

## How to... Format characters in your document in Word 2010

### Overview

When creating a document, it is, of course, critical that the document makes sense, is properly structured and has no spelling mistakes. However, it is also vital that it looks professional.

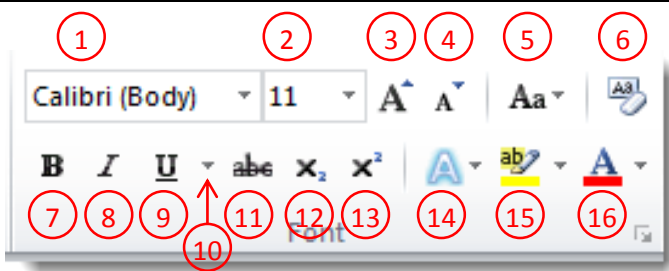
Formatting is the process of setting the appearance of each element of your document so that it looks the way you intend it to, and reflects well on you and also on your team, department and the authority as a whole.

There are three parts to the formatting process: **character** formatting, **paragraph** formatting and Page Layout. In this guide, we deal with Character formatting. There are other guides which cover Paragraph formatting and Page Layout settings – and of course the settings you make in paragraph formatting and Page Layout will affect the look of your document too, so use this guide in conjunction with those.

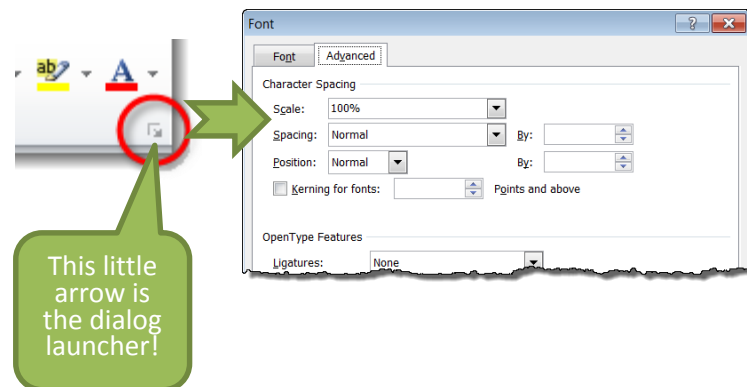
### Character formatting

Character formatting refers to any formatting which can apply to a single character, such as making a character **bold**. Of course, in many cases, you will apply such formatting to a group or block of characters (a whole word, paragraph or document) but character formatting *can* be applied to a single character.

The most common character formatting tools are available from the font group in the Home tab of the ribbon:

<ol style="list-style-type: none"> <li>1. Font selection</li> <li>2. Font size</li> <li>3. Make text bigger</li> <li>4. Make text smaller</li> <li>5. Change case (UPPER, lower, Title Case, etc)</li> <li>6. Clear all formatting</li> <li>7. <b>Bold</b></li> <li>8. <i>Italics</i></li> </ol>		<ol style="list-style-type: none"> <li>9. <u>Underlined</u></li> <li>10. <u><u>Double-underlined</u></u> <u>Wavy underlined</u> etc</li> <li>11. <del>Strike through</del></li> <li>12. Use <sup>Subscript</sup> text</li> <li>13. Use <sup>Superscript</sup> text</li> <li>14. Apply special effects</li> <li>15. Highlight text</li> <li>16. Change font colour</li> </ol>
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However, you can get to more formatting options by clicking the “dialog launcher” – the arrow in the lower right corner:



On the Font tab of this dialog box are the tools accessible via the ribbon, but there are also options for changing the colour of the underline, and for setting text to hidden, which can be used to hide the text when printed.

On the Advanced tab, the character spacing section allows control of the width of the characters and the spacing between them to to be **expanded** or condensed.

The options under “OpenType Features” apply only to a few fonts and so will have no effect on most text.

### Shortcuts for formatting

Some of the common options for character formatting can be applied more quickly by using keyboard shortcuts, some of which are listed to the right. It’s always worth getting to know these shortcuts, so that when Microsoft move the buttons from version to version of Word, you can still apply basic formatting easily!

<b>Bold</b>	CTRL-B	<b>Change case</b>	Shift-F3
<b>Italics</b>	CTRL-I	<b>Make bigger</b>	CTRL-Shift- . (full-stop)
<b>Underline</b>	CTRL-U	<b>Make smaller</b>	CTRL-Shift- , (comma)