

Microsoft Office Productivity Suite

Lesson: April 8th

Learning Target:

Students will learn how to format the font, size and color of text in Microsoft Word and Google Docs

Let's Get Started:

If you are using a computer with Microsoft Office,

[click here](#) (Go to slide 2)

If you are using a computer without Microsoft Office,

[click here](#) (Go to slide 12)

Formatting Text with Microsoft Office Word

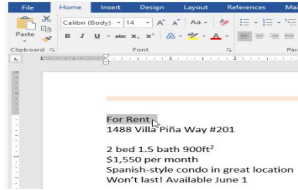
Watch Video: [Click Here](#)

Introduction

Formatted text can draw reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size** and **color**. You can also adjust alignment of the text to change how it is displayed on the page

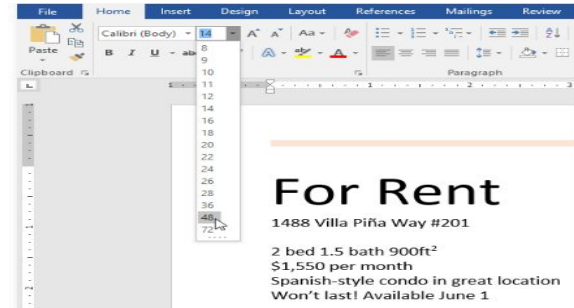
Practice: Change the Font Size

1. Select the text you want to modify



2. On the **Home** tab, click the Font Size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font Size box and **type** the desired size, then press **Enter**

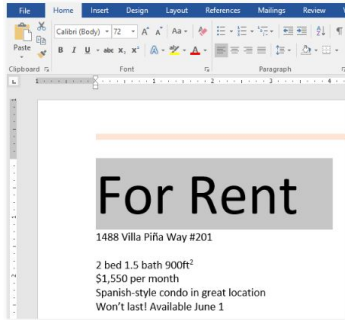
3. The font size will change in the document



Practice: Change the font

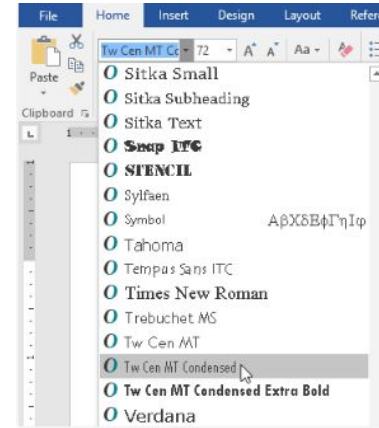
By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

1. Select the text you want to modify



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of the font styles will appear.

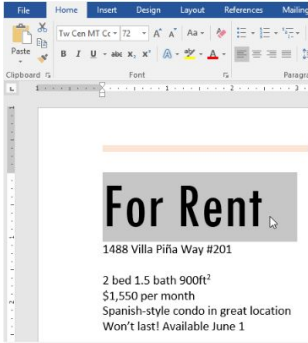
3. Select the font style you want to use.



4. The font will change in the document

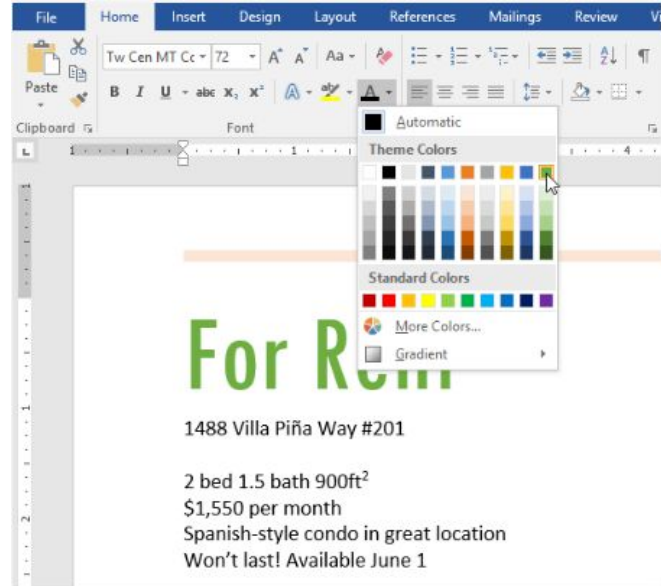
Practice: Change the Font Color

1. Select the text you want to modify



2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears

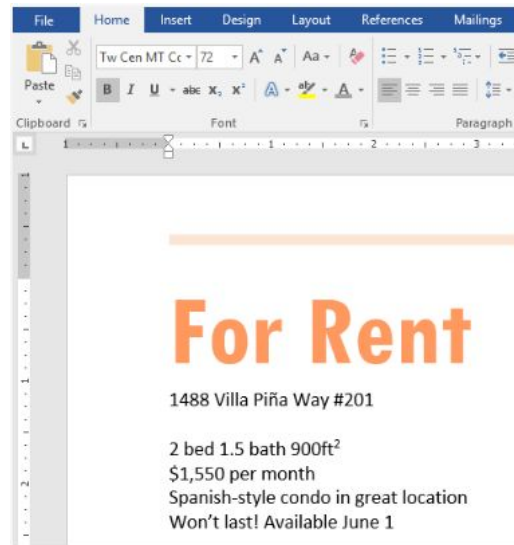
3. Select the Font color you want to use. The font color will change in the document



Practice: use the Bold, Italic and Underline Commands:

1. Select the text you want to modify
2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In this example, we click **Bold**

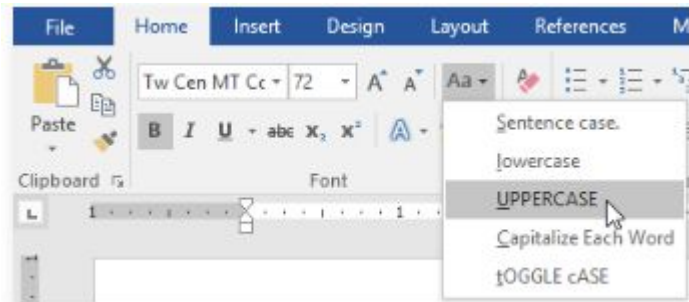
3. The selected text will be modified in the document.



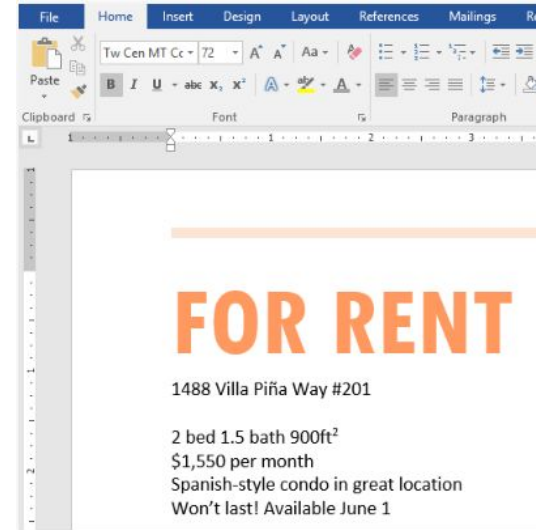
Practice: Change Text Case

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text

1. Select the text you want to modify
2. On the Home tab, click the **Change Case** command in the **Font** group
3. A drop-down menu will appear. Select the desired case option from the menu

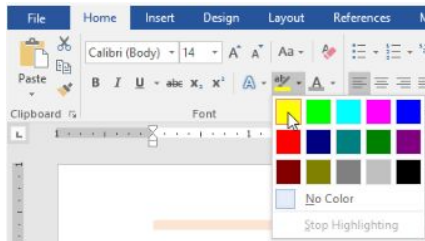


4. The text case will be changed in the document

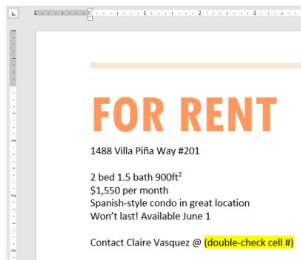


To Highlight Text

- Select the text you want to highlight. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



- Select the desired highlight **color**. The selected text will then be highlighted in the document.



Change Text Alignment

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify
2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



3. The text will be realigned in the document.

FOR RENT

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

\$1,550 per month

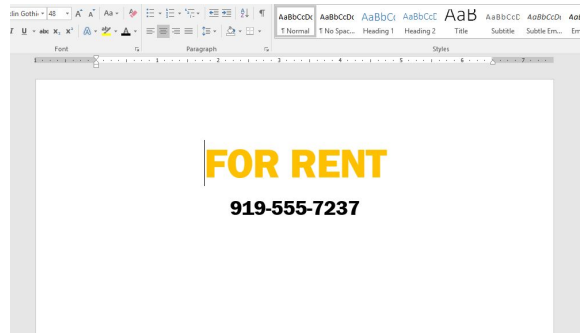
Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ **(double-check cell #)**

CHALLENGE!

1. Open a blank word document
2. Place your insertion point at the beginning of the document and type **For Rent**
3. Use your mouse to select the text
4. Change the font size to 48 pt
5. Change the font to Franklin Gothic Demi
6. Use the Change Case command to change the text to UPPERCASE
7. Change the color of the text to Gold, Accent 4
8. Press Enter
9. Type the phone number **(919-555-7237)**
10. Use your mouse to select the phone number
11. Change the font size to 24 and change the font color to Black, Text 1
12. Add a yellow highlight to the phone number text
13. Use your mouse to select all of the text (For Rent and the phone number) and Center Align the text
14. **Bold** the text
15. When you are done, your document should look like the one above



Text Basics with Google Docs

Watch Video: [Formatting Text](#)

Introduction

Formatted text can draw reader's attention to specific parts of a document and emphasize important information. In Google Docs, you have several options for adjusting text, including **font, size and color**. You can also adjust alignment of the text to change how it is displayed on the page

Practice: Change the Font Size

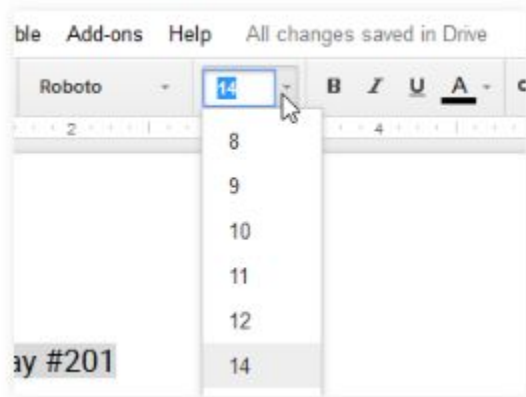
1. Select the text you want to modify

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)

2. Click the **Font size** box from the toolbar.
A drop-down menu of font sizes appears.



3. Select the **font size** you want to use. In our example, we'll change the font size to 24 to make it larger.



4. The text will change to the new font size

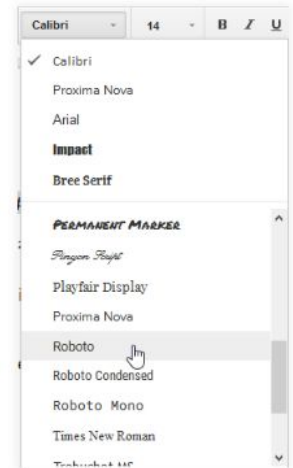
Practice: Change the font

1. Select the text you want to modify



2. Click the **Font** box from the toolbar. A drop-down menu of fonts appears. The name of each font has been formatted to look like the style it describes.

3. Select the **font** you want to use. In our example, we'll select the Roboto font.
4. The selected text will change to the new font



Practice: Change the Font Color

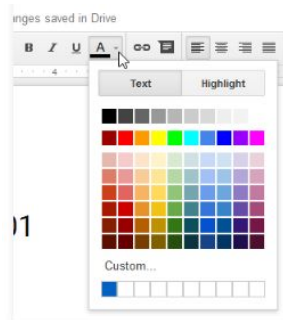
1. Select the text you want to modify

For Rent
1488 Villa Piña Way #201

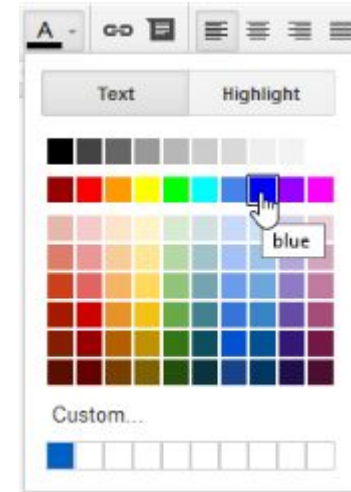
2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact [Claire Vasquez1@](mailto:Claire.Vasquez1@) (double-check cell #)

2. Click the **Text color** box from the toolbar.
A drop-down menu of **text colors** appears.



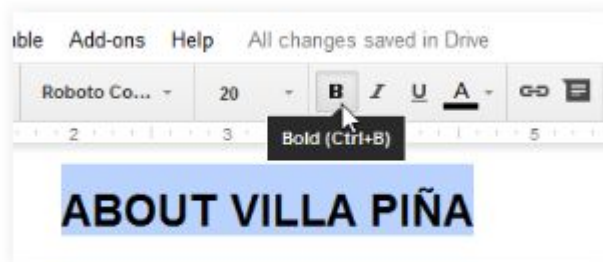
3. Select the box of the text color you want to use. In our example, we'll choose blue.



4. The text will change to the new color

Practice: use the Bold, Italic and Underline Commands:

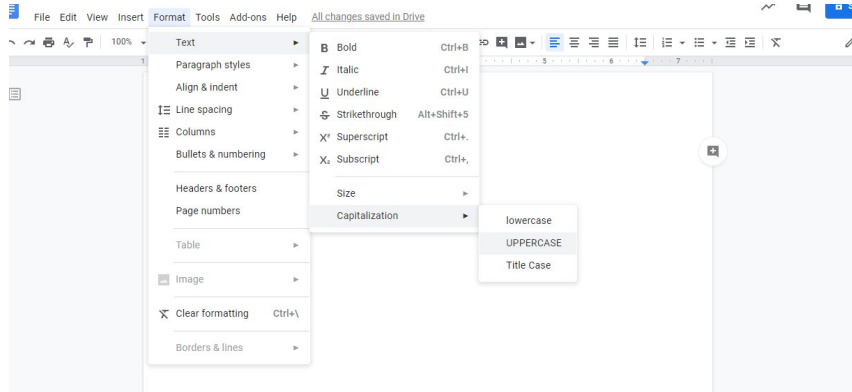
1. Select the text you want to modify
2. Click the bold (**B**), italic (*I*), or underline (U) button from the shortcut toolbar.



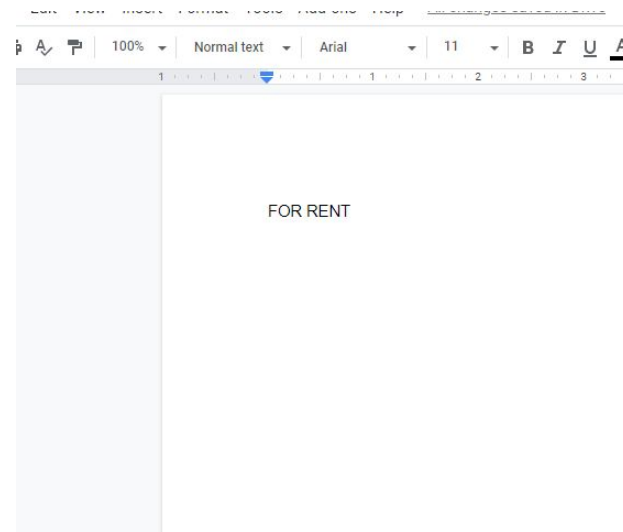
Practice: Change Text Case

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text

1. Select the text you want to modify
2. On your tool bar, click Format
3. A drop-down menu will appear. Select the Text
4. Another drop-down menu will appear. Select Capitalization

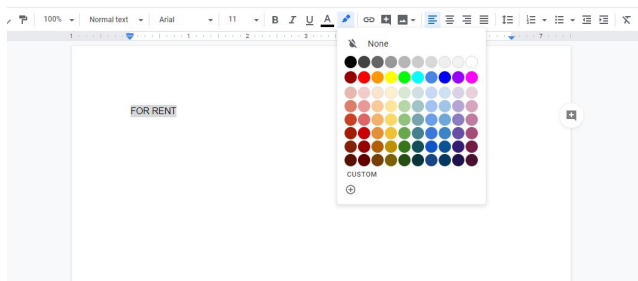


4. The text case will be changed in the document. In this example we chose UPPERCASE

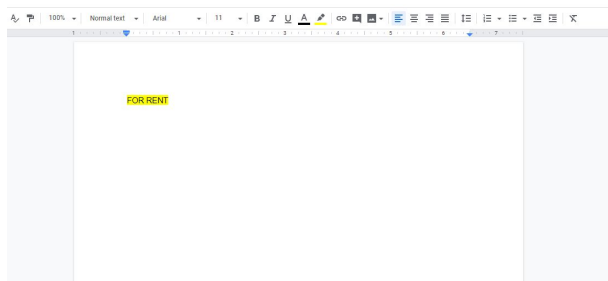


To Highlight Text

- Select the text you want to highlight. From the **menu bar**, click the **Text Highlight Color** button. The **Highlight Color** menu appears.



- Select the desired highlight **color**. The selected text will then be highlighted in the document.



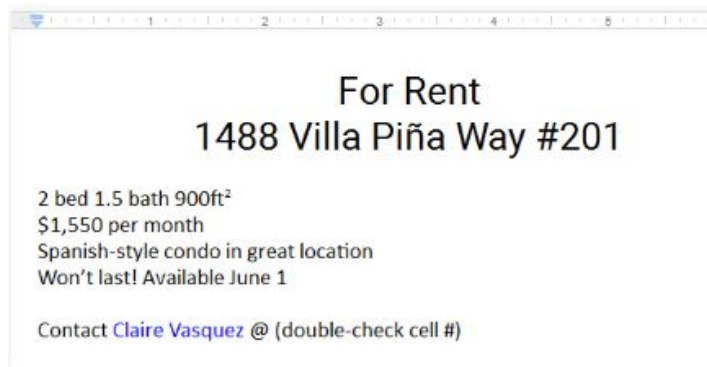
Change Text Alignment

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center, right or justified.

1. Select the text you want to modify
2. Click the desired **alignment button** on the menu bar. For this example, we've selected **Center Alignment**



3. The text will be realigned in the document.



CHALLENGE!

1. Open a blank Google document
2. Place your insertion point at the beginning of the document and type **For Rent**
3. Use your mouse to select the text
4. Change the font size to 48 pt
5. Change the font to Georgia
6. Format text to UPPERCASE
7. Change the color of the text to Yellow
8. Press Enter
9. Type the phone number **(919-555-7237)**
10. Use your mouse to select the phone number
11. Change the font size to 24 and change the font color to Black
12. Add a yellow highlight to the phone number text
13. Use your mouse to select all of the text (For Rent and the phone number) and Center Align the text
14. **Bold** the text
15. When you are done, your document should look like the one above

