

Microsoft Word – Document formatting

Word offers a wide range of options for formatting documents. These range from simple application of font or paragraph formats such as bold or centring, to the use of styles. Styles provide a means by which documents can be formatted consistently and the formatting can be updated very easily. The use of styles also makes the transfer of formatted text between documents easier to accomplish.

These topics cover the range of formatting from the very basics so some of these topics also appear on the Essentials list.

- Apply and remove basic font formats such as font, font size, bold, underline, italic and font colour.
- Use the whole range of underline options including double-underline and word only underlining together with the underline colour.
- Use the options in the font dialogue to set more advanced formats including subscript, superscript, strikethrough, embossed fonts and font spacing.
- Use alignment, line-spacing, indents and tabs to manage the layout of paragraphs and their flow across the page.
- Use the options in the paragraph format dialogue for an extended range of options for example to automatically add space between paragraphs or keep paragraphs together on the same page.
- Apply borders to individual words, blocks of text, paragraphs and pages.
- Use tables, with or without visible borders, to present information in the required layout on a page.
- Manage the 'AutoFormat As You Type' options.
- Set up a simple bulleted or numbered list – customise these lists.
- Use outline numbering for a simple list.
- Layout a document in newspaper style columns – use section breaks to change the number of columns in different parts of a document.
- Remove font and/or paragraph formats.
- Use the format painter to apply formatting from one area of text to another.
- Introducing styles and their usefulness when formatting documents.
- Use Word's built-in styles – modify these styles in a document.
- Create and apply a character style.
- Create and apply a paragraph style.
- Use styles to apply outline numbering to complex documents.
- Copy styles between documents.
- Set up a template so that defined and/or modified styles can be reused.
- Strategies for re-formatting a document that has been formatted carelessly.