

Lesson 10 Editing a Document

Editing a Document

Entering Text

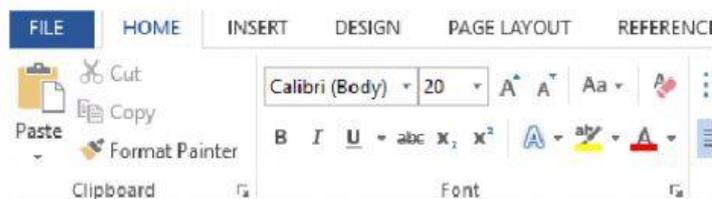
Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

Formatting Text

Character and paragraph formatting commands are found on the Home tab of the Ribbon. To apply any of the formatting options, first select the text and then click the button or check box for the option(s) that you want to apply.

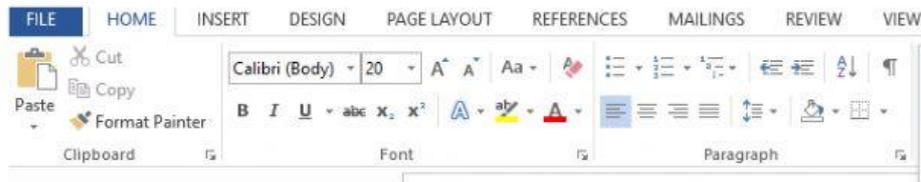
Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. Commonly used commands are found in the *Font group*, under the *Home* tab, while more commands can be found in the *Font Dialog Box*. The *Font Dialog Box* can be accessed by clicking the **Font Dialog Box Launcher**.



Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. Commonly used commands are located in the *Paragraph group*, under the *Home* tab, while more commands can be found in the *Paragraph Dialog Box*. The *Paragraph Dialog Box* can be accessed by clicking the **Paragraph Dialog Box Launcher**.



Questions

1. How do you format text?

2. What are all involved in character formatting?

3. How do you format paragraphs?