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Computer Applications

Basic Functions in Microsoft Word – Styles and Formatting

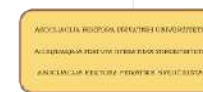
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Styles and Formatting

- Working in Microsoft Word
- Formatting text and paragraphs
- Introduction to styles



What is text formatting?

Formatting = the way text is visually displayed on the screen and when printed

Formatting includes:

- the appearance of characters (font, size, color)
- the appearance of the paragraph (alignment, indentation, line spacing)
- styles (uniform formatting of headings and body text)



Character formatting and paragraph formatting

- **Character formatting**

- applied to individual **letters/words**
 - example: bold, italic, underline, color

- **Paragraph formatting**

- applied to the entire paragraph (from Enter to Enter)
 - example: alignment, indentation, line spacing, spacing



Selecting text

To format text, we first have to select it:

- double-click = selects a word
- triple-click = selects the whole paragra
- Ctrl + A = selects the entire documen
- dragging the mouse over the text

Without selecting – formatting is applied only at the cursor position



Font formatting

- choosing the **font**(Times New Roman, Calibri...),
- font size** (e.g.. 11, 12, 14...),
- bold, italic, underline,**
- strikethrough text,**
- text color, background color(Text Highlight Color).**

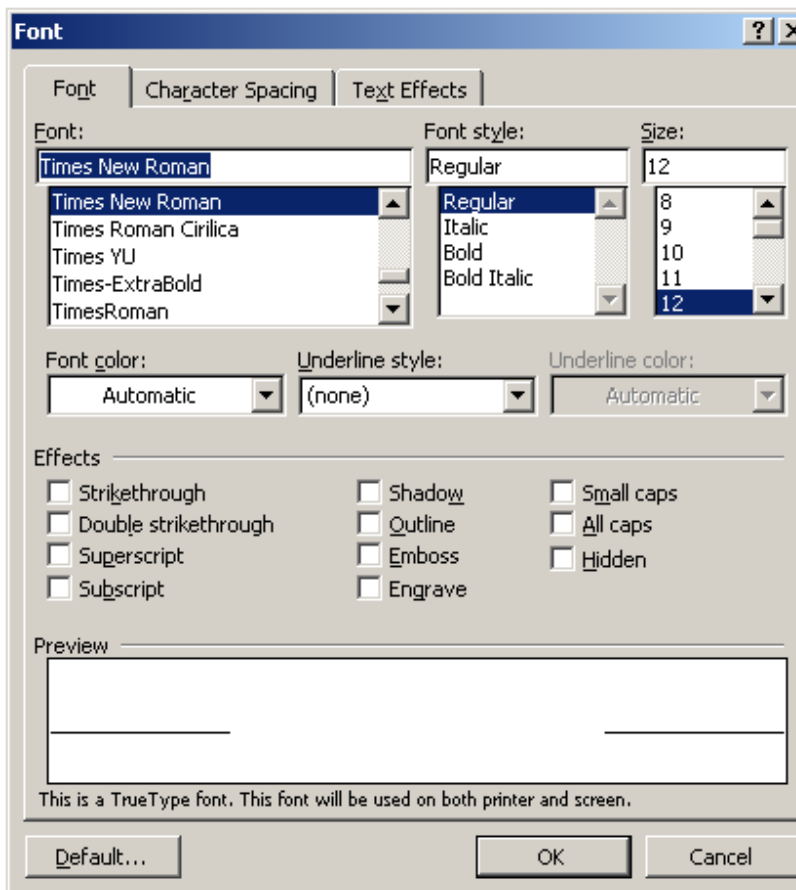


Font formatting

Format/Font

Properties of the selected font:

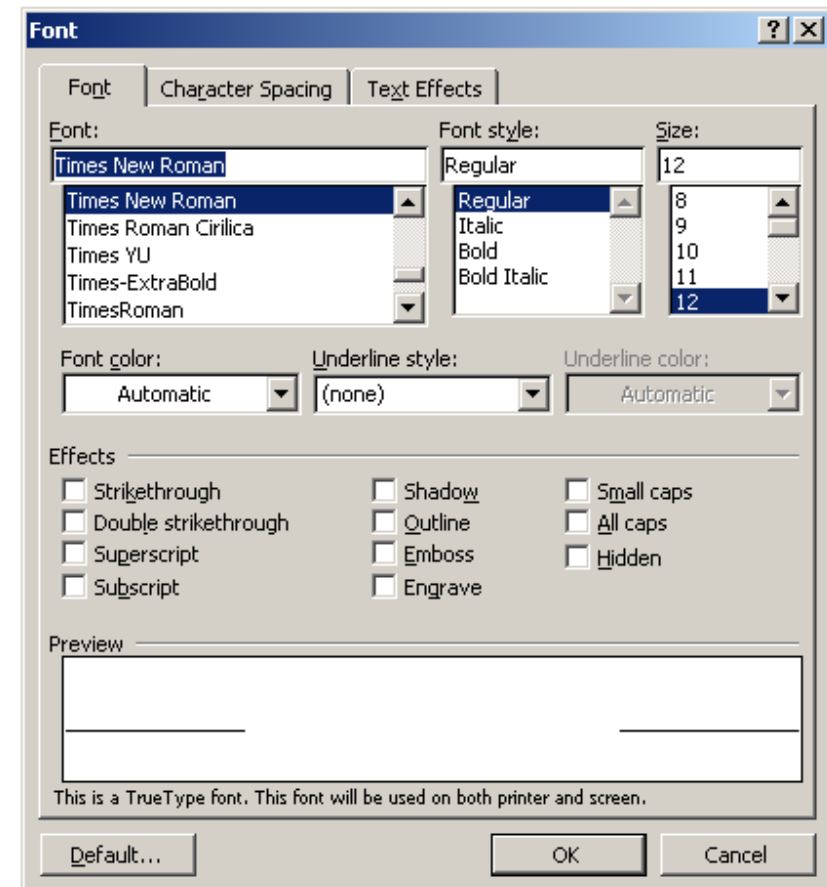
- Font
- Effects
- Preview



Font formatting

Format/Font

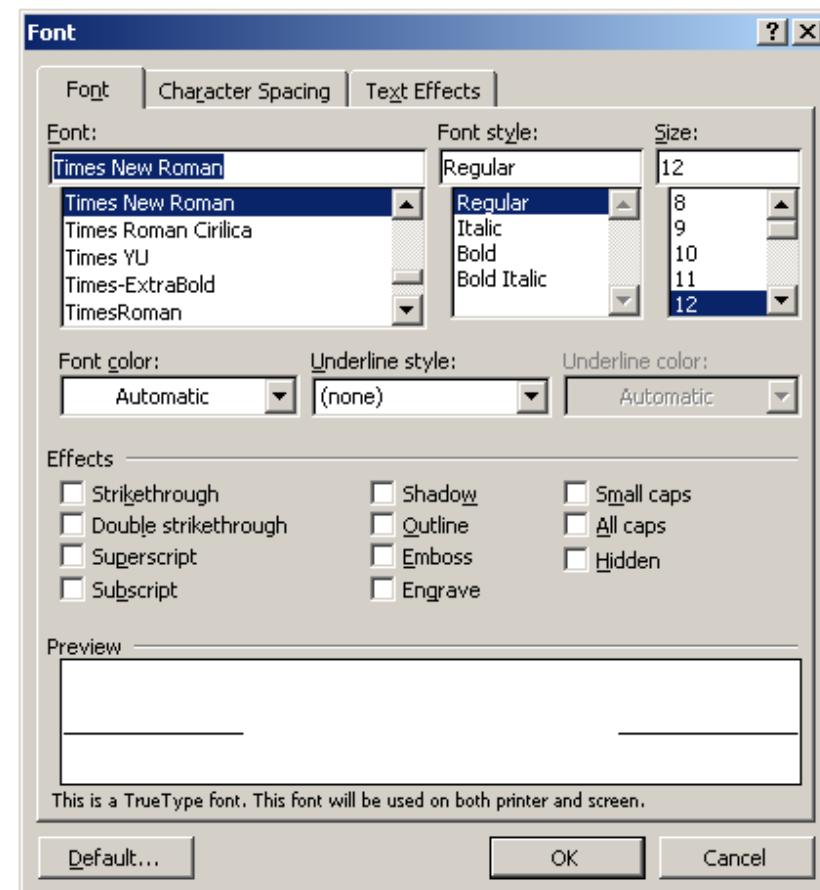
- **Field – Font**
 - Font type
 - e.g. “Times New Roman”, “Verdana”, ...
 - Font style
 - “Regular”, “Italic”, “Bold”, “Bold Italic”
 - Font size “Size”
 - e.g. 8, 12, 20 points
 - Font color “Font Color”
 - Type of text underlining “Underline Style”
 - Underline color “Underline Color”



Font formatting

Format/Font

- **Effects field**
 - Striketrough
 - Double Striketrough
 - Superscript
 - Subscript
 - Shadow
 - Outline
 - Emboss
 - Engrave
 - Small caps
 - All caps
 - Hidden



Font formatting

Exercise

FONTOVI

Vrste slova mogu biti: Times New Roman, Arial, *Comis Sans Ms*, Verdana, **ALERGIAN**, ...

Veličina slova može biti: 6, 8, 10, 11, 12, 14, 15, 16, **21**, ...

Stilovi teksta mogu biti: Regular, **Bold**, Italic, Underline, ***Bold Italic***, **Bold Underline**, *Underline Italic*, ***Bold, Italic, Underline***

Tekst može biti podvučen na sledeći način: Single, Words only, Double, Dotted, Dash, Dot, Dash, Wave, Double wave, ...

Efekte koje možemo da primenimo na tekst mogu biti: ~~Strikethrough~~, ~~Double strikethrough~~, ^{Superscript}, _{Subscript}, **Shadow**, **Outline**, **Emboss**, **Engrave**, SMALL CAPS, ALL CAPS.

Tekst može biti različitih boja: **Plava**, **Crvena**, **Žuta**, **Zelena**, Siva, ...

Razmak između slova u reči može biti: Scaled 75%, **Scaled 160%**, **Scaled 200%**, **Scaled 325%**, Condensed, Condensed 1,2pt, Expanded, **E x p a n d e d** 4 p t ...

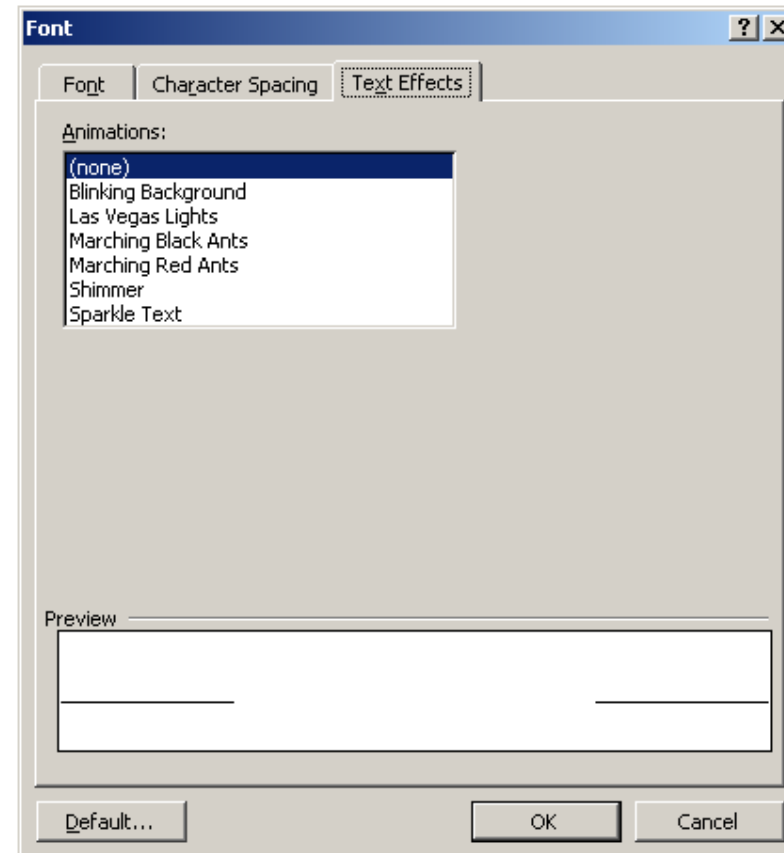
U odnosu na liniju teksta može biti: Raised by 7pt
' Lowered by 4pt' ...



Font formatting

Format/Font/Character Spacing

- **Text effects**
 - Blinking Background
 - Las Vegas Lights
 - Marching Black Ants
 - Marching Red Ants
 - Shimmer
 - Sparkle text



Font formatting

Exercise

Ruza

Moja tetka Mika je pricala da su u prastara vremena sve ruze bile bele. Jednoj takvoj ruzi, koja se u vrtu rascvetala, pristupi mlado devojce pa je upita: - Smem li te ubrati? Ruza klimnu svojim cvetom kao da je vetric pirnuo, a devojcet u se ucini kao da joj rece: - Smes. Prinese ruku da je uzabere, ali joj suze udarise na oci, jer je ubola ruku na trn i krv joj poce kapati iz prsta. Ruza, koja donde nije ni znala da ima trnja, porumene od stida. Kako je onda porumenela, takva je i ostala. I od tog doba ima sve vise rumenih ruza.

Jovan Jovanovic Zmaj

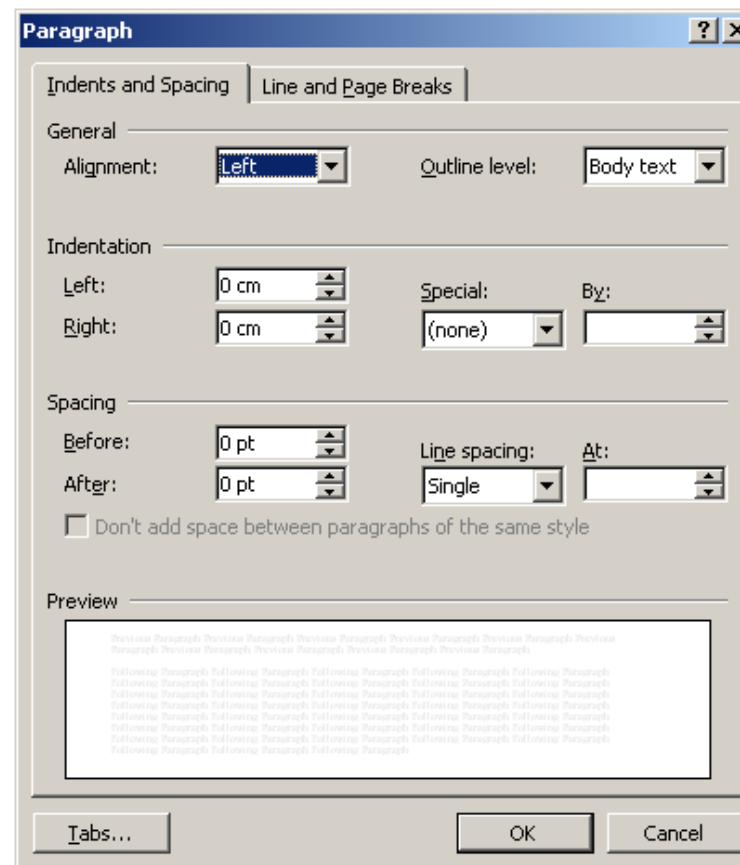
- Format the text in the following way:
 - Title – Las Vegas Lights effect
 - Body – Sparkle Text effect
 - Signature – Shimmer effect



Paragraph formatting

Format/Paragraph

- Alignment
- Indentation
- Preview
- Spacing
 - Before
 - After
- Line spacing



Paragraph formatting

Exercise

PEPELJUGINA CIPELA

Ja sam Miš Dvorski i pokušaću da vam ispričam šta se dešavalo sa
Pepeljuginom cipelicom. Možete pretpostaviti kako počinje priča... Pa
naravno, ne može bez jednog Kralja i jednog Princa.

U jednoj dalekoj kraljevini živeo je mladi Princ. Kako i priliči Princ u
priči, on ima neobičnu lepotu, mnoga znanja, raskoši svakojake, belog konja i
naravno - oca, Kralja. Princ je bio veoma poslušan - baš dobar momak! Ne
dobar, nego najbolji Princ na svetu. Ne najbolji Princ na svetu, nego još bezbroj
puta bolji!

Jednog dana, dok je Princ bezbrižno jahao u blizini dvora, Kralj ga
je posmatrao kroz prozor. ...

- First paragraph: distance from the right margin 2 cm, first line indented by 1 cm, line spacing 2. Leave blank space of 12 pt before the paragraph and 10 pt after the paragraph.
- Second paragraph: distance from the left margin 0.5 cm, from the right margin 0.7 cm, first line indented by 1 cm, line spacing 1.5. Leave blank space of 10 pt before the paragraph.
- Third paragraph: distance from the left margin 1 cm, from the right margin 1.5 cm, first line indented by 0.35 cm, line spacing 1.3. Leave blank space of 6 pt after the paragraph.

Working with text styles

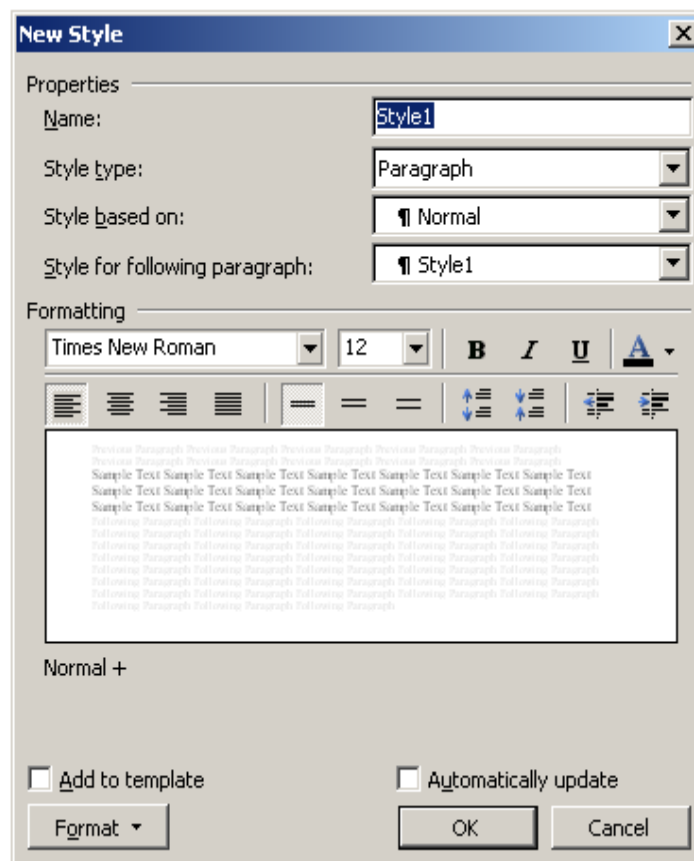
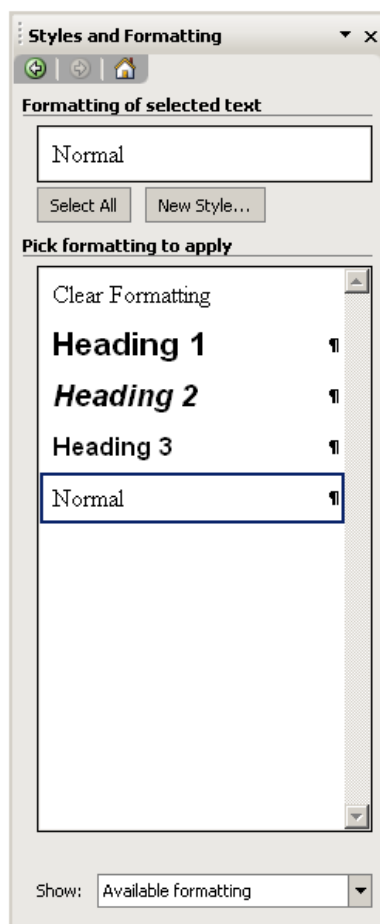
Why do we use styles?

- we can quickly and easily change the appearance of the whole document,
- all headings of the same level look the same,
- necessary for:
 - automatic Table of Contents,
 - consistent formatting of seminar/master's papers,
 - saves time compared to “manual” formatting of each heading.

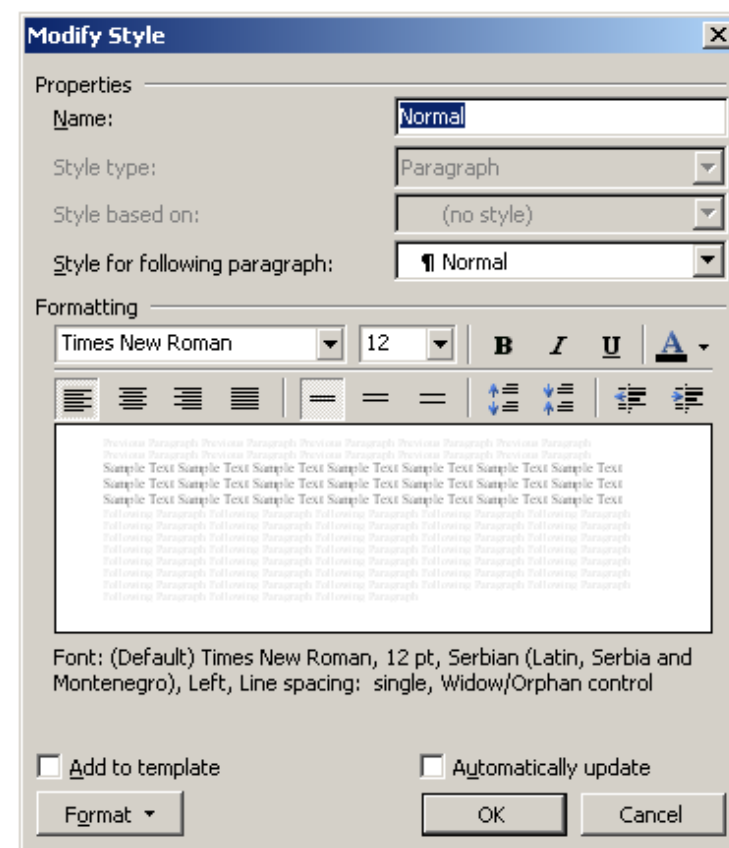


Working with text styles

View/Task Pane/Styles and Formatting



Creating a new style



Changing the format of an existing style

Working with text styles

Exercise

- Create the following styles:
 - Heading 1 with the following characteristics:Font: Arial, Font size 16 pt, font style bold, Alignment: Centered,Spacing before paragraph 24 pt, and after paragraph 18 pt;
 - Heading 2 with the following characteristics:Font: Times New Roman, Font size 14 pt, font style bold and italic,Alignment: Centered, Spacing before paragraph 18 pt, and after paragraph 12 pt;
 - Heading 3 with the following characteristics:Font: Comic Sans MS, Font size 13 pt, font style bold, italic and underlined,Alignment: Left, Spacing before paragraph 12 pt, and after paragraph 10 pt.

Questions & Answers

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