

# Align text, adjust font in Word 2013

Text format aims to attract the reader's attention to specific parts of the document and emphasize important information in it. In Word 2013 , you have many options for editing text, including fonts, font colors, and inserting special symbols.

In addition, you can also adjust text alignment to change the way you want to display on the document.

Refer to the video below to learn more about text format in Word 2013 :

In addition, you can refer to the Word 2013 Complete Guide (Part 1, 2, 3 and 4) here:

1. Word 2013 Complete Guide (Part 1): Basic tasks in Word
2. Word 2013 Complete Guide (Part 2): How to create and open existing documents
3. Word 2013 Complete Guide (Part 3): How to store and share documents
4. Word 2013 Complete Guide (Part 4): Get familiar with text editing

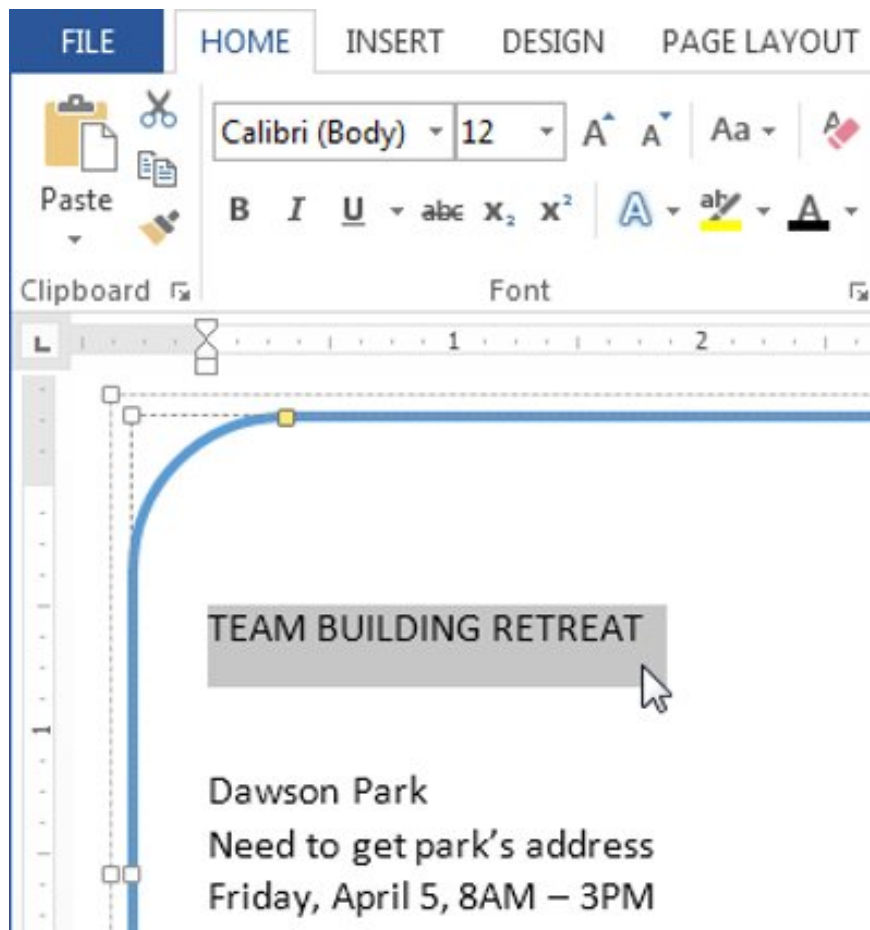
## Word 2013 text format

1. I. Change the font
2. II. Change the font size
3. III. Change the font color
4. IV. Highlight text
5. V. Use commands Bold, Italic and Underline
6. VI. Change text case
7. VII. Align, adjust text margins
8. VIII. Symbol

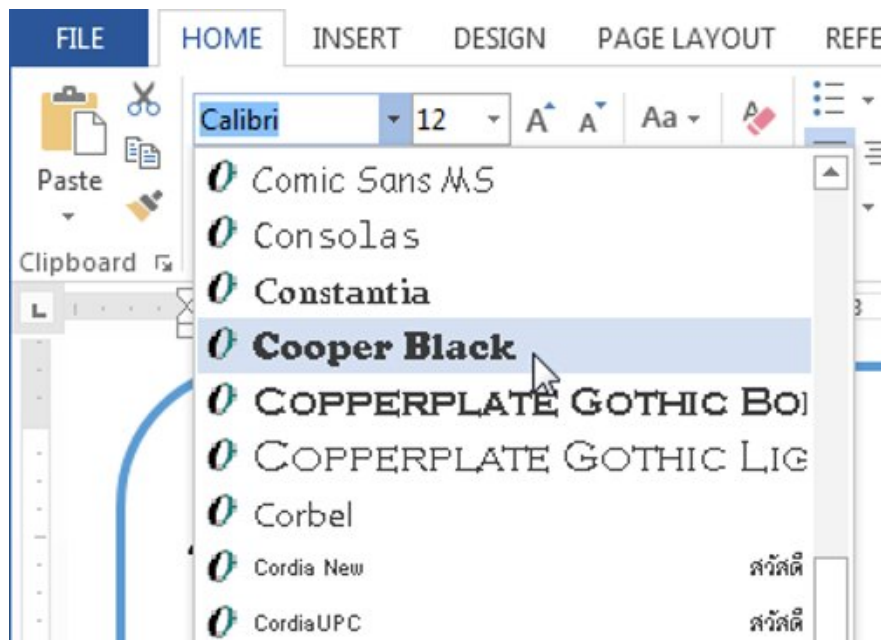
### I. Change the font

By default, the font set on each new document is Calibri . However, Word provides users with many other fonts to use their custom documents and titles.

1. Select the text you want to edit.

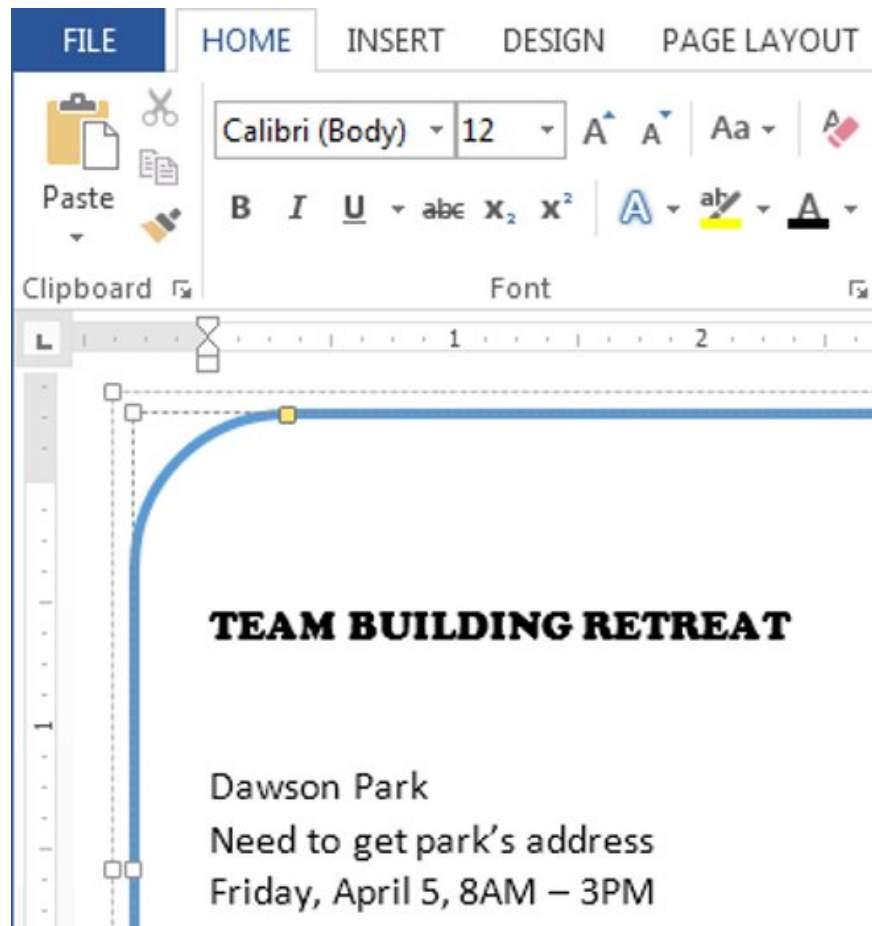


2. On the Home tab, click the drop-down arrow next to the Font frame. A menu containing the fonts will display.
3. Move your mouse over the different font styles. The live preview of the font will appear in the document. Select the font style you want to use.



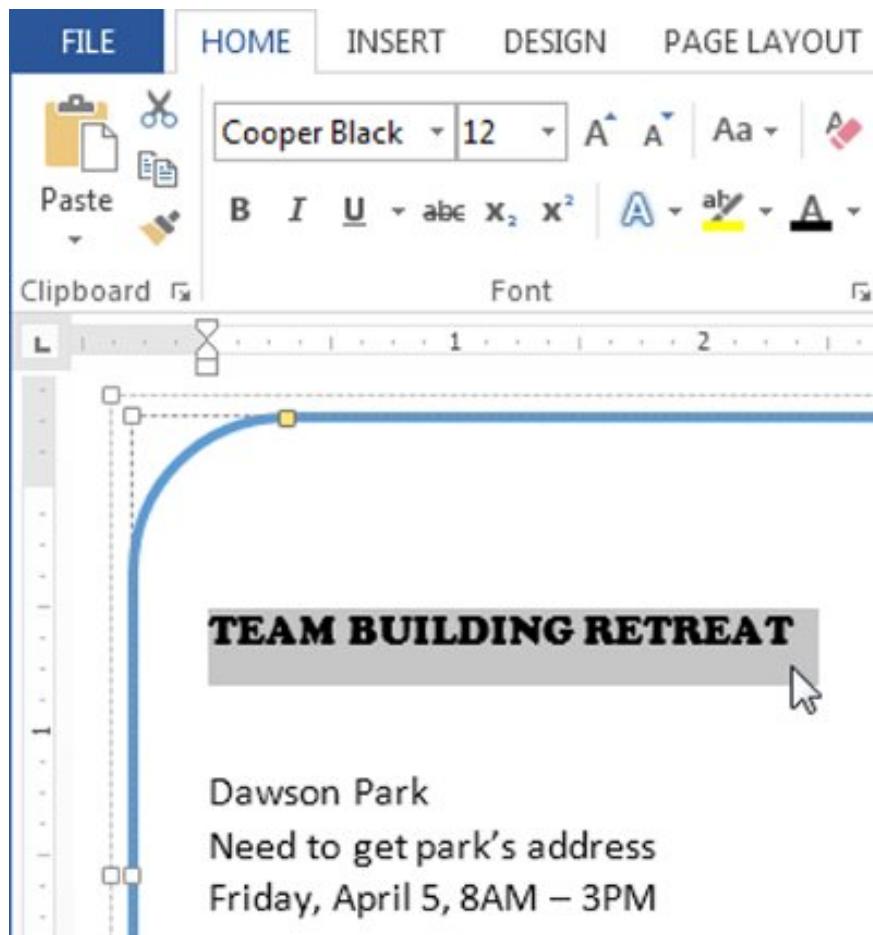
4. The font on your document will change.

When creating a professional document or a document containing multiple paragraphs, you will want to choose an easy-to-read font style. Along with Calibri, standard fonts include Cambria, Times New Roman and Arial.

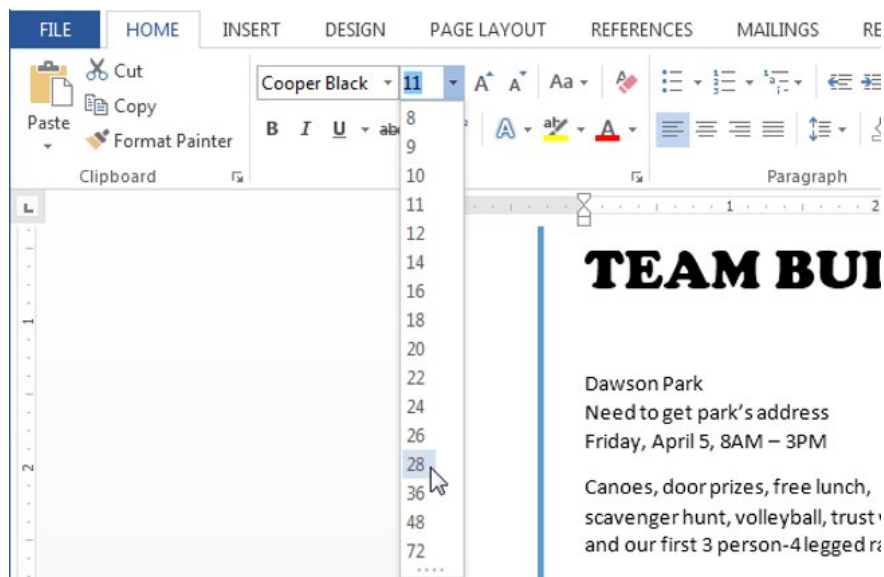


## II. Change the font size

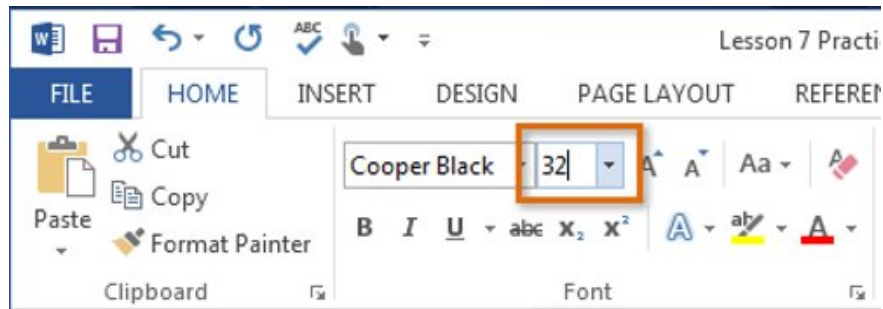
1. Select the text you want to edit.



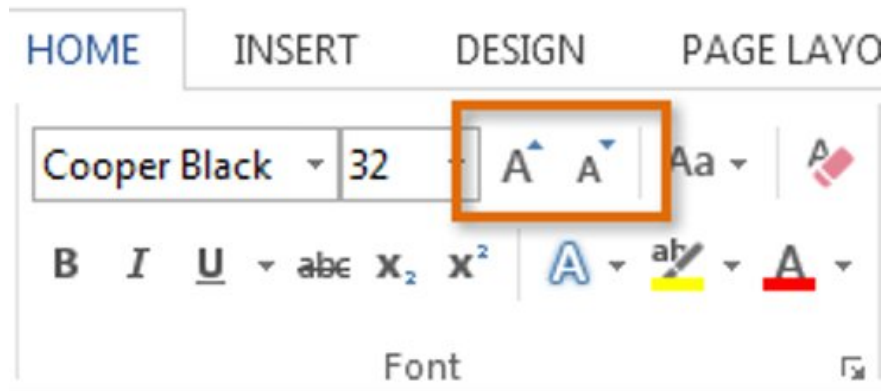
2. On the Home tab, click the Font size drop-down arrow to find the font size. Choose a font size from the menu.



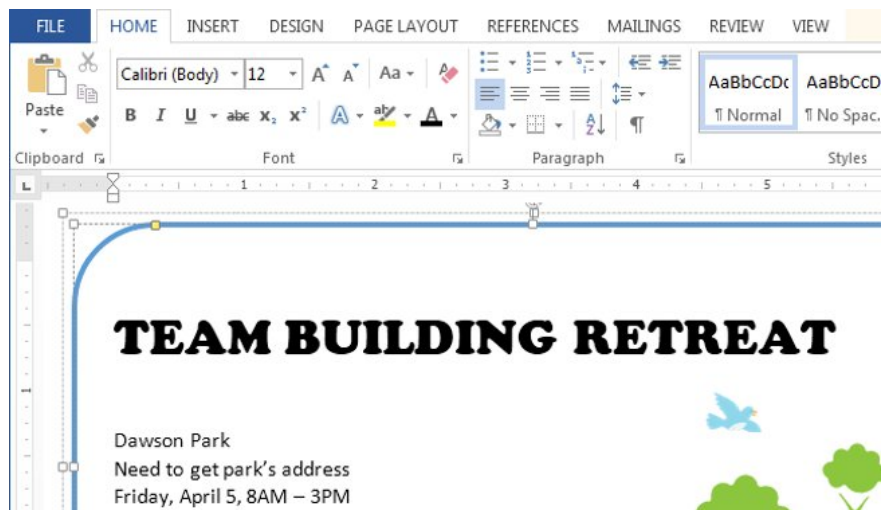
1. If the font size you need is not available on the menu, click the Font size box and enter the font size you want, then press Enter .



1. In addition, you can use the Grow Font and Shrink Font commands to change the font size.

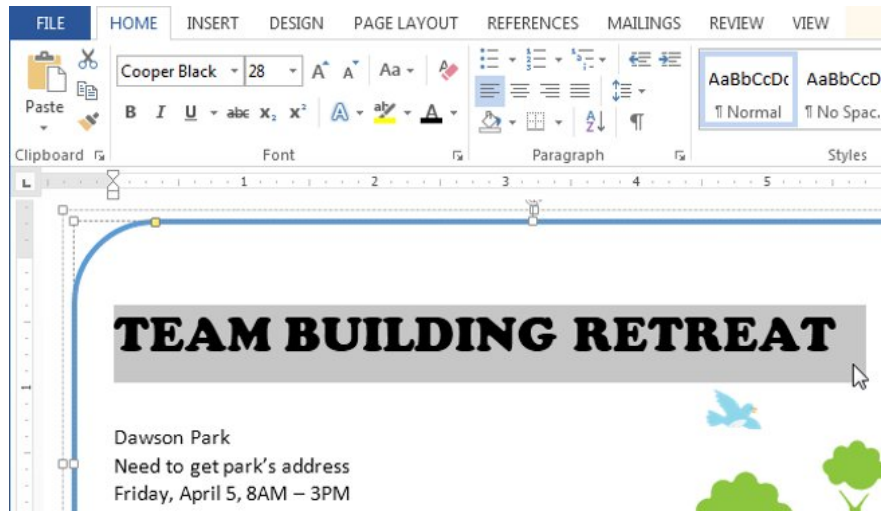


3. The font size on your document will change.

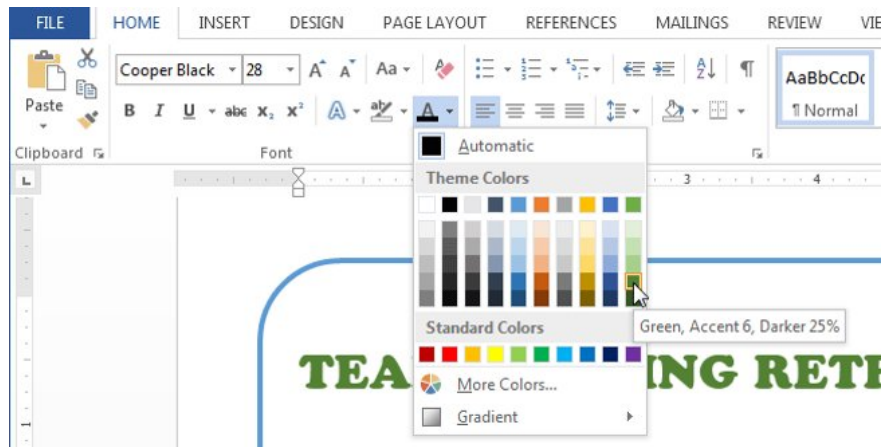


### III. Change the font color

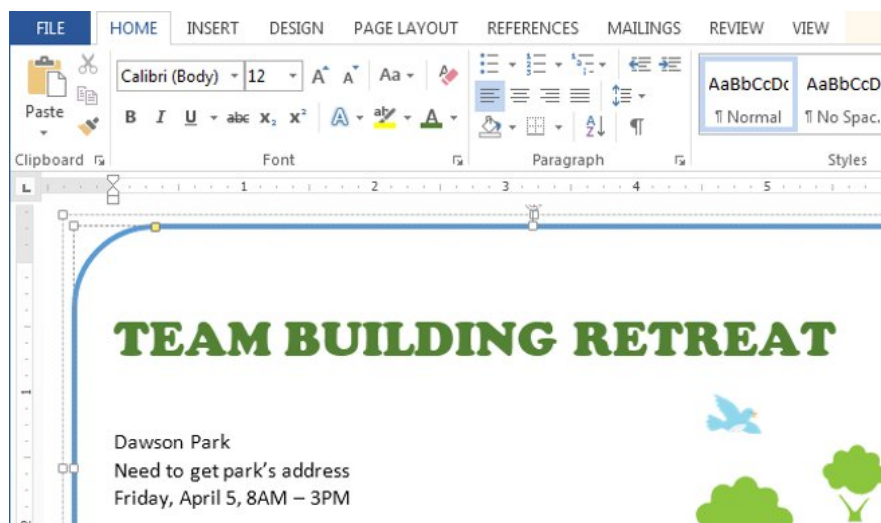
1. Select the text you want to edit.



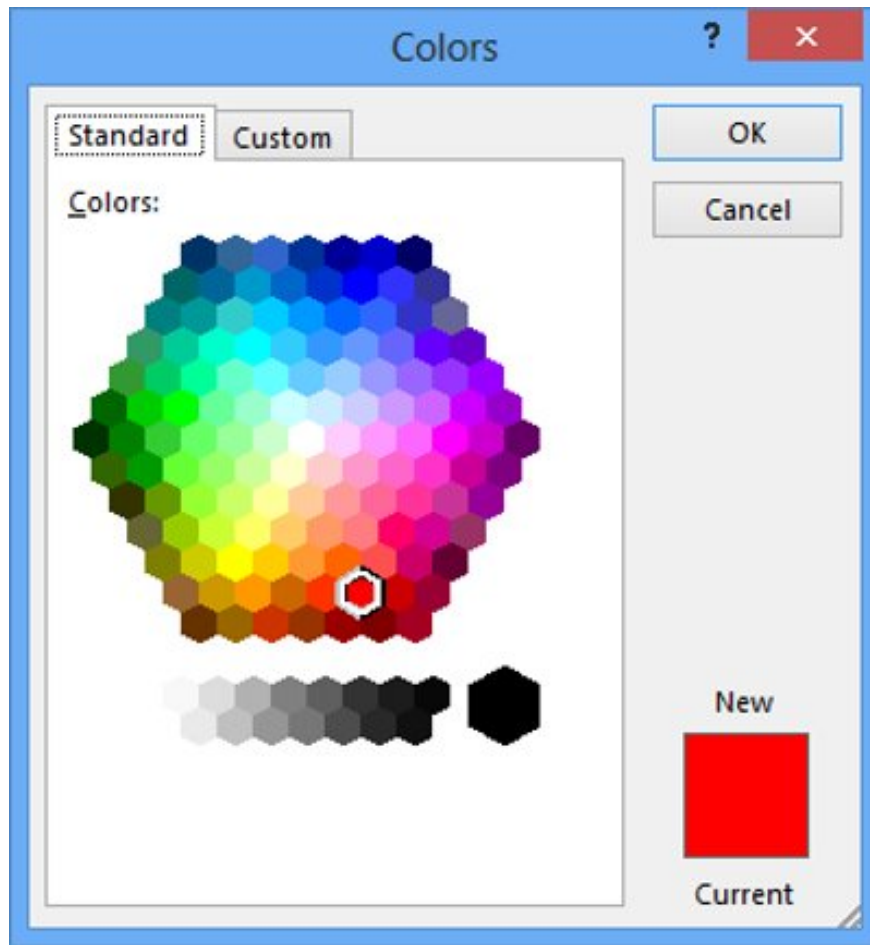
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu will appear.
3. Move the mouse over the different font colors. The live preview of the color will appear in the document.



4. Select a color for the font you want to use. The font color on your document will change.



1. Note : Colors in the drop-down menu will be limited. Select More Color under the menu to access the Colors dialog box. Select the color you want, then click OK .



## IV. Highlight text

Text markup is a useful tool to highlight important documents in your documents.

1. Select the text you want to bookmark.

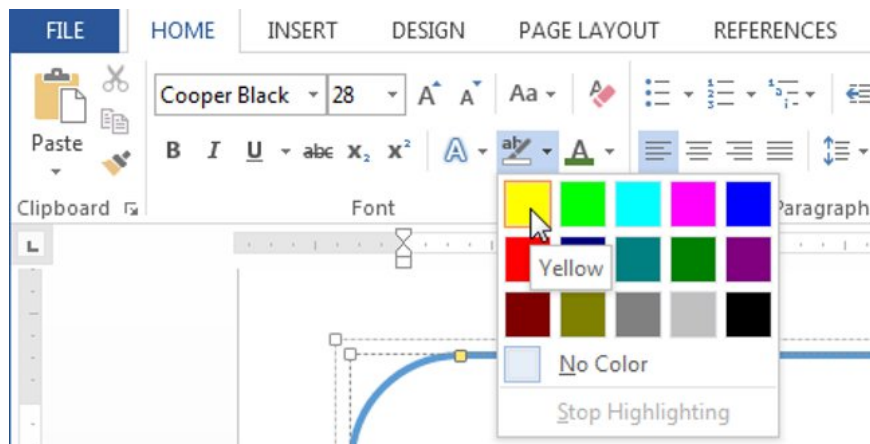
Dawson Park

Need to get park's address

Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,  
scavenger hunt, volleyball, trust walk,

2. From the Home tab, click the Text Highlight Color drop-down arrow and a Highlight Color menu will appear.



3. Select a color to mark the text you want. The text you selected will be highlighted as more prominent in the document.

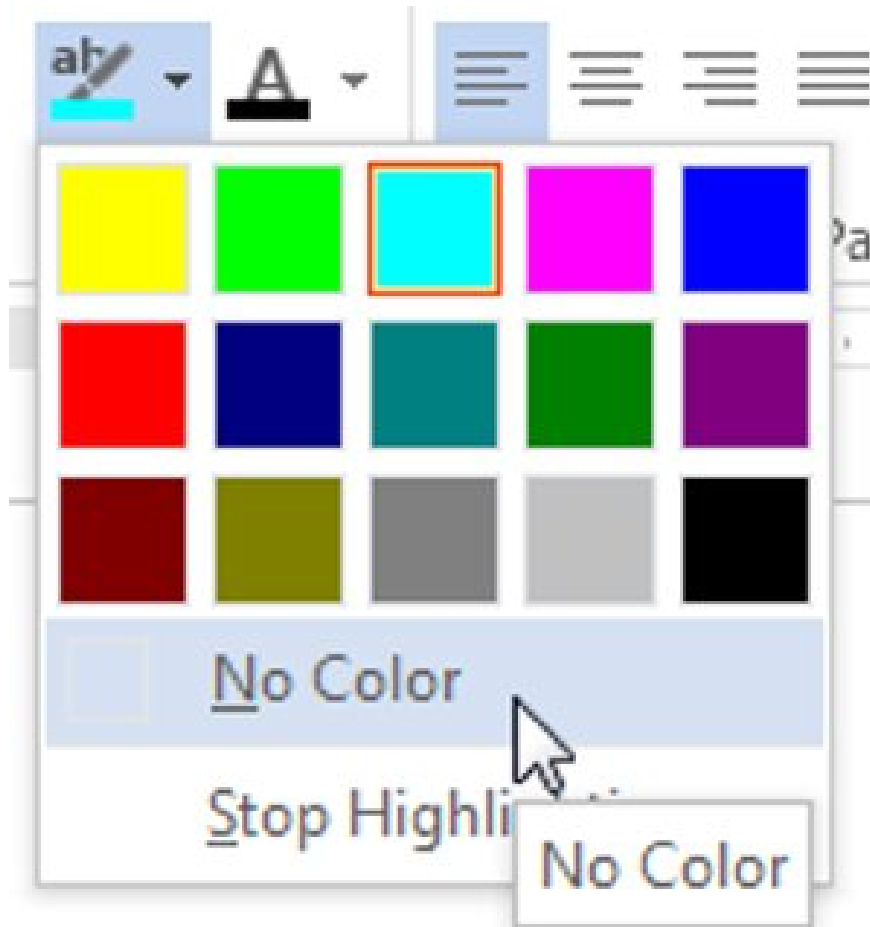
Dawson Park

Need to get park's address

Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,  
scavenger hunt, volleyball, trust walk,

1. To remove highlight marks , select the text you marked, then click the Text Highlight Color drop-down arrow. Select No Color from the drop-down menu.

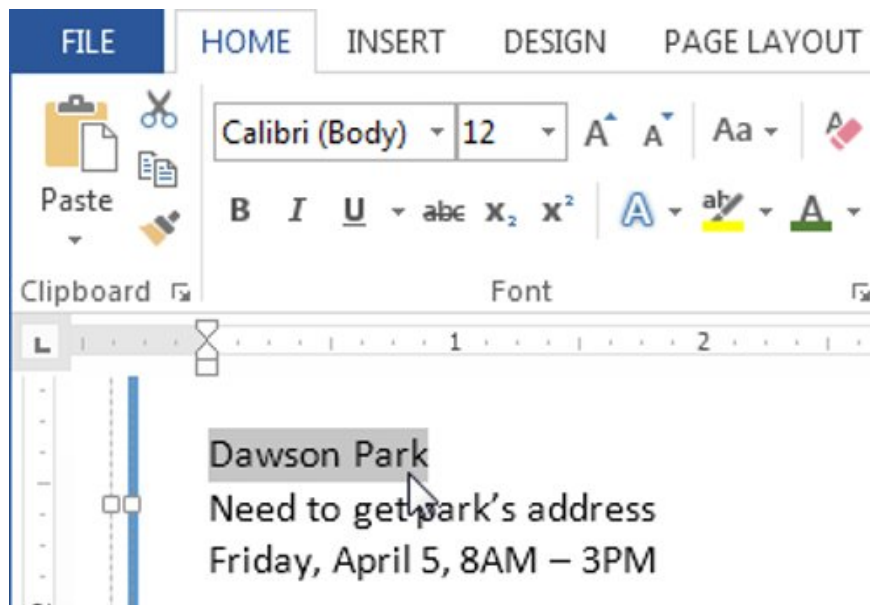


1. If you need to highlight a few lines of text, changing the mouse to highlighter can be a useful option to select and mark individual lines. Click the Text Highlight Color command and the cursor will change to a highlighter. Then, you can click, hold and drag the color on the lines you want to highlight.

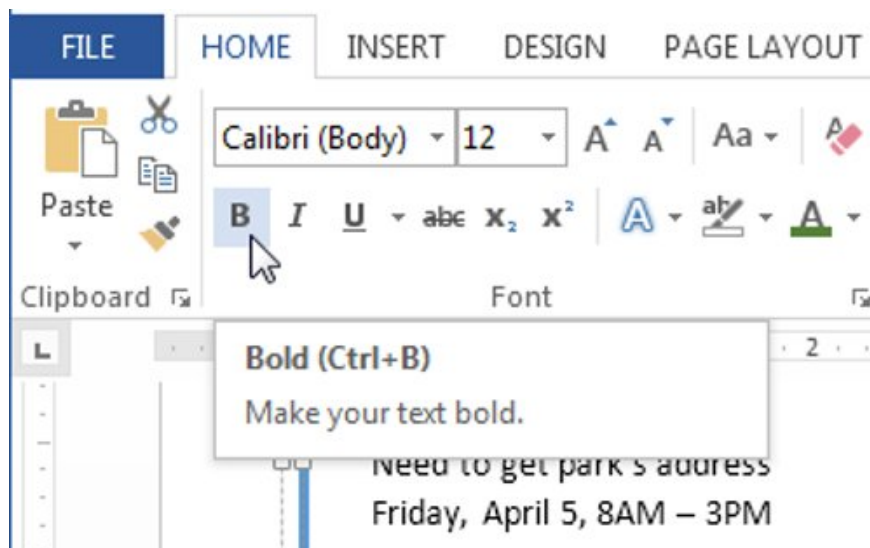
## V. Use commands **Bold**, **Italic** and **Underline**

You can use commands like **Bold** ( **bold** ), *Italic* ( *italic* ) and Underline ( underline ) to mark important words or phrases in your document.

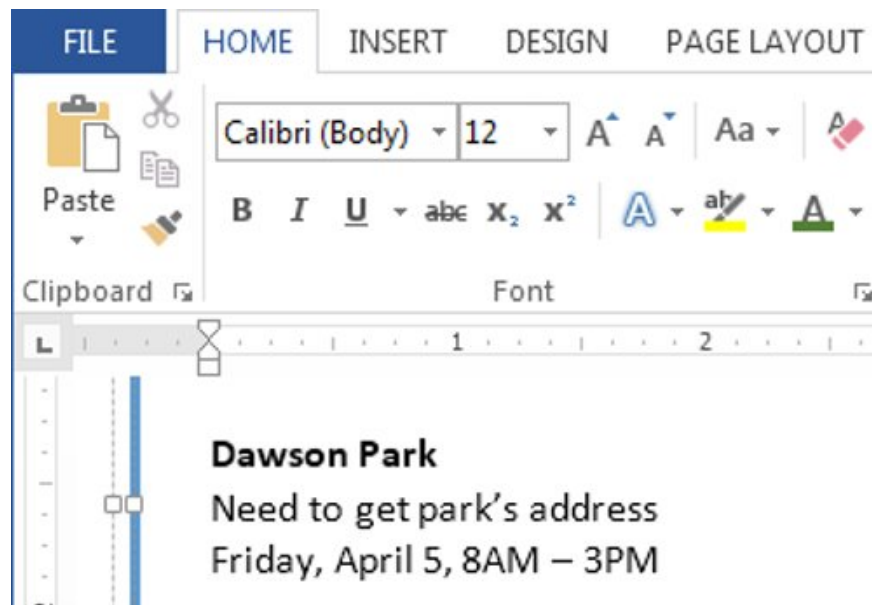
1. Select the text you want to edit.



2. On the Home tab, click the Bold ( B ), Italic ( I ) or Underline ( U ) command in the Font group. In the example below, we click Bold .



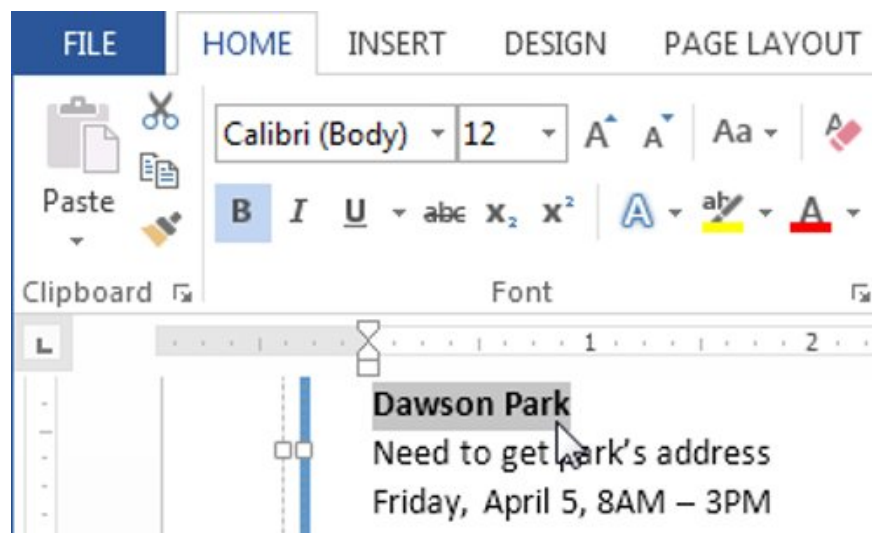
3. The text you selected in the document will change.



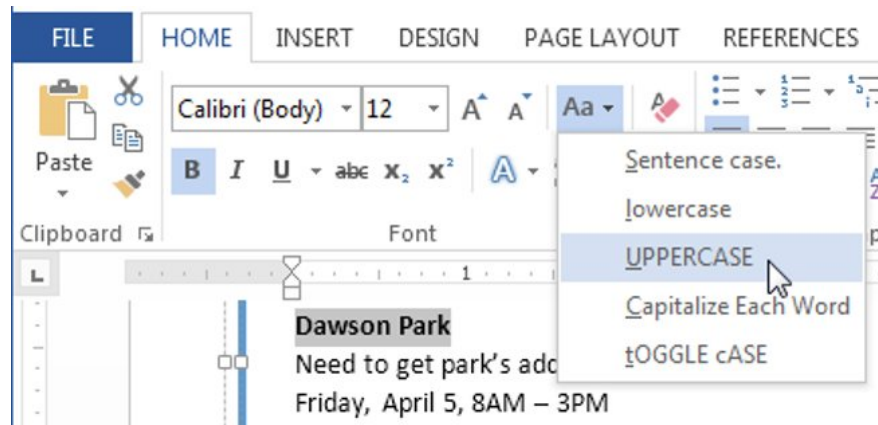
## VI. Change text case

When you need to change text case quickly, you can use the Change Case command instead of having to sit down and retype the text.

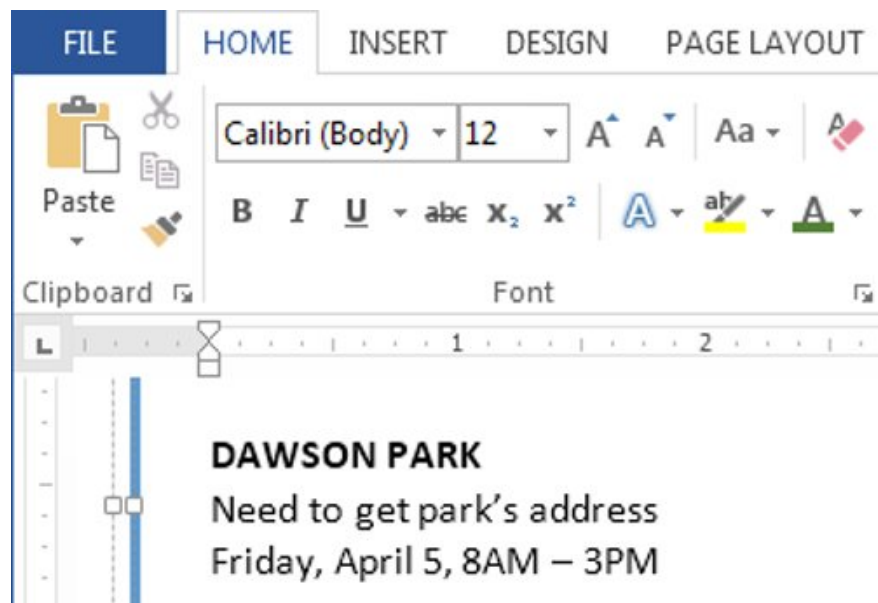
1. Select the text you want to edit.



2. On the Home tab, click the Change Case command from the Font group.
3. A drop-down menu will appear on the screen. Select a case option that you want from the menu.



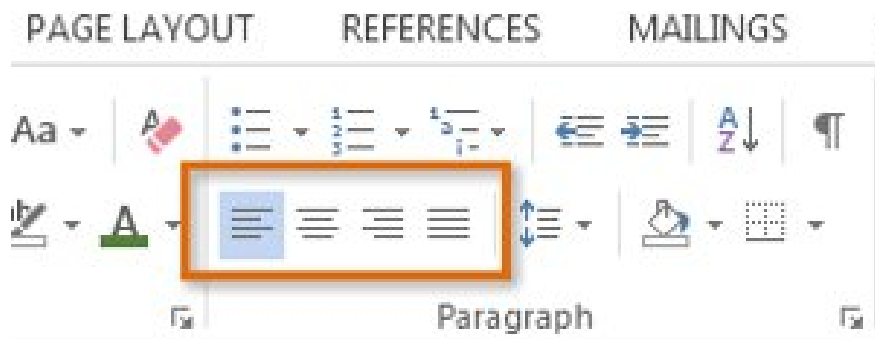
4. The text case in your document will change.



## VII. Align, adjust text margins

By default, in a new text the alignment is set to left alignment. However, in some cases you will have to adjust the right alignment or center alignment.

1. Select the text you want to edit.
2. On the Home tab, select 1 of 4 options aligned from the Paragraph group.



The text in your document will be aligned, aligned to your wishes:

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

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

1. Center Allignment - This text aligns with the equal distance between the left and right margins.

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

1. Align Text Right - This icon aligns all selected text to the right.

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

1. Evenly spread text to 2 on the sidelines : The text is edited balanced on both sides. It aligns with the distance between the left and right margins.

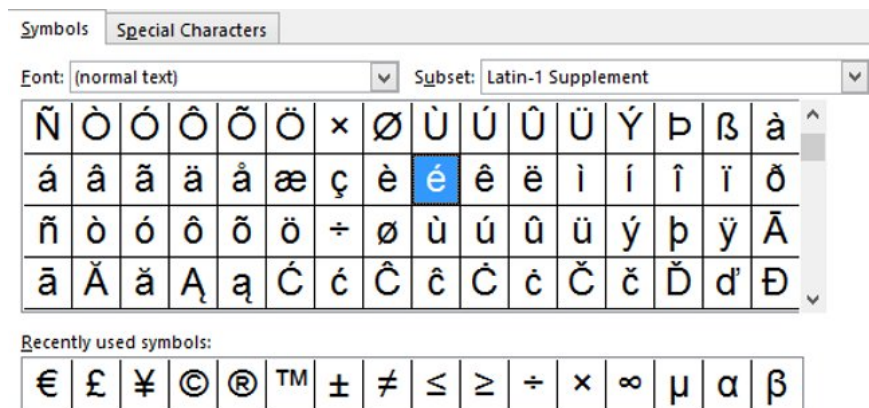
During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

1. In addition, you can use Word's Set as Default feature to save all created format changes and automatically apply these formats to new documents.

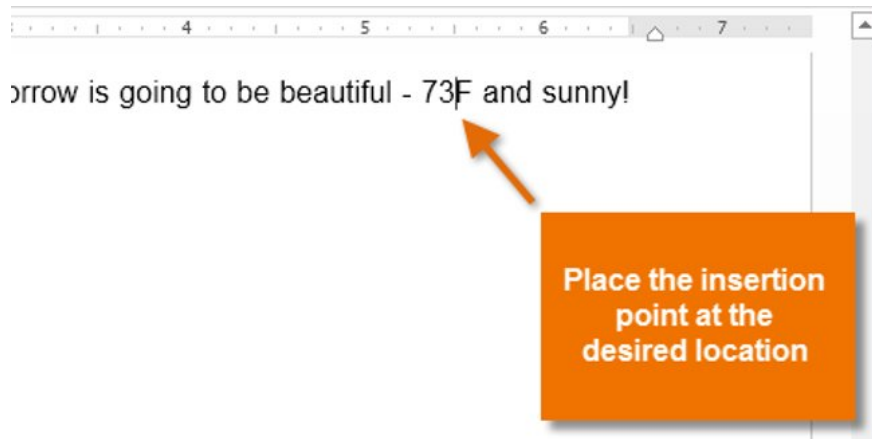
## VIII. Symbol

Sometimes, you need to add a logo to your text, such as a copyright © symbol. Word 2013 provides a collection of symbols for currency, language, math and more.

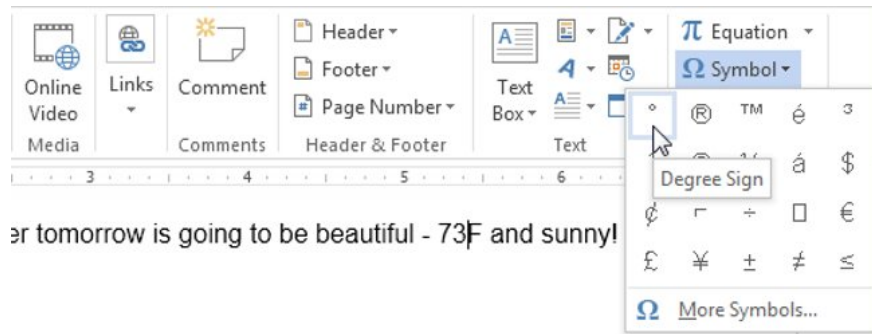


To insert an icon:

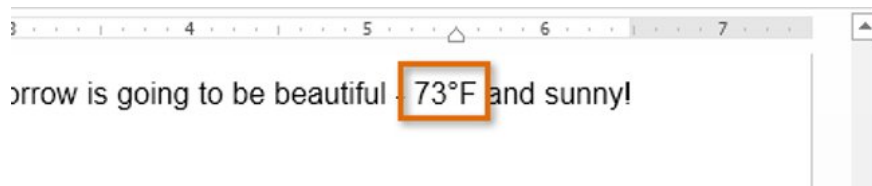
1. Move the insertion point to the position you want to add the symbol.



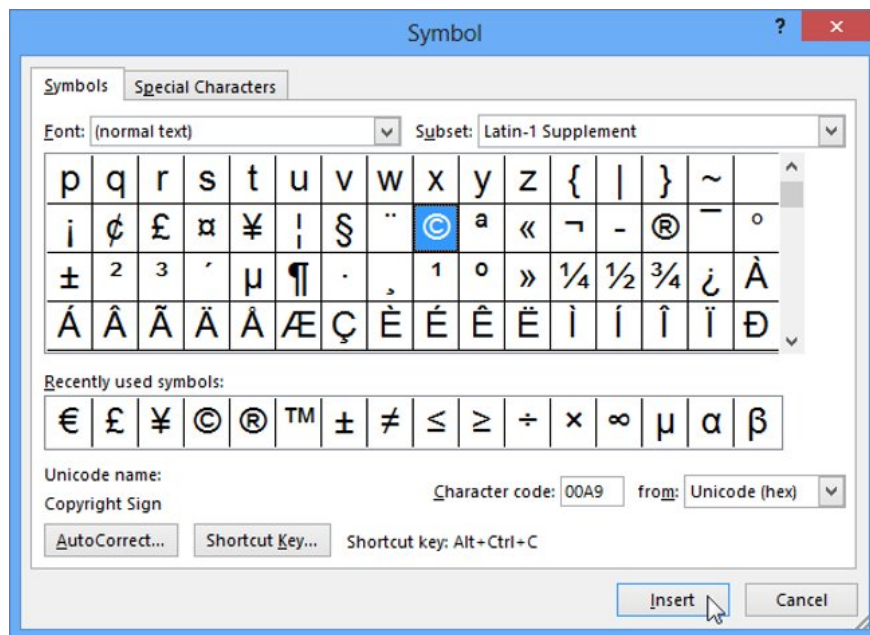
2. Click the Insert tab, click the Symbol drop-down arrow. A menu of symbols will appear.
3. Select any icon you want from the drop-down menu.



4. The icon you want to add will appear in the text.



1. If you cannot find the icon you want to add, select More Symbols to open the Symbol dialog box. Navigate and select the icon you want, then click Insert .



See also: [Word 2013: Instructions for using Microsoft and OneDrive accounts](#)

Having fun!

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