



LITTERA PUBLIC SCHOOL

CLASS -II

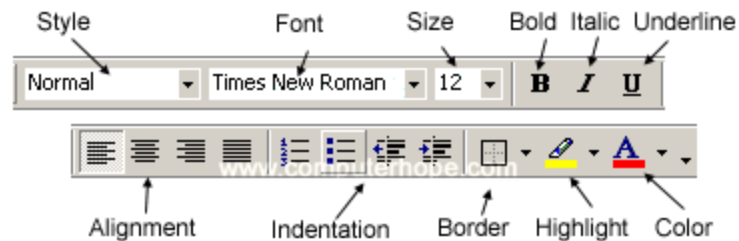
COMPUTER

CHAPTER -5

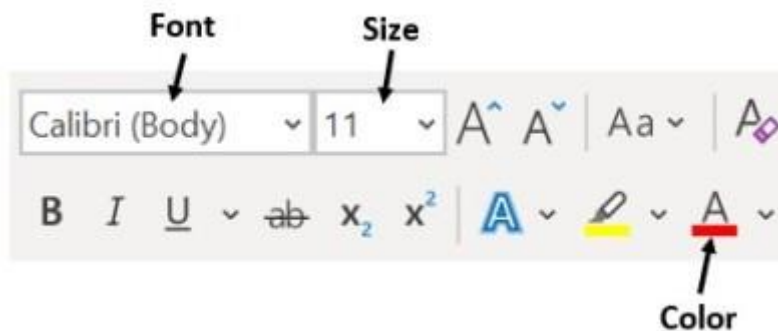
WORD PAD : FORMATTING

We can change the colour, size and style etc. Of the text. This is called text formatting. We format the text to change its appearance or make it look better.

In [Microsoft Word](#), you can change the properties of any text, including font type, size, and color, and make it [bold](#), [italic](#), or [underlined](#) (font style). The following illustration shows an example of the [formatting bar](#) and a description of the tools it contains.



The font settings placement changed after Word 2003, with all the settings placed in the *Font* section on the [Ribbon's Home](#) tab. An example of the font settings in Word 2016 is pictured below.



Select a link below to learn how to change font color, size, style, or type in Microsoft Word.

Changing font color

To change the font color in a Microsoft Word document, follow the steps below.

1. [Highlight](#) the text you want to change.
2. Click the down arrow next to the color icon on the [formatting bar](#) or [Ribbon](#). It is usually displayed as the letter "A" with a red underline.



3. After clicking the down arrow, select a color for the text.
4. After clicking the down arrow for the size, you see a list of predesignated sizes to select. Some fonts do not scale appropriately to have limited size options.
5. You can also change the font size by clicking and highlighting the current default size. In the picture above, the default is 11. Once highlighted, you can type in a number. For example, if you want to use font size 100, you can type in that number rather than choosing a preset number from the list.

Changing font size

To change the font size in a Microsoft Word document, follow the steps below.

1. [Highlight](#) the text you want to change.
2. Click the down arrow next to the size box on the [formatting bar](#) or [Ribbon](#) to enlarge or reduce the font size. The default font size is usually 11 or 12.



3. After clicking the down arrow for the size, you see a list of predesignated sizes to select. Some fonts do not scale appropriately to have limited size options.
4. You can also change the font size by clicking and highlighting the current default size. In the picture above, the default is 11. Once highlighted, you can type in a number. For example, if you want to use font size 100, you can type in that number rather than choosing a preset number from the list.