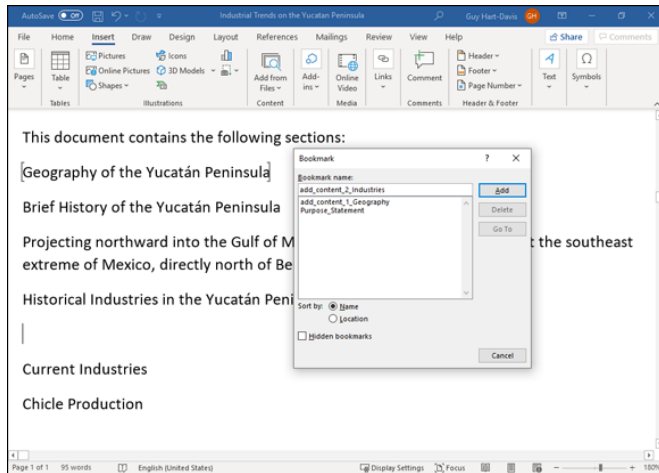


# Chapter 3: Entering Text in Documents

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Word provides easy-to-use but powerful tools for entering text in your documents. In this chapter, you learn to enter, delete, and select text; move or copy text within documents or between documents; and use bookmarks to mark places to which you want to return easily.

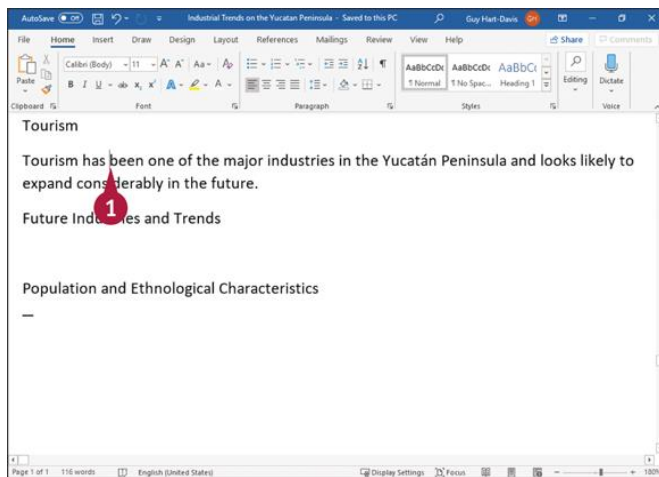


## Insert and Add Text

Word has two modes for inserting text in a document: Insert mode and Overtyping mode. By default, Word is set to Insert mode; when you start typing, Word moves any existing text to the right to accommodate the new text. By contrast, in Overtyping mode, Word replaces existing text to the right of the insertion point, character for character.

You may find you prefer one mode to the other, or you may want to set Word up so that you can toggle quickly between the two modes.

## Insert and Add Text



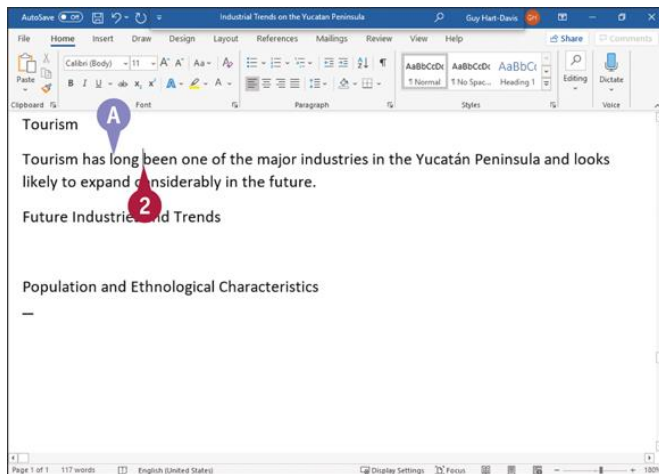
### Insert Text Using Insert Mode

- 1 Click where you want to insert text.

The insertion point flashes where you clicked.

You can press **←**, **→**, **↑**, or **↓** to move the insertion point one character or line.

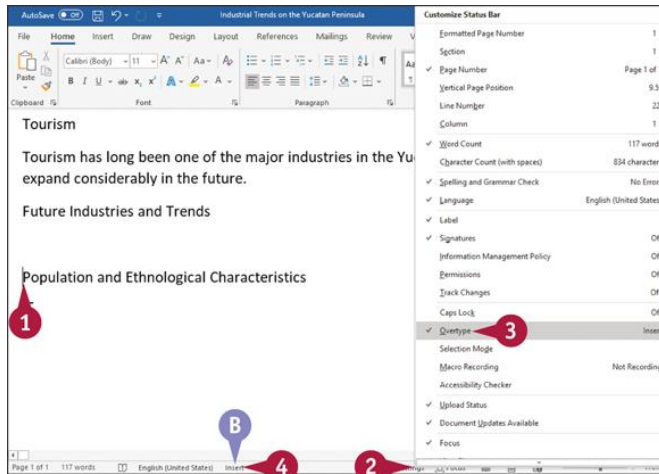
You can press **Ctrl** + **→** or **Ctrl** + **←** to move the insertion point one word at a time to the right or left.



- 2 Type the text you want to insert.

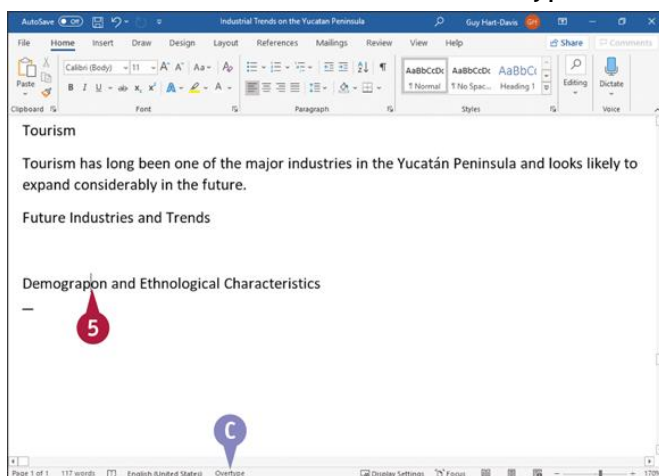
**A** Word inserts the text to the left of the insertion point, moving existing text to the right.

**Note:** If you want to type over text in Insert mode, simply select the text and then type over the selection.



## Insert Text Using Overtyping Mode

- 1 Position the insertion point where you want to replace existing text.
- 2 Right-click the status bar.  
The Customize Status Bar pop-up menu opens.
- 3 Click **Overtyping** to display a check mark beside it.
- B An indicator appears in the status bar.
- 4 Click the indicator to switch to Overtyping mode.



- C The indicator switches to Overtyping.

**Note:** Each time you click the indicator, you switch between Overtyping mode and Insert mode.

5 Type the new text.

As you type, Word replaces the existing text with the new text you type.

## TIP

### How can I use the keyboard to control switching between Insert mode and Overtyping mode?

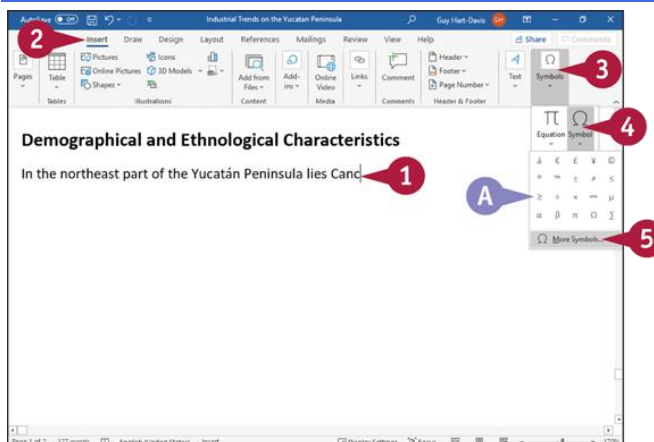
Click **File** to open Backstage View, and then click **Options** to display the Word Options dialog box. Click **Advanced** in the left pane, go to the Editing Options section of the Advanced pane, and then click **Use the Insert key to control overtype mode** ( changes to ). Click **OK** to close the Word Options dialog box. You can then press **Insert** to switch between Insert mode and Overtyping mode.

## Insert Symbols and Special Characters

Word provides a wide variety of symbols and special characters you can insert in your documents. Symbols include accented letters, Greek characters, mathematical symbols, and architectural symbols; special characters include em dashes and en dashes, nonbreaking spaces, paragraph symbols, and section symbols.

The Symbol gallery gives you access at first to common symbols and then to the symbols you use most frequently. To insert other symbols, and to insert special characters, you use the Symbol dialog box.

## Insert Symbols and Special Characters



1 Click where you want the symbol to appear.  
The insertion point appears.

2 Click **Insert**.  
The Insert tab appears.

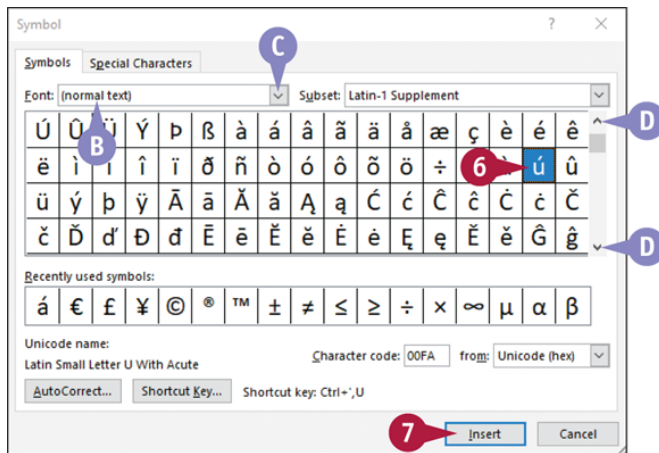
3 Click **Symbols**.  
The Symbols panel opens.

4 Click **Symbol**.

**Note:** Depending on your screen resolution, you may or may not see the Symbols button.

A The Symbols gallery appears. If the symbol you need appears in the gallery, click it and skip the rest of these steps.

5 Click **More Symbols**.



The Symbol dialog box opens.

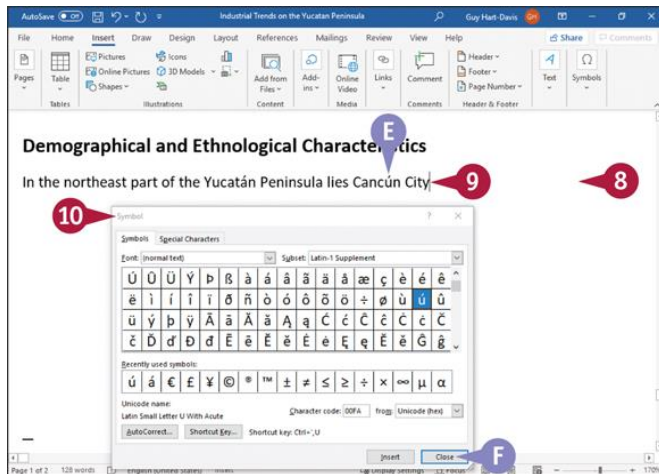
B The “[normal text]” item gives you symbols available in your current font.

C If you need to use a different font, click **Font** and select the symbol’s font.  
The available symbols change to match the font you selected.

D You can click ^ and v to scroll through available symbols.

6 Click the symbol you want to insert.

7 Click **Insert**.



**E** Word inserts the symbol in the document.

**F** Word replaces the Cancel button with the Close button.

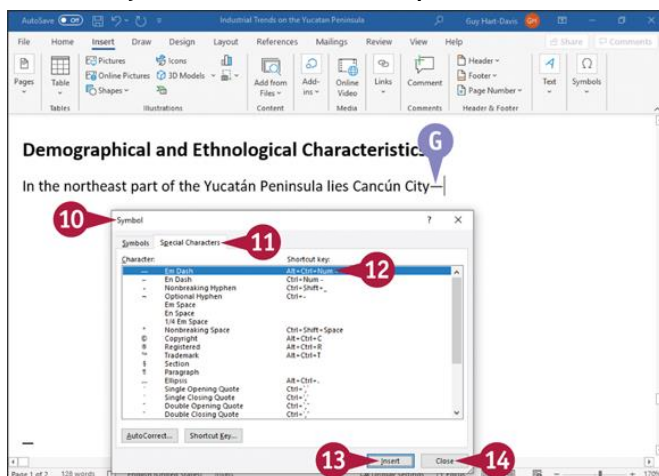
**8** Click in the document.

Word moves the focus to the document.

The Symbol dialog box remains open.

**9** Type any text needed.

**10** When you want to insert a special character, click the Symbol dialog box.



The Symbol dialog box becomes active again.

**11** Click **Special Characters**.

The Special Characters tab appears.

**12** Click the special character you want to insert.

13 Click **Insert**.

14 The special character appears in the document.

14 When you finish using the Symbol dialog box, click **Close**.

The Symbol dialog box closes.

**Note:** Windows includes the Character Map utility for inserting symbols and special characters in any app. To run Character Map, click **Start** (☰), type **charmap**, and then press

**Enter**.

## TIP

### How do I add a symbol or a special character quickly?

For a symbol or a special character you use frequently in various words, create a keyboard shortcut by clicking **Shortcut Key** in the Symbol dialog box and then working in the Customize Keyboard dialog box.

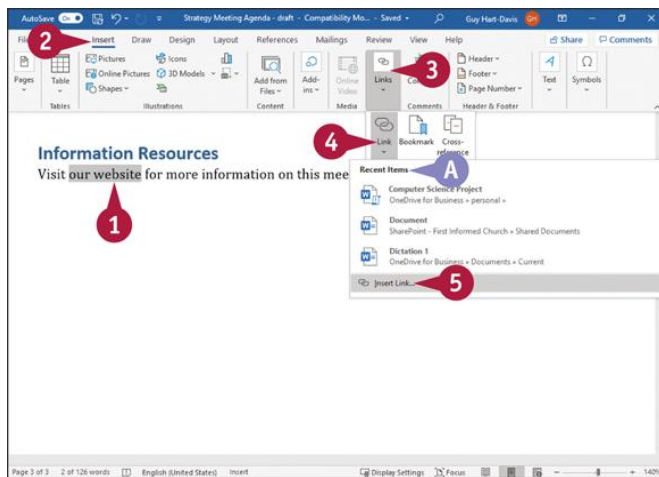
For a word or phrase you use frequently that uses one or more symbols or special characters, create an AutoCorrect entry by clicking **AutoCorrect** in the Symbol dialog box and then working in the AutoCorrect dialog box.

## Create a Hyperlink

Word enables you to create hyperlinks to connect text or graphical elements in a document to another file on your computer or on your company's network or to a web page on the Internet. Hyperlinks are useful for giving your readers direct access to other information they may want to view.

Hyperlinks you create in a Word document work much like the ones you use on web pages you browse. Pressing **Ctrl** while you click a hyperlink takes you to the linked location.

# Create a Hyperlink



1 Select the text or graphic you want to use to create a hyperlink.

2 Click **Insert**.

The Insert tab appears.

3 Click **Links**.

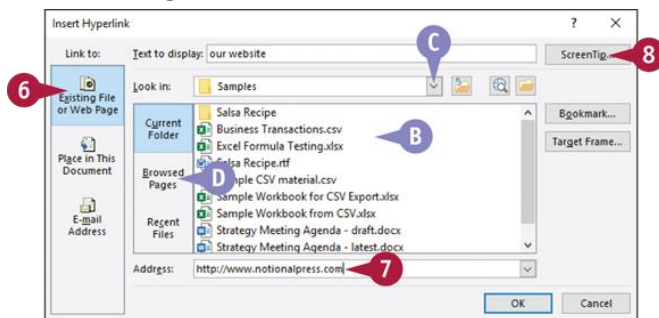
The Links panel opens.

4 Click **Link**.

A The Recent Items list shows suggested items. If one is suitable, click it and go to step 6.

5 Click **Insert Link**.

You can right-click the selection and click **Hyperlink** instead of performing steps 2, 3, and 4.



The Insert Hyperlink dialog box opens.

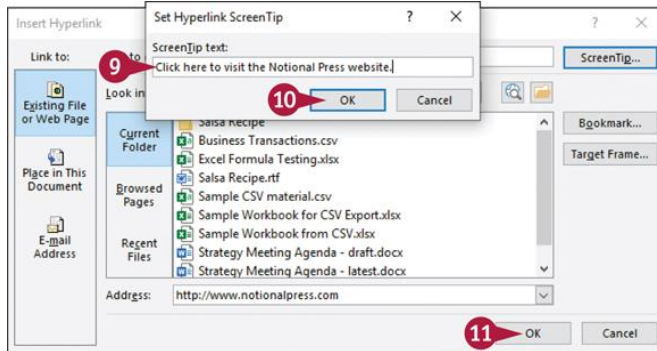
6 Click **Existing File or Web Page**.

B Files in the current folder appear here.



- 6 To link to a file, click **Look in** and navigate to the folder containing that file.
- 7 You can click **Browsed Pages** to view a list of web pages you have browsed recently.
- 8 To link to a web page, click **Address** and type or paste the address.

8 Click **ScreenTip**.



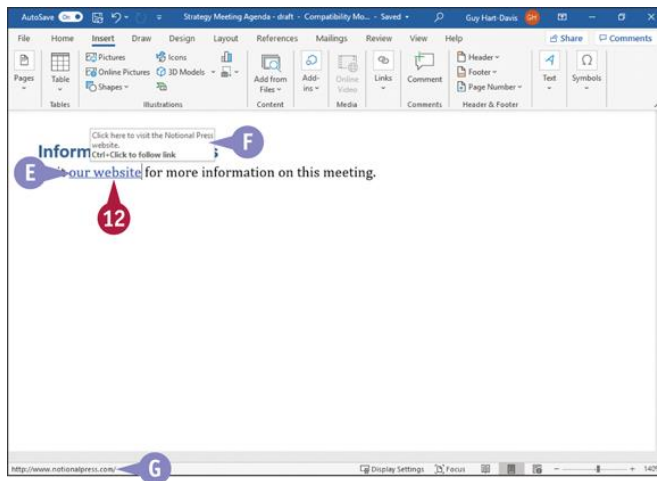
The Set Hyperlink ScreenTip dialog box opens.

- 9 Type text that should appear when a user moves the pointer (☞) over the hyperlink.

10 Click **OK**.

The Set Hyperlink ScreenTip dialog box closes.

11 Click **OK** in the Insert Hyperlink dialog box.



- 12 EWord creates a hyperlink shown as blue, underlined text in your document.
- 13 Move the pointer (☞) over the hyperlink.
- F The ScreenTip text you provided in step 9 appears, along with instructions to the reader on how to use the hyperlink.
- G The status bar shows the destination of the hyperlink.

## TIPS

### How do I use a hyperlink that appears in a Word document?

Press and hold **Ctrl** as you click the hyperlink. The linked document or web page will appear.

### My hyperlink to a file does not work anymore. Why not?

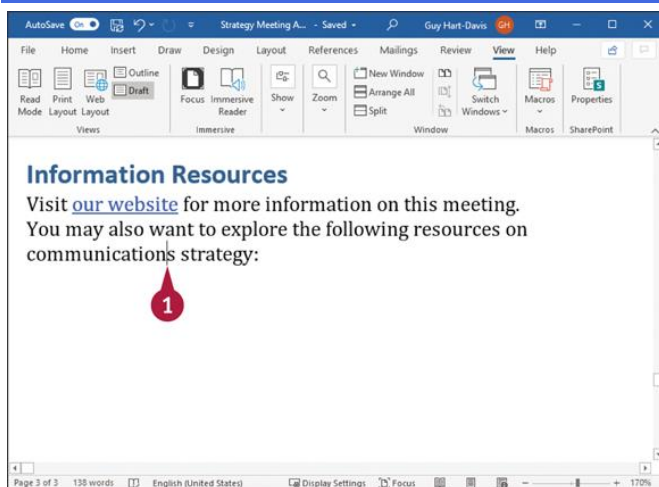
Most likely, the file no longer exists at the location you selected in step 6. If you moved the file to a new folder, edit the hyperlink to update the file location. To edit the hyperlink, move the pointer (🖱️) over it and right-click. From the menu that appears, click **Edit Hyperlink** to display the Edit Hyperlink dialog box, which works in a similar way to the Insert Hyperlink dialog box.

## Delete Text

You can easily delete text from a document by pressing either **Delete** or **Backspace** on your keyboard. You can either delete a single character at a time or delete larger amounts of text, as needed.

Pressing **Delete** deletes text to the right of the insertion point, whereas pressing **Backspace** deletes text to the left of the insertion point.

## Delete Text



## Delete Text Using the Delete Key

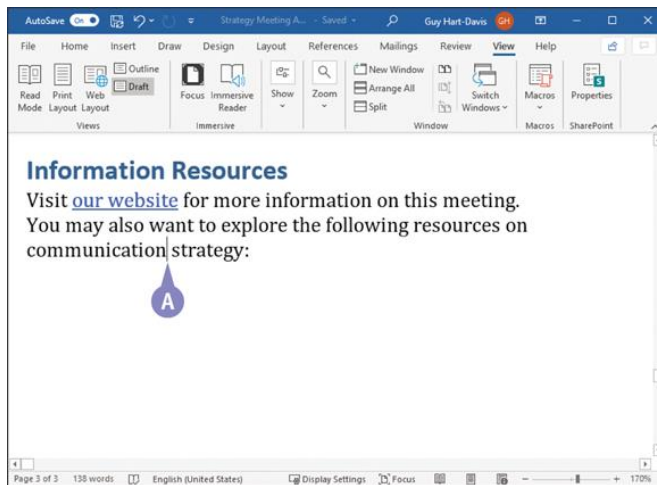
- 1 Click to the left of the character you want to delete.

The insertion point flashes where you clicked.

You can press **←**, **→**, **↑**, or **↓** to move the insertion point one character or line.

You can press **Ctrl** + **→** or **Ctrl** + **←** to move the insertion point one word at a time to the right or left.

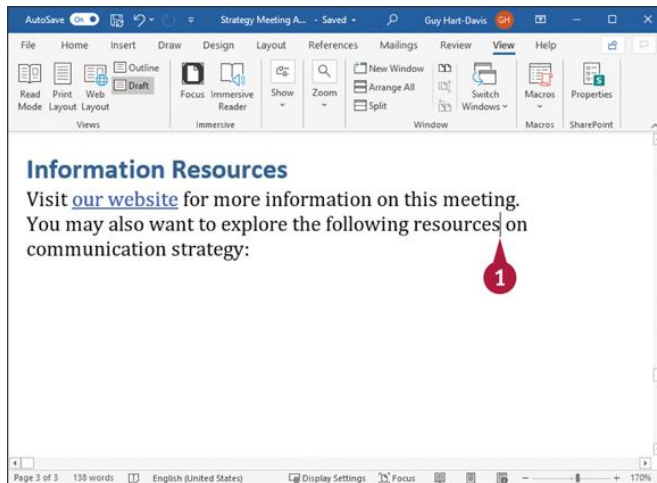
- 2 Press **Delete** on your keyboard.



- A Word deletes the character immediately to the right of the insertion point.

You can press and hold **Delete** to repeatedly delete characters to the right of the insertion point.

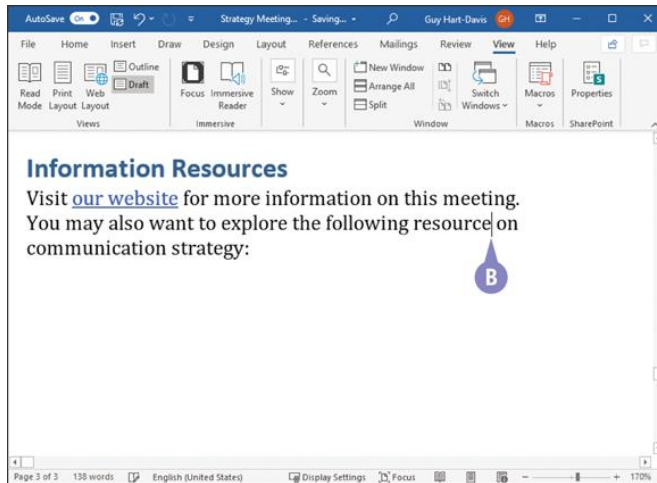
You can press **Ctrl** + **Delete** to delete the word to the right of the insertion point.



## Using the Backspace Key

- 1 Click to the right of the character you want to delete.  
The insertion point flashes where you clicked.

- 2 Press **Backspace** on your keyboard.



- B Word deletes the character immediately to the left of the insertion point.  
You can press and hold **Backspace** to repeatedly delete characters to the left of the insertion point.  
You can press **Ctrl** + **Backspace** to delete the word to the left of the insertion point.

## TIPS

### How can I delete a large block of text quickly?

Select the block of text, and then press either **Delete** or **Backspace**; either key deletes selected text. See the section “[Select Text](#),” later in this chapter.

### How can I recover text I deleted by accident?

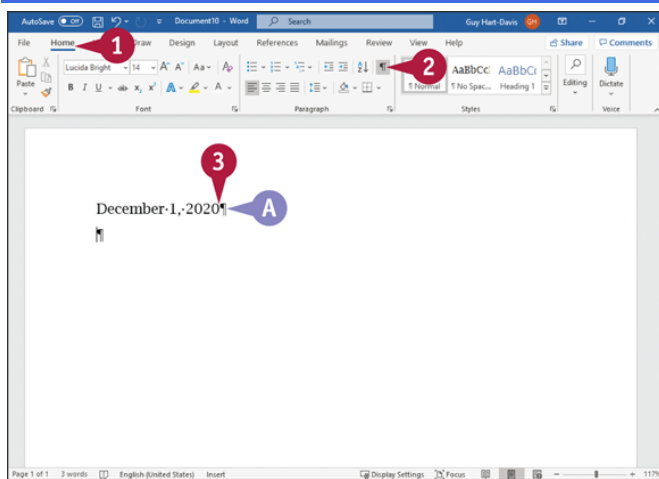
Use the Undo feature in Word to restore the text you deleted. See the section “[Undo, Redo, and Repeat Changes](#),” later in this chapter.

## Insert Blank Lines

You can insert blank lines in your text by inserting paragraph marks or line breaks. Word stores paragraph formatting in the paragraph mark, which you can display by clicking **Show/Hide** (¶) in the Paragraph group on the Home tab. When you start a new paragraph, you can change the new paragraph's formatting without affecting the preceding paragraph's formatting.

You use line breaks to start a new line without starting a new paragraph. For example, you might use line breaks for the inside address of a letter or to break lines of verse.

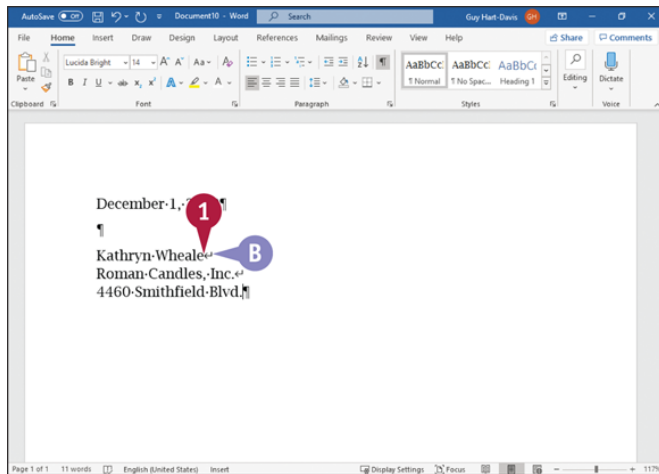
### Insert Blank Lines



### Display Paragraph Marks and Start a New Paragraph

- 1 Click **Home**.  
The Home tab appears.
  - 2 In the Paragraph group, click **Show/Hide** (¶).  
Paragraph marks and other hidden characters appear.
  - 3 Click where you want to start a new paragraph.
  - 4 Press **Enter**.
- A Word inserts a paragraph mark and moves any text to the right of the insertion point into the new paragraph.

**Note:** For more information on styles and displaying paragraph marks, see [Chapter 6](#).



## Insert a Line Break

**1** Click where you want to start a new paragraph.

**2** Press **Shift** + **Enter**.

**B** Word inserts a line break.

**Note:** Any text on the line to the right of where you placed the insertion point in step **1** moves onto the new line.

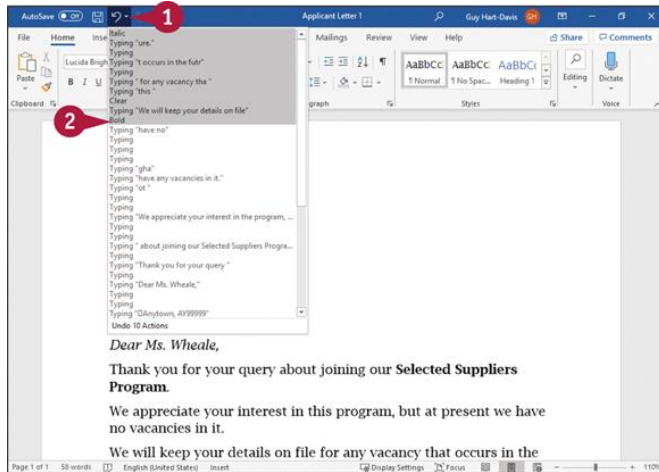
**Note:** Click **Show/Hide** (¶) in the Paragraphs group on the Home tab when you want to hide paragraph marks again. Alternatively, press **Ctrl** + **Shift** + **B**.

## Undo, Redo, and Repeat Changes

You can use the Undo feature to reverse actions you take while working in a document. For example, if you accidentally delete text, you can use Undo to recover it. Or if you apply formatting and find it unsuitable, you can use Undo to remove the formatting.

You can undo either a single action or multiple actions. If you undo an action by mistake, you can use the Redo feature to restore what you have undone. You can also repeat an action quickly.

# Undo, Redo, and Repeat Changes



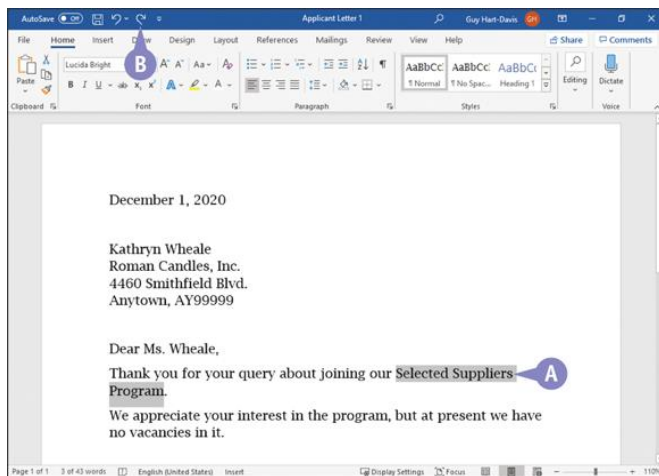
**Note:** The position of the insertion point does not affect using the Undo feature.

1 Click  to the right of **Undo** (.



**Note:** To undo only the last action, click **Undo** (). From the keyboard, press **Ctrl** + **Z**.

The Undo pop-up menu opens.

2 Click the action up to which you want to undo your recent actions.



A Word undoes those actions. In the example, among other changes, Word has removed the bold from the text that is selected.

B If you change your mind after undoing one or more actions, click **Redo** () to redo the last action. You can click **Redo** () as many times as needed, up to the number of actions you have just undone.

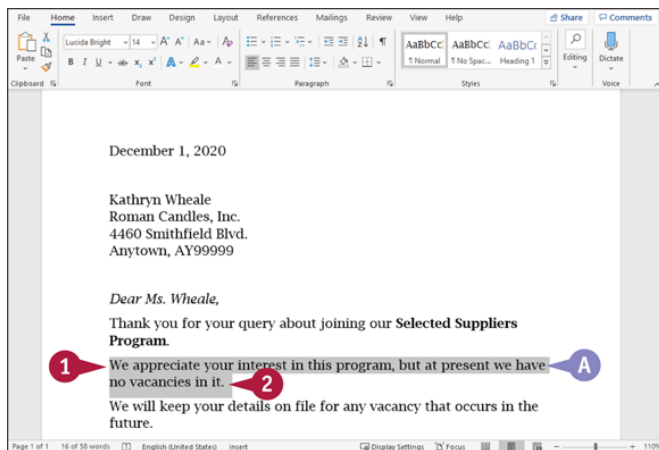
**Note:** When there is no action you can redo, Repeat (↺) replaces Redo (↻) on the Quick Access Toolbar. Click this button to repeat the last action. If Redo is dimmed, there is no action you can repeat.

## Select Text

Before performing many tasks in Word, you select the existing text on which you want to work. For example, you select existing text to underline it, align it, change its font size, or apply color to it.

You can use the keyboard and the mouse together to select a word, a sentence, or your entire document; you can even create a selection that contains text in different locations. If you like to keep your hands on the keyboard as much as possible, you can select text using only the keyboard.

### Select Text



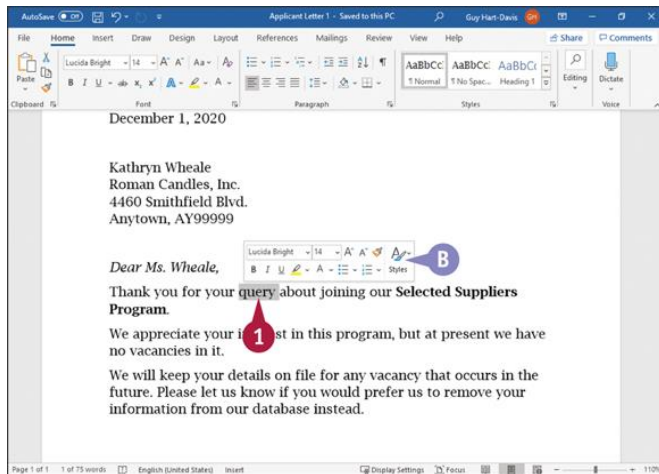
### Select a Block of Text

- 1 Move the pointer (I) to the left of the first character you want to select.
  - 2 Click and drag to the right and down over the text you want to select, and then release the mouse button.
- A The selection appears highlighted, and the Mini Toolbar appears.

**Note:** This example hides the Mini Toolbar so that you can see the beginning and end of the selection.



To cancel a selection, you can click anywhere on-screen or press **Esc**, **Alt+F4**, or **Cmd+Q**.



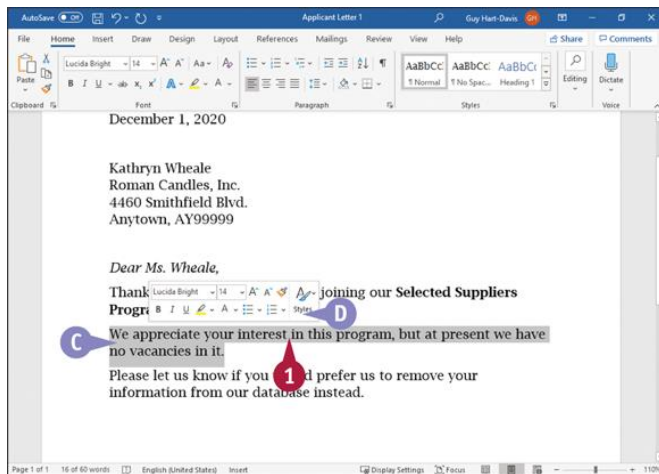
## Select a Word

1 Double-click the word you want to select.

B Word selects the word, and the Mini Toolbar appears.

You can move the pointer (☞) away from the Mini Toolbar to make it disappear.

**Note:** See [Chapter 1](#) for details on using the Mini Toolbar.

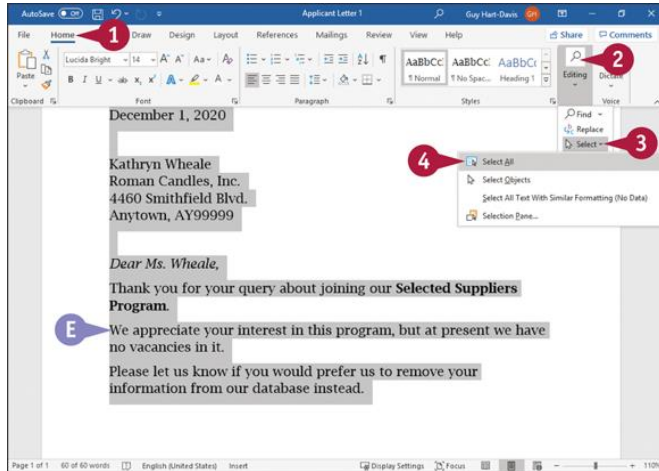


## Select a Sentence

1 Press **Ctrl** while you click anywhere in the sentence you want to select.

- C Word selects the entire sentence.
- D The Mini Toolbar appears. You can move the pointer (☞) away from the Mini Toolbar to make it disappear.

**Note:** See [Chapter 1](#) for details on using the Mini Toolbar.



## Select the Entire Document

- 1 Click **Home**.  
The Home tab appears.
- 2 Click **Editing**.  
The Editing panel opens.
- 3 Click **Select**.  
The Select panel opens.
- 4 Click **Select All**.

- E Word selects the entire document.

**Note:** You also can press **Ctrl** + **A** to select the entire document.

## TIPS

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**How can I select text using the keyboard?**

Press and hold **Shift** while pressing **←**, **→**, **↑**, or **↓**. You also can press **Shift** + **Ctrl** to select, for example, several words in a row. If you press and hold **Shift** + **Ctrl** while pressing **→** five times, you select five consecutive words to the right of the insertion point.

## How can I select noncontiguous areas of text?

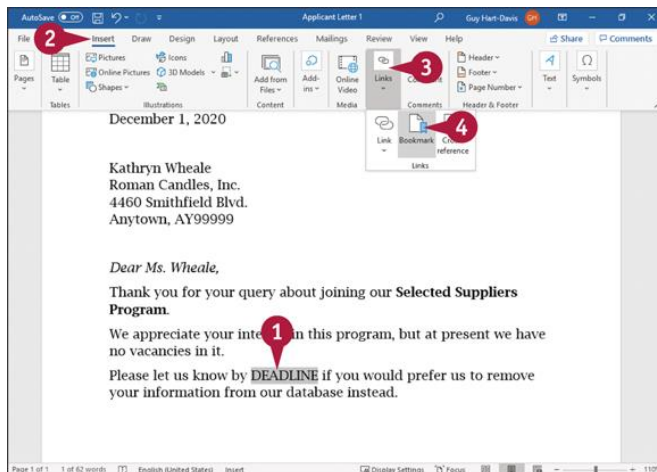
Select the first area using any of the techniques described in this section. Then press and hold **Ctrl** as you select the additional areas. Word selects all areas, even if text appears between them.

## Mark and Find Your Place with Bookmarks

Word's Bookmark feature enables you to mark places in a document so that you can easily return to them later. A bookmark can mark a point in text, such as a point between words; a range of text, such as a word or a sentence; or a graphical object, such as a shape or a picture.

By default, Word does not display bookmark indicators, but you can set Word to display them so that you can see where your bookmarks are. Even when displayed, bookmark indicators do not print.

### Mark and Find Your Place with Bookmarks



### Mark Your Place

- 1 Select the item you want to mark. This example uses a placeholder word.

**Note:** To select a point in text, position the insertion point there by clicking or by pressing **⌘**, **⌘+⌥**, or **⌘+⌥+⌵**, as needed. To select a graphical object, click it.

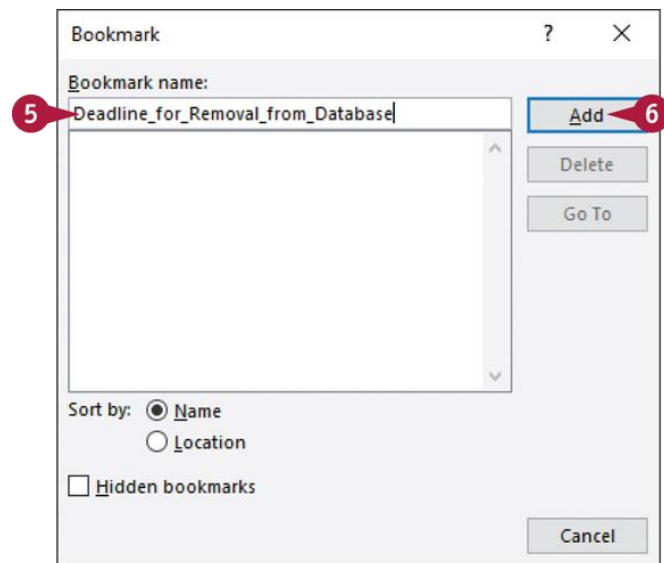
**2** Click **Insert**.

The Insert tab appears.

**3** Click **Links**.

The Links panel opens.

**4** Click **Bookmark**.



The Bookmark dialog box opens.

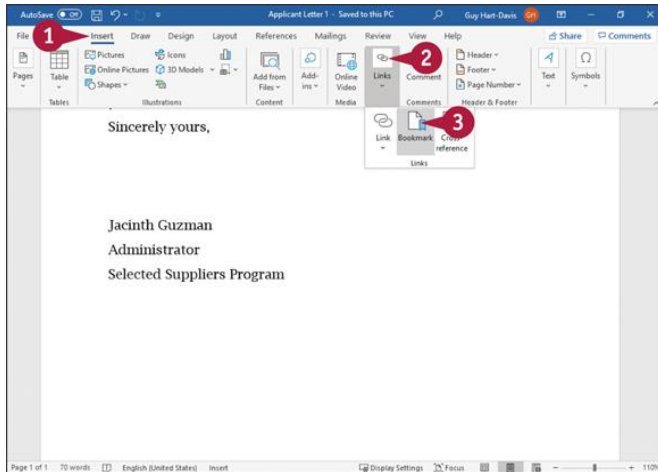
**5** Type a name for the bookmark.

**Note:** Each bookmark name must start with a letter. After that, the bookmark name can contain letters, numbers, and underscores, but not spaces, up to 40 characters maximum.

**6** Click **Add**.

Word creates the bookmark.

The Bookmark dialog box closes.



## Go to a Bookmark

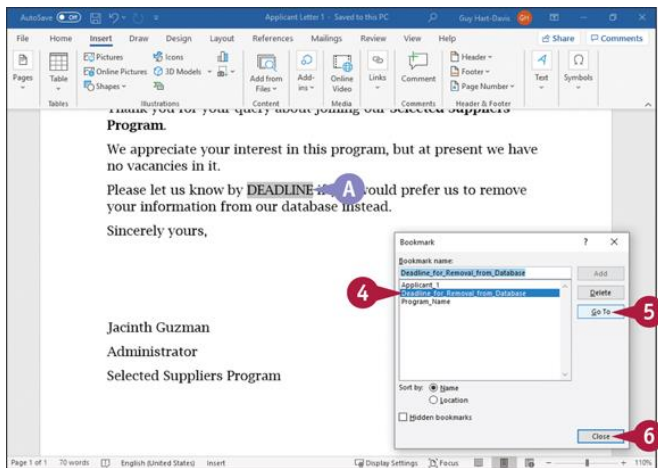
### 1 Click **Insert**.

The Insert tab appears.

### 2 Click **Links**.

The Links panel opens.

### 3 Click **Bookmark**.



The Bookmark dialog box opens.

### 4 Click the bookmark you want to go to.

### 5 Click **Go To**.

A Word selects the bookmark.

**Note:** If the bookmark is a single point in text, Word moves the insertion point to that point.

6 Click **Close**.

The Bookmark dialog box closes.

## TIP

### How can I display bookmarks in my document?

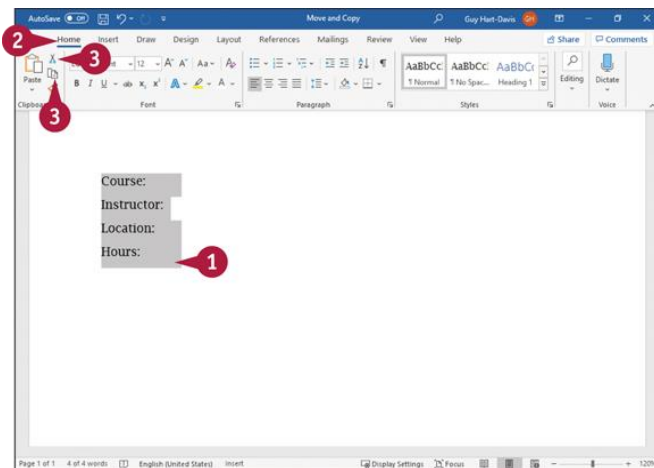
Click **File** to display Backstage View, and then click **Options** to open the Word Options dialog box. In the left pane, click **Advanced**. In the Show Document Content section, click **Show bookmarks** ( changes to ). Click **OK** to close the Word Options dialog box. Word displays open and close brackets representing a bookmark that has contents. A bookmark that marks a point looks like an I-beam (¶).

## Move or Copy Text

You can move information in your document by cutting it to the Clipboard, a temporary storage area, and then pasting it elsewhere, either in the same document or in another document. You also can repeat text by copying it to the Clipboard and then pasting it elsewhere.

Another way of moving or copying information is by using drag and drop. You can drag and drop information either within the same document or to another document. Drag and drop does not use the Clipboard.

## Move or Copy Text



### Move or Copy Text Using Ribbon Buttons

- 1 Select the text you want to move or copy.

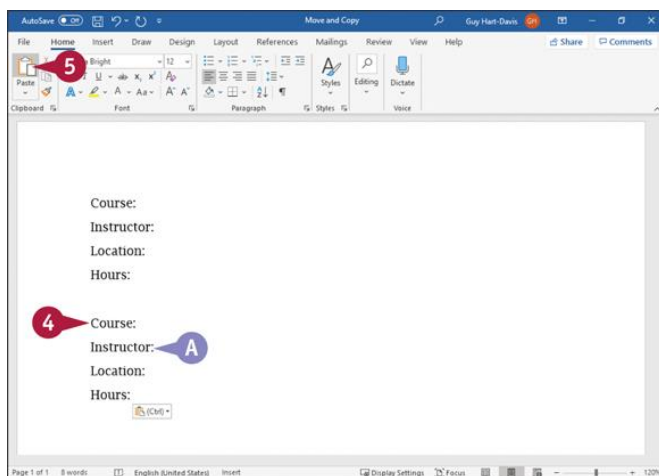
**Note:** To select text, see the section “[Select Text](#),” earlier in this chapter.

- 2 Click **Home**.

The Home tab appears.

- 3 To move text, click **Cut** (✂); to copy text, click **Copy** (📄).

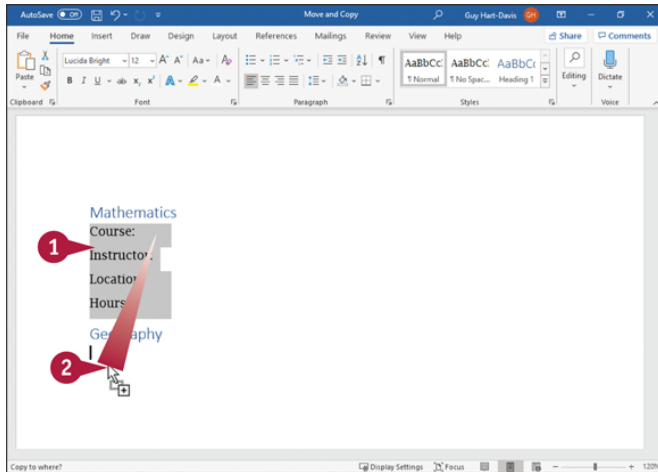
**Note:** If you cut text, it disappears from the screen.



- 4 Click to place the insertion point where you want the text to appear.


- 5 Click **Paste** (📄).


A The text appears at the new location.

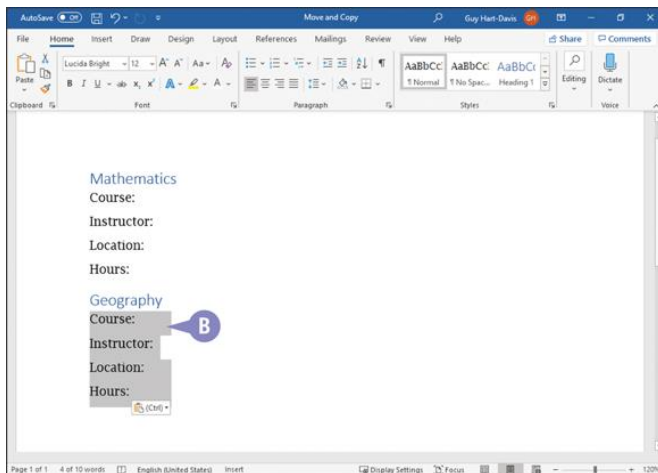


## Move or Copy Text Using Drag and Drop

1 Select the text you want to move or copy.

2 To copy the text, press **Ctrl** while you drag the selected text to where you want the copy to be. Word displays the Copy pointer (  ) as you drag.

To move the text, simply drag the text to its destination. Word displays the Move pointer (  ) as you drag.



B The copied or moved text appears at the new location.

## TIPS



## Can I can move or copy text using the menus?

Yes. Select the text that you want to move or copy, and then right-click it. The context menu and the Mini Toolbar appear; click **Cut** or **Copy** on the context menu. Then place the insertion point at the location where you want the text to appear, and right-click again. From the context menu, click **Paste**.

## Can I copy or move information other than text?

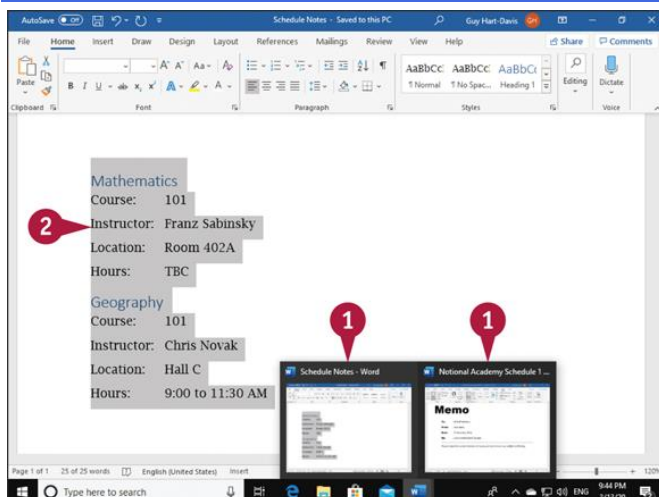
Yes. You can copy or move any element that you can select, such as text, pictures, tables, graphics, and so on. You also can copy or move text from one Word document to another; see the next section, “[Share Text Between Documents](#).”

## Share Text Between Documents

You can move or copy information both within the current document and between two or more documents. For example, suppose that you are working on a marketing report and some colleagues provide you with background information for your report. You can copy and paste the information from the colleagues’ documents into your document.

Any text that you cut disappears from its original location. Text that you copy continues to appear in its original location and also appears in the new location you choose.

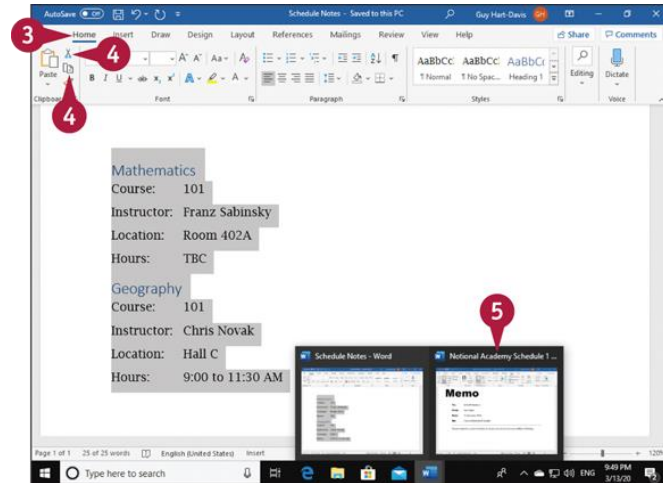
### Share Text Between Documents



1 Open the documents you want to use to share text.

2 Select the text you want to move or copy.

**Note:** For details on selecting text, see the section “[Select Text](#),” earlier in this chapter.

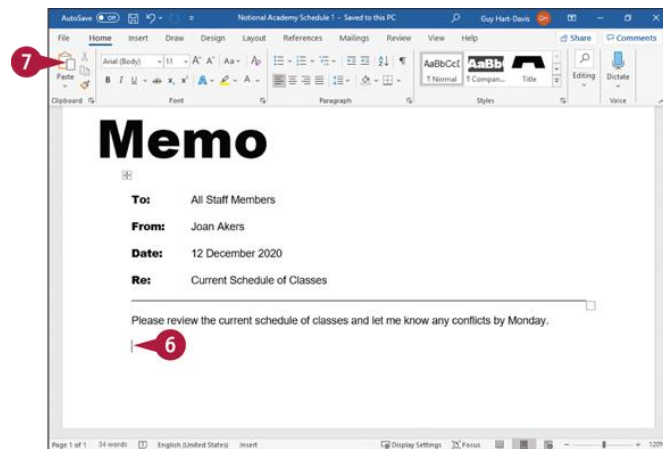


3 Click **Home**.

The Home tab appears.

4 Click **Cut** (✂) if you want to move the text, or click **Copy** (📄) if you want to copy the text.

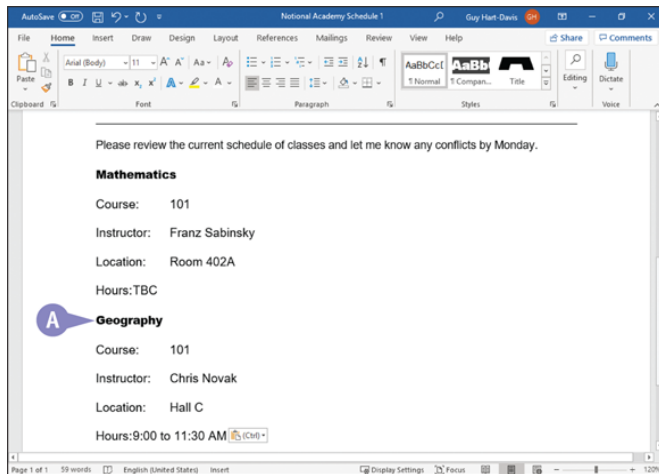
5 Switch to the other document by clicking its button in the Windows taskbar.



The other document appears.

6 Place the insertion point where you want the text you are moving or copying to appear.


7 Click **Paste** (📄).




A The text appears in the new location.

## TIPS

### What is the button that appears temporarily after I paste?

Word displays the Paste Options button (  ) to let you control the formatting of the selection you are pasting. See the section “[Take Advantage of Paste Options](#),” later in this chapter, for details on how to use Paste options.

### How do I control the default format Word uses when I paste text?

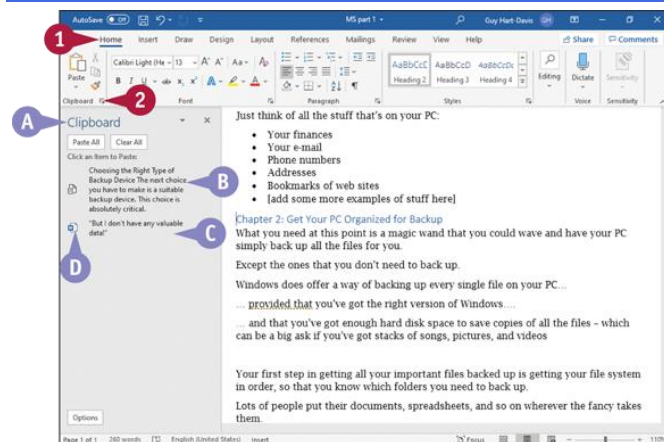
After pasting something, click **Paste Options** (  ), and then click **Set Default Paste** to display the Word Options dialog box. Go to the “[Cut, Copy, and Paste](#)” section, and choose options there. Click **OK** when you finish.

## Move or Copy Several Selections

For regular cut, copy, and paste operations, Word shares the Windows Clipboard with all your PC’s other apps. The Windows Clipboard stores only a single item at a time, so each item you copy or cut replaces the existing item.

Microsoft Office includes an enhanced clipboard called the Office Clipboard, which can save up to the last 24 items that you cut or copied. You can use the Office Clipboard to paste multiple items into a Word document or into another Office file, such as an Excel workbook or a PowerPoint presentation.

# Move or Copy Several Selections



## 1 Click **Home**.

The Home tab appears.

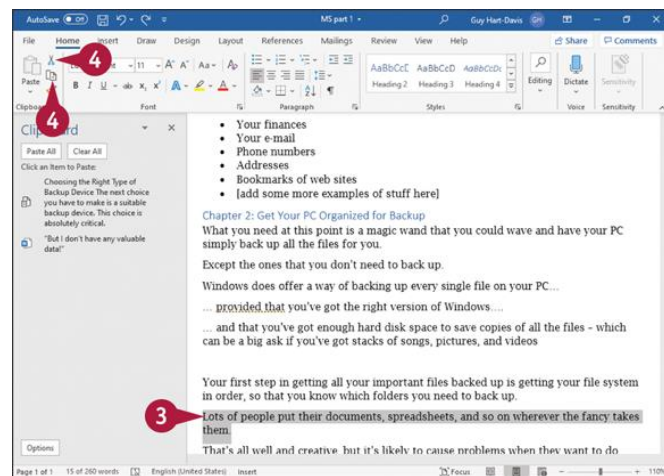
## 2 Click the Clipboard group dialog box launcher (☰).

### A The Office Clipboard pane appears.

### B The top item is the newest item and is the item on the Windows Clipboard.

### C Other items are ones you have previously cut or copied. These items are no longer on the Windows Clipboard.

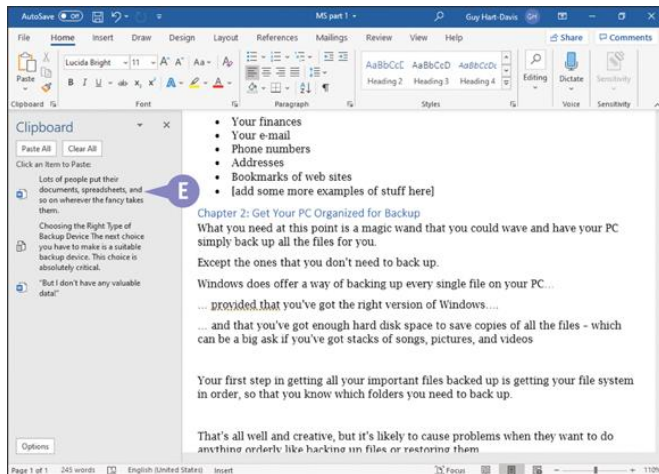
### D The icon to the left of an item indicates the app it came from.



## 3 Select the text or information you want to move or copy.

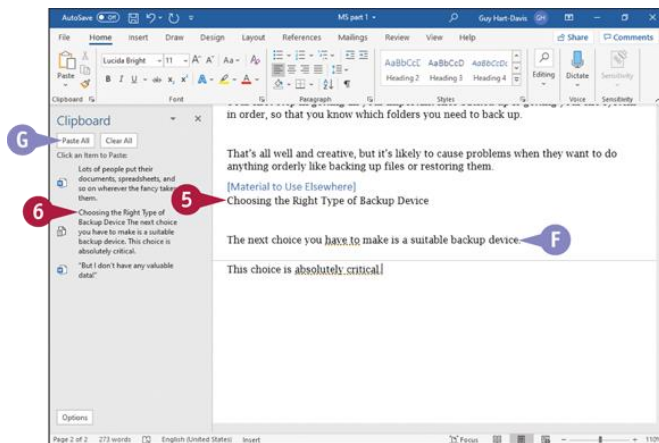
## 4 Click **Cut** (✂) or **Copy** (📄).

**Note:** This example uses Cut (✂), so the selected item disappears from the document's text.



**E** An entry for the cut or copied material appears at the top of the Clipboard pane.

**Note:** Repeat steps 3 and 4 for each selection you want to move or copy. Word adds each cut or copied item to the Clipboard pane, with the newest item at the top.



**5** Click in the document or in a different document where you want to place text you cut or copied.

**6** Click a selection in the Clipboard pane to place it in the document.

**F** The entry appears in the document.

**7** Repeat steps 5 and 6 to paste other items from the Clipboard, as needed.

**8** If you want to place all the items in one location, and the items appear in the Clipboard pane in the order you want them in your document, you can click **Paste All**.

## TIPS

**Why does a down arrow appear when I point at an item in the Clipboard pane?**

If you click **▼**, a menu appears. From this menu, you can click **Paste** to add the item to your document, or you can click **Delete** to remove the item from the Clipboard pane.

## Must I display the Office Clipboard to collect copied elements?

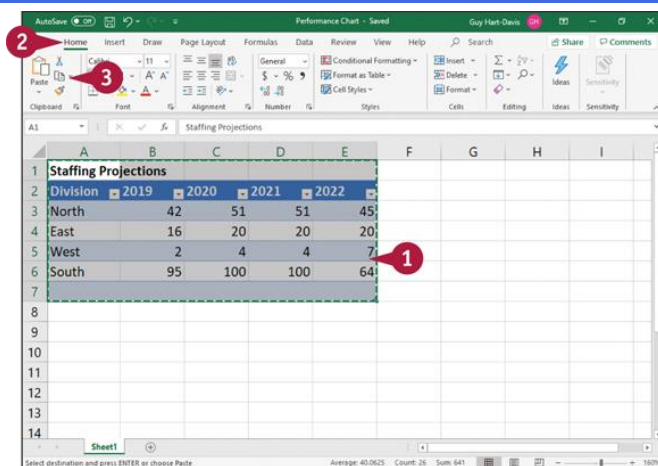
No. Click the **Options** button at the bottom of the Clipboard pane, and then click **Collect Without Showing Office Clipboard**. As you cut or copy, a message appears in the lower-right corner of your screen, telling you how many elements are stored on the Office Clipboard. You must display the Office Clipboard to paste any item except the one you last cut or copied.

## Take Advantage of Paste Options

Word's Paste Options feature enables you to choose what formatting Word applies to a selection you paste into a document. For example, when you paste text that you cut or copied from a different document, you can keep the text's original formatting, make the text pick up the formatting of the location into which you paste it, or paste only unformatted text.

The paste options available depend on what you're pasting and where you're pasting it. This section shows how to paste information from an Excel workbook into a Word document.

## Take Advantage of Paste Options



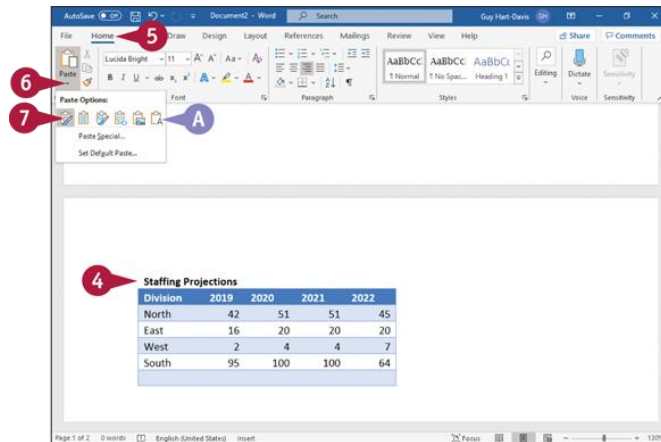
- 1 Make a selection. This example uses an Excel spreadsheet selection, but you can select text in a Word document.

- 2 Click **Home**.

The Home tab appears.

- 3 Click **Copy** (📄).

**Note:** If you want to cut the selection from the source, click **Cut** (✂) instead of Copy (📄).



- 4 Position the insertion point in your Word document where you want to paste the information.

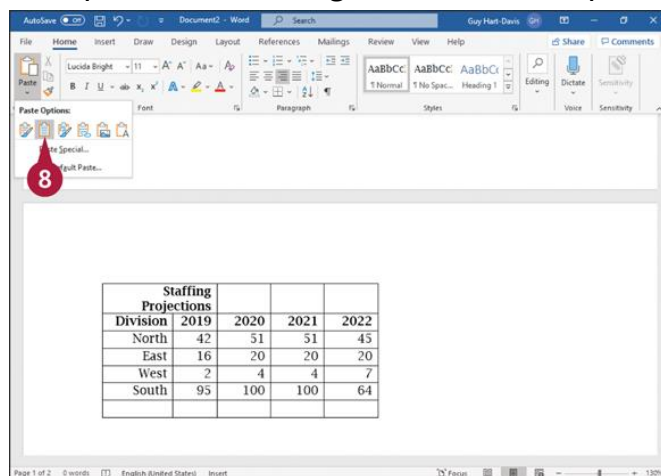
- 5 Click **Home**.

The Home tab appears.

- 6 In the Clipboard group, click ▾ below **Paste** (📄).

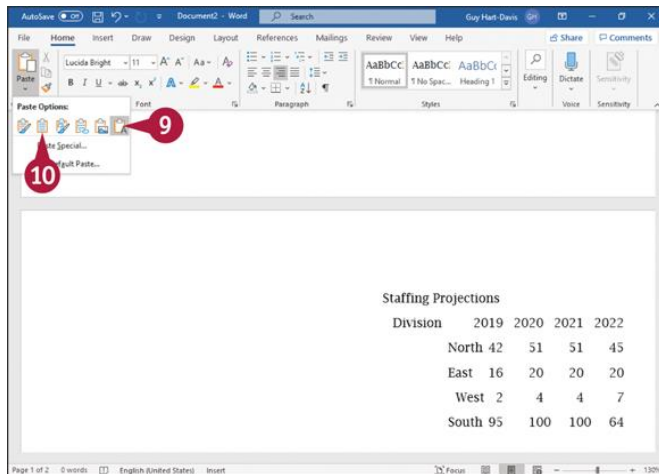
- A Buttons representing paste options appear.

- 7 To preview formatting for the selection, point at the **Keep Source Formatting** button (📄).



- 8 To preview formatting for the selection, point at the **Use Destination Styles** button (📄).





- 9 To preview formatting for the selection, point at the **Keep Text Only** button (📄).
- 10 Click a **Paste Options** button to paste the selection and specify its format in your Word document.

## TIP

### What do the various Paste Options buttons mean?

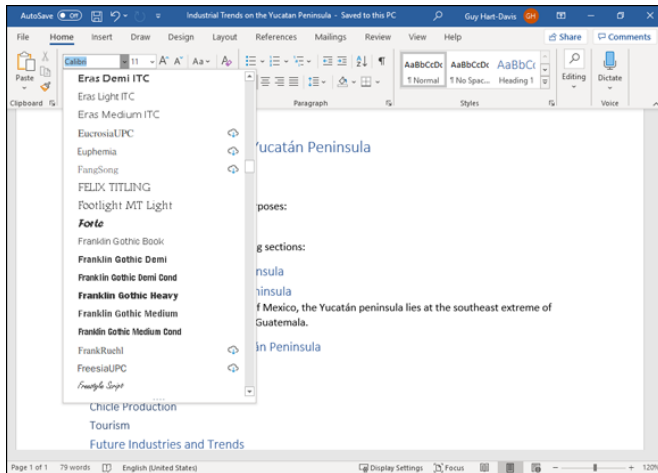
These are the five most widely useful Paste Options buttons:

- Click **Keep Source Formatting** (📄) to make the pasted material retain its original formatting.
- Click **Use Destination Styles** (📄) to make the pasted material take on the formatting of the location where you paste it.
- Click **Merge Formatting** (📄) to merge the formatting of the pasted material into the formatting of the location where you paste it.
- Click **Picture** (🖼️) to paste the material as a picture, not as text.
- Click **Keep Text Only** (📄) to paste text with no formatting.



# Chapter 4: Formatting Text

You can format text to improve appearance, for emphasis, and for greater readability. And although the individual types of formatting are discussed separately, you can perform each of the tasks in this chapter on a single selection of text.

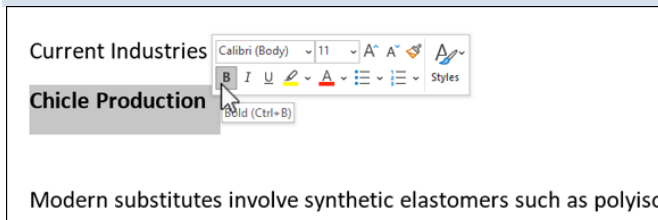


## Understanding How Word's Formatting Works

Word enables you to format the text content of your documents in many ways, from formatting an individual character to formatting all the document's text at once. For example, you can apply boldface to a word, change line spacing for a paragraph, or apply the same font throughout a document.

Word's many formatting options make it easy to waste time and effort. To help you avoid such frustrations, this section briefly explains Word's formatting and tells you how to use styles—collections of formatting—to format your documents quickly, consistently, and easily, and how to use templates to manage styles.

## Understanding What Direct Formatting Is



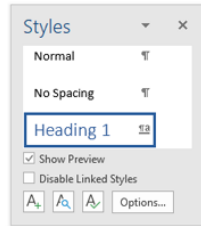
*Direct formatting* is formatting you apply to text directly, without using a style. For example, if you select two words and click **Bold** (B) in the Font group on the Home tab of the Ribbon, the italic formatting you apply is direct formatting.

Direct formatting is easy to use, but it is very inefficient, as you typically apply it separately to each instance of text that needs it. This chapter shows you how to use direct formatting first, because this is the way most people prefer to start using formatting in Word. But if you go directly to using styles, your work will be faster and more efficient.

## Understanding Styles and Templates

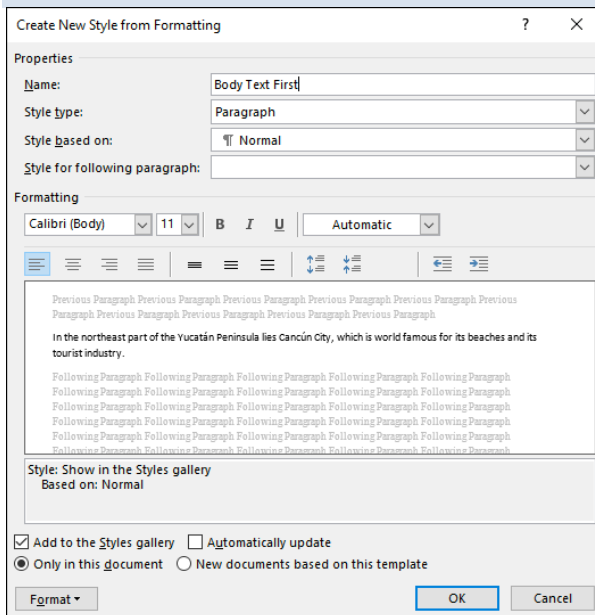
### Demographical and Ethnological Characteristics

In the northeast part of the Yucatán Peninsula lies Cancún City, which and its tourist industry.



A style is a collection of formatting that you can apply with a single click. Word has five different types of styles: paragraph styles; character styles; linked styles, which are both paragraph styles and character styles; table styles; and list styles.

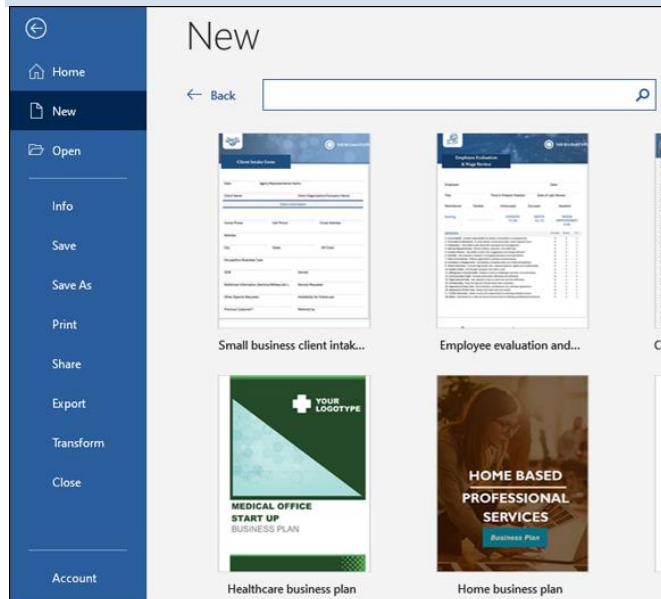
Here is an example: You apply the Heading 1 paragraph style to each first-level heading in a document. The style contains all the formatting the first-level heading needs: font, such as Arial Black; font size, such as 24pt; font weight, such as Bold; space before the paragraph, such as 18pt; alignment, such as Center; and so on. By applying the style, you give each heading a consistent look.



You can create styles either by defining them formally, or by using direct formatting to format text the way you want it to appear, and then creating a style based on that

formatting. If you change the formatting of the style, you can have Word instantly apply the change to all paragraphs formatted with that style.

## Using Templates to Manage Styles and Create Documents



A *template* is a predesigned document skeleton that you can use to create a particular type of document quickly. Each template contains styles—heading styles, body text styles, list styles, and so on—that give the document’s text the intended look.

Word provides many templates as starting points, but you will likely want to create your own templates to save yourself the most time and effort. You typically choose a template when you create a document, but you can subsequently attach a different template to the document to change its look.

For example, say you create formal reports that undergo several review stages before publication. You might use two templates for the report: one template for writing and reviewing and the other for publication. The writing and reviewing template could have monospaced fonts and wide line spacing to allow easy editing and annotation, whereas the publication template could have a professional, polished look and design.

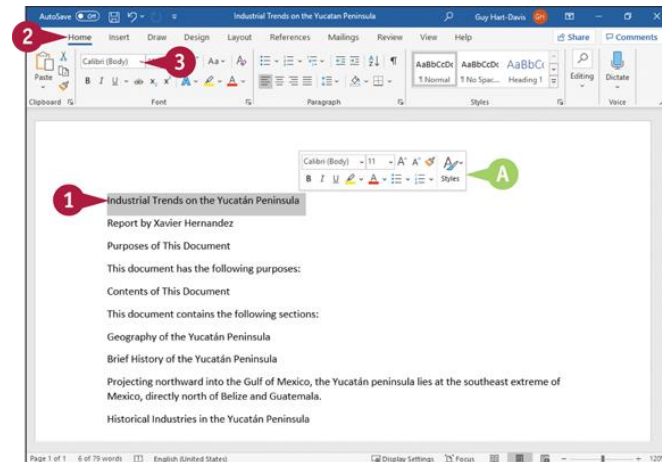
After finalizing the report’s content, you would attach the publication template to the document, instantly switching all its contents to the publication format.

## Change the Font


You can change the typeface that appears in your document by changing the font. Changing the font can help readers better understand your document.

Use *serif* fonts—fonts with short lines stemming from the bottoms of the letters—to provide a line that helps guide the reader’s eyes along the line, making reading easier with less eyestrain. Use *sans serif* fonts—fonts without short lines stemming from the bottoms of the letters—for headlines.

## Change the Font

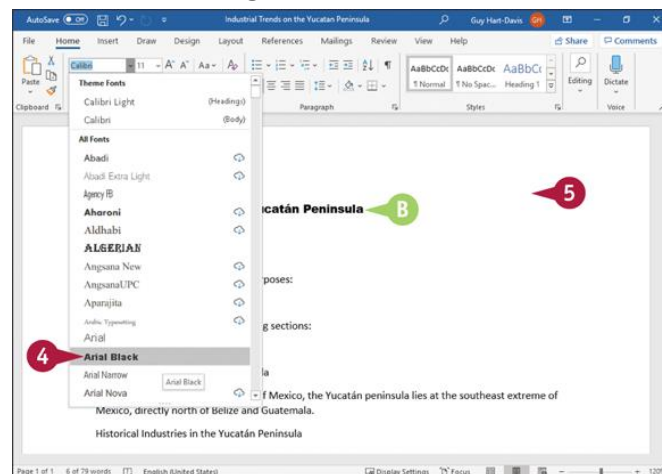


1 Select the text you want to format.

A If you drag to select, the Mini Toolbar appears, and you can use it by moving the pointer (  ) toward the Mini Toolbar.

2 To use the Ribbon, click **Home**.  
The Home tab appears.

3 Click  to the right of **Font** to display a list of the available fonts on your computer.



**Note:** Word displays a sample of the selected text in any font over which you position the pointer.

4 Click the font you want to use.

B Word assigns the font to the selected text.

This example applies the **Arial Black** font to the text.

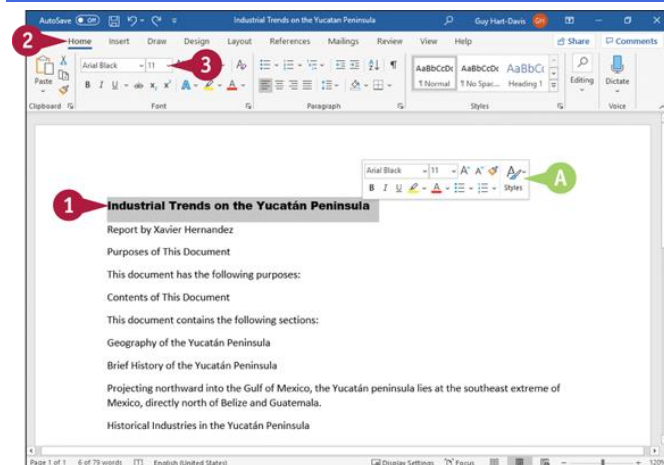
5 Click anywhere outside the selection to continue working.

## Change the Font Size

You can increase or decrease the size of the text in your document. Increase the size to make reading the text easier; decrease the size to fit more text on a page. You may also want to use a larger font size for more important text elements in a document, such as headings.

Font size is measured in *points*, where one point is  $\frac{1}{72}$  inch or  $\frac{1}{6}$  of a *pica*, a typesetting unit that is  $\frac{1}{12}$  inch.

## Change the Font Size



1 Select the text that you want to format.

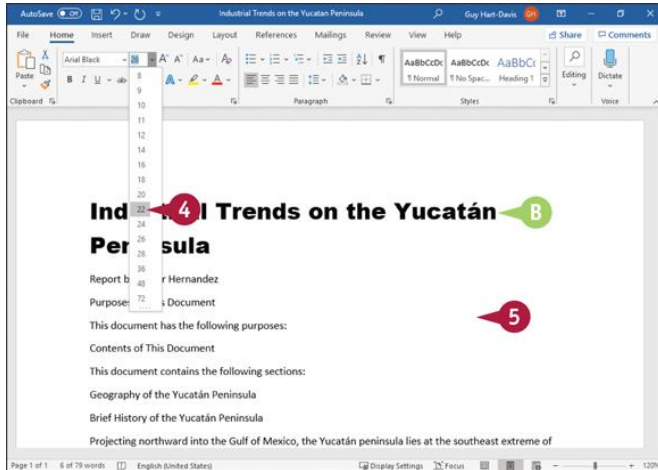
A If you drag to select, the Mini Toolbar appears in the background, and you can use it by moving the pointer (☞) over the Mini Toolbar.

2 To use the Ribbon, click **Home**.

The Home tab appears.

3 Click  $\vee$  to the right of **Font Size** to display a list of the available sizes for the current font.

**Note:** Word displays a sample of the selected text in any font size over which you position the pointer.



4 Click a size.

B Word changes the size of the selected text.

This example applies a 22-point font size to the text.

**Note:** You also can change the font size by clicking **Increase Font Size** (A<sup>+</sup>) and **Decrease Font Size** (A<sup>-</sup>) in the Font group on the Home tab. Word increases or decreases the font size with each click of the button.

5 Click anywhere outside the selection to continue working.

## Emphasize Information with Bold, Italic, or Underline

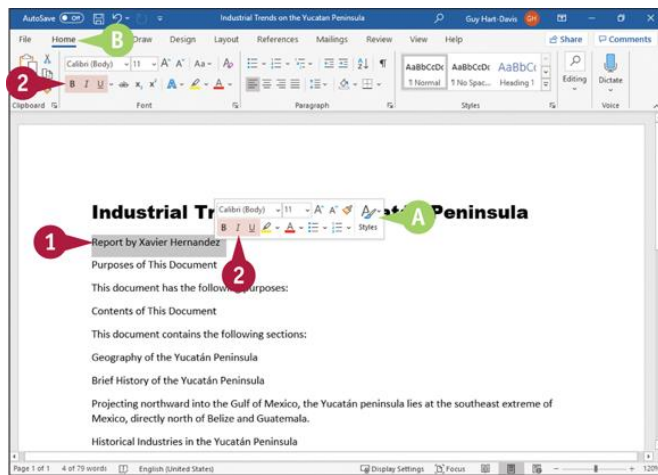
You can apply italics, boldface, or underlining to add emphasis to text in your document.

Boldface changes the brightness of the text, making the text darker than the regular font.

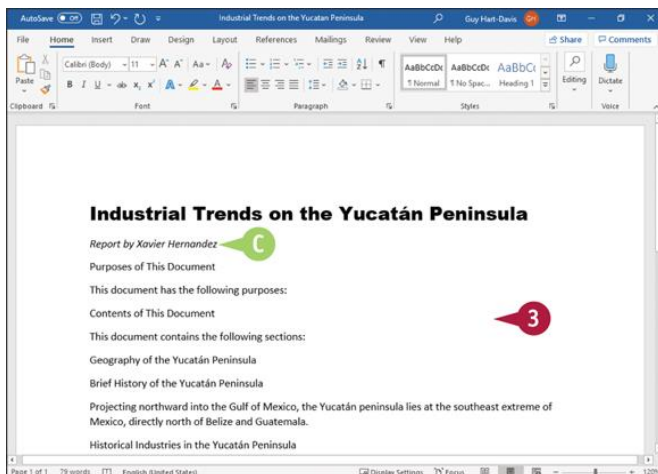
Italic applies a script-like appearance to text, slanting it the way handwriting slants.

Underlining is not often used in printed material because it is considered to be too distracting to the reader; instead, you might find underlining appearing in handwritten materials to emphasize a point.

## Emphasize Information with Bold, Italic, or Underline



- 1 Select the text you want to emphasize.
- A If you drag to select, the Mini Toolbar appears in the background, and you can use it by moving the pointer (☞) toward the Mini Toolbar.
- B If you want to use the Ribbon, click **Home** to display the Home tab.
- 2 Click **Bold** (B), **Italic** (I), or **Underline** (U) on the Ribbon or the Mini Toolbar.

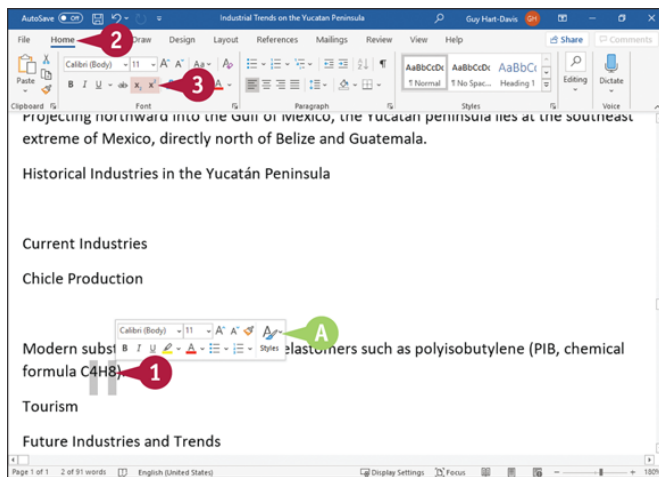


- C Word applies the emphasis you selected.  
This example shows the text after applying italic.
- 3 Click anywhere outside the selection to continue working.

# Create Superscripts and Subscripts

You can format text as a superscript or as a subscript. A superscript or subscript is a number, figure, or symbol that appears smaller than the normal line of type and is set slightly above or below it; superscripts appear above the baseline of regular text, whereas subscripts appear below the baseline. Subscripts and superscripts are perhaps best known for their use in formulas and mathematical expressions, but they are also used when inserting trademark symbols.

## Create Superscripts and Subscripts



1 Type and select the text you want to appear in superscript or subscript.

A If you drag to select, the Mini Toolbar appears.

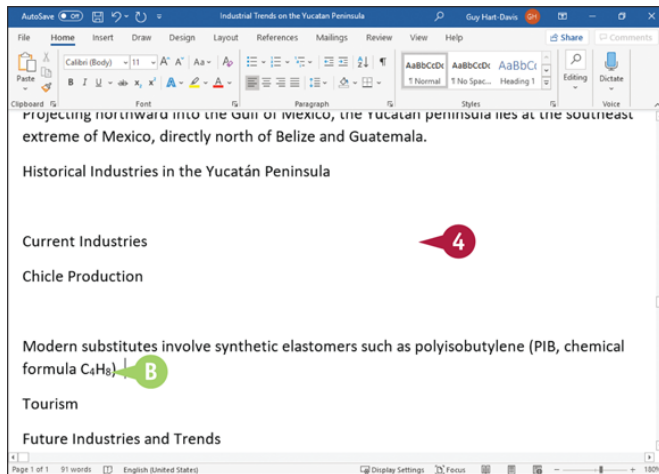
**Note:** To select multiple items, as in this example, select the first item using either the mouse or the keyboard, then press **Ctrl** while you drag over each subsequent item.

2 Click **Home**.

The Home tab appears.

3 Click **Superscript** ( $x^2$ ) or **Subscript** ( $x_2$ ).





**B** Word applies superscript or subscript formatting to the selected text.

**4** Click anywhere outside the selection to continue working.

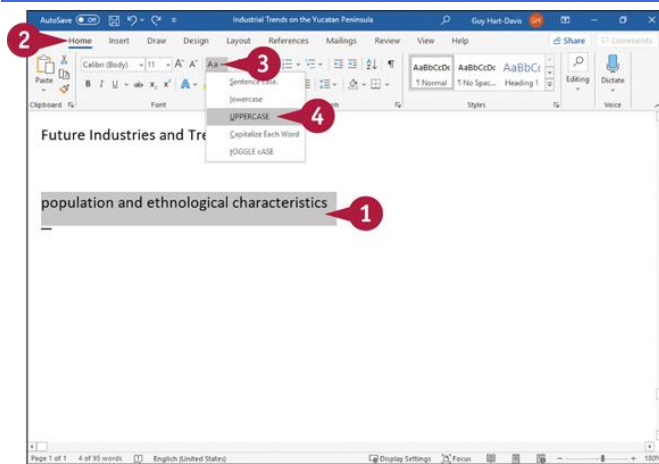
**Note:** Before using superscripts and subscripts to create mathematical equations manually, see if Word's Equation feature can create the types of equations you need. Click **Insert** to display the Insert tab, click **Symbols** to open the Symbols panel, click **Equation**, and then click the type of equation.

## Change Text Case

You can change the case of selected text instead of retyping it with a new case applied. The Change Case feature offers four choices of case: Sentence Case, which capitalizes the first letter of the first word and applies lowercase to the other letters; Lowercase, which uses all lowercase letters; Uppercase, which uses all capital letters; or Capitalize Each Word, which capitalizes the first letter of each word.

The Change Case feature also offers the Toggle Case command, which changes uppercase letters to lowercase and lowercase letters to uppercase in selected text.

## Change Text Case

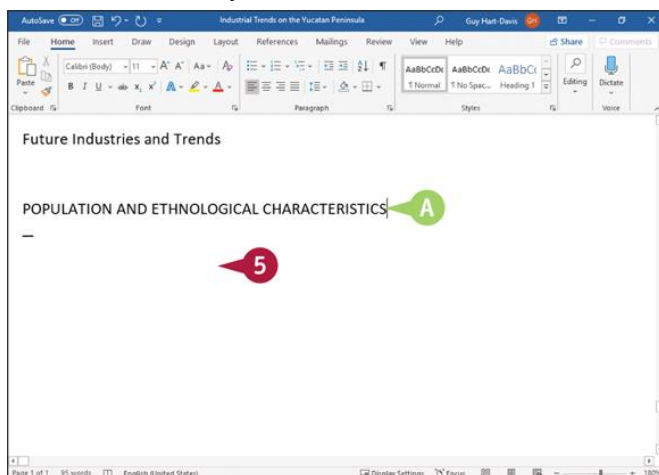


- 1 Select the text to which you want to assign a new case.  
The Mini Toolbar appears in the background if you drag to select text.

- 2 Click **Home**.  
The Home tab appears.

- 3 Click **Change Case** (Aa).  
The Change Case panel opens.

- 4 Click the case you want to use.



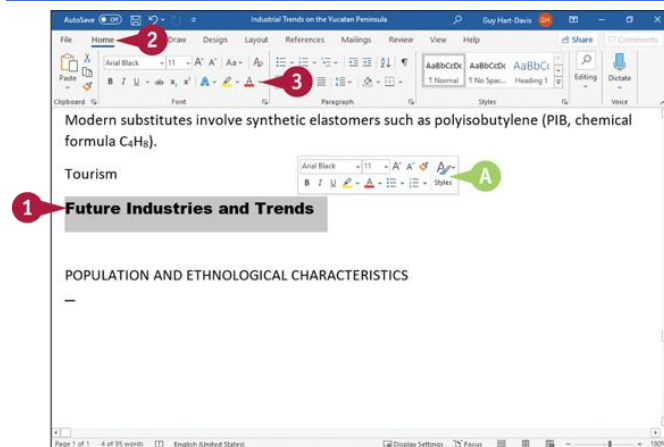
- A The selected text appears in the new case.
- 5 Click anywhere outside the selection to continue working.





# Change Text Color

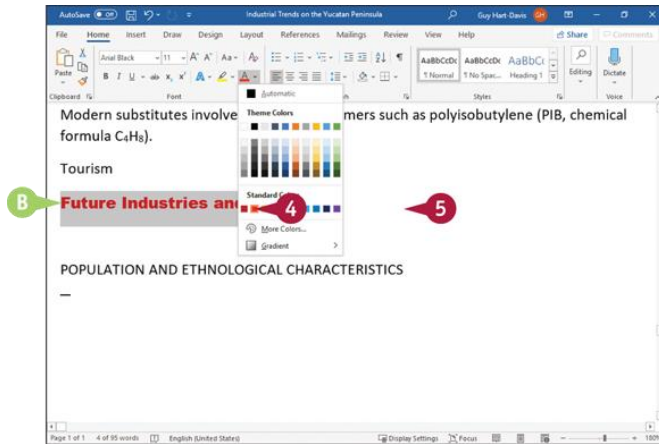
You can change the color of selected text for emphasis. For example, if you are creating a report for work, you might make the title of the report a different color from the information contained in the report or even color-code certain data in the report.

Color is effective when you view your document on-screen, save it as a PDF or an XPS file, or print it using a color printer.

## Change Text Color



- 1 Select the text that you want to change to a different color.
- A If you drag to select, the Mini Toolbar appears, and you can use it by moving the pointer (  ) toward the Mini Toolbar.
- 2 To use the Ribbon, click **Home** to display the Home tab.
- 3 Click  to the right of **Font Color** (  ), and move the pointer (  ) over a color. Word displays a preview of the selected text.



4 Click a color.

B Word assigns the color to the text.

This example applies a red color to the text.

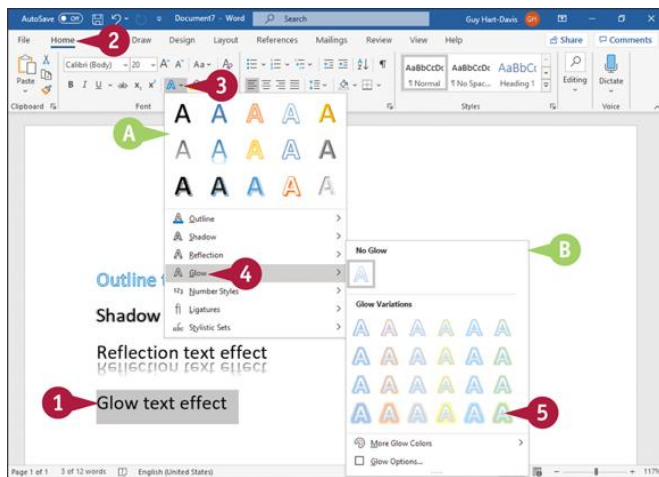
5 Click anywhere outside the selection to continue working.

## Apply Text Effects

When you need to draw the reader's eye to particular text strongly, you can apply Word's text effects, which include outlines, shadows, reflections, and glows. You can use text effects on either regular text or on WordArt objects.

Use text effects sparingly in your documents. If you overuse text effects, your documents will look "busy," and the reader may come to ignore the effects.

# Apply Text Effects



1 Type and select the text to which you want to apply an effect.

2 Click **Home**.

The Home tab appears.

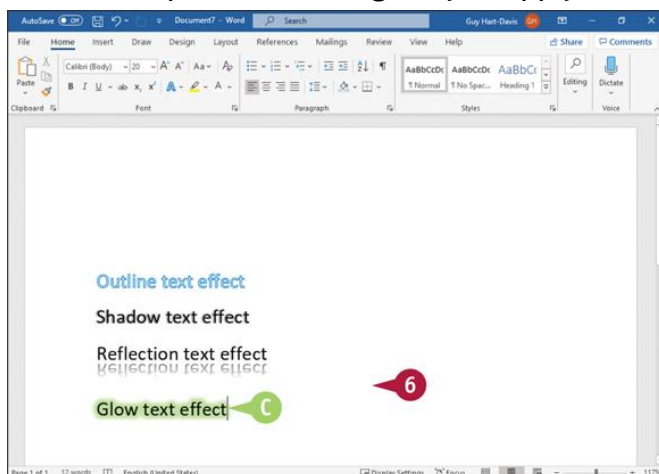
3 Click **Text Effects** (A).

A The Text Effects gallery appears.

4 Move the pointer (☞) over the type of text effect you want to apply.

B Word displays a gallery of options available for the selected text effect. You can preview any text effect by moving the pointer (☞) over it.

5 Click an option from the gallery to apply it.



C Word applies your choice to the selected text.

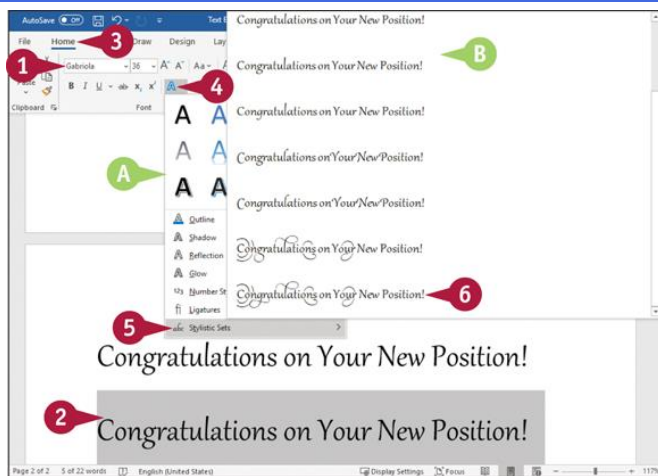
6 Click anywhere outside the selection to continue working.

## Apply a Font Style Set

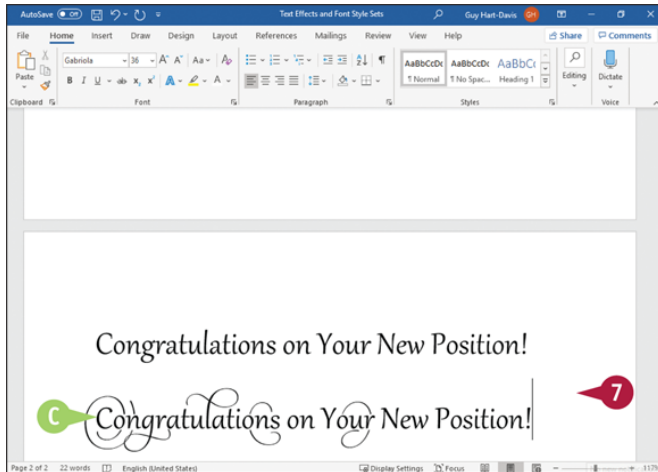
You can use font style sets to enhance the appearance of OpenType fonts. Font style sets can add just the right mood to a holiday card by adding flourishes to the letters in the font set.

The OpenType font structure adds several options to its predecessor TrueType that enhance the OpenType font's typographic and language support capabilities. OpenType fonts use an extension of .otf or .ttf; the .ttf form typically includes PostScript font data. OpenType fonts store all information in a single font file and have the same appearance on Macs and PCs.

### Apply a Font Style Set



- 1 Select an OpenType font.  
This example uses Gabriola.
- 2 Type some text, and select it.
- 3 Click **Home**.  
The Home tab appears.
- 4 Click **Text Effects** (A ▾).  
A The Text Effects gallery appears.
- 5 Move the pointer (☞) over **Stylistic Sets**.
- 6 Word displays a gallery of options available for Stylistic Sets. You can preview any set by moving the pointer (☞) over it.
- 6 Click an option from the gallery to apply it.



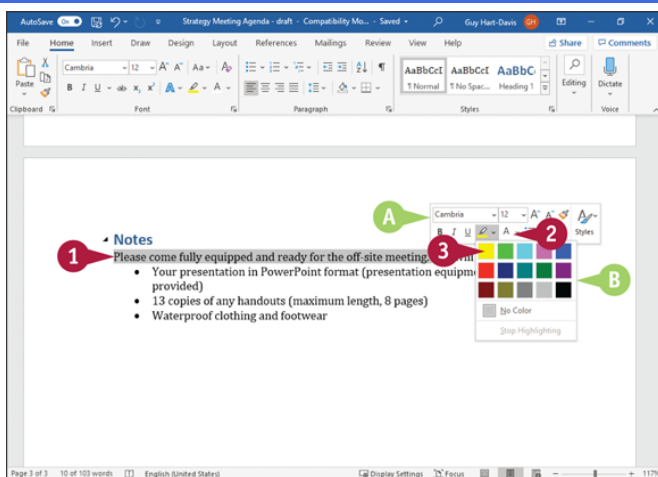
- C Word applies the font style set to the text you selected.
- 7 Click anywhere outside the selection to continue working.

## Apply Highlighting to Text

You can apply color highlighting to draw attention to particular text. For example, you might highlight a keyword or a short phrase to help your reader grasp a key point. Highlighting works both on-screen and in color printouts but is wasted in monochrome printouts.



Use highlighting sparingly to keep it effective. If you highlight every other sentence or even all the headings in a document, your reader will learn to ignore the highlighting.

## Apply Highlighting to Text




- 1 Drag to select the text that you want to highlight.

A The Mini Toolbar appears.

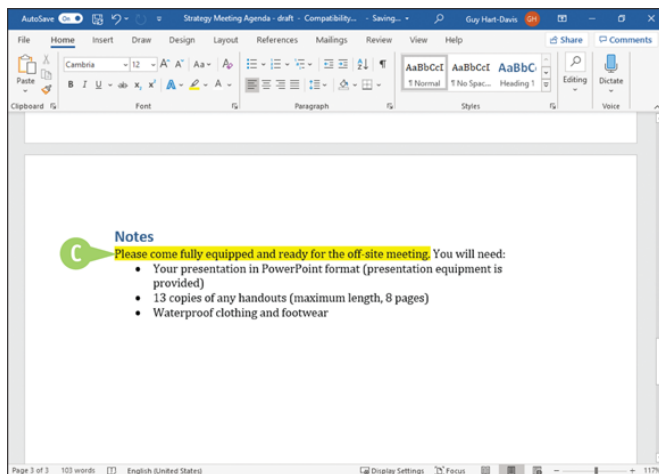
**Note:** If you prefer to use the keyboard to select the text, select it. Then click **Home** to display the Home tab, go to the Font group, and click  to the right of **Text Highlight Color** (  ).

2 Click  to the right of **Text Highlight Color** (  ).

B A palette of color choices appears.

You can move the pointer (  ) over any color to make Word display a sample of the selected text highlighted in that color.

3 Click the color you want.



C Word highlights the selected text using the color you choose.

**Note:** When you apply highlighting, Word automatically deselects the selected text, moving the insertion point to its end.

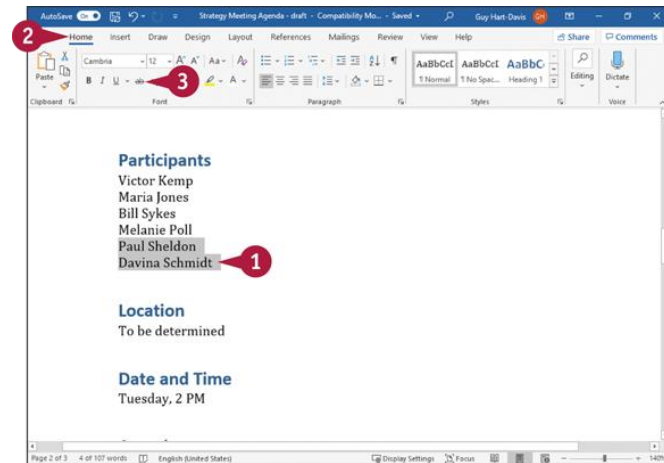
## Apply Strikethrough to Text

You can use the Strikethrough feature to draw a line through text you propose to delete or text that you want to show has been changed. Strikethrough formatting is often used in the legal community to identify text a reviewer proposes to delete; this formatting has developed a universal meaning and has been adopted by reviewers around the world. However, if you need to track both additions and deletions and want to update the



document in an automated way, use Word's review tracking features as described in [Chapter 8](#), "Reviewing and Finalizing Documents."

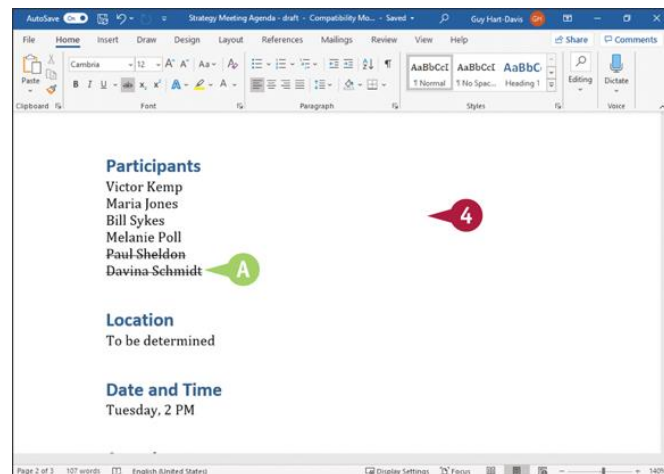
## Apply Strikethrough to Text



1 Select the text to which you want to apply strikethrough formatting.  
The Mini Toolbar appears if you drag to select text.

2 Click **Home**.  
The Home tab appears.

3 Click **Strikethrough** (A).



A Word applies strikethrough formatting to the selected text.

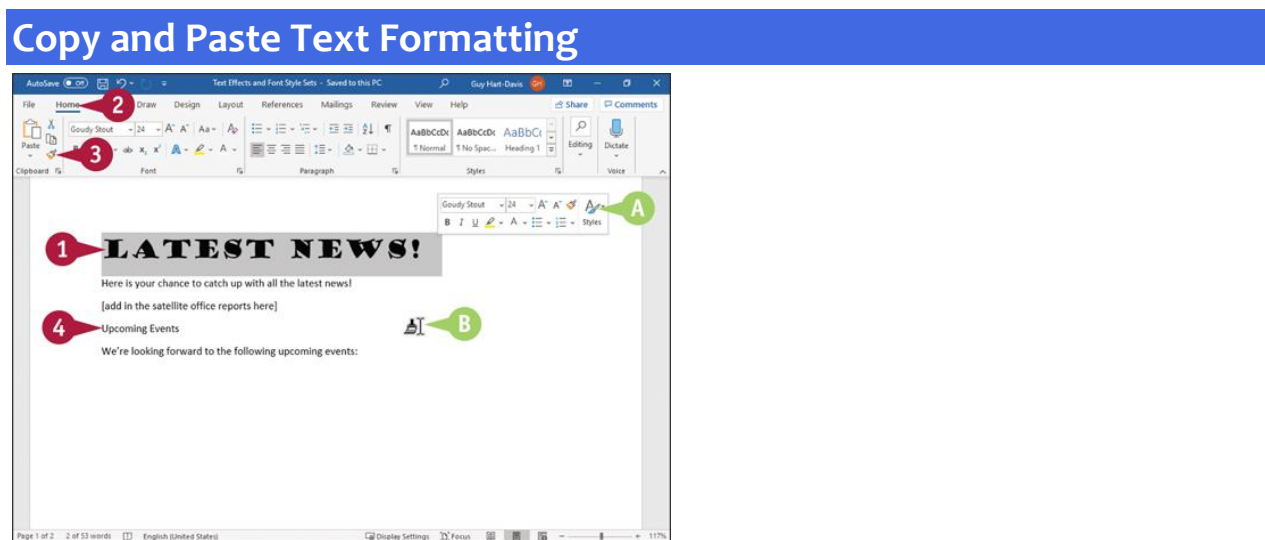
4 Click anywhere outside the selection to continue working.

**Note:** To remove strikethrough formatting, select the text and then click **Strikethrough** (ABC) in the Font group on the Home tab.

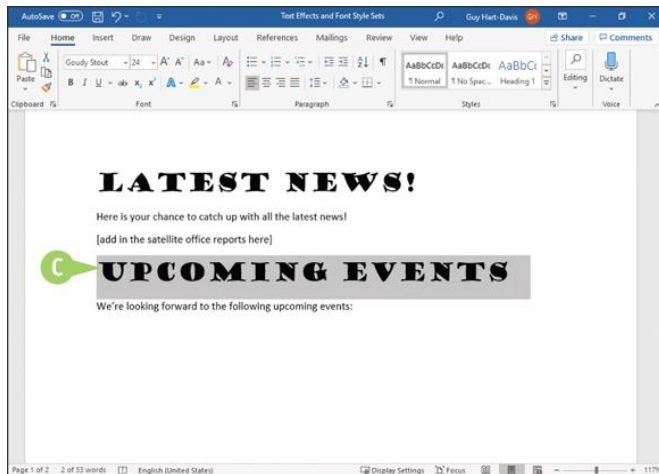
## Copy and Paste Text Formatting

When you have formatted some text or a paragraph with formatting that you want to use elsewhere, you can use the Format Painter feature to copy the formatting and “paint” it on other text.

The Format Painter feature is great for reapplying custom formatting without having to create it again. But if you find yourself using Format Painter for many paragraphs, you may do better to create a style with that formatting instead. See [Chapter 6](#), “Formatting Paragraphs,” for information on creating and working with styles.



- 1 Select the text containing the formatting that you want to copy.
- A If you select text with the pointer, the Mini Toolbar appears.
- 2 To use the Ribbon, click **Home**.  
The Home tab appears.
- 3 Click **Format Painter** (A).  
The pointer (B) changes to the Format Painter pointer (C) when you move it over your document.
- 4 Click and drag over the text to which you want to apply the same formatting.

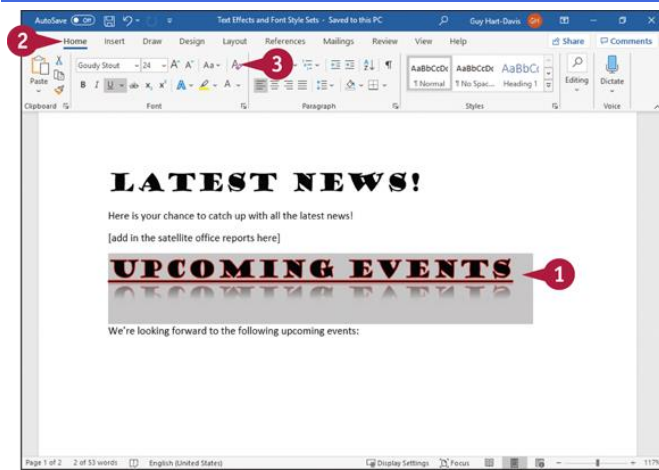


- Word copies the formatting from the original text to the newly selected text. To copy the same formatting multiple times, you can double-click **Format Painter** (🖌️). You can press **Esc** to cancel the Format Painter feature at any time.

## Remove Text Formatting

Sometimes, you may find that you have applied too much formatting to your text, making it difficult to read. Instead of undoing all your formatting changes by hand, you can use Word's Clear Formatting command to remove any formatting you have applied to the document text. The Clear Formatting command removes all formatting applied to the text and restores the default settings.

## Remove Text Formatting



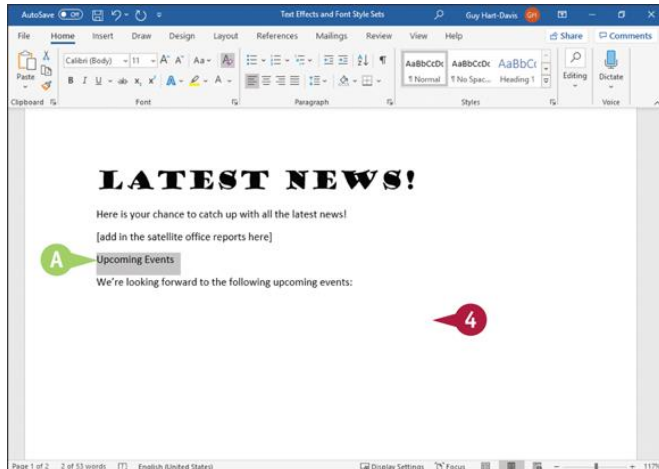
1 Select the text from which you want to remove formatting.

**Note:** If you do not select text, clicking **Clear Formatting** (A) removes text formatting from the entire document.

2 Click **Home**.

The Home tab appears.

3 Click **Clear Formatting** (A).



A Word removes all formatting from the selected text.

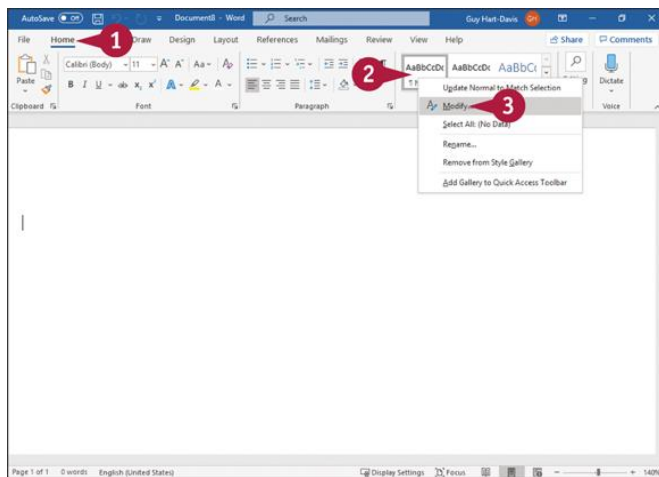
4 Click anywhere outside the selection to continue working.

## Set the Default Font for All New Documents

You can change the default font that Word uses for all new documents you create. Word's default font is Calibri, 11 point, a sans serif font, but you can change to any other font available on your PC. For example, you might prefer to use a serif font that gives your documents a more formal look and guides the reader's eye along the lines.

Changing the default font affects documents you create thereafter. It does not affect documents you have already created.

## Set the Default Font for All New Documents



**Note:** This example begins with the default Word font, Calibri, and default size, 11 points. It changes the default font to Lucida Bright and the size to 12 points.

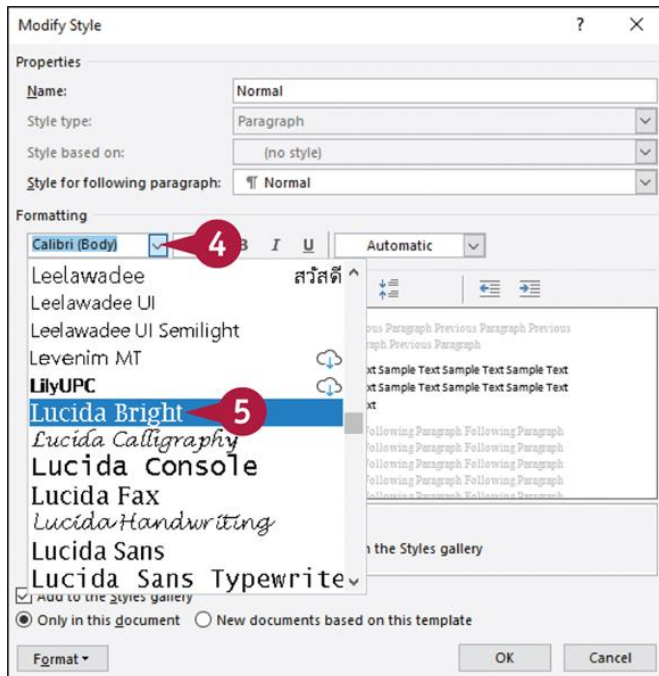
**1** Click **Home**.

The Home tab appears.

**2** Right-click **Normal**.

The context menu opens.

**3** Click **Modify**.



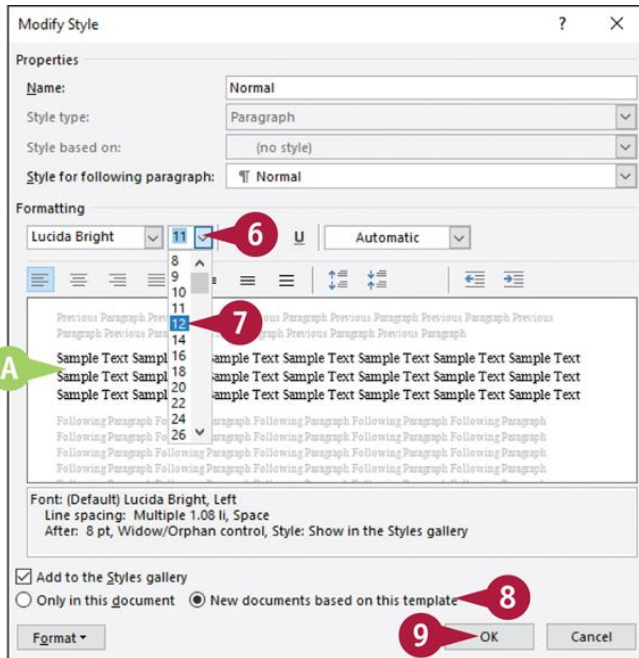
The Modify Style dialog box opens, with the Normal style selected in the Name box.


**Note:** While you have the Modify Style dialog box open, you can also make any other changes needed to the Normal style. See the tip for one possibility.

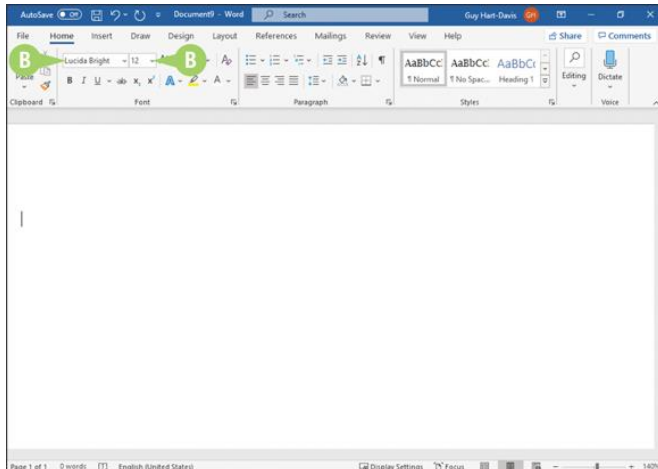
4 Click .

The drop-down list opens.

5 Click the font you want to use for all new documents.



- 6 Click .
- The drop-down list opens.
- 7 Click the font size you want to use for all new documents.
- A A preview of the new selections appears here.
- 8 Click **New documents based on this template** (  changes to  ).
- 9 Click **OK**.



The Modify Style dialog box closes.

10 Press **Ctrl** + **N**.

Word creates a new blank document.

B The default font and font size are the font and font size you selected.

## TIP

### How can I indent the first line of each paragraph by default?

Open the Modify Style dialog box as explained in the main text. Click **Format** and then **Paragraph** to open the Paragraph dialog box in front of the Modify Style dialog box. In the Indentation section, click **Special** (▼), and then click **First line**. In the **By** box, adjust the indent distance from the default 0.5", if needed. Click **OK** to close the Paragraph dialog box. Click **New documents based on this template** (○ changes to ●), and then click **OK** to close the Modify Style dialog box.



