Students, as you know, MS-Word is word processing software which helps in typing, editing and formatting the documents such as letters, reports etc. very fast. It performs a variety of other functions that are difficult to be done manually. A finely formatted and printed document gives a better impression than a handwritten one.
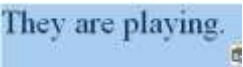
Key Points
1. Formatting is the process of making a document attractive and beautiful by changing the look of characters, paragraphs and the entire page.
2. The different types of formats available in MS Word are:- a. Character Format b. Paragraph format c. Page format

Character Format using the Font Option:

Using the Font Option

Font Type

Font Style

Font Size

Underline Colour

Underline Style

Font Colour
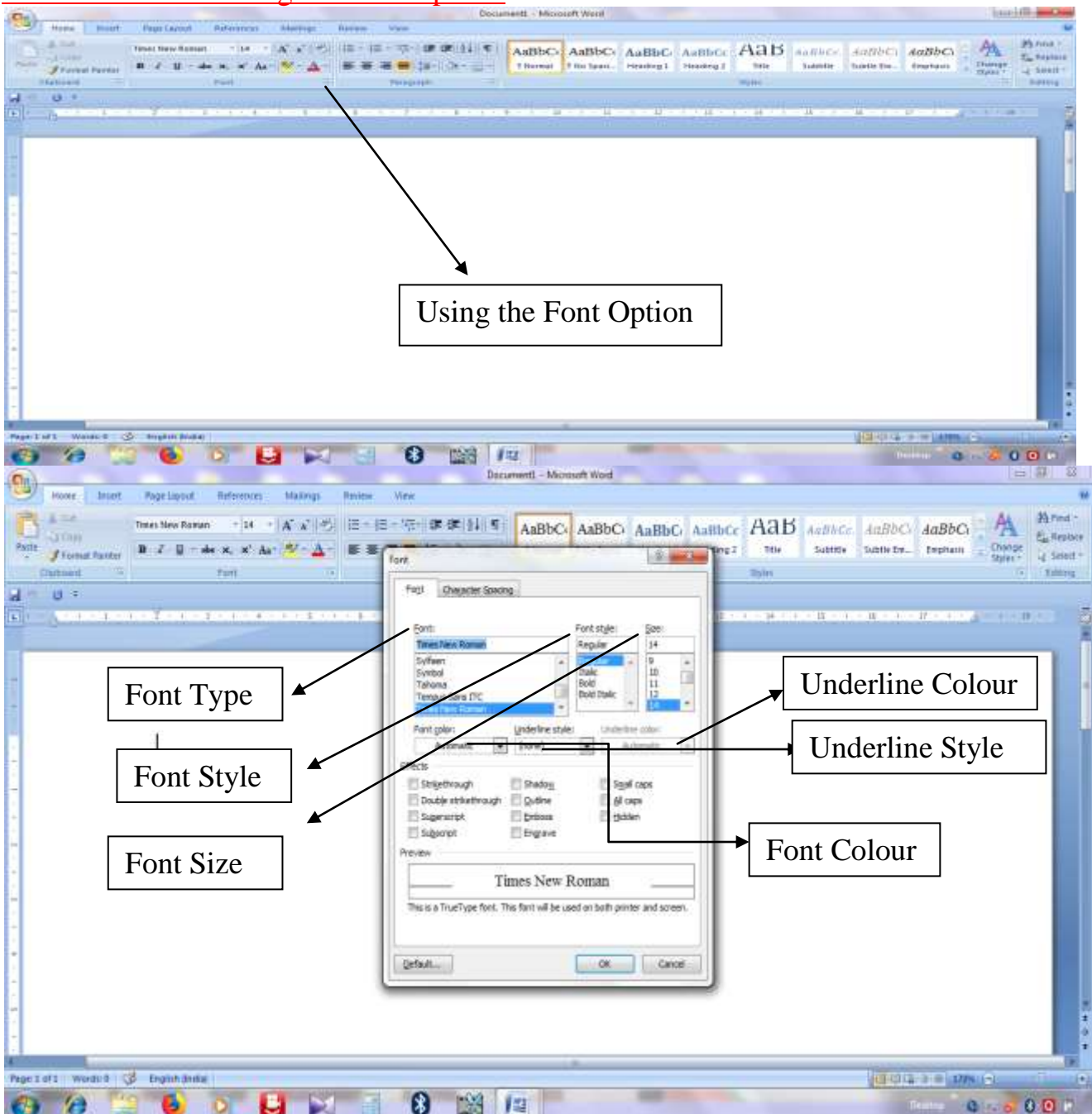
Before any change select the line with mouse pointer. Repeat the same thing before any change.

Example : -   They are playing.   ⟶   Default font type was Times New Roman

THEY ARE PLAYING. ⟶ FONT TYPE CHANGED INTO ALGERIAN

They are playing. ⟶ Default font style was regular.
They are playing. ⟶ ***Changed to Bold Italic***

They are playing. ⟶ Default font size was 14 points.

They are playing. ⟶ Changed the font size to 26.

They are playing. ⟶   No Underline and Underline style or colour.
They are playing. ⟶ Double line underline and red colour underline.

Aligning Text:
There are four types of alignment- (1.) Left Alignment (2.) Right Alignment (3.) Centre Alignment (4.) Justified

To change the alignment of text, we must first select the text to be aligned and then click on the desired alignment from the Paragraph Dialog Box or use the alignment buttons on the home tab(in the paragraph group).

Local Area Network or

LAN is formed. ⟶

In Left Alignment, the lines are even at the left and the lines are jagged at the right.

Local Area Network or

LAN is formed. ⟶

In Center Alignment, the lines are jagged at the left as well as at the right.

In Right Alignment, the lines are jagged at the left and even at the right. ⟵

Local Area Network or

LAN is formed.

Local Area Network or

LAN is formed. ⟶

In Justify, the lines are even at both left and right.

1. 1. Left Alignment 2. Right Alignment 3. Center Alignment 4. Justify

2. Yes. First you select the font then you choose the font type from the font dialog box or choose from the font.

3. Yes. First you select the font then you choose the font style from the font dialog box or choose from the Bold, Italic or Underline button.

Quick Recap (Page 71)
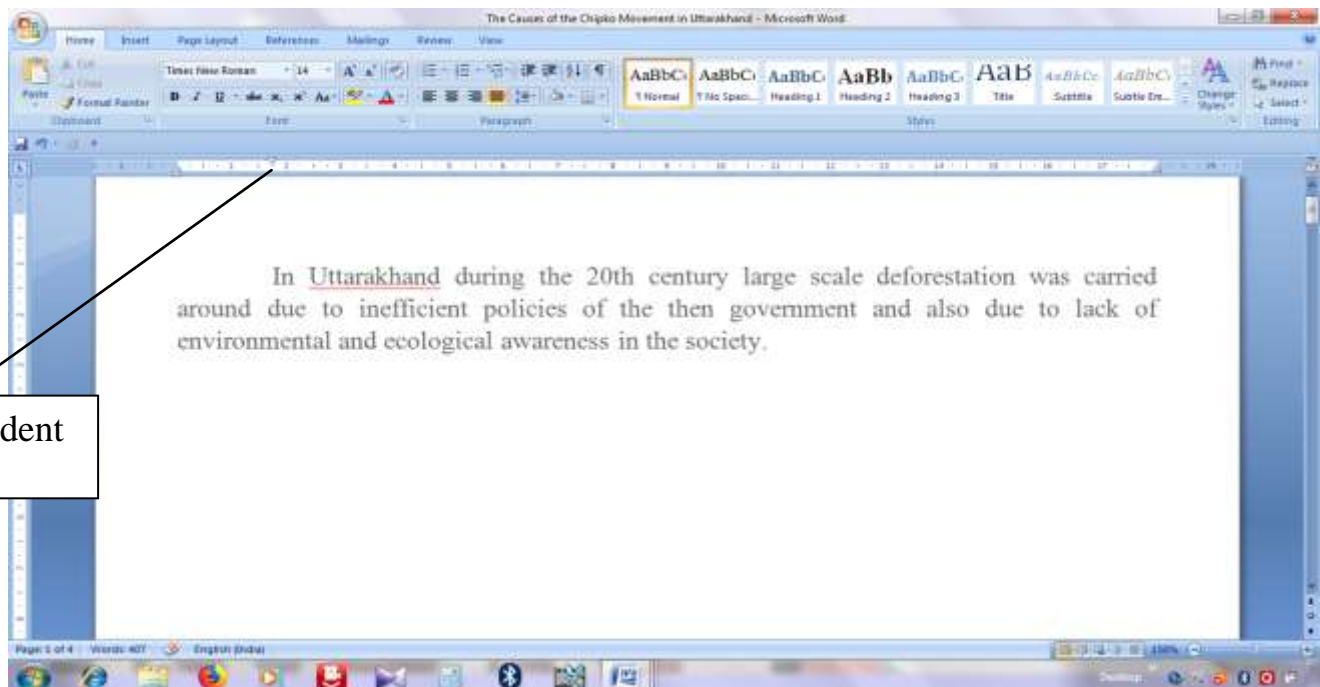
(a) True   (b) True (c) True

Quick Recap (Page 73)

1-font button   2. ClipArt Gallery 3. First Line Indent

Exercises: (Page77)

1. a. Formatting is the process of making a document attractive and beautiful by changing the look of characters , paragraphs and the entire page.

  b. The different formats are :- 1. Character Format 2. Paragraph Format 3. Page Format.

  c. Picture, WordArt, Clip Art, Shapes, Charts etc.

 d. 1. No Indent 2. First Line Indent 3. Left and Right Indents

  e. It is the position of the text/picture on the page. It can be left, right, justified or centre aligned.

2. Fill up the blanks:- a. Bullets b. Line Spacing 3. Font 4. Page Borders 5.Paragraph

3. Match the following:-

a. Format menu –Provides the options for formatting the document.

b. Word Art   -- Artistic Text

c. Page Format – is done by setting the margins and orientation.

d. Formatting – Providing options for formatting the document.

e. Insert Menu—allows to insert objects

4. a. Indentation   b. Border c. Line spacing d. Alignment d. Tab key

1. Indentation :- It is the distance of the typed text from the margins. You can set the Indents either from the paragraph dialog box or using ruler.

2.The tab key will help you jump a number of spaces between words or numbers when it is pressed once. There are Left tab, Right tab, Center tab, Decimal tab and Bar tab.

3. You can insert readymade pictures in the Document either from file or from the Clip Art.

4. You can insert Artistic text in the document from Word Art.

5. You can check spelling and grammar either by pressing Spelling &Grammar button from Review tab or by pressing F7.

First Line Indent

In Uttarakhand during the 20th century large scale deforestation was carried around due to inefficient policies of the then government and also due to lack of environmental and ecological awareness in the society.

Left Indent is set

Right Indent is set

Name	Date	
Rahul	10-01-2020	2500.80
Priyabrata	11-01-2020	77800.50
Rohit	12-01-2020	40000.75

Select tab from here

Decimal tab for writing decimal point

Center tab

Left tab