



# MS Word 2013 – Formatting Tools

## Learning Outcomes

**After this lesson, students will be able to:**

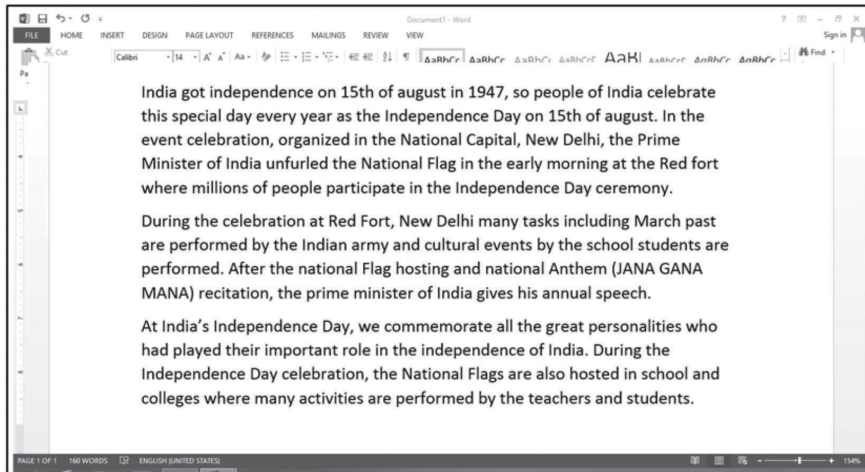
- » Define Word 2013 as a word processor.
- » Recall how to open Word, create a new document, save and open files.
- » Recall how to edit text.
- » Use the Font group – Change font, size, color.
- » Use the B (Bold), I (Italic) and U (Underline) buttons.
- » Use different text alignments.
- » Bulleting and numbering a list.
- » Increase and decrease indent.
- » Do borders and shading.
- » Add page borders.
- » Apply different line and paragraph spacing.

## WARM UP

Compare these two documents. One is formatted and the other one is not. Can you guess which is formatted? Put a tick (✓) in the box to mark it.

Ans.

1.



2.



## CHAPTER NOTES

- » In order to make changes in the font of the text, click on the appropriate tools available in the Font group of the Home tab.
- » Text alignment means adjusting text within the left and the right margins of the document. There are four types of paragraph alignment tools available in Microsoft Word — left-aligned, center-aligned, right-aligned, and justified. The document ruler contains indent markers that can be dragged back and forth to adjust the left and right margins of the document.

- » MS Word has bullets and numbering tools to arrange a list of items in a nice order. Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasise text.
- » To apply numbering or bullets to the text that is already typed, select the text and then choose the numbering or bullets style to apply it.
- » Whenever we type text in the form of paragraphs, each line of the text starts from where the left margin is set on the ruler. However, you may shift the paragraph or its lines inwards or outwards. To do this, you may use the Increase Indent and Decrease Indent buttons available in the Paragraph group of the Home tab.
- » MS Word allows you to place a border on any or all four sides of the selected text, paragraphs and pages. You can also add different shades to the space occupied by the selected text, paragraphs and pages.
- » MS Word enables you to change the spacing between lines of text in a single paragraph or between different paragraphs. This helps in making the document look less congested.

## **DEMONSTRATION**

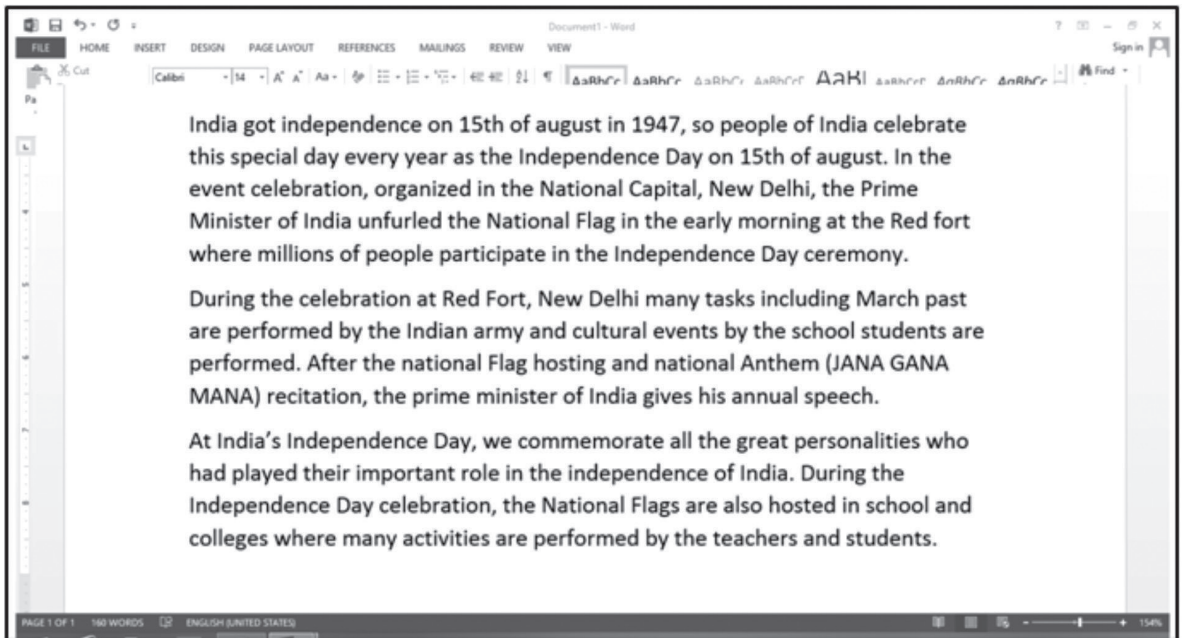
Show how to do the following:

- » Open Word and create a document.
- » Use the Font group – Change font, size, colour.
- » Use the B, I and U buttons.
- » Use different text alignments.
- » Bulleting and numbering a list.
- » Increase and decrease indent.
- » Do borders and shading.

- » Add page borders.
- » Apply different line and paragraph spacing.

## LAB ACTIVITIES

- » Type and format the text given below.



## ASSESSMENT

- » Teacher can ask students about the importance of formatting text.
- » Ask them the use of the B (Bold), I (Italic) and U (Underline) buttons.

## SUGGESTED CLASS ACTIVITIES

Using MS Word, type the following poem and format it as shown.

*For all the times you have been there  
From the day that I was born  
You gave me the courage  
You kept me safe and warm*

*You taught me to be faithful  
So loving and so true  
Whenever I am lonely, Mom  
My thoughts come back to you*

*Even when I am with you  
I know how proud I am  
To have you as my mother  
It was part of God's great plan*

*You call just to say hello  
Send me notes to say you care  
And when we get together  
Special moments we can share.*