

# Introduction

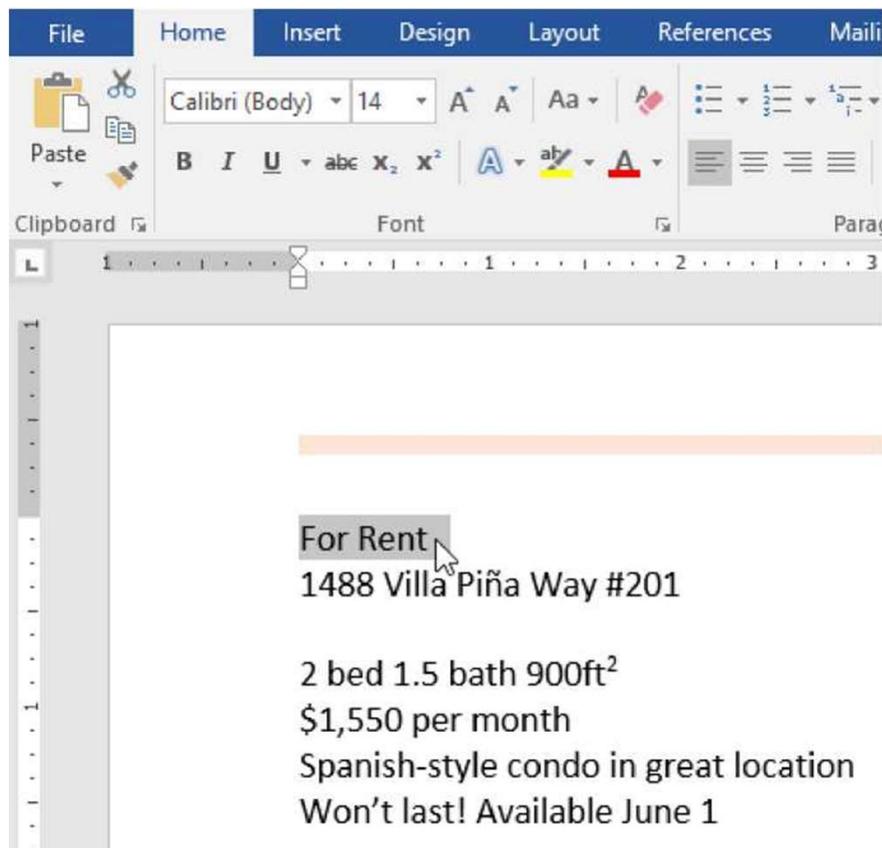
**Formatted text** can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

Optional: Download our [practice document](#).

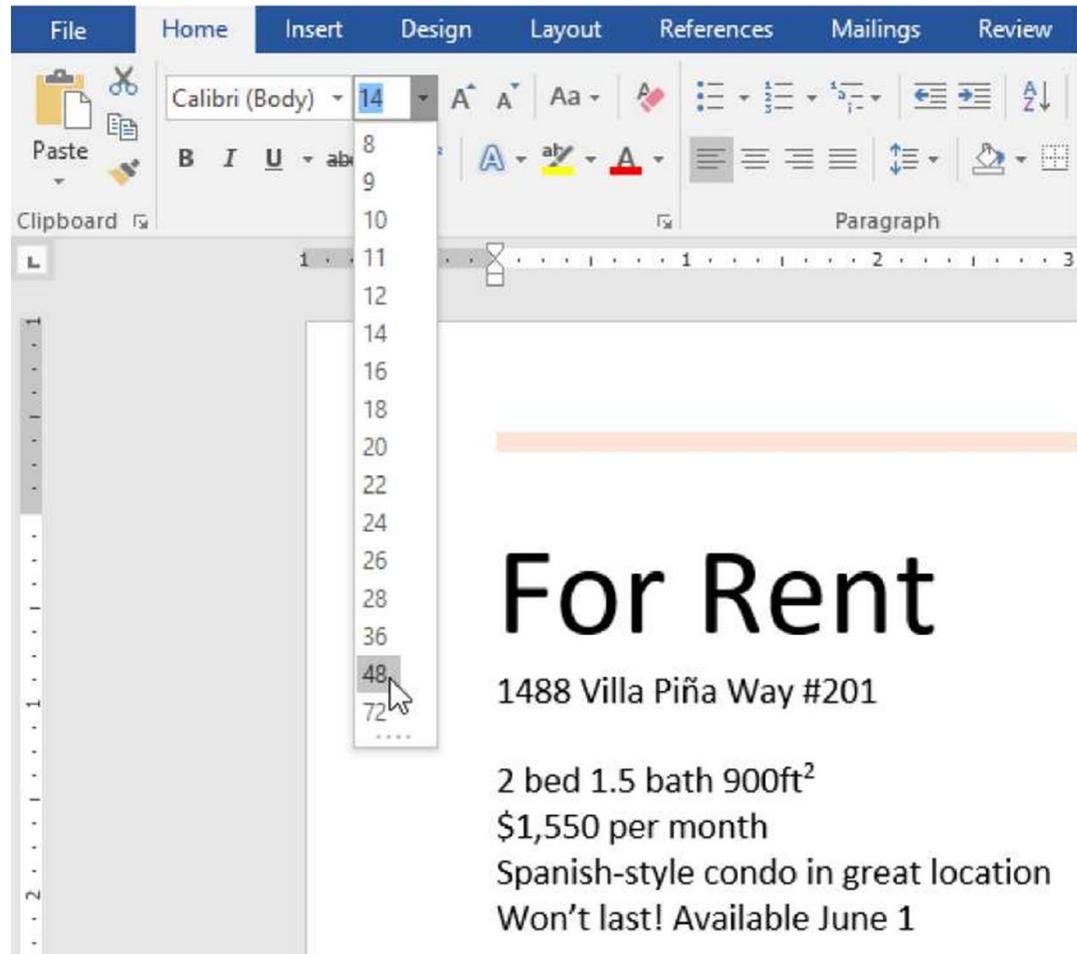
Watch the video below to learn more about formatting text in Word.

## To change the font size:

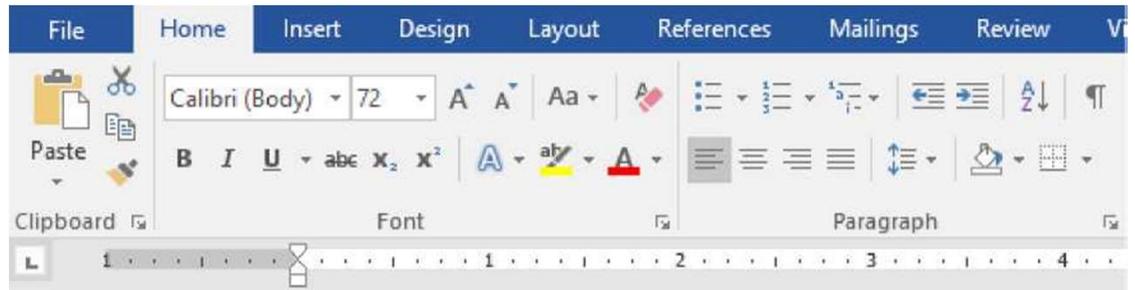
1. Select the text you want to modify.



2. On the **Home** tab, click the Font size dropdown arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.



3. The font size will change in the document.



# For Rent

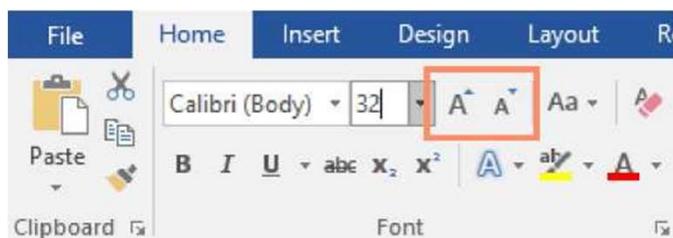
1488 Villa Pina Way #201

2 bed 1.5 bath 900ft<sup>2</sup> \$1,550 per month

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Won't last! Available June 1

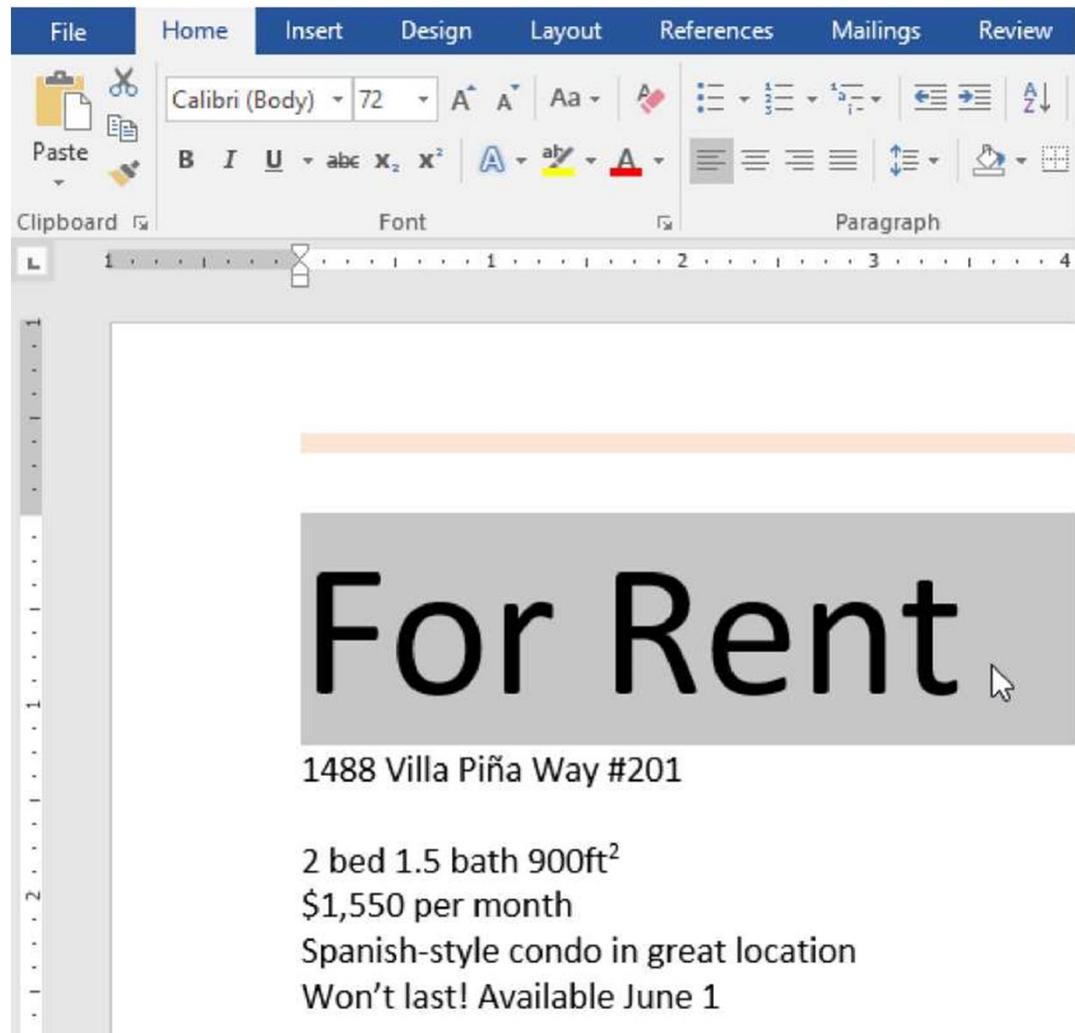
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



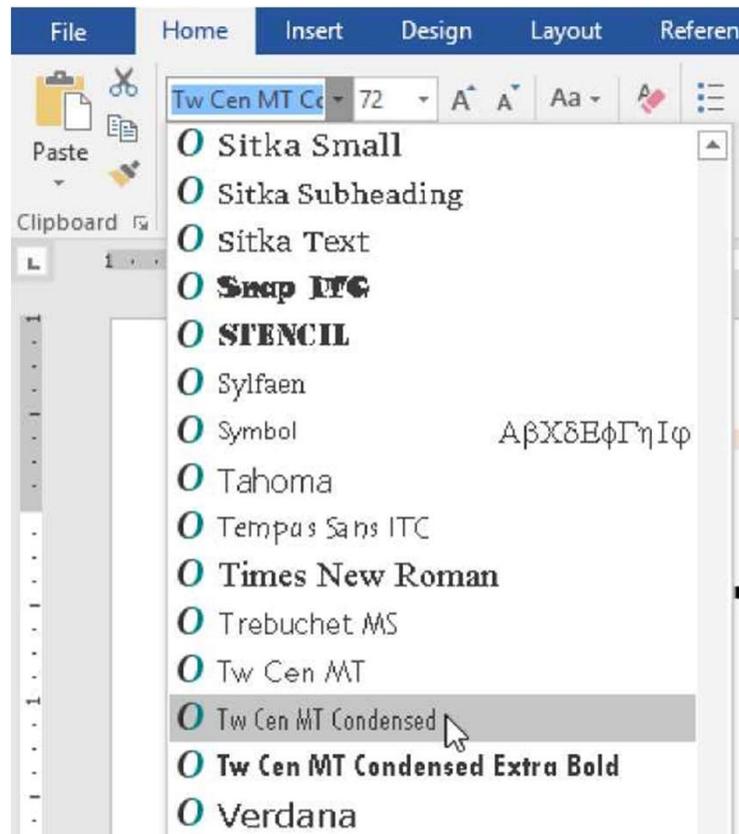
## To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text. <sup>1</sup>

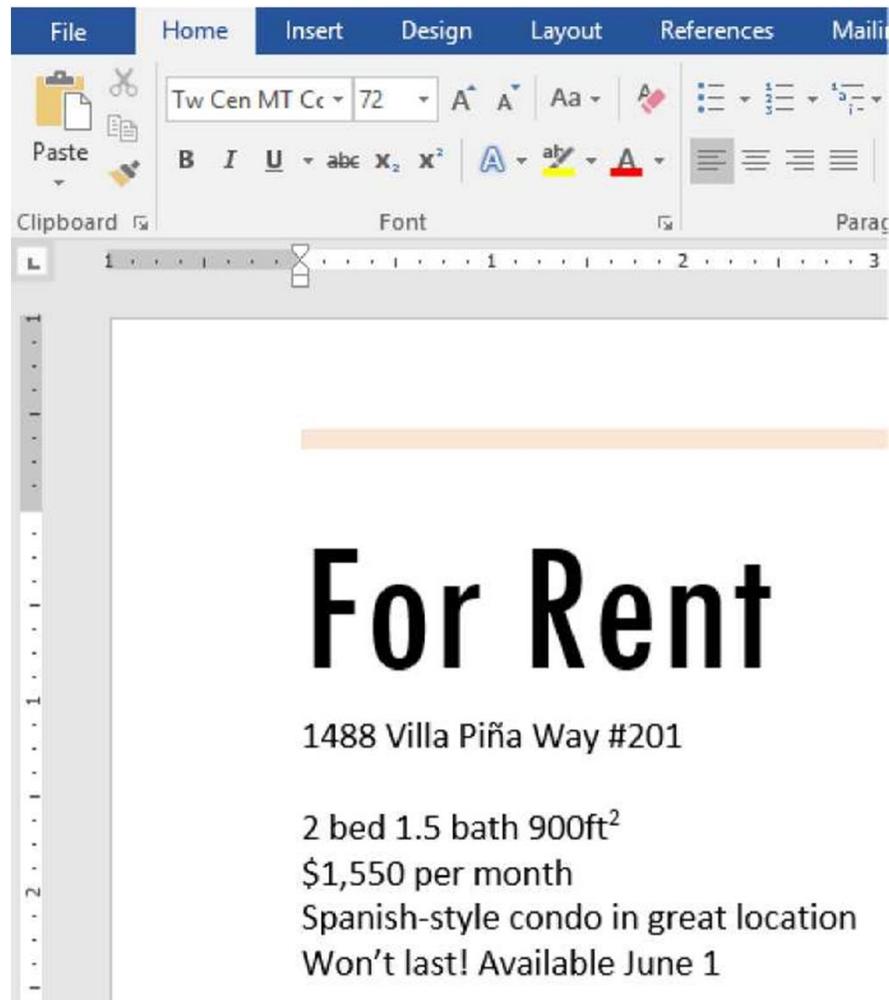
1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Select the font style you want to use.



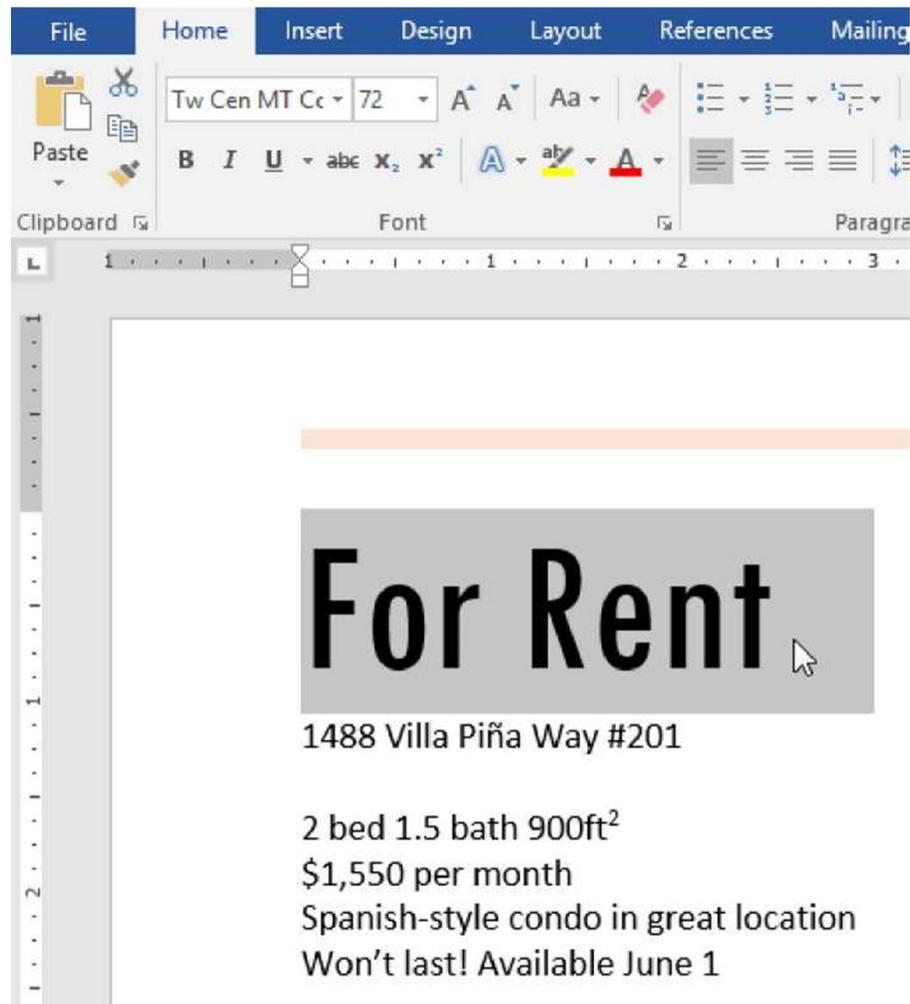
4. The font will change in the document.



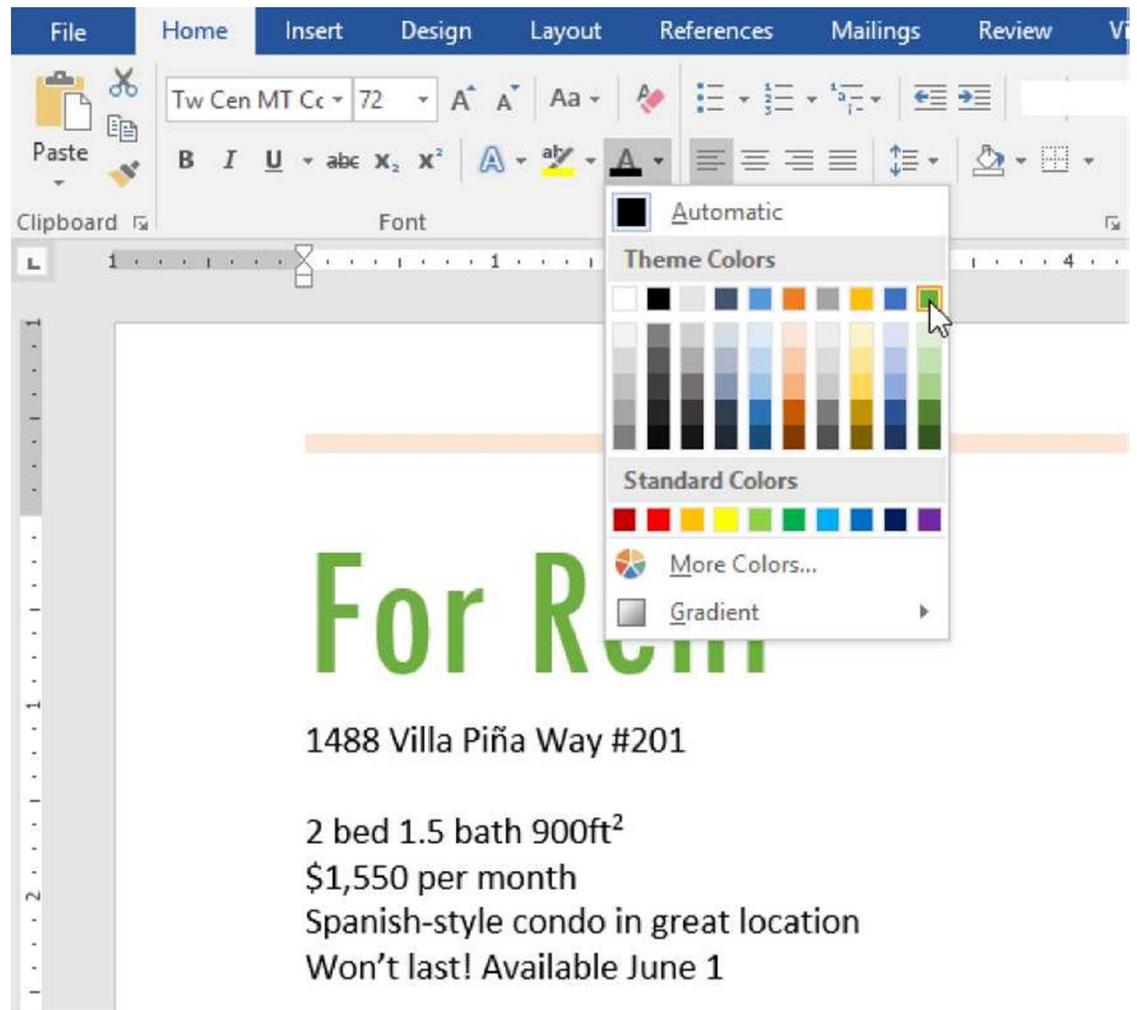
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

## To change the font color:

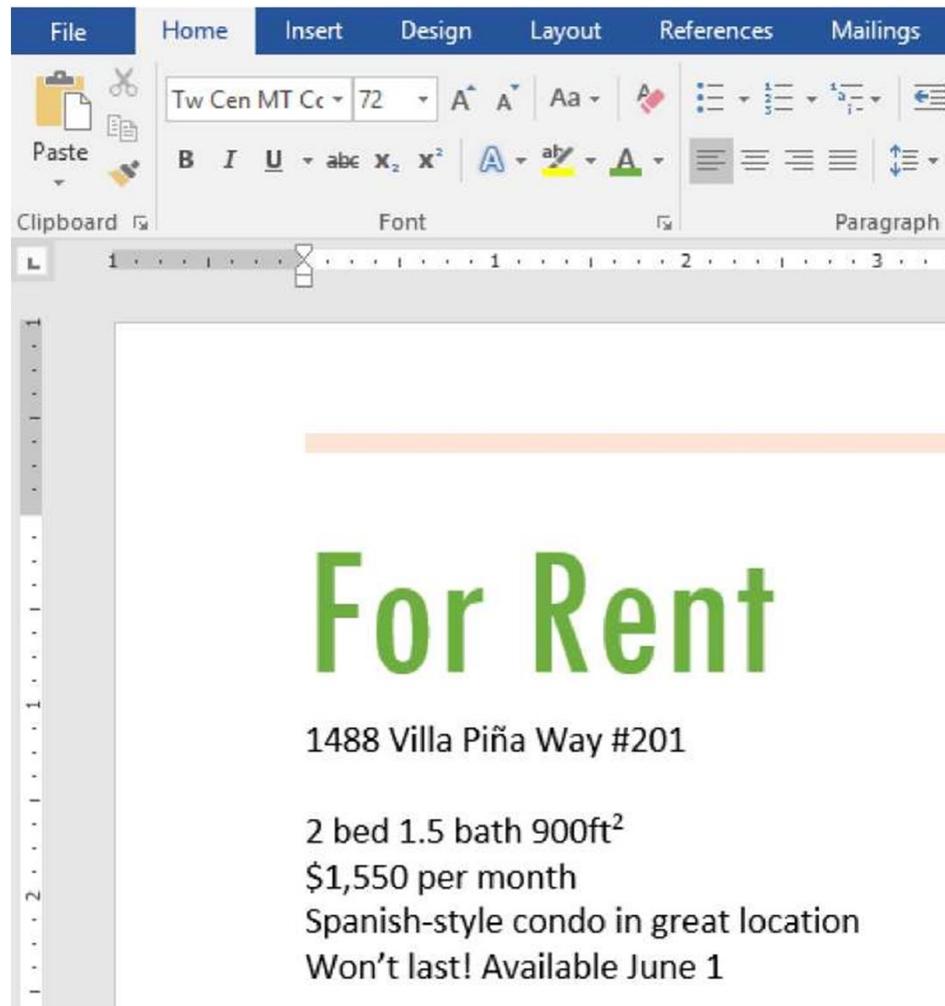
1. Select the text you want to modify.



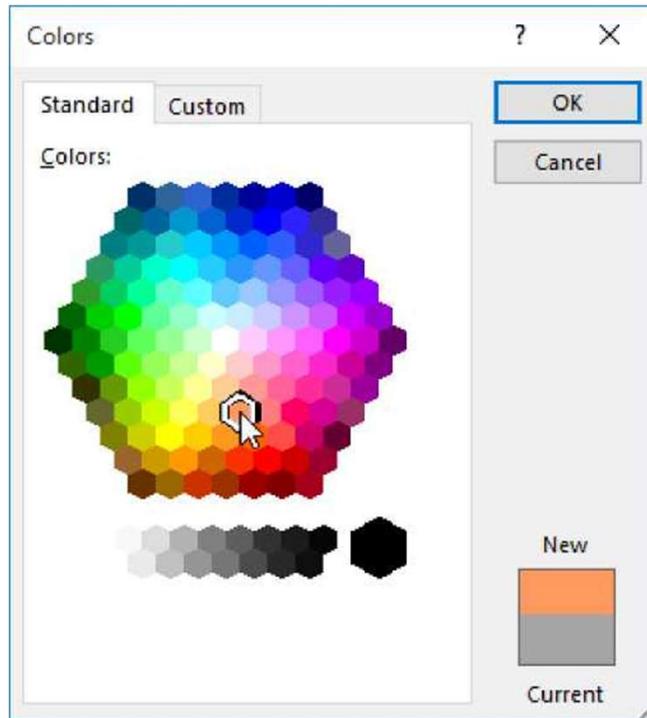
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



3. Select the font color you want to use. The font color will change in the document.



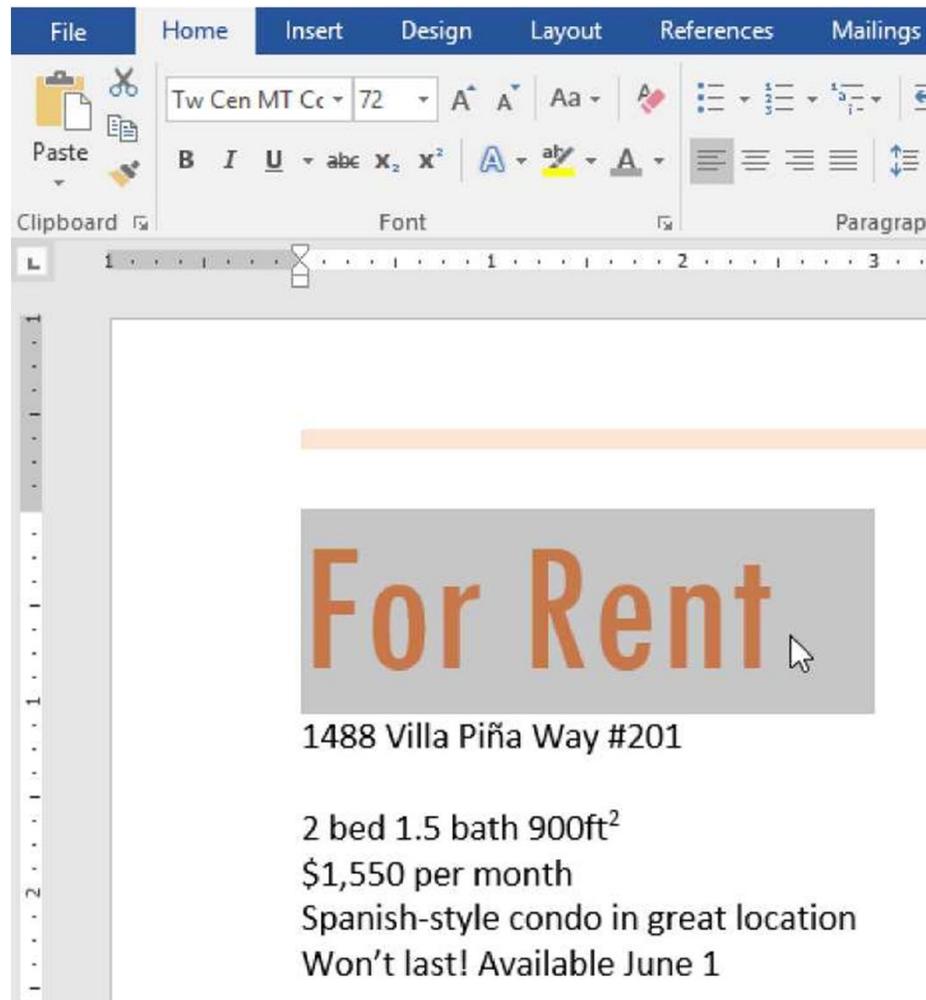
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



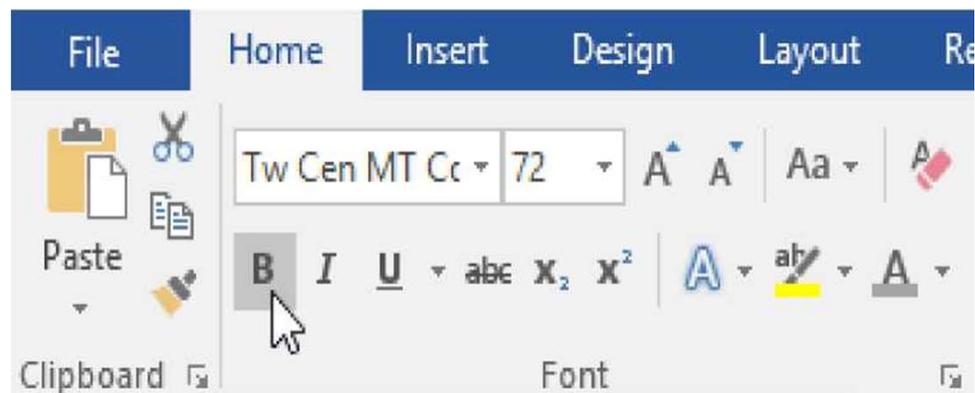
## To use the **Bold**, *Italic*, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases. <sup>1</sup>

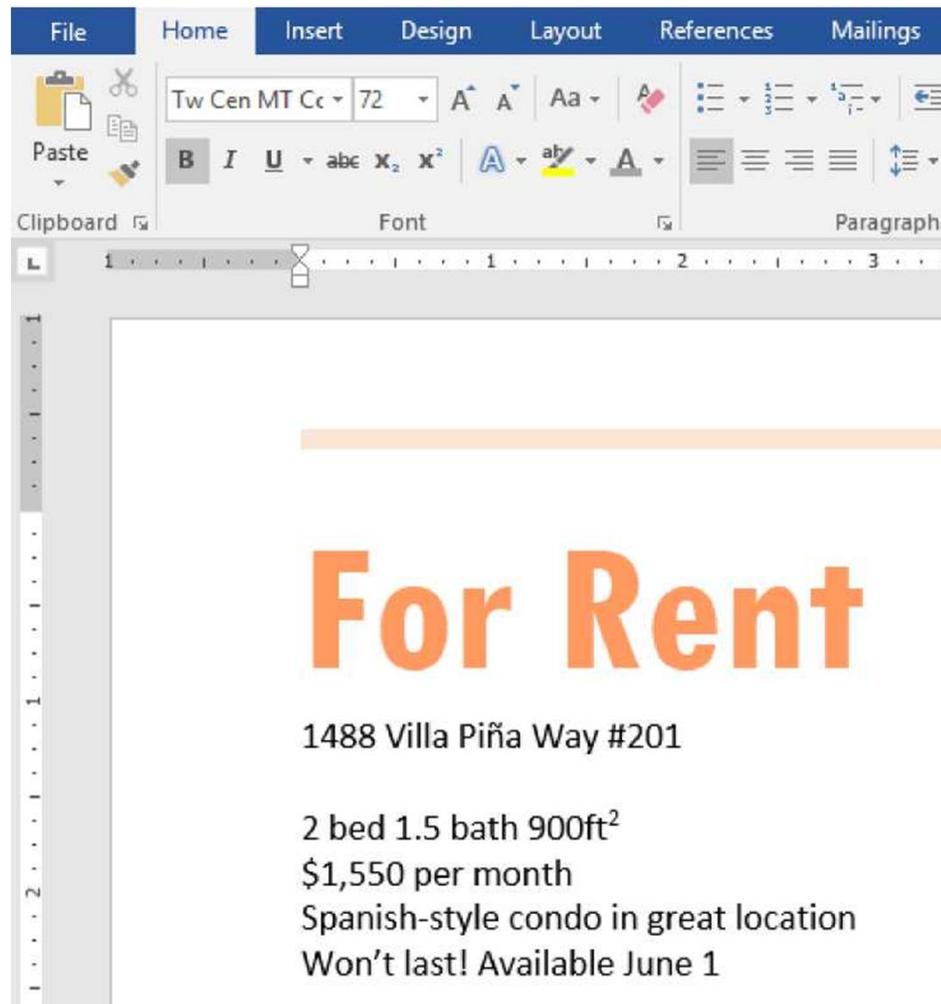
1. Select the text you want to modify.



2. On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the **Font** group. In our example, we'll click <sup>3</sup>



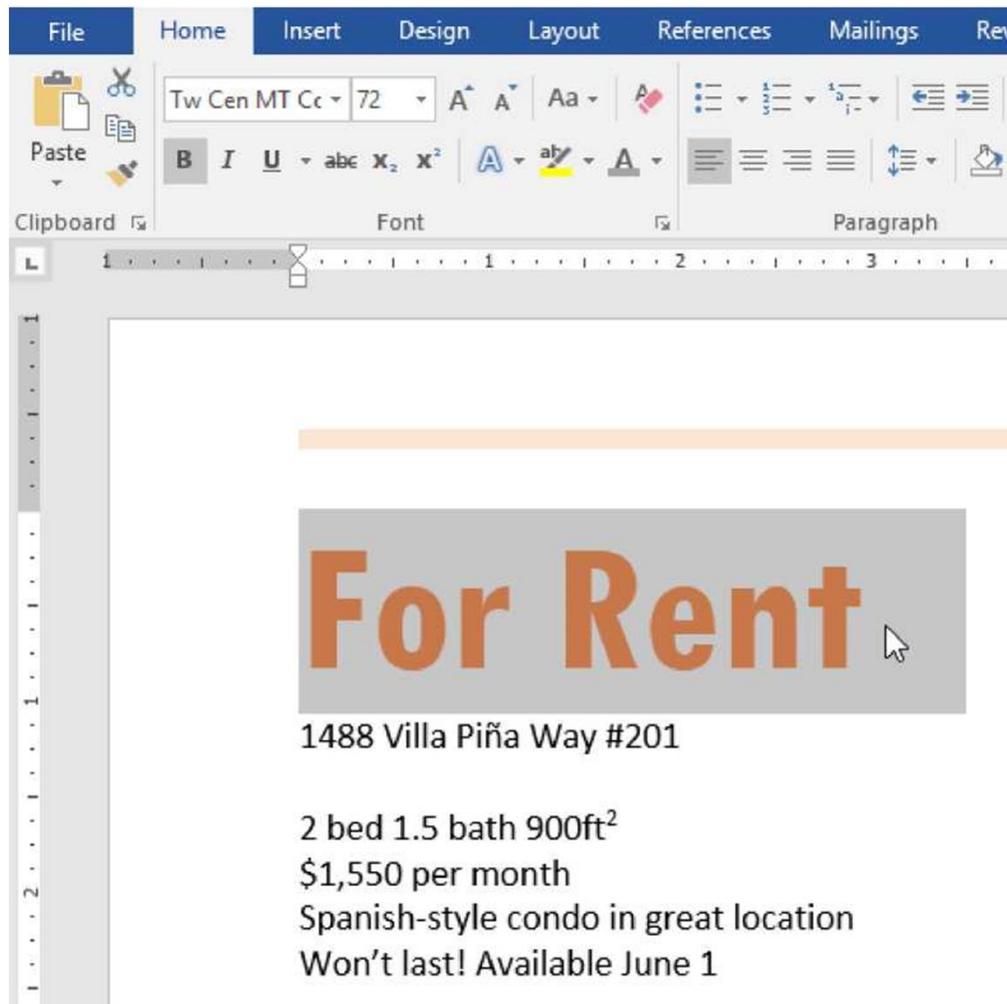
3. The selected text will be modified in the document.



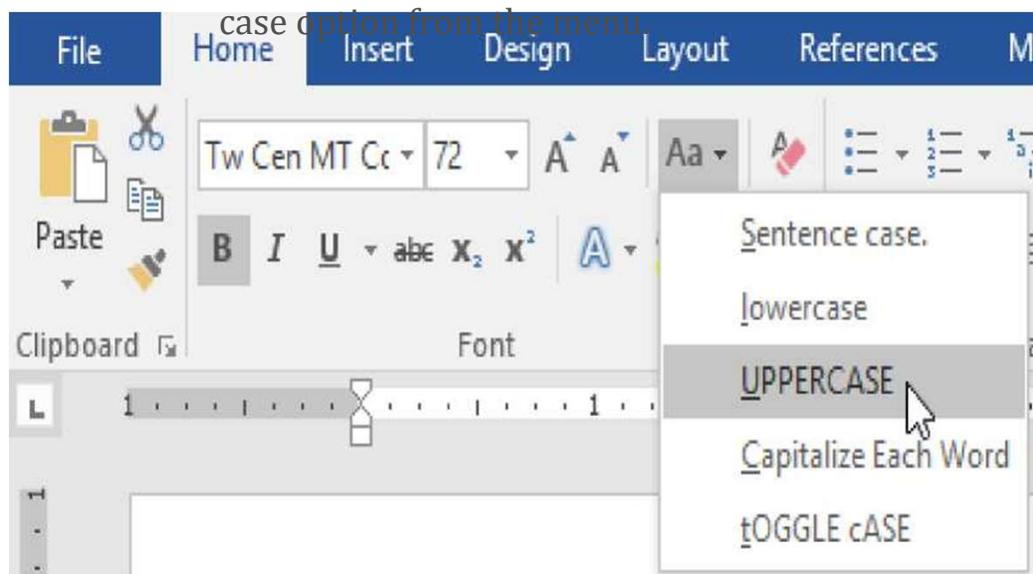
## To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text. <sup>1</sup>

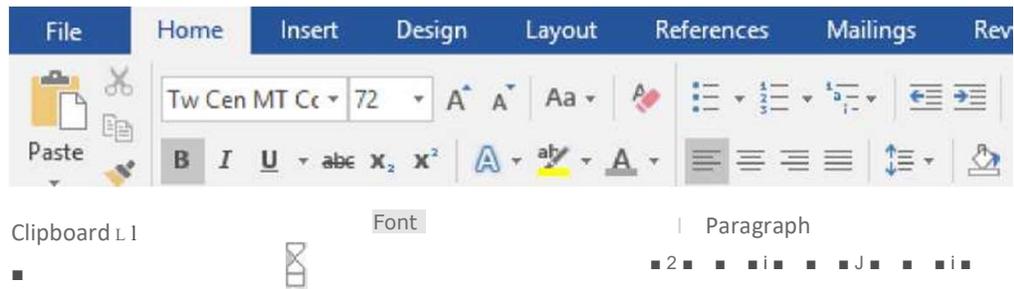
1. Select the text you want to modify.



2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



4. The text case will be changed in the document.



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## To highlight text:

Highlighting can be a useful tool for marking important text in your document.<sup>1</sup>

1. Select the text you want to highlight.



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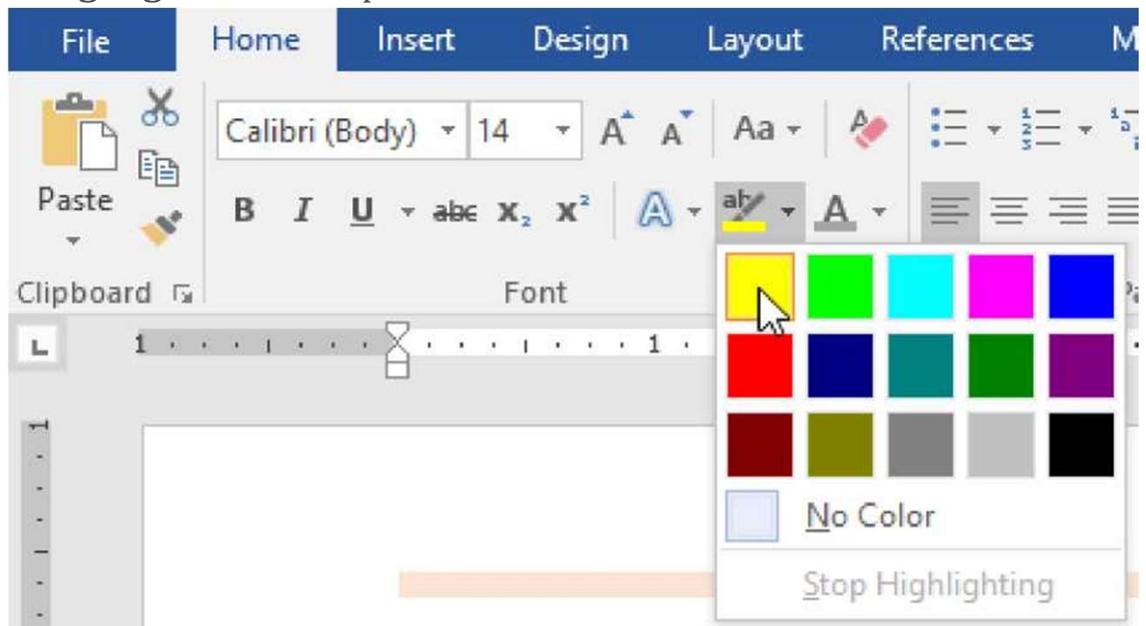
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June 1

Contact Claire Vasquez @ (double-check cell #)

2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow.



The **Highlight Color** menu appears.

3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



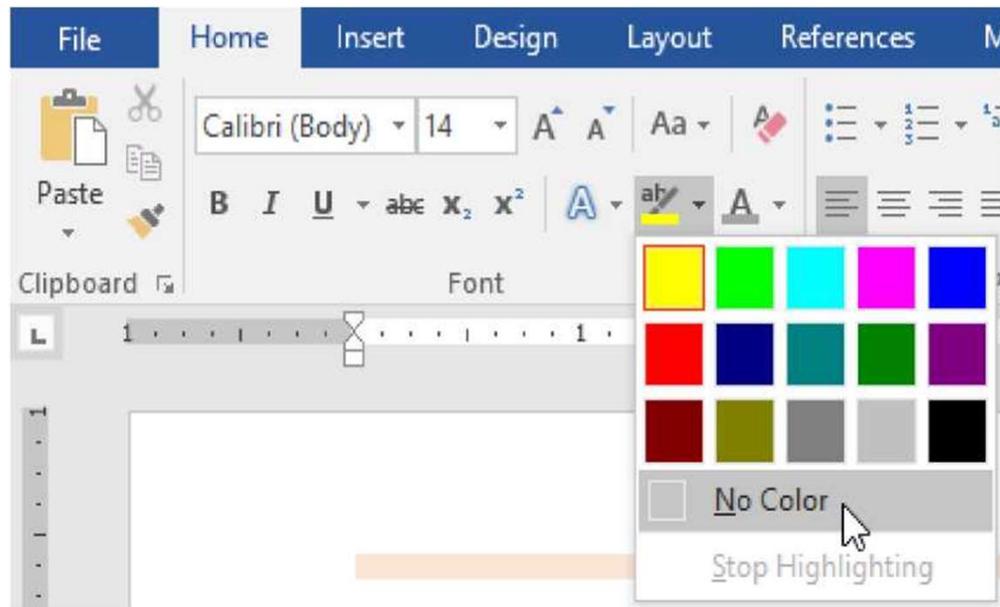
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To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.



If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over the lines you want to highlight.

## To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right. <sup>1</sup>

1. Select the text you want to modify.

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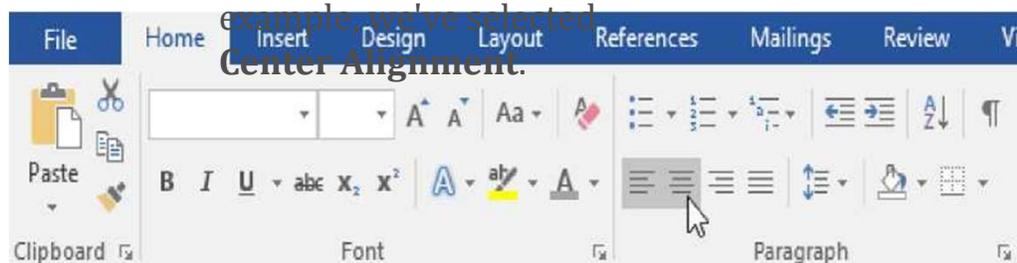
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2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



3. The text will be realigned in the document.

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Click the arrows in the slideshow below to learn more about the four text alignment options. Contact Claire Vasquez @ {double-check cell #}

During the 4th quarter,  
Westbrook-Parker showed  
continued growth and  
exceeded profit expectations,  
The New Year is starting  
strong with January proving to  
be a profitable month,

Database software sales are  
up by 13%, subscriptions to  
our online database  
management applications are  
up by 21%, and capital

**Align Text Left:** This aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

expenditures in the marketing  
department have decreased  
since the 3rd quarter,

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You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).