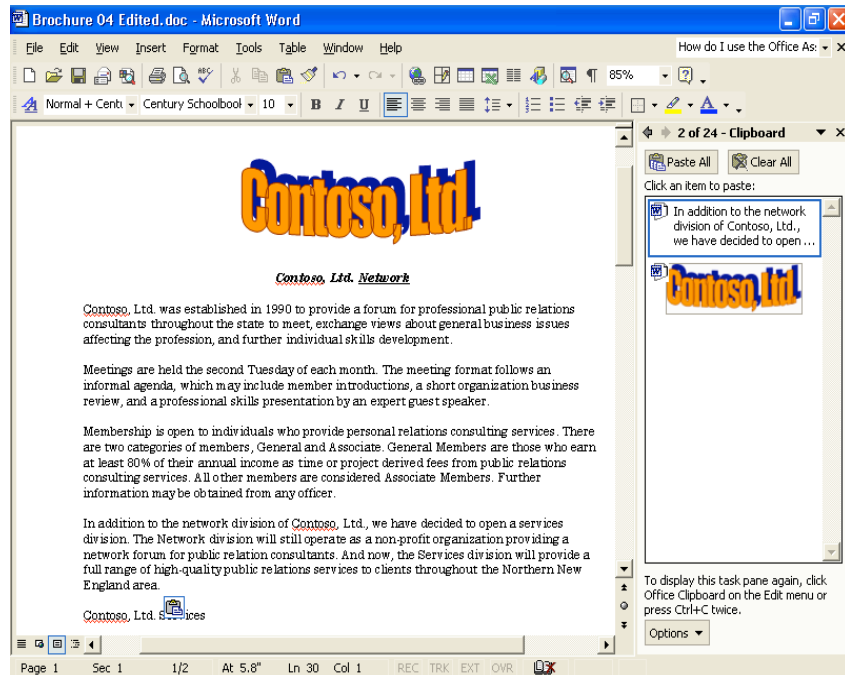


- 9 Scroll up to the top of the document, and click in front of the letter C in the heading *Contoso, Ltd. Network*.

- 10 Press Enter eight times to move the title down.

- 11 Click at the top of the document to position the insertion point.

- 12 On the Clipboard task pane, click the logo item.  
The logo *Contoso, Ltd.* now appears at the top of the brochure. (Click and drag, if necessary, to position the logo in the center of the page.)
- 13 Scroll down and click the blank line above the second heading, *Contoso, Ltd. Services*, and then press Enter to insert another blank line.
- 14 On the Clipboard task pane, click the copied paragraph.  
The paragraph is inserted at the bottom of the first section in the document.



- 15 On the Clipboard task pane, click the Clear All button.
- 16 In the upper-right corner of the Clipboard task pane, click the Close button.  
The Clipboard task pane closes.
- 17 On the Standard toolbar, click the Save button to save the document.  
Word saves the document.  
Keep this file open for the next exercise.

## Applying Styles to Text

Styles save you time when formatting a document and help you maintain a consistent format within the same document and from document to document. For example, suppose you are creating a document that contains several subheadings. You want these subheadings to be green and in a different font than your text. Instead of using the formatting options on the Formatting toolbar every time you type a subheading in the document, you can create a style.

A style is a named set of formatting instructions, used to apply multiple formatting characteristics to text in a single step.

After you create the style, you simply place the insertion point anywhere in the existing text or anywhere in the document you want the style to start and click the Style down arrow. Select the style you want, and the text is modified with the chosen style.

Whenever you open a new, blank document, Word automatically attaches a standard template to the document. A template is a preformatted document that has its own set of styles. When you type in a new, blank document, the characters are set in a default style that is called Normal. The words that you type are automatically formatted in the font Times New Roman, at 12 points in size, and aligned against the left margin. The Normal template has five styles, three of which are designed for use as headings. The names of styles are located on the Formatting toolbar, in the Style list, as shown in our next figure.

Clear Formatting	
Centered	
Century Schoolbook, 10 pt	
<b><i>Century Schoolbook, 10 pt, Bold, Italic</i></b>	
<b><i>Century Schoolbook, 10 pt, Bold, Italic, Centered</i></b>	
<b><u>Century Schoolbook, 10 pt, Bold, Italic, Underline</u></b>	
<b>Heading 1</b>	¶
<b>Heading 2</b>	¶
<b>Heading 3</b>	¶
<u>Hyperlink</u>	a
Normal	¶
More...	

You can use styles to quickly apply multiple formatting attributes to text. For example, you could specify attributes such as bold, left align, italicize, and even font color, and then apply all those attributes at the same time by applying a style. Simply select or click the text, and on the Formatting toolbar, click the Style down arrow, and click the style that you want to apply. If you want to apply a style to an entire paragraph, you need only click anywhere in that paragraph and click the style name in the Style list. You can also apply a style by clicking a blank line, selecting a style from the Style list, and typing. The text that you type from then on appears in the style that you selected.

In this exercise, you apply styles to paragraphs.



On the Edit menu, click the Repeat command to apply styles to multiple paragraphs that are scattered throughout the document. Apply the style that you want to use in the first paragraph, click or select the next paragraph, and press Ctrl+Y or F4. Use this method until you are finished applying the style.

- 1 Scroll down in the document, and click anywhere in the word *Photography*, which is the first item in the list of services near the end of the document.
- 2 On the Formatting toolbar, click the Style down arrow, and click Heading 3. The style is applied to the current paragraph—in this case, the single line *Photography*.
- 3 Select the remaining list items, click the Style down arrow, and click Heading 3. The Heading 3 style is applied to all the paragraphs in the list.
- 4 Click outside of the list to deselect the paragraphs. The list should look like the one in the following illustration.



**Photography**  
**News Releases**  
**Public Information Campaigns**  
**Fundraising Campaigns |**  
**Direct Mail**  
**Special Events**  
**Displays & Exhibits**  
**Website Production**  
**Video Production**  
**Corporate/Company Image**  
**Community Relations**

- 5 Click in front of the first line in the last paragraph of the document.
- 6 On the Formatting toolbar, click the Style down arrow, and click Heading 1. The style is applied to the entire paragraph.
- 7 On the Standard toolbar, click the Undo button to remove the formatting that you just applied.
- 8 In the last paragraph of the document, select the words *For more information*.
- 9 On the Formatting toolbar, click the Style down arrow, and click Heading 3. The style is applied only to the selected text and not to the entire paragraph.
- 10 Select the *P* in the word *Photography*, which is the first item in the list of services.
- 11 Click the Style down arrow, and click Heading 1. The character becomes larger.
- 12 On the Standard toolbar, click the Undo button to remove the formatting you just applied.
- 13 On the Standard toolbar, click the Save button. Word saves the document. Keep this file open for the next exercise.

## Previewing a Document

To see exactly how your document will look after it is printed, you can use **Print Preview**. The Print Preview window shows you exactly how the lines on the page will appear when they're printed and where page breaks will occur. If you don't like the layout, you can make adjustments before you print. Using Print Preview can help you identify desired formatting changes without wasting paper.

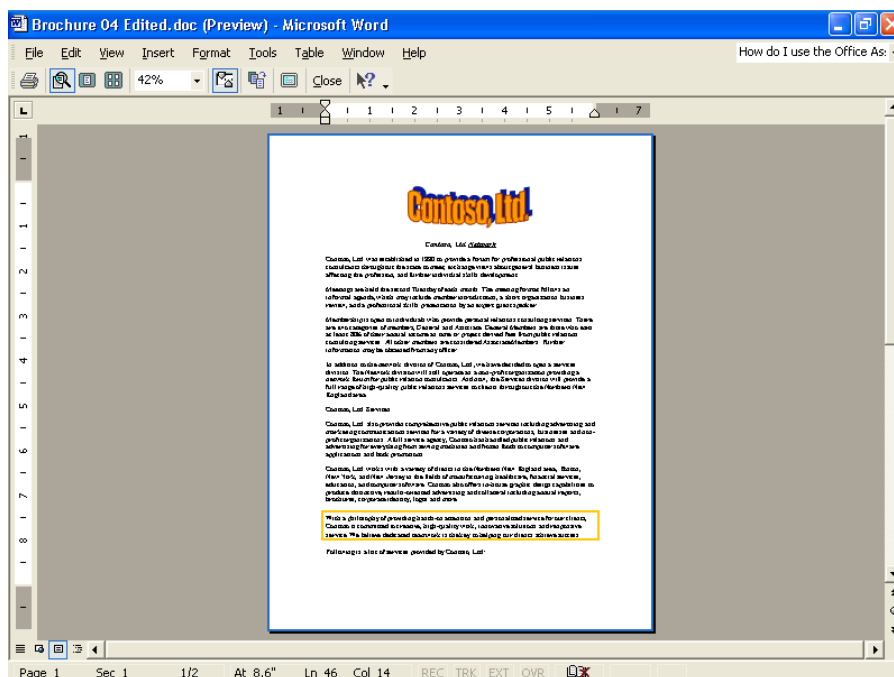
### **tip**

In Print Layout view, you can show or hide the white space between the pages. Position the pointer between the pages until the Show White Space pointer or Hide White Space pointer appears, and then click the page.

In this exercise, you preview a document before printing it.

- 1 On the Standard toolbar, click the Print Preview button.

The screen should look similar to the one shown here. If the ruler isn't visible, click the View Ruler button.



- 2 On the Print Preview toolbar, click the Multiple Pages button, and click the second button in the top row to view two pages at a time.
- 3 Click the One Page button to return to the single-page view.
- 4 On the Print Preview toolbar, click Close.  
The Print Preview closes, and Word returns to the previous view of the document.  
Keep this file open for the next exercise.

To print a document in Print Preview, on the Print Preview toolbar, click the Print button.

## important

You must have a printer to complete the following exercise.

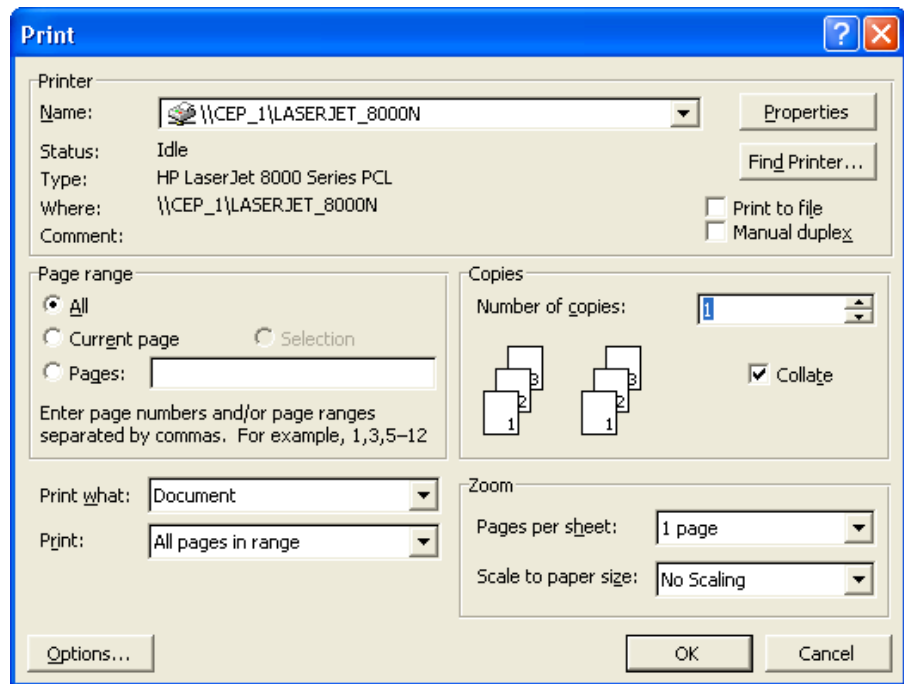
## Printing a Document

You can use two methods to print a document in Word. One way is to use the Print button to print one copy of all pages in the current document using the default printer. This method is convenient when you want to print the entire document. The other method is to use the menu to display the Print dialog box. If you want to print multiple copies of the document, print from a different printer, print selected text, or print a range of pages, you use the Print dialog box to specify any of these options. For example, instead of printing out the entire document to review and edit page 6, you can use the Print dialog box to print page 6 only.

In this exercise, you practice printing a document by using both the Print button and the Print dialog box, and then you print only a selected block of text.

- 1 On the Standard toolbar, click the Print button.  
One copy of the current document is printed on the default printer.
- 2 Click anywhere on the first page of the document.
- 3 On the File menu, click Print.  
The Print dialog box appears.

The default printer is the specific printer that is selected automatically as the location where documents will be printed from your computer.



You can also print a specific page other than the current page by typing the number of the page that you want to print in the Pages box in the Print dialog box. To print multiple pages, but not the entire document, you can type the page numbers, inserting a comma between page numbers for non-sequential pages or using a dash to indicate a continuous range of sequential pages. For example: 1,3,5 or 4-6.

- 4 In the Page range section, click the Current page option, and click OK.  
The first page of the document is printed.
- 5 Select the first paragraph, which begins *Contoso, Ltd.*
- 6 On the File menu, click Print.  
The Print dialog box appears.
- 7 In the Page range section, click the Selection option, and click OK.  
The selected text is printed.

## Lesson Wrap-Up

In this lesson, you learned how to format text. You also learned how to use various text attributes, how to cut or copy and paste text, and how to use the Clipboard to paste multiple selections. In addition, you applied styles, then previewed and printed the document.

If you are continuing to the next lesson:

- 1 On the Standard toolbar, click the Save button.  
Word saves the changes to the file.
- 2 On the File menu, click Close to close the file.  
Word closes the file.

If you are not continuing to other lessons:

- 1 On the Standard toolbar, click the Save button.  
Word saves the changes to the file.
- 2 In the upper-right corner of the Word window, click the Close button.  
Word closes the file and the Word program closes.

## Quick Quiz

- 1 What key combination and shortcut key allow you to apply styles to multiple nonconsecutive paragraphs?
- 2 What are four methods to cut and paste a selection of text?
- 3 Before you print a document, how can you be sure that the margins will look right?
- 4 What is a style?
- 5 What are two ways that you can apply bold formatting to a selection of text?
- 6 How can you view multiple selections of text in the Office Clipboard?
- 7 What is the difference between cutting and copying text?
- 8 How can you edit a linked object in a Word document?

## Putting It All Together

**Exercise 1:** If necessary, start Word. Open the document named Invitation 04 from the Lesson04 folder. Center all the text in the document. Change the second paragraph from the bottom to a 20-point font size, in small caps, blue, and bold. Select the lines of text *You're invited to...*, *When*, and *Where*, and change them to 16 points and bold. Change all text to the font Garamond. Finally, move the last three paragraphs to the top of the document. Print two copies of the document. Save the document as **Invitation 04 Edited** in the Lesson04 folder.

**Exercise 2:** Open one of the documents that you have worked with in this lesson and view it in Print Preview. Adjust the margins using the Ruler. Zoom in and out of the document using the Magnifier. Zoom in and out of the document using the drop-down list. View the print preview in full screen and then return to the normal print preview screen. Use Word's help files to determine the purpose of the Shrink to Fit button. Would that feature be useful in the document that you opened? If so, use the Shrink to Fit button. Leave the document open for the next Exercise.

**Exercise 3:** Select and copy several paragraphs in your document. (If necessary, manually open the Office Clipboard.) As you are copying text, note the order in which the paragraphs are placed on the Clipboard. Which item is at the top of the list? If you click on the down arrow next to an item, what options are available? When would it be useful to use the Paste All option on the Office Clipboard?

**Exercise 4:** In this lesson we briefly explored the Reveal Formatting task pane. Open the task pane again and click on the links to determine what other dialog boxes are accessible through this task pane. Think of ways in which this task pane could be useful in your work with Word. Use Word's help files to learn more about Reveal Formatting. Write a brief explanation of the features available through this task pane and how you would use them. Close the document that you opened for these Exercises without saving any changes.