

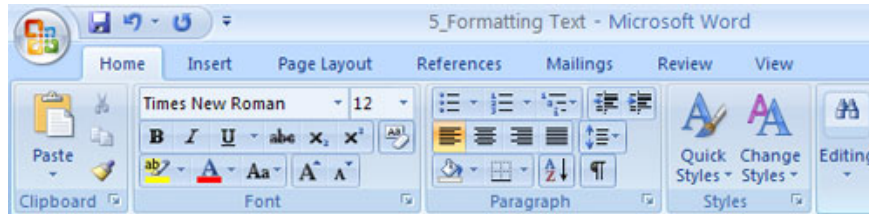
MS Word - Lesson 5: Format the text

In this article, we will learn how to style text in Word 2007 through the built-in Styles feature.

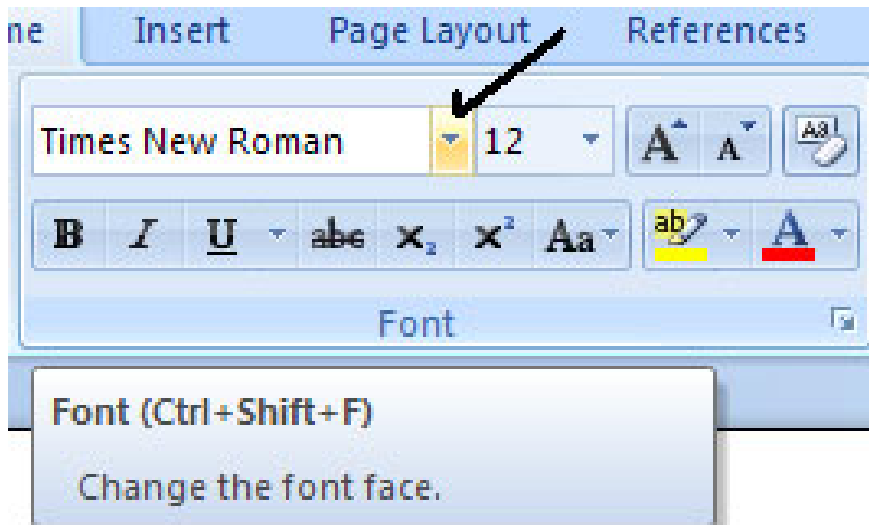
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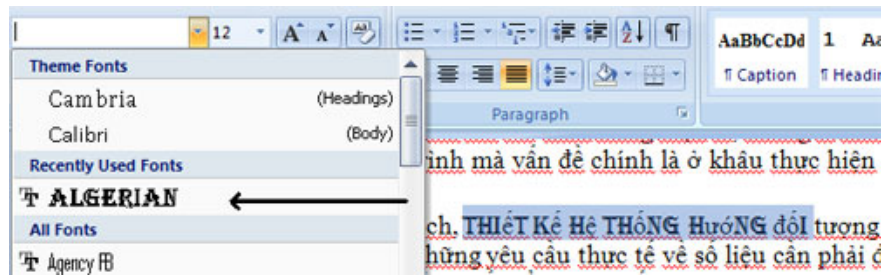
Styles

Styles is a format tool that includes fonts, font sizes, effects (bold, italic, underline, etc.), colors, etc. Notice the Home tab on the Ribbon, there are some groups that will help with Format your document styles: Font, Paragraph, and Styles.



- Click the arrow to the right of the font name and select the style you want. **To change the font:**

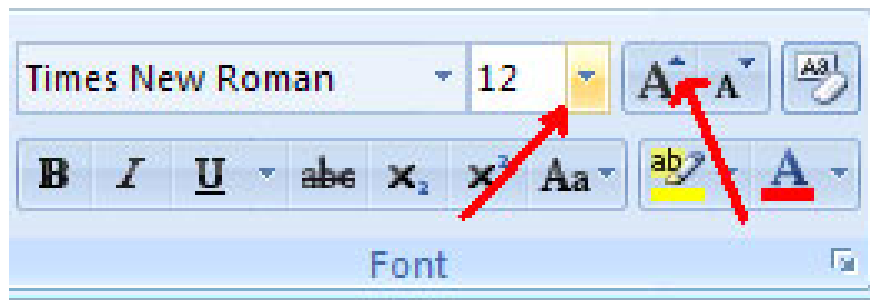




- Remember, you can preview how the new font will appear by highlighting the text and choosing the font type. You will see that the highlighted text will be changed by the selected font.

To change the font size:

- Click the arrow next to the font size and select the font size.
- Or click the increase button or decrease the font size.



Font Style and Effects

Font styles are predefined formatting options that are used to highlight text. These include: **Bold** (bold), *Italic* (italic) and Underline (Underline). To define text effects:

- Highlight the text and click Font Styles displayed on the Font group of the Ribbon, or

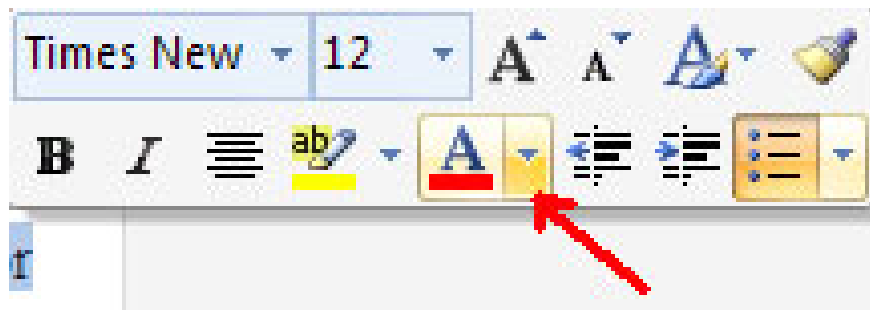


- Black out text and right click to display the font tool.

Change the font color

To change the text color:

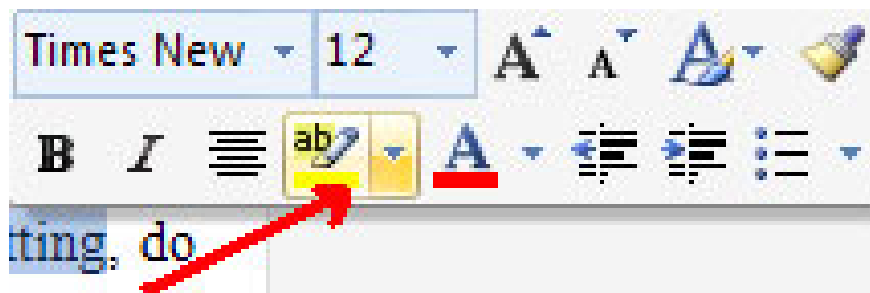
- Highlight the text and click the **Colors** button in the **Font** group on the **Ribbon** , or
- Highlight the text and right click, then select the **colors** tool.
- Select colors by clicking on the arrow to the right of the font color button.



Highlight (highlight) text

Highlight the allowed text to emphasize the text as desired. To do this, we do the following:

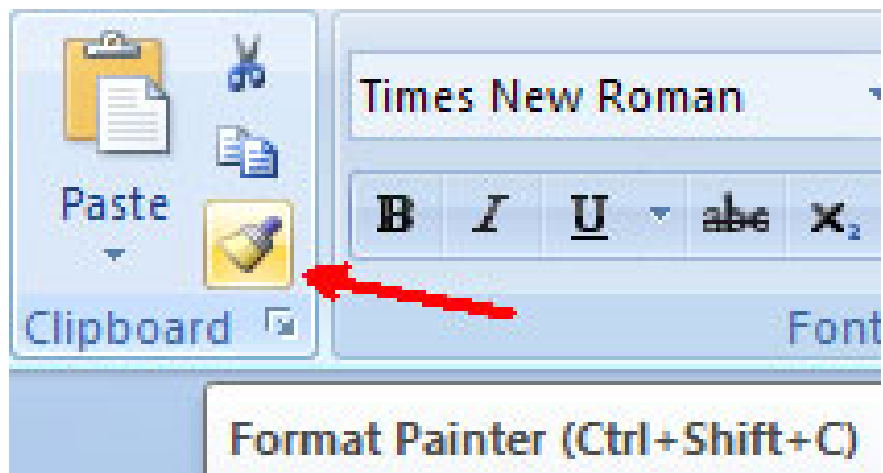
- Black out the text you want to apply.
- In the **Font** group on the **Ribbon** , click the **Highlight** button or
- Highlight the text and right click, then select the hightlight tool.
- To change the color of highlights, click the arrow to the right of the highlight button and choose the color you prefer.



Copy format

If you have formatted text and you want other parts of the document to have the same format, you can copy the format. To copy the format, do the following:

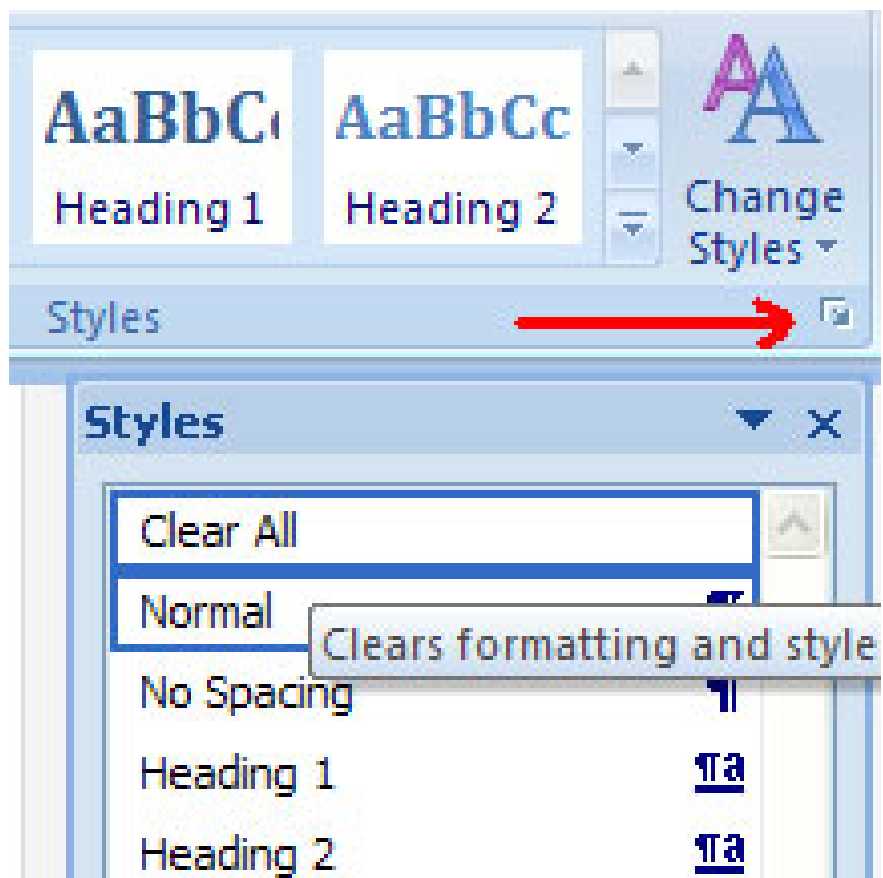
- Black out previously formatted text.
- Copy the text format by clicking the **Format Painter** button on the **Clipboard** group of the Home tab.
- Apply the copied format by blackening the new text and clicking on it.



Delete the format

To delete the text format:

- Select the text you want to delete the format.
- Click on the **Styles** dialog box on the **Styles** group of the **Home** tab.
- Click **Clear All** .



Next article: MS Word 2007 - Lesson 6: Format Paragraphs

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