

Character Formatting

Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Formatting Characters Manually	Apply font formatting. Apply a text highlight color to text selections.	2.2.1 2.2.5
Using Format Painter	Apply formatting by using Format Painter.	2.2.2
Formatting Text with Styles	Apply built-in styles to text.	2.2.6
Formatting Text with WordArt	Change text to WordArt.	2.2.7
Inserting Text	Insert text from a file or external source.	1.1.4
Formatting Existing Documents in Other File Formats	Open a PDF in Word for editing.	1.1.3
Removing Text Formatting	Clear formatting.	2.2.4

Software Orientation

The Font Group

As you learn to format text, it is important to become familiar with the Font group of commands. The Font group, shown in Figure 3-1, is displayed on the Home tab of the Ribbon.

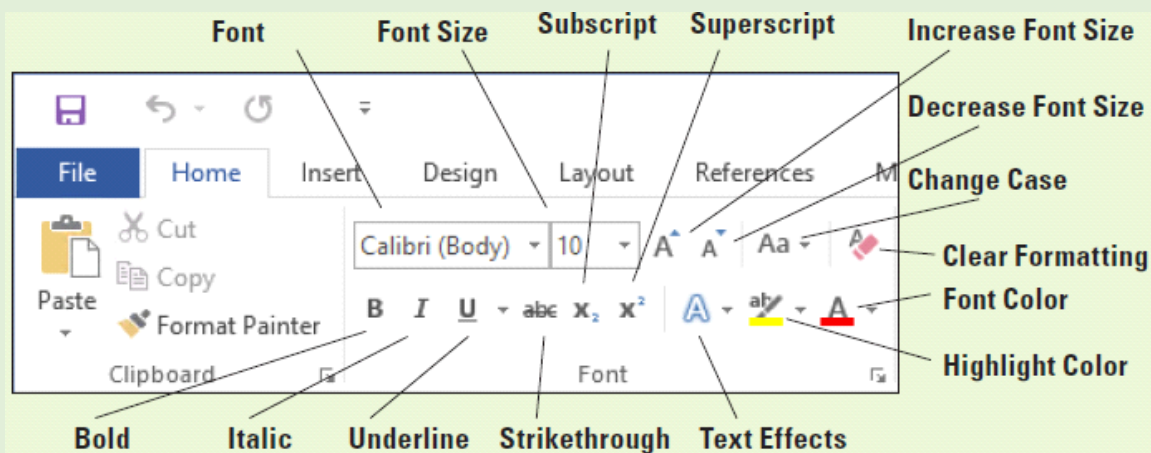


Figure 3-1

The Font group

The Font group contains commands for changing the appearance of text. Characters can use a specific font, font size, text color, text highlight, and shadow/glow. Refer to Figure 3-1 throughout

this lesson, as well as the rest of the book.

Formatting Characters Manually

Formatting characters makes your text more noticeable and eye-catching and can visibly change the look of the document. Selecting the right font for your document is important because you want to make it readable.

Changing Fonts and Font Sizes

A character is any single letter, number, symbol, or punctuation mark. When formatting a character, you use a font to change the text appearance. A font is a typeface that applies a style to characters. Each font has a unique name, such as Times New Roman, Garamond, or Arial. The default font for Word is Calibri. Microsoft Word has a variety of fonts, font sizes, and attributes to help you communicate your intended message in a document. If you want your document to grab attention, select an appropriate font that makes the document readable. In this exercise, you use commands from the Font command group and the Mini toolbar to apply a specific font and font size to selected text.

Font sizes are measured in points. Point size refers to the height of characters, with one point equaling approximately 1/72 of an inch. Point sizes in Word range from the very small 8-point size to 72 points or higher. Below are a few examples of fonts and sizes.

This is an example of Garamond 10 point.

This is an example of Arial 14 point.

This is an example of Comic Sans MS 14 point.

The Font group in the Home tab contains drop-down menus for changing both typeface and font size. Selecting text enables you to access the same commands using the Mini toolbar or by right-clicking to display a context menu, which provides access to the Font dialog box. To change typeface or size using any of these tools, you first must select the text.

Another way to change the size of text is to select the text and click the *Increase Font Size* button to increase the font size or the *Decrease Font Size* button to decrease the size.

Step by step Change Fonts and Font Sizes

GET READY. Before you begin these steps, be sure to **LAUNCH** Microsoft Word.

1. Locate the data files for this lesson and then **OPEN** [Class Descriptions](#).
2. Within the document, select the first line.
3. In the Font group of the Home tab, click the Font [drop-down arrow](#) to display the Font menu (see Figure 3-2). The first line is formatted with the Theme Font, Calibri.
4. Scroll down the list and position the mouse pointer on [Century Gothic](#). Notice that

as you point to each font in the list, the selected text changes with a live preview of what it would look like in that font.

5. Click [Century Gothic](#).

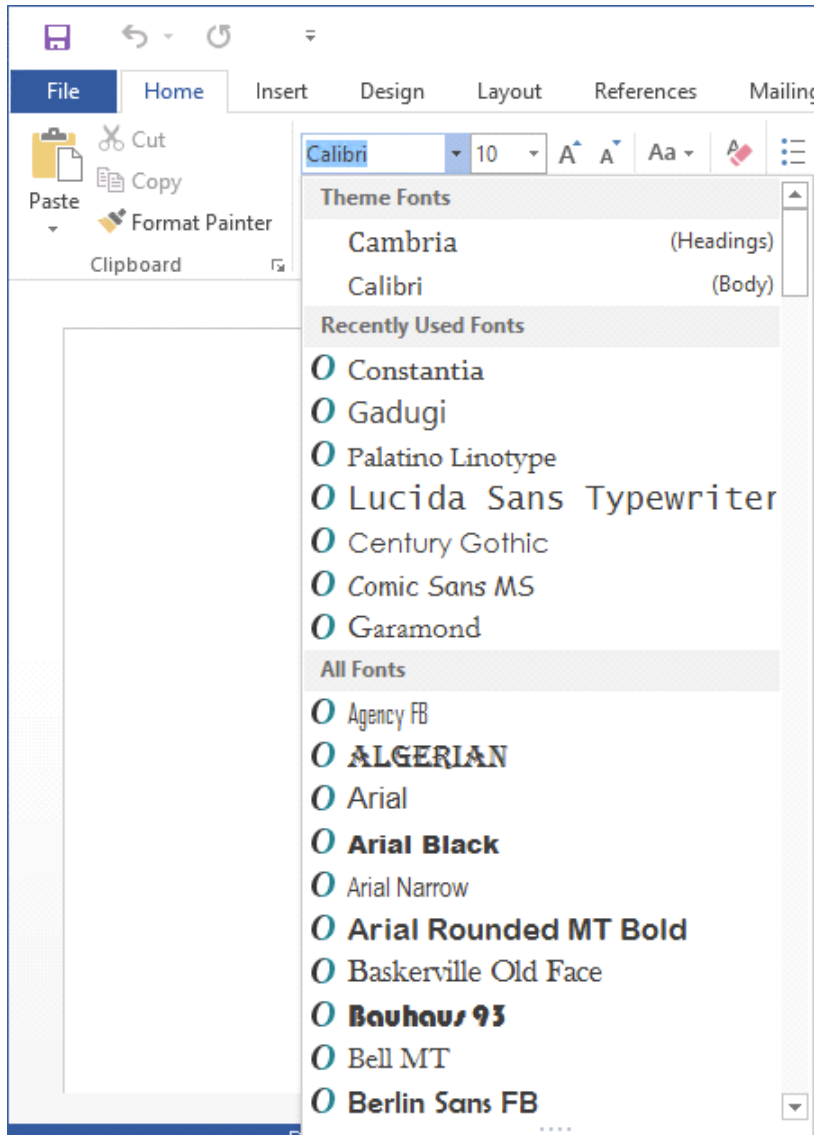


Figure 3-2
Font menu

6. With the text still selected, click the [drop-down arrow](#) on the Font Size menu. The menu appears.
7. Click [18](#).
8. Select [Group Exercise Class Descriptions](#).
9. Click the [drop-down arrow](#) to open the Font menu, and then select [Gadugi](#). You can save time by typing the font name in the Font box.
10. With the text still selected, open the Font Size menu and select [16](#).
11. Select the remainder of the text in the document.
12. Point to the selected text to display the Mini toolbar. If you accidentally deselect the text, select the text again to display the Mini toolbar.
13. Click the [drop-down arrow](#) on the Font menu on the Mini toolbar and choose

Constantia (see Figure 3-3). Word displays one font at a time in the Font text box. When you continue to change the font, you see a listing of recently used fonts.

14. With text still selected, click the **Font Size** menu on the Mini toolbar and choose **12**.
15. Click in a blank area of the document to deselect.
16. Select **Preston Creek Family YMCA**. In the Font group, click the **Increase Font Size** button once to increase the size of the text.
17. Click the **Increase Font Size** button three more times until the point size is **26**. Notice that each time you click the button, the number in the Font Size text box changes.

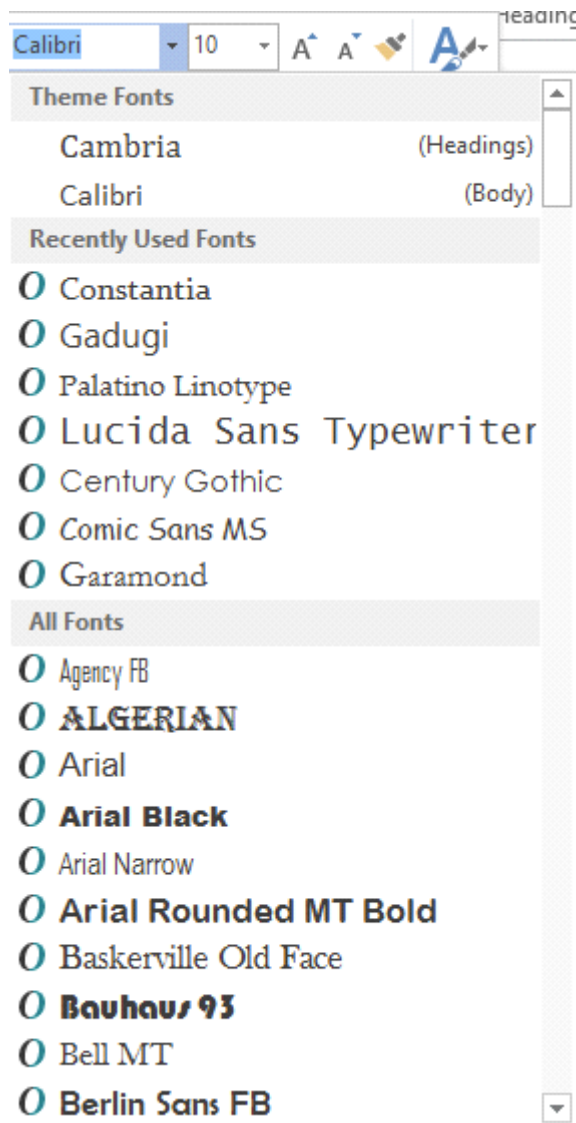


Figure 3-3
Font menu on the Mini toolbar

18. Click in a blank area of the document to deselect.
19. **SAVE** the document as **Classes** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Instead of manually changing the font, as you did in the preceding exercise, you can instead choose to apply one of two font placeholders: Headings or Body. Notice at the top of the Font drop-down list there are two fonts in the Theme Fonts section. One is followed by (Headings) and the other is followed by (Body). In the Font dialog box, these placeholders appear at the top of the Font list as +Headings and +Body. The actual fonts used are determined by the theme or style set in use. You will learn about themes and style sets in a later lesson. By choosing one of the fonts in the Theme Fonts section, you enable the font to change as needed when a different theme or style set is applied.

Applying Character Attributes

In addition to changing the font and font size of text, you can change the appearance of characters to apply emphasis to text. In this exercise, you learn how to apply character attributes, such as bolding, italics, underlining, font colors, and effects, to selected text in Word documents.

The Font group in the Home tab includes the commands for applying bold, italic, and underline attributes to draw attention to words or phrases in your document. You can use these attributes one at a time, such as **Bold**, or together, such as **Bold Underline**. Select the text to apply one or more of the character attributes using the Font command group or the Mini toolbar. To open the Font dialog box, use one of the keyboard shortcuts, such as Ctrl+D, or right-click the selection to access a shortcut menu.

Click the Font command group dialog box launcher to open the Font dialog box for more options to format characters. In this dialog box, you can specify a font color, underline style, and a variety of other effects, such as small caps, strikethrough, subscript, and superscript.

Text Effects add a distinctive appearance to selected text, such as outline, shadow, glow, and reflection. To add Text Effects to selected text, click the drop-down arrow on the Text Effects button, and then select from the available options on the menu. You can also access the Text Effects by opening the Font dialog box. At the end of the lesson, you learn to remove effects by selecting the affected text, and then clicking the Clear Formatting button on the Font group.

Step by step Apply Character Attributes

GET READY. USE the document that is open from the previous exercise.

1. Select the title of the document, **Preston Creek Family YMCA**.
2. In the Font command group, click the **Bold** button. Notice that the Bold button in the Font group is now selected.
3. Select the subtitle, **Group Exercise Class Descriptions**, and click the **Italic** button. The Italics button appears highlighted.
4. Select **Active Older Adults** and click the **Bold** button on the Mini toolbar.
5. With the text still selected, click the **Underline** button on the Mini toolbar.

6. With the text still selected, click the [drop-down arrow](#) beside the Underline button in the Font group. A menu of underlining choices appears, as shown in Figure 3-4.

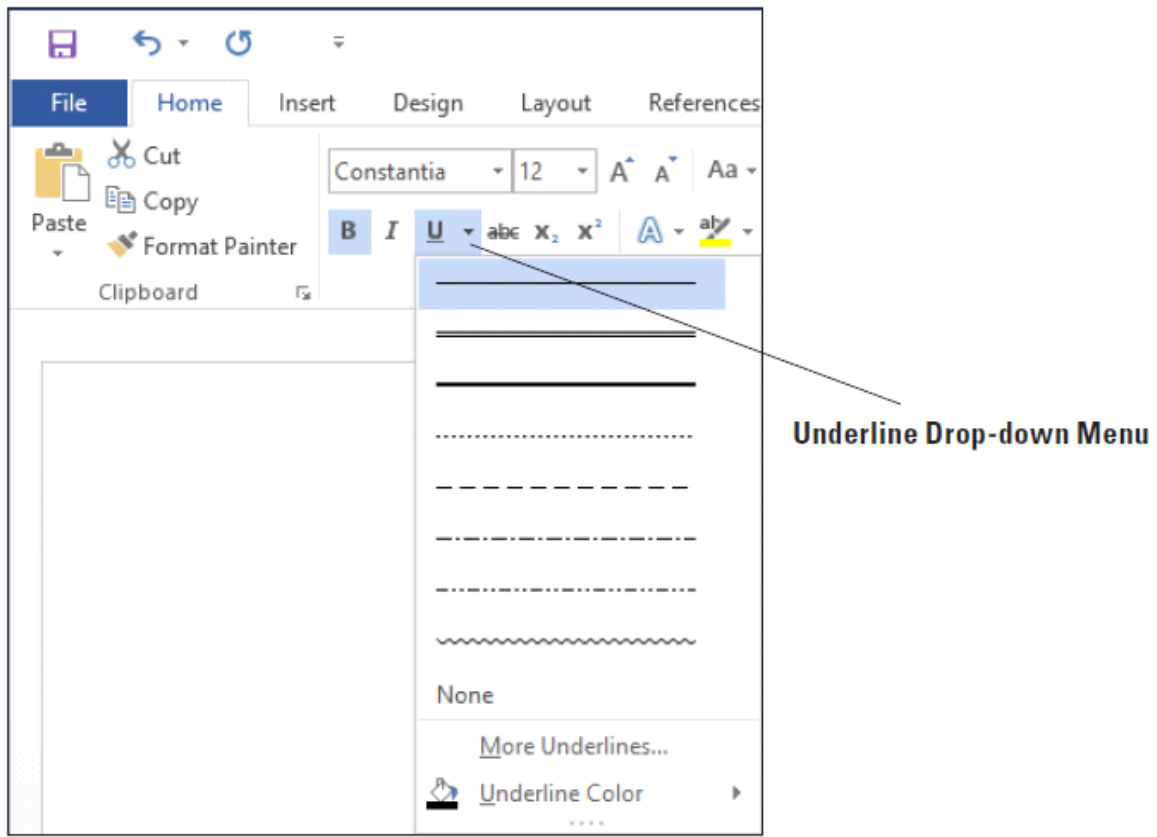


Figure 3-4
Underline menu

7. Hover over each option to see how the selected text will appear, and then click [Thick Underline](#), the third line down in the menu. Before you click, a ScreenTip displays Thick Underline.
8. Under the Cardio Combo heading, select ["All fitness levels welcome!"](#).
9. In the Font group, click the [Text Highlight Color](#) drop-down arrow. In the menu that appears, select [Teal](#). The selected text is highlighted.
10. Select the title, [Preston Creek Family YMCA](#). In the Font group, click the [dialog box launcher](#). The Font dialog box appears.
11. In the Effects section, select the [All Caps](#) check box. Review the Preview area and notice how the text is now in all caps.
12. Click the [drop-down arrow](#) on the Font Color menu. A menu of colors appears.
13. A ScreenTip appears when you place your insertion point over the colors; click [Aqua, Accent 5, Darker 50%](#) from the Theme Colors section at the top.
14. Click [OK](#).
15. With the text still selected, click the [Text Effects](#) drop-down arrow in the Font group.
16. Hover over each of the options, and then select [Fill – White, Outline - Accent 5, Shadow](#), as shown in Figure 3-5. Applying the Text Effects to the selected text changes it back to the original capitalization.

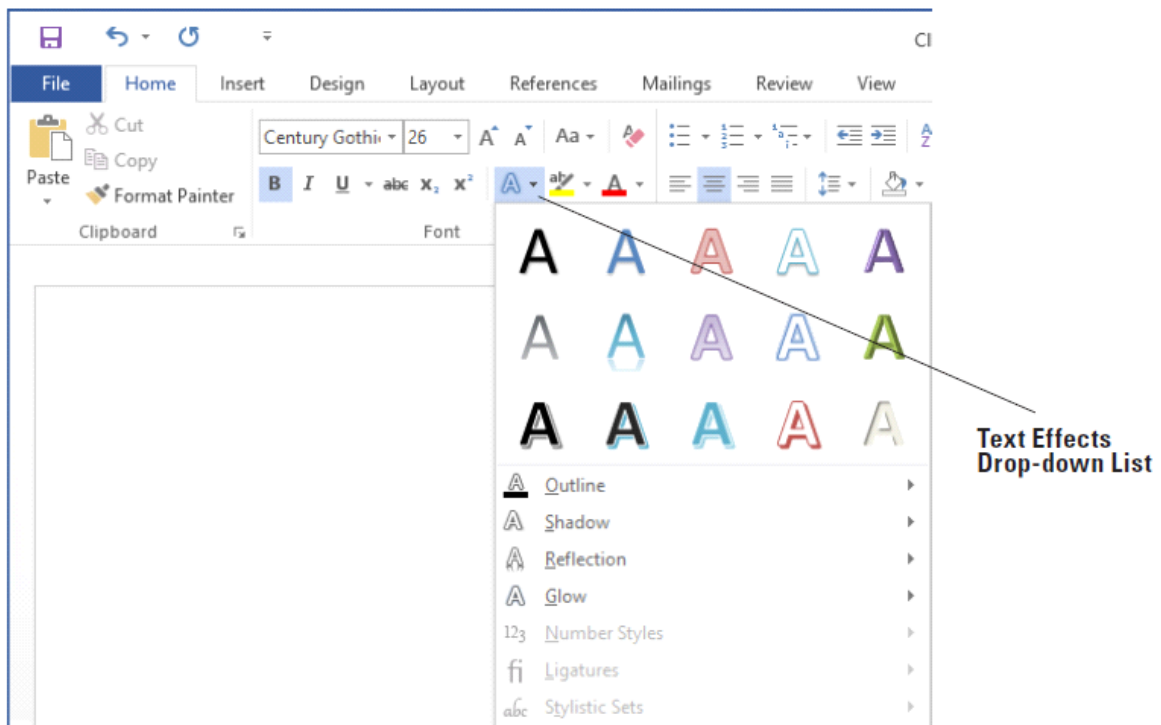


Figure 3-5
Text Effects drop-down
arrow

17. With the title text still selected, right-click to access the shortcut menu, and then select **Font**. Click the **Text Effects** button to open the *Format Text Effects* dialog box (see Figure 3-6). Notice that you have two options to select: **Text Fill & Outline** and **Text Effects**. You can display additional options by clicking on an icon or an **Expand** button.
18. Click the **Expand** button by the **Text Fill** command.

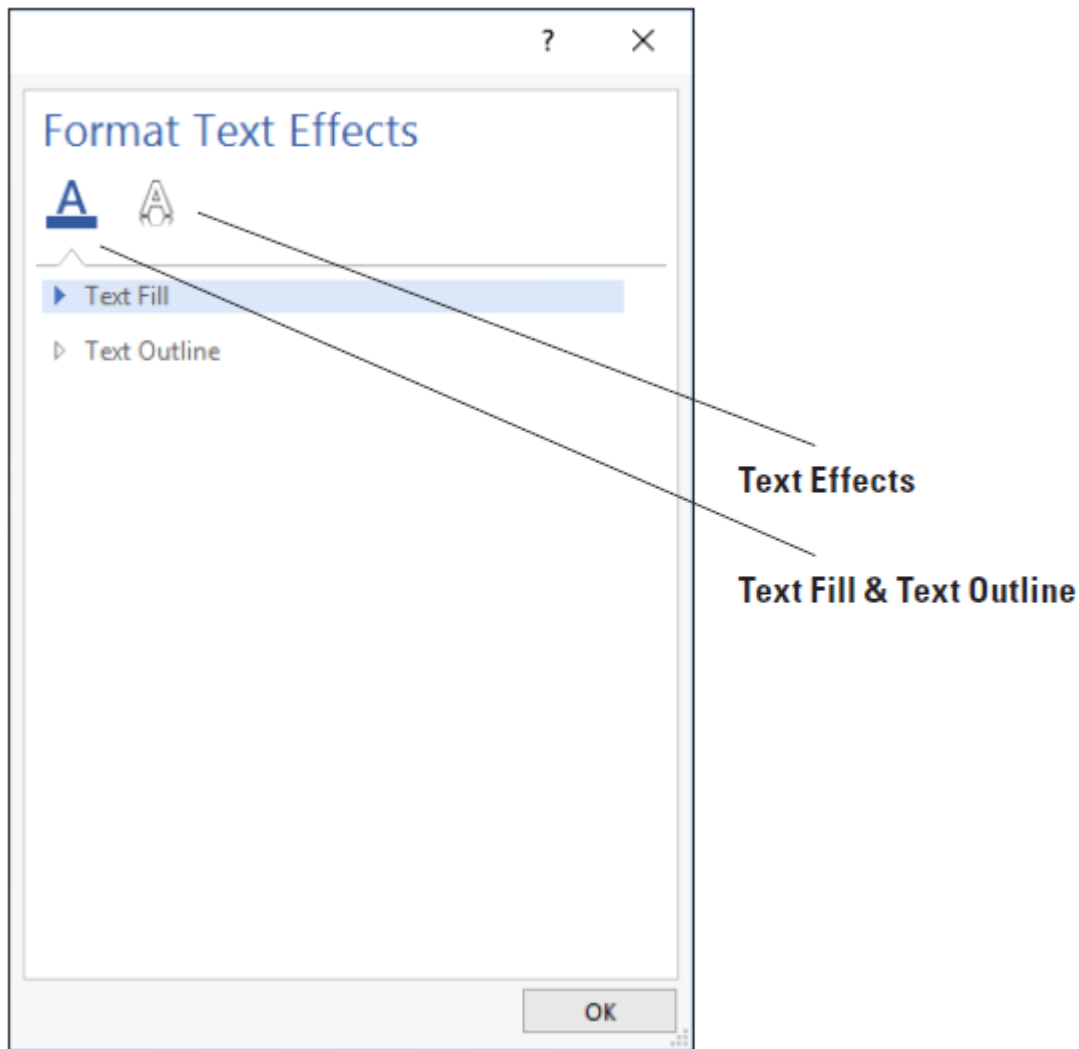


Figure 3-6
Format Text Effects dialog box

19. Select the **Gradient fill** option button, and then click the drop-down arrow by the Preset gradients and select **Medium Gradient – Accent 2**.
20. Click the **drop-down arrow** to change the *Direction* and select **Linear Diagonal – Top Right to Bottom Left**. The Angle changed from 270° to 135°. The position of the gradient can be changed by using the *Gradient stops* slider. Position the middle slider to **26%** by dragging the slider to the left or decreasing the percentage by clicking the down arrow key by the *Position* command.
21. Click **OK** to close the *Format Text Effects* dialog box, and then click **OK** to close the *Font* dialog box. Review the changes you made to the heading.
22. **SAVE** the document as **Classes 1** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Setting Character Spacing

Character spacing refers to the spacing in and around each character of text. Character spacing options in Word include the following:

- **Scale:** This setting makes each individual character wider or narrower. It is described by a percentage, with 100% being normal. A 150% setting makes each character 50% wider than normal; a 50% setting makes each character 50% narrower. This is different than changing the font size, because the height of the characters is not affected.
- **Spacing:** This setting moves characters closer to or farther apart from each other. It does not change the size or shape of the letters. Choose either the Expanded or Condensed setting, and then specify a number of points by which to add or subtract space between characters. For example, selecting Expanded by 1.5 points would add 1.5 points of space between each letter. (Remember that 1 point equals 1/72 of an inch.)
- **Position:** This setting raises or lowers characters in relation to the baseline. It is similar to using subscript and superscript formatting, except that it does not make the affected characters smaller. Choose either the Raised or Lowered setting, and then specify an amount in points.

Setting character spacing is not a common practice in everyday documents like letters and reports. Publishing professionals sometimes use character spacing settings to adjust the spacing on a page in subtle ways. For example, you can adjust the character spacing to make text easier to read or to make a page with slightly too much or too little text appear to exactly fit the allotted space.

Step by step Set Character Spacing

GET READY. USE the document that is open from the previous exercise.

1. Select the text **Group Exercise Class Descriptions**.
2. On the Home tab, click the **dialog box launcher** in the Font group. The *Font* dialog box opens.
3. Click the **Advanced** tab.
4. Open the **Scale** drop-down list and click 90%.
5. Open the **Spacing** drop-down list and click **Expanded**. Leave the By amount set to the default of 1 pt.
6. Click **OK**.
7. **SAVE** the document as **Classes 2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Using Format Painter

To format your text so that it has the look and feel you want, you might need to copy existing formatting. Format Painter helps you copy formats to use in other areas of the document without having to repeat the same steps.

Using Format Painter

Format Painter is located in the Clipboard group on the Home tab. You use it to copy attributes and other formatting from one block of text and apply them to other selected text within the document. When you activate Format Painter, the mouse pointer becomes a paintbrush. Clicking once on the Format Painter button enables you to copy and apply the format once; double-clicking allows you to apply the copied format to as many locations as you want. In this exercise, you learn to use Format Painter to copy and apply formatting to selected text.

Step by step Use Format Painter

GET READY. USE the document that is open from the previous exercise.

1. Select the **Active Older Adults** heading.
2. On the Home tab, in the Clipboard group, click the **Format Painter** button once; Format Painter copies the formatting from your selected text, and the pointer changes to a paintbrush icon when you point to text.
3. Use the paintbrush pointer to select the next heading, **Boot Camp**. The copied format is applied, and Format Painter is turned off.
4. With **Boot Camp** still selected, double-click the **Format Painter** button. Notice the status bar message "Select content to apply the copied formatting, or press Esc to cancel." Notice also that the mouse pointer becomes a paintbrush icon when you place it over text. You will now be able to apply the same formatting to several items in the document.
5. Select the next heading, **Cardio Combo**. The copied format is applied.
6. Select the next heading, **Cardio Kickboxing**. The copied format is applied again.
7. Select the remaining headings using the method you learned to select multiple text by pressing **Ctrl** and then click the text to apply the copied format.
8. When you are finished with the last heading, click the **Format Painter** button to turn it off or press the **ESC** key.
9. **SAVE** the document as **Classes 3** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Formatting Text with Styles

Word provides predefined styles for formatting documents instantly with a number of character and paragraph attributes. You can make modifications to existing styles, or create new styles and place them in the Styles gallery on the Home tab, in the current document, or in a template. In this exercise, you learn to apply a style and to modify an existing style.

The Styles pane lists the same styles displayed in the Styles gallery. When you point to a style in the list, a ScreenTip displays the style's properties.

There are two types of styles: paragraph styles and character styles. Styles created for paragraphs are marked in the Styles pane by a paragraph mark to the right of the style name. When you select a paragraph style, the format is applied instantly to all text in the paragraph where the insertion point is located, whether or not that text is selected.

Character styles are applied to individual characters or words that you select. In the Styles pane, character styles have a lowercase letter *a* beside them.

Sometimes, a style can be used for either selected paragraphs or characters. These linked styles have a paragraph symbol as well as a lowercase *a* beside them. Select the text to which you want to apply a linked style.

In Lesson 2, you learned to view a document with the Navigation Pane using one of the three tabs. When you apply styles to a document, such as in headings, you are able to search through your document quickly.

Applying Styles

In this exercise, you learn to use Word's Styles to apply paragraph styles and character styles to selected text and paragraphs, to create a uniform and polished look within your document.

Step by step Apply a Style

GET READY. USE the document that is open from the previous exercise.

1. Select the **Active Older Adults** heading. In the Styles command group on the Home tab, click **Heading 1**. The style is applied to the heading.
2. Use multi-selection to select all the headings, and then click **Heading 1**. The Heading 1 style is applied to all the remaining headings.
3. In the second sentence of the Active Older Adults description, select **low-impact**. In the Styles group, click the **dialog box launcher**. The Styles pane appears, as shown in Figure 3-7.

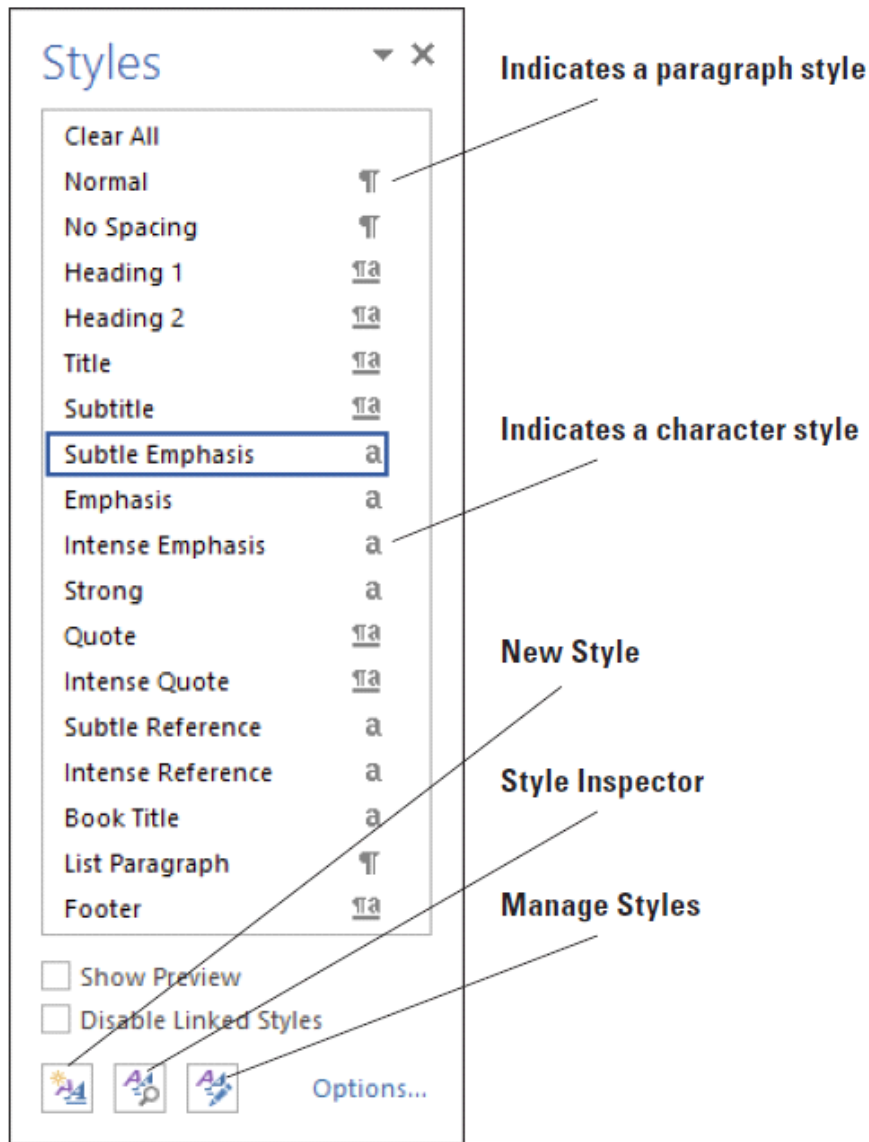


Figure 3-7
Styles pane

4. Point to **Subtle Emphasis** in the Styles list. Notice a ScreenTip appears with the defaults for this style. Click **Subtle Emphasis**. The style is applied to the selected text.
5. In the Boot Camp description, select **challenging** and click **Subtle Emphasis** in the Styles pane.
6. In the Core Express description, select **strengthen** and click **Subtle Emphasis** in the Styles pane.
7. In the Indoor Cycling description, select **high-energy** and click **Subtle Emphasis** in the Styles pane.
8. In the Yoga description, select **breathing** and **relaxation** and click **Subtle Emphasis** in the Styles pane. Deselect the text. Click the X to close the Styles pane.
9. **Open** the Navigation Pane and practice browsing through the document using the Headings tab. Then, close the Navigation Pane.
10. **SAVE** the document as **Classes 4** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Modifying Styles

You can make modifications to an existing style using the Modify Style dialog box. Word also gives you the option of where to place changes made to styles, such as adding them to the Styles gallery, applying them to the current document, or applying them to new documents based on a template. In this exercise, you learn to use the Modify Style options to modify styles in Word.

To change an existing style, right-click the style's name in the Style gallery or the Style pane and then click *Modify*. The Modify Style dialog box appears, as shown in Figure 3-9. You can apply character attributes to a style by clicking on the *Bold* button, the *Italics* button, and the *Underline* button. Similarly, clicking the drop-down arrow for Font and Font Size enables you to adjust both of these settings.

The Modify Style dialog box has options for where to place the new modified style. The modified style can be placed in the Style gallery so you can access it quickly. Selecting the option to *save the style Only in this document* affects only the current document. Selecting the option for *New documents based on this template* ensures that the same style is applied. For example, if you are writing a group research paper and would like uniformity for the paper, providing everyone in the group with a copy of the template ensures consistency in the formatting of the paper. All styles within the document will update automatically.

Step by step Modify Styles

GET READY. USE the document that is open from the previous exercise.

1. In the Styles group, click the [dialog box launcher](#) to display the Styles pane.
2. Right-click [Subtle Emphasis](#) to display the Subtle Emphasis menu or click the [drop-down arrow](#), as shown in Figure 3-8.

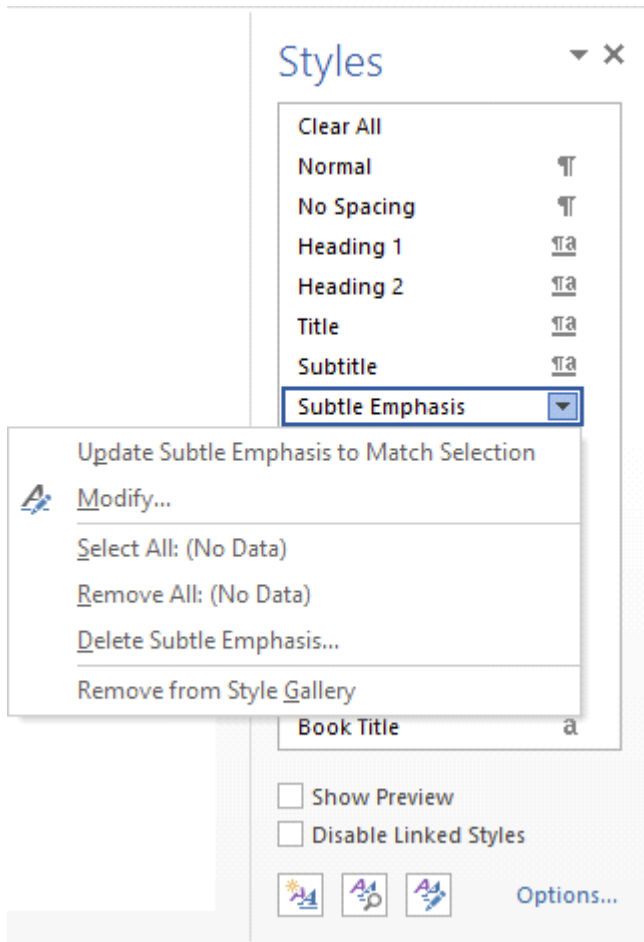


Figure 3-8
Subtle Emphasis menu

3. Click **Modify**. The *Modify Style* dialog box appears, as shown in Figure 3-9.

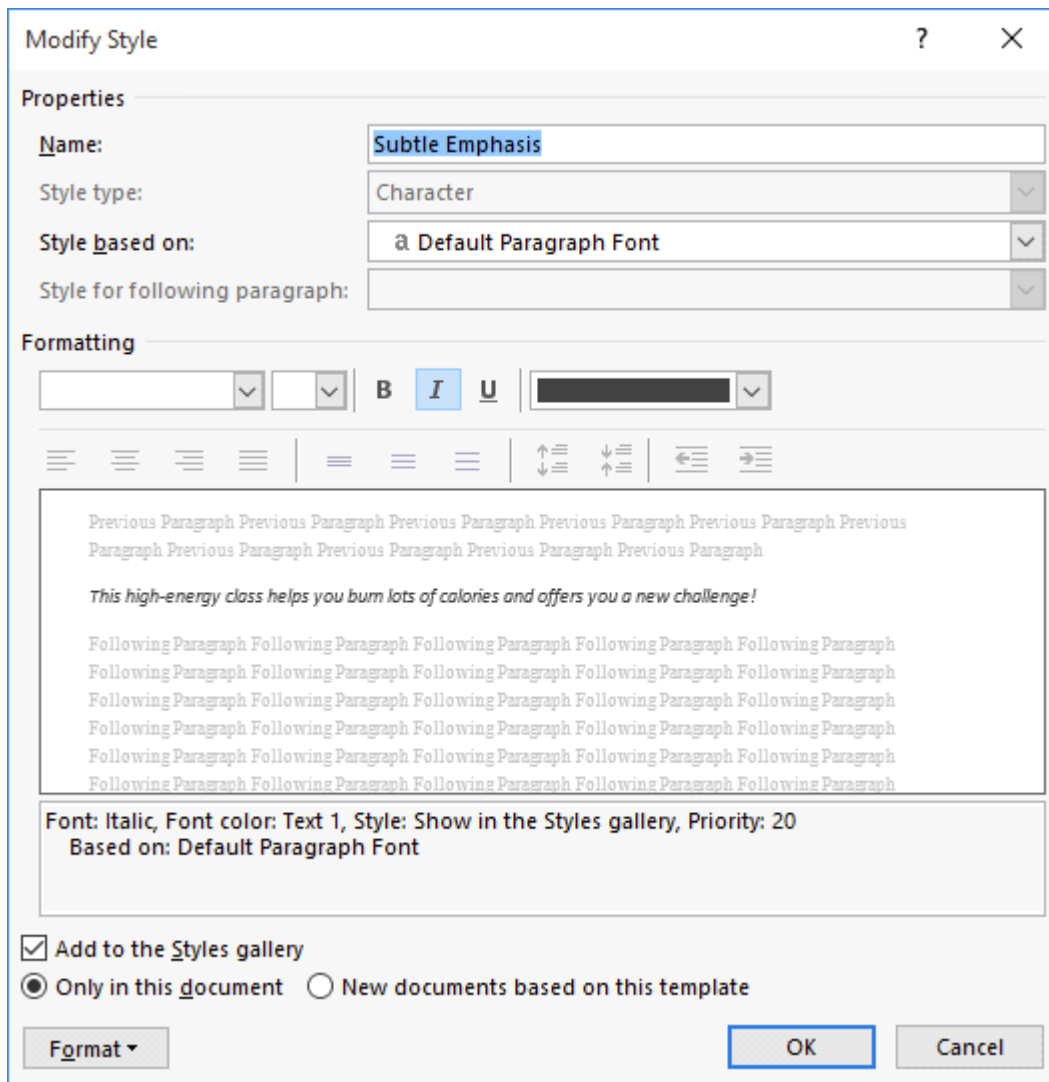


Figure 3-9
Modify Style dialog box displaying Subtle Emphasis`

4. Click the **Bold** button.
5. Click the Font Color **drop-down arrow**, and then select **Dark Red** in the Standard Colors section. Notice the preview in the dialog box changes.
6. Clear the **Add to the Styles gallery** check box. The modifications you just made will apply to this document and will not appear on the Style list.
7. Click the **Format** button, and then select **Font**. The *Font* dialog box opens to give you more options.
8. On the Font tab, in the Effects section, select the **small caps** checkbox.
9. Click **OK** to close the *Font* dialog box.
10. Click **OK** to close the *Modify Style* dialog box. Notice how the text with the Subtle Emphasis style automatically changes to the modification you just completed.
11. Close the Styles pane by clicking the **X**.
12. In the Styles group, right-click **Heading 1** from the gallery to display the Heading 1 menu, and then click **Modify**.
13. Click **OK** to close the *Font* dialog box.
14. Click **OK** to close the *Modify Style* dialog box. Notice how the text with the Subtle

Emphasis style automatically changes to the modification you just completed.

15. Close the Styles pane by clicking the X.
16. In the Styles group, right-click **Heading 1** from the gallery to display the Heading 1 menu, and then click **Modify**.
17. In the *Modify Style* dialog box, click the Font Color **drop-down arrow** and choose **Red, Accent 6, Darker 50%**.
18. Click the Font Size **drop-down arrow** and select **18**.
19. Clear the **Add to the Styles gallery** checkbox. The modifications made apply to this document and will not appear on the Style list.
20. Click **OK**. All the headings with the Heading 1 style update automatically to the new color and size.
21. **SAVE** the document as **Classes 5** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating a New Style

In the preceding exercise, you modified the Subtle Emphasis style, which is one of the built-in styles in Word. Instead of using the built-in style, you might choose to create a brand-new style with a name that you choose. Creating a new style is very much like modifying an existing one—all the same formatting options apply, and the dialog boxes are virtually identical.

You can define a new style using a dialog box as you did in the preceding exercise, or you can select already-formatted text to use as an example.

For ease of applying a style, you can assign a keyboard shortcut to it. If you choose a key combination that is already assigned to some other action, the new assignment overrides the previous one.

Step by step Create a New Character Style

GET READY. USE the document that is open from the previous exercise.

1. Select the text **low-impact**. This text previously had the Subtle Emphasis style applied to it.
2. On the Home tab, click the **Increase Font Size** button once to increase the font size to 12 point for the selected text.
3. On the Home tab, click the **dialog box launcher** in the Styles group. The Styles pane opens.
4. At the bottom of the pane, click the **New Style** button. The *Create New Style from Formatting* dialog box opens.
5. **Open** the **Style type** drop-down list and click **Character**.
6. In the Name box, type **Key Term**.
7. Click the **Format** button. A menu appears.
8. On the menu, click **Shortcut key**. The *Customize Keyboard* dialog box appears, as shown in Figure 3-10.

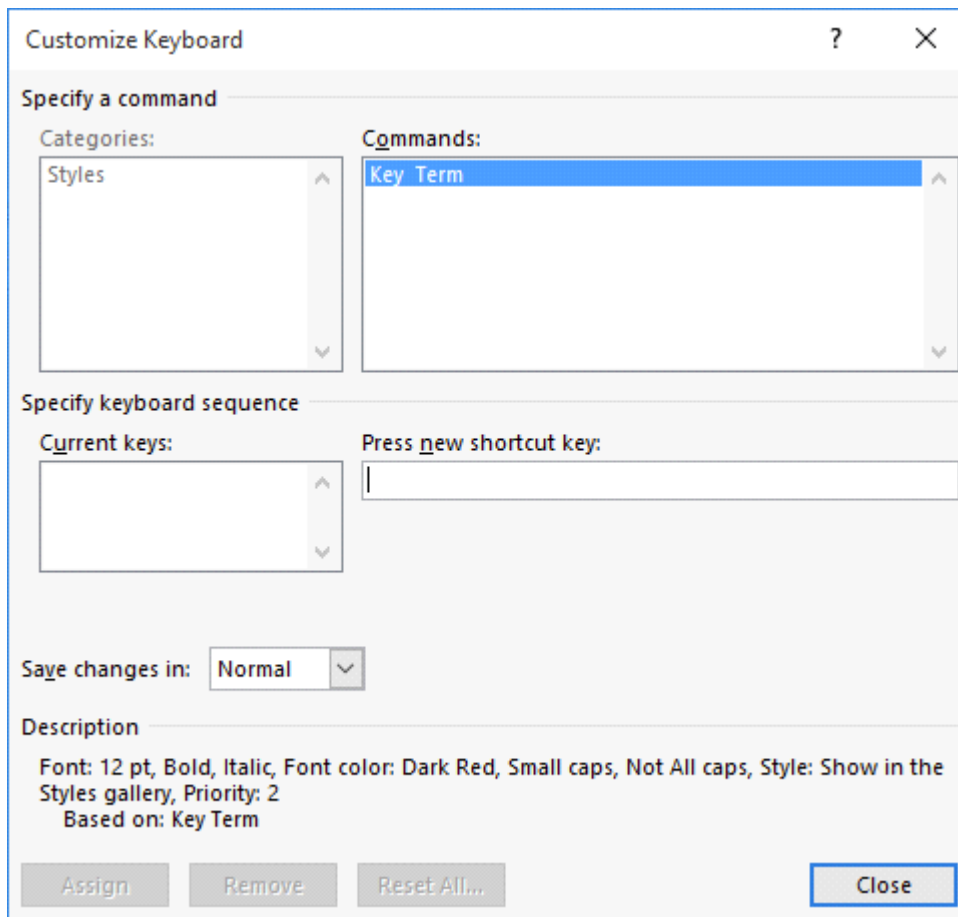


Figure 3-10
Customize Keyboard dialog box

9. Click in the [Press new shortcut key](#) text box, and then press [Ctrl+Alt+Shift+K](#).
10. Open the Save changes in drop-down list and choose [Classes 5](#).
11. Click [Assign](#), and then click [Close](#).
12. Click [OK](#).
13. In the Styles pane, right-click the Subtle Emphasis style and click [Select All](#).
14. In the Styles pane, click the [Key Term](#) style to apply it to all the selected text.
15. Press the [Close](#) button in the upper right-hand corner of the Styles pane to close the Styles pane.
16. [SAVE](#) the document as [Classes 6](#) in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Copying Styles Between Documents and Templates

In the preceding exercise, you created a new custom style called Key Term. That style is stored in the document in which it was created, but it isn't automatically accessible in other documents. You might want to copy your custom styles to other documents or templates so that you can reuse them there.

To copy a style, you use a feature called the Style Organizer. It enables you to view a list of the styles in two different documents or templates and then copy them from one

location to another.

In the following exercise, you will copy the Key Terms style to a template.

Step by step Use the Style Organizer to Copy Styles

GET READY. USE the document that is open from the previous exercise.

1. Open the **Class Descriptions** file you began in this chapter.
2. Save the file as a Word Template with the name **Class Descriptions Template** in the lesson folder on your flash drive.
3. Close the file.
4. In the Classes document's window, on the Home tab, click the **dialog box launcher** in the Styles group. The Styles pane appears.
5. At the bottom of the Styles pane, click the **Manage Styles** button. The *Manage Styles* dialog box appears.
6. In the bottom left corner of the dialog box, click the **Import/Export** button. The *Organizer* dialog box appears, as shown in Figure 3-11. The styles in the Classes 6 document appear in the list on the left. On the right, the styles in the Normal.dotm template appear.

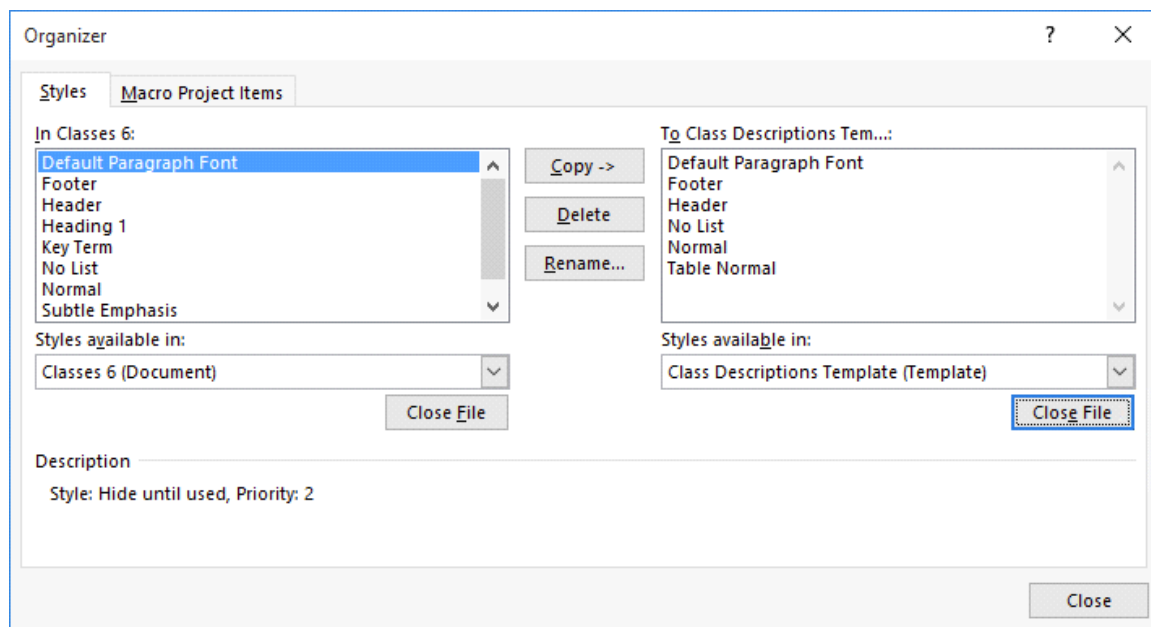


Figure 3-11
Organizer dialog box

7. Click the **Close File** button under the Normal template's file list. The button changes to Open File.
8. Click **Open File**. The Open combo box appears.
9. Browse to the location containing the **Class Descriptions Template** file that you created in step 2. Select the file, and then click **Open**. That template's styles appear in the list on the right side of the *Organizer* dialog box,
10. Click the **Key Term** style in the Classes 6 list, and then click the **Copy >** button. The style appears in the Class Descriptions Template list.
11. Click **Close**. A dialog box appears, asking if you want to save your changes.

12. Click **Save**.
13. Press the **Close** button in the upper right-hand corner of the Styles pane to close the Styles pane.

PAUSE. LEAVE the document open to use in the next exercise.

Formatting Text with WordArt

Word provides attractive and enhancing effects for text. WordArt has special effects that you can apply to your text to make it more noticeable.

WordArt is a feature that creates decorative effects with text. For example, you can apply effects to the text by adding shadow, reflection, glow, soft edges, bevel, or 3-D rotation.

Creating and Modifying WordArt

WordArt in Word 2016 has vibrant colors and shapes and a gallery of text styles. As you begin working with WordArt, the Drawing Tools Format tab appears and enables you to format the WordArt by adding special effects. In this exercise, you learn to insert WordArt in a document.

Step by step Create and Modify WordArt

GET READY. USE the document that is open from the previous exercise.

1. Select [Preston Creek Family YMCA](#).
2. Click the [Insert](#) tab and, in the Text group, click the [WordArt](#) button to display the menu as shown in Figure 3-12.

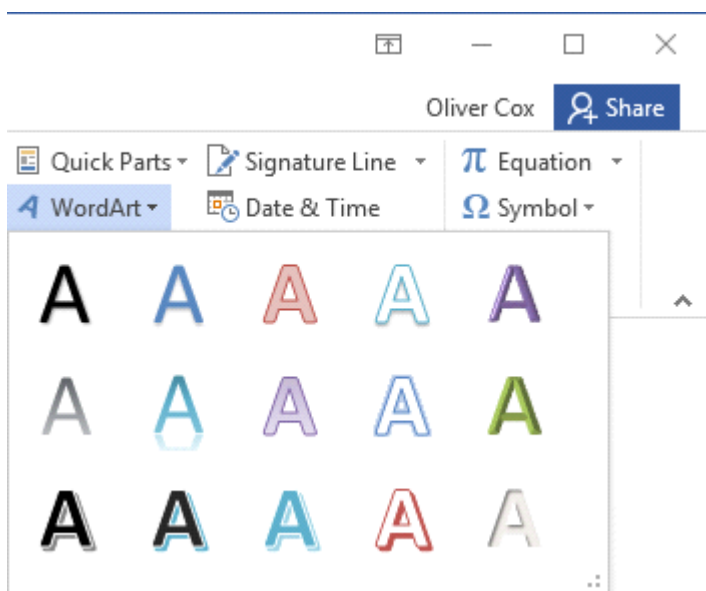


Figure 3-12
WordArt menu

3. In the WordArt gallery, select [Fill – Red, Accent 2, Outline – Accent 2](#). The text is now formatted as WordArt and the Drawing Tools Format tab appears.
4. A text box appears around the WordArt. Select the text box and change the font size to [28 pt](#) on the Home tab. Notice that the words *Group Exercise* have moved up one line.

5. Place your insertion point along the text box outline until it changes to the move command—four arrows. Press the **left mouse button** to select the box, and drag the box to the horizontal center of the page until the words *Group Exercise* move to the second line. As you resize or move a text box, the text that surrounds the box automatically moves.
6. Select the heading text again. In the WordArt Styles group on the Drawing Tools tab, select the **drop-down arrow** by the Text Outline button and select **No Outline**. This action removes the outline from the text.
7. Click the **Text Fill** drop-down arrow and select **Red, Accent 2**.
8. Select **Text Effects**, and then click **Transform** to display the menu shown in Figure 3-13.

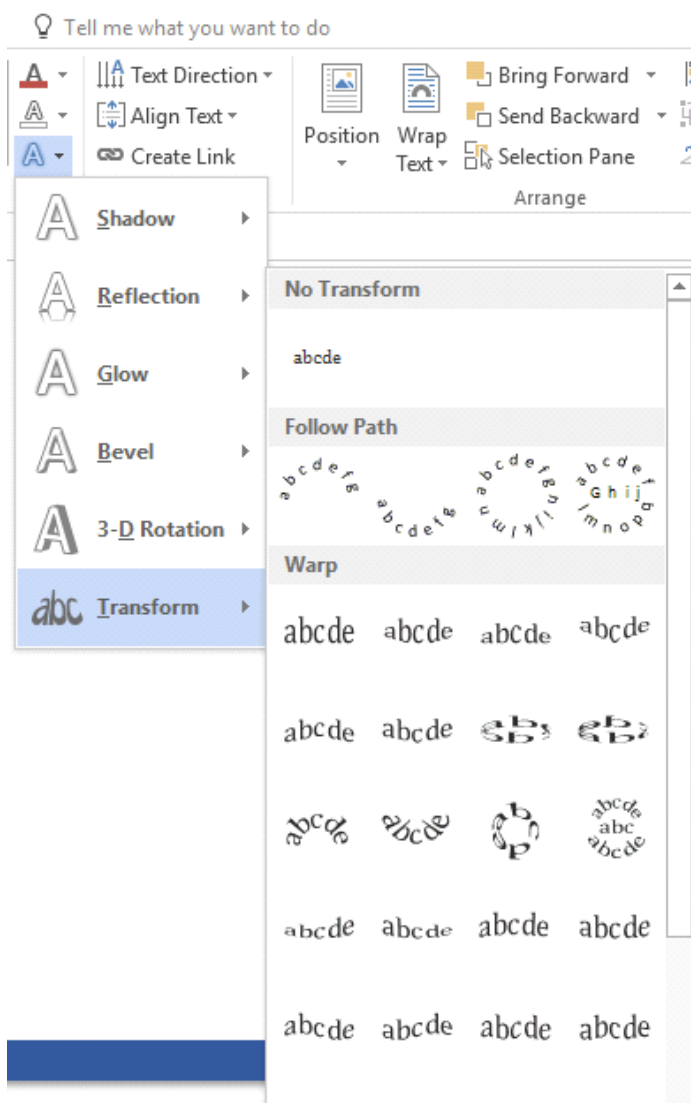


Figure 3-13
Transform Options

9. Hover over the options under the Warp section—see how your text changes with live preview. Select **Double Wave 1**.

10. **SAVE** the document as **Classes 7** in the lesson folder on your flash drive. **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting Text

Word provides the ability to insert text from an outside file into an open document. For example, if you want to append the text from a file to the end of your open document, or insert the text in the middle of the document, you can do so using the Text from File feature.

Step by step Insert Text from a File

GET READY. OPEN Word if it is not already running.

1. Locate the data files for this lesson and then **OPEN Resume**.
2. Scroll down to the bottom of the document and place the insertion point after the final word: **Texas**.
3. Press **Ctrl+Enter** to insert a page break and move the insertion point to the next page.
4. On the Insert tab, in the Text group, select the Object drop-down list and click Text from File. The Insert File combo box appears, which looks almost exactly like the Open combo box.
5. Locate and select the file named **References** and click Insert. A new page of text appears in the document.
6. **SAVE** the document as **Resume 2** in the lesson folder on your flash drive. **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Formatting Existing Documents in Other File Formats

Word 2016 can edit, format, and save a PDF document. You can also open, edit, and save documents that were saved in another type of file format, such as RTF and TXT. Each document contains properties, and you can determine what to share—more about sharing and excluding content is discussed in Lesson 13. In Lesson 1 you learned to save a document in other formats, such as PDF. In this exercise, you learn to import a PDF file, apply formatting, and save as a PDF file.

Take Note

Importing documents that were saved in other file formats, such as PDF, enables you to edit the document and save it as a PDF or in Word 2016 format.

Step by step Import a PDF File and Apply Formatting

GET READY. OPEN Word if it is not already running.

1. From within Word, **OPEN** the **Tech Terrace 3.pdf** file from the data files for this lesson. A prompt appears stating, "Word will now convert your PDF to an editable Word document."
2. Click **OK**. By opening the PDF document, you have imported the document into Word. The Ribbon is now active and you can begin applying formatting to the document.
3. Select the whole document by pressing **Ctrl A**, and then change the Font to **Times New Roman** and Size to **12 pt**. You can also select text from the Editing group on the Home tab.
4. In the first paragraph, select **Tech Terrace Real Estate**, and then format the text with **Bold**, **Italics**, **Dark Red text color**, and **Small caps**.
5. In the first paragraph, select **sold**, **renovated**, **appraised**, **leased**, and **managed** and format by italicizing and bolding and changing the color to **Blue-Gray, Text 2**.
6. Save As a PDF file in your flash drive and change the filename to **Tech Terrace Update.pdf**. The new document opens in a new window. Notice the file contains the updated formatting changes.
7. To close the window, press **Alt+F4**. Click to return to the Word screen.
8. **CLOSE** the file. If a prompt appears to confirm saving the changes to the **Tech Terrace 3.docx** file, click **Don't Save**.

PAUSE. LEAVE Word open for the next exercise.

Removing Text Formatting

When you are formatting documents, sometimes you need to try a few different options before you get the appearance you want. Clearing unwanted formatting is easy using Word's Clear Formatting button.

Using the Clear Formatting Button

The Clear Formatting button is located in the Font group and the Styles gallery. In this exercise, you learn to use the Clear Formatting button.

Step by step Use the Clear Formatting Button

GET READY. OPEN the **Classes 7** document from the lesson folder. Remember that this is a file you saved earlier.

1. Select **Active Older Adults**. In the Font group, click **Clear Formatting**. The formatting is removed and the text returns to the default font, Calibri.
2. Select **Boot Camp**. In the Styles group, click the More **drop-down arrow**, and then click **Clear Formatting**. The formatting is removed.
3. Press and hold **Ctrl** and select **Cardio Combo**; continue to hold the **Ctrl** key to select the remaining headings, and then click the **Clear Formatting** button in the Font group. (By holding the **Ctrl** key, you can use multi-selection to select noncontiguous text.) Deselect all text.
4. **SAVE** the document as **Classes 8** in the lesson folder on your flash drive.

CLOSE Word.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. When measuring point size, one point is equal to a character height of:
 - a. 1/10 of an inch
 - b. 1/12 of an inch
 - c. 1/72 of an inch
 - d. 1/18 of an inch
2. The Underline drop-down menu in the Font group contains options to underline selected text with a:
 - a. thick underline
 - b. double underline
 - c. dotted underline
 - d. All of the above
3. Opening the Modify Style dialog box enables you to:
 - a. change formatting
 - b. change the alignment
 - c. change the line spacing
 - d. All of the above
4. Which of the following features removes all formatting from the selected text?
 - a. All Formatting Cleared
 - b. Erase All Formatting
 - c. Remove All Formatting
 - d. Clear All Formatting
5. Changing the font and font size of selected text can be completed using which of the following?
 - a. The Font dialog box.
 - b. The Mini toolbar.
 - c. The Font group of the Home tab.
 - d. All of the above

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Applying a style always changes the formatting of the entire paragraph where the insertion point is located.
- T F 2. Format Painter is found on the Mini toolbar.
- T F 3. The Clear Formatting button clears text from one location and lets you apply it in another location.
- T F 4. PDF files can be edited using Word 2016.
- T F 5. To apply a style to selected text, click the style in the Styles pane.

Projects

Project 3-1: Formatting a Letter

Star Bright Satellite Radio will be sending sales letters to people who have just purchased new vehicles equipped with their radios. Add some finishing formatting touches to this letter.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **Letter** document from the data files for this lesson.
2. **SAVE** the document as **3-1 Sales Letter** in the lesson folder on your flash drive.
3. Select the title of the company, **STAR BRIGHT SATELLITE RADIO**.
4. Apply the **Title** style and reduce the font size to **24 pt**.
5. In the second paragraph of the body of the letter, select the first sentence, **Star Bright Satellite...**
6. In the Font group on the Home tab, click the **Bold** button.
7. In the second paragraph, select the fifth sentence, **Star Bright also broadcasts...**
8. In the Font group, click the **Italic** button.
9. In the fourth paragraph, select the first sentence, **Star Bright is only \$10.95 a month**.
10. On the Mini toolbar, click the **Bold** button.
11. In the third sentence of the fourth paragraph, select **Subscribe**.
12. In the Font group, click the Change Case **drop-down arrow**, and then click **UPPERCASE**.
13. With the word still selected, click **Bold**, and then deselect the text.
14. Change the view of the document to **100%**, if necessary.
15. **SAVE** the document in the lesson folder on your flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 3-2: Formatting a Flyer

You've been recruited to help find coaches for the local youth sports organization. Create a flyer that will attract attention.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **Volunteer Coaches** from the data files for this lesson.
2. **SAVE** the document as **3-2 Volunteers** in the lesson folder on your flash drive.
3. Select **We Need You!**
4. Click the **drop-down arrow** in the Font menu, and then click **Arial Black**.
5. Click the **drop-down arrow** in the Font Size menu, and then click **48**.
6. Select **Volunteer Coaches Needed For Youth Sports**.
7. Click the **drop-down arrow** in the Font menu, and then click **Arial Black**.
8. Click the **drop-down arrow** in the Font Size menu, and then click **18**.
9. Select **Sports include** and the four lines below it.

10. Click the **drop-down arrow** in the Font menu, and then click **Calibri**.
11. Click the **drop-down arrow** in the Font Size menu, and then click **18**.
12. Select the four sports listed, and then click the **Italic** button.
13. Select the three lines of contact information, beginning with *Contact Patrick Edelstein...*
14. Click the **drop-down arrow** in the Font menu, and then click **Arial Black**.
15. Click the **drop-down arrow** in the Font Size menu, and then click **11**.
16. Select **YMCA**. Click the **drop-down arrow** in the Font Color button, and then choose **red** from the Standard Colors section.
17. With the text still selected, click the **Bold** button.
18. Click the **drop-down arrow** in the Font menu, and then click **Arial Black**.
19. Click the **drop-down menu** in the Font Size menu, and then click **36**. Deselect the text.
20. **SAVE** the document in the lesson folder on your flash drive, then **CLOSE** the file.

CLOSE Word.