Formatting WORD Documents

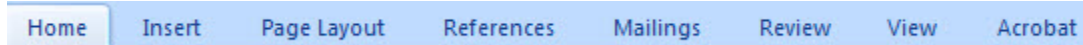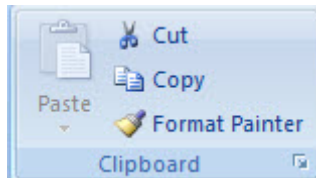| Home	Insert	Page Layout	References	Mailings	Review	View	Acrobat

Near the top of the screen, you'll see a number of **tabs**. **Home**, **Insert**, and **Page Layout** are the tabs we will focus on to format a document.

The Home Tab

The **Clipboard** is the first toolbar we see under the Home Tab. We can highlight or select any amount of text. Then, we can **Cut** or **Copy** that text to the clipboard. If we choose to use **Cut**, the original text will be erased. But then we can **Paste** it anywhere else on the page from the clipboard.

The **Font toolbar** lets us select the typeface and size of our text. Here, we have Calibri selected, and the font size is 11pt. You can click the drop down menu and select from dozens of other fonts like Times New Roman, Cambria, or Comic Sans.

We can also change the font to **Bold**, *Italic*, or Underlined in this toolbar.
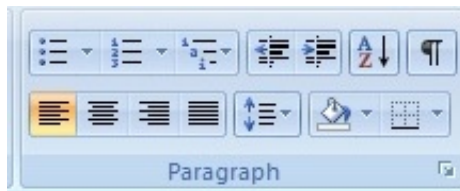
Next to the Font toolbar, we'll find the **Paragraph toolbar**. In this toolbar, we can adjust line spacing, text alignment, and create bulleted lists.

The second alignment button will 'center' our text. This is handy when adding a title at the top of your document.
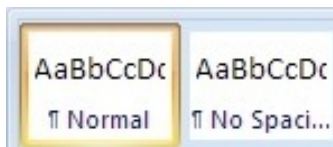
Also under the Home Tab is the **Styles toolbar**. Each style button is a different preset with its own font and paragraph settings. The default or 'Normal' style in Word is double-spaced. Select the Style to the right of that—it says No Spacing—if you would like a single-spaced document.

The Page Layout Tab
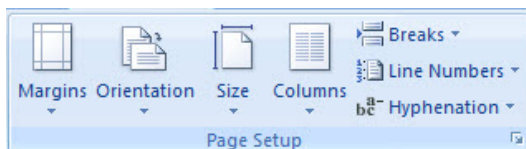
The toolbar we'll want to focus on under the **Page Layout tab** is the **Page Setup toolbar**. Here, we can modify the **margins** to our liking. **Orientation** allows us to format the text in **Portrait** or **Landscape**. 'Portrait' would be the orientation of a standard letter. 'Landscape' would make the text run parallel to the long side of the page.

The Insert Tab
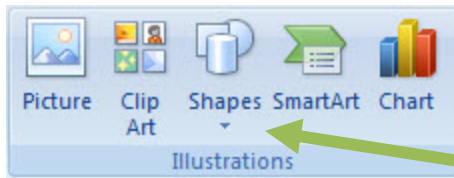
The **Illustrations toolbar** is a very handy part of the Insert tab. We can insert a **Picture** that we have saved on our computer. We could also insert **Clip Art** that comes installed with word, or even add arrows and **shapes** for presentations.
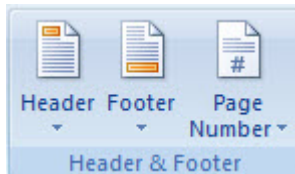
We'll probably want to use the **Header & Footer toolbar** if we need to type up a research paper for school, or if we're writing a manuscript. We can add our Name and Page Number at the top or bottom of the page, and that text will be separate from the rest of the document
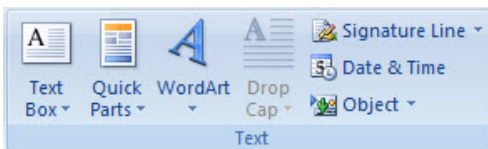
Under the **Text toolbar**, **Text boxes** and **WordArt** are used quite often. Unfortunately, WordArt options haven't changed in over a decade, and some of them look a bit cheesy at this point.

Text boxes can go anywhere, and the text won't interfere with the rest of the document.
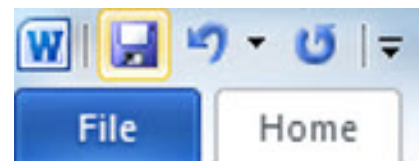
The Review Tab
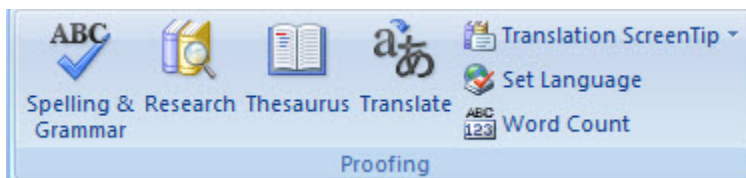
It never hurts to run a spelling or grammar check, though newer versions will typically alert you to misspellings or grammatical errors. The spelling check will not necessarily detect misspellings if the word you've typed is an entry in the dictionary. If you mean to type 'definitely,' but you actually type 'defiantly,' Word can't detect that as a misspelling.

Undo and Redo

Found near the top of your screen, the **Undo** button will rollback recent changes to the document. If you accidentally deleted a whole chunk of text, hit the **Undo** button to get it back. **Redo** is essentially an 'undo' of the **Undo** button. You can go back and forth through the changes in your document with these two buttons.