



Changing Text Style, Colour, Font Face and Size

Introduction

You must have already created a document to follow these instructions. If not follow the instructions in *Starting Word, Creating a Simple Document and Saving It* before continuing.

Loading the Document

Start the **Word** program then load the document you wish to change. To load the document do the following:

1. Click on the **File** item in the top, left corner of the **Word** window.
2. If the document you wish to load shows in the list of documents at the bottom of the drop down menu, scroll to it and click on it. The document will load and show on the screen.
3. If the document does not appear in the list scroll down to **Open** and click on it. The **Open** window will appear. If the disk and folder showing in the box at the top labelled **Look in** is not where your document is click on the down arrow at the right end of the box and from the drop down menu select the disk that contains the folder and then from the list of folders click on the folder that contains the document and click on **Open**. A list of documents will show. Click on the document you wish to load and then click on **Open**. The document will load and show on the screen. (Notice that instead of clicking on a folder or document name and then clicking on **Open** you can just double click on the folder or document name.)

Changing Text Style (Bold or Italic)

You can change the style of any character, word, phrase or paragraph (or all of the text) by doing the following:

1. Highlight the text you wish to change. Do this by moving the mouse cursor to the beginning of the text, holding the left mouse button down, moving the cursor to the right to the end of the text to be changed and releasing the mouse button. You can start at the end of the text and move the cursor to the left if desired.
2. To make the highlighted text bold click on the **B** (Bold) button at the top of the **Word** window. The text will now appear bold. To make the highlighted text italic click on the **I** (Italic) at the top of the **Word** window. The text will now appear in italics. Notice you can click on the **B** and then the **I** to make the text both bold and italic.



Adding a Title

If you wish to add a centred title at the beginning of your document do the following:

1. Move the mouse cursor to be just before the first word of the document and click to put the document cursor there. Depress the **Enter** key twice. This moves all the text down two lines. Depress the **up arrow** key twice to move the cursor to the beginning of the first line which is blank.
2. Type the title you wish to use for your document.
3. Highlight the title you just typed. If you wish it to have the same font as the document text but bold, click on the **B** (Bold) button at the top of the **Word** window. The title will now appear bold. Alternately you can just change the text font as described below.

Changing Text Font

You can change text font (its face, size and colour) of any character, word, phrase or paragraph (or all of the text) by doing the following.

1. Highlight the text you wish to change. Do this by moving the mouse cursor to the beginning of the text, holding the left mouse button down, moving the cursor to the right to the end of the text to be changed and releasing the mouse button. You can start at the end of the text and move the cursor to the left if desired.
2. Change **font face** by clicking on the little down arrow in the **font face box** at the top of the **Word** window and selecting the font face you wish to use. Similarly you can change the **font size** by clicking on the down arrow in the **font size box** then moving the cursor to be over the desired size and clicking to select it.
3. To change the text colour make sure that the text to be changed is highlighted then click on the down arrow to the right of the letter **A** with a colour bar under it at the top of the **Word** window. A colour box will appear. click on the colour you wish to use for the text and click on it.

