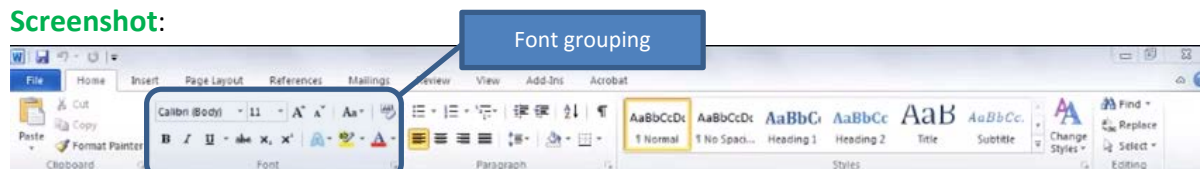


Microsoft Word 2010 Tutorials – Formatting Text

Purpose of tutorial: To format text (words or other selections), to embolden / italics etc.

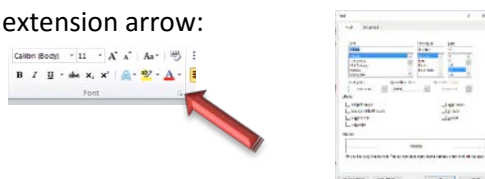
Accessing the commands: Home Ribbon > Font grouping > Command button

Screenshot:



Step by step process:

1. Select text (see tutorial for selecting text / content if unsure)
2. Locate the “Font” grouping of command buttons on the Home ribbon
3. Moving over any of the buttons will provide a screen tip in words explaining the button
4. Clicking on the “B” will action the “Bold” command and the selected text will now appear in a bold font style
5. Clicking on the down arrow next to the font name or font size will invoke a drop down selection of a font or font size, clicking on a font or font size will mean the selected text within the document will have that specific appearance of font or font size
6. Clicking on the “Increase Font Size” button will do as it says on the tin, likewise “Decrease Font Size” button will reduce the size of font appearance of selected text
7. Various other command buttons within this “Font” grouping are available
8. An alternative dialog box for working with formatting of font is accessible by clicking on the font / grouping extension button at the bottom right of the grouping that shows an extension arrow:



Various font formatting options can be chosen from the dialog box and the OK button will apply same to the selected text.