

# Formatting Text

## Seminar

Revision 1.1

Basic Training in Computer Science™  
CS 6.0

Written by John Nash.

**Adult Life Training, Inc.**

An Indiana Not For Profit, Community Benefit, Educational Corporation

Affiliated with

**Abundant Life Tabernacle**

3301 East Coliseum Blvd  
Fort Wayne, Indiana 46805  
(260) 432-0014 ext. 128



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## Foreword

This book is written to help you, the beginning computer user, build your first computer job skills. This book is designed to be used as a step-by-step guide during your practice time outside of class. In class we use Linux, and you will notice most things work the same, with a very few differences. This text is written specifically to fit the Microsoft-type systems because at this point in time they are still the kind you are most likely to encounter at home or in the library.

We have come a long way from where we started some years ago. We have helped several hundred people and in this revision we have applied that experience to update this text accordingly. This revision is the first to have an instructor's version available.

You can use this book as a beginning for your computer self-help collection. I hope this helps!

John Nash, President  
Adult Life Training, Inc.

## Acknowledgments

We would like to thank everyone who contributed to this project: our Fort Wayne community that made room for us to serve, Abundant Life Tabernacle that provides the space for our office and lab, A Plus Computers and The Verizon Foundation that provides the lab computers, and Fort Wayne Housing Authority, Volunteers of America, and the Indiana Department of Workforce Development that sends us many of our students.

We also thank Pastor Keller and David Stovall for their continued encouragement and patience, Jordan Nash who most recently edited some of our work and has provided much technical help in the lab, John Nash 3<sup>rd</sup> and Jerrod Nash for their technical help in the lab, Jennifer Nash who has helped with the elementary and middle school material we teach and filled in on the telephones more than once, Jennifer Perkins, Dawn Brock, and Kerri Packer who often have helped with administration, and my patient and loving wife Jolene who has been supportive in so many ways. Starting a business is stressful for a family, but serving our community as an unfunded not for profit, with no salary income for twelve years, creates even more stress. We appreciate your contributions to this important work.

But over and above all these, we would like to thank God, who as Jesus Christ gave us a reason to live, and through His Spirit living in us today makes this work possible. He has and is still sustaining us when all worldly wisdom says that we should have been defeated, bankrupt, and disappeared homeless years ago. By His Grace alone we continue even today.

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## Disclaimer

By using this manual you indicate that you understand and agree that this manual is not to be construed as professional advice. Seek the appropriate professional practitioner for professional advice.

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## Goals for this module

This is a beginner level module to help someone who has no experience with formatting text. The module is intended to be generic enough to apply to most existing office programs including Sun Microsystems's LibreOffice and Microsoft's Office products.

When you have successfully completed this module, you should be able to:

1. Find the formatting buttons on the tool bar
2. Use them to Bold, Italicize, Underline, and select Font Color
3. Change font size and face, and alignment
4. Use the pop up menu to open the formatting control
5. Use the formatting control to do the above, plus
6. Font effects such as shadow and outline
7. Change the position of the text, including subscript, superscript, and rotation
8. Change the background color

## Prerequisites

This class is intended to teach by instruction and practice how to format text in a typical office program. Before taking this class you should have mastered the beginner class material.

## Background

Formatting text in a document can be the difference between a clear document that is easy to read and communicates well and one that does not. The principals taught here will be taught using Open Office. Other office programs will have the same functions, possibly in slightly different places. You must take the initiative to find them in the program that you will be using.

In this course we will be using the LibreOffice suite and Microsoft's Office 2007 Pro suite. Most of the images and menu items will also be available in other popular office packages, although they may be located in slightly different places. You will simply need to look through the menus and find them: that is part of being a flexible worker. LibreOffice programs are free. You can download a copy of LibreOffice for free from <http://www.libreoffice.org/>

The test is to make the poster shown at the end of this material.

**Formatting Text Basics**

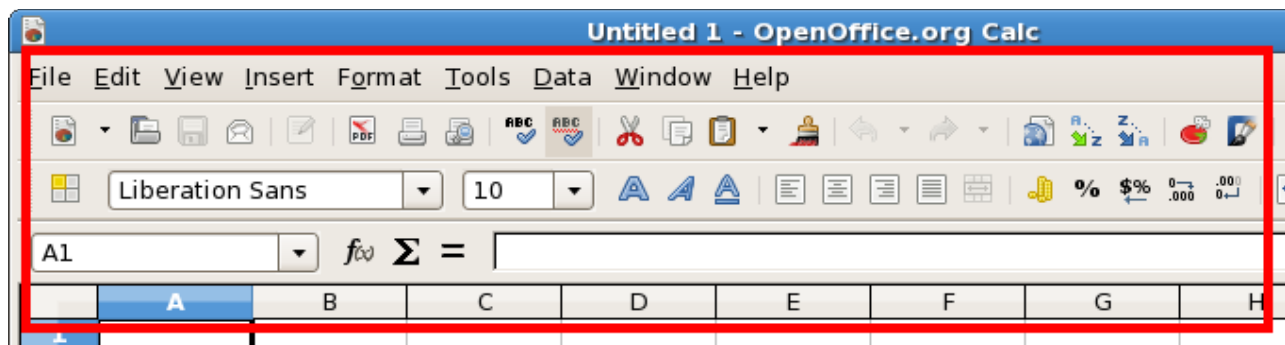
Boot to Microsoft Windows to perform this module. We will begin using a spread sheet program. IN ANOTHER WINDOW, open your Microsoft Office 2007 Excel spreadsheet program. Keep both windows open.

Spreadsheets and Word Processors format text in very similar ways, so that once you have learned one you should be able to work the other also. The same approaches usually work for most office programs.

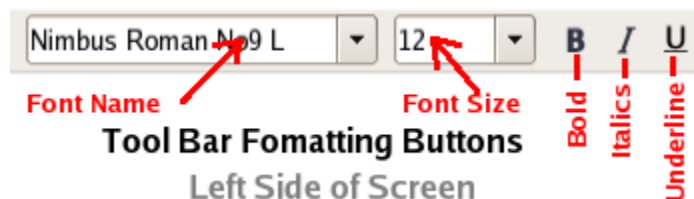
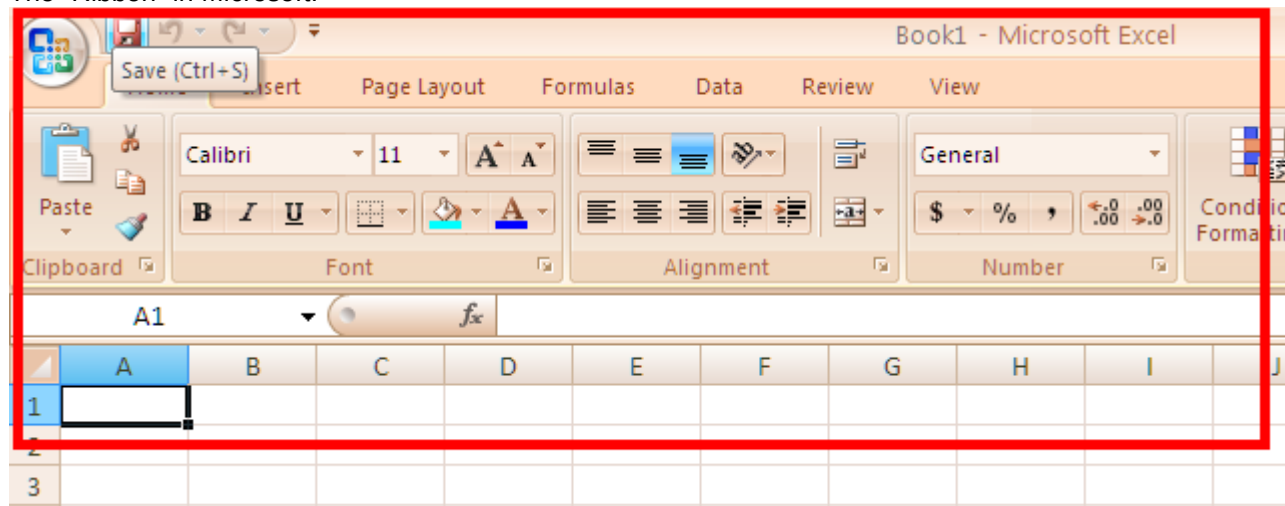
**Tool bar buttons for Formatting Text**

1. Open your LibreOffice 3.1 Calc spreadsheet program if it is not already open. Look at the standard tool bar buttons for formatting text.

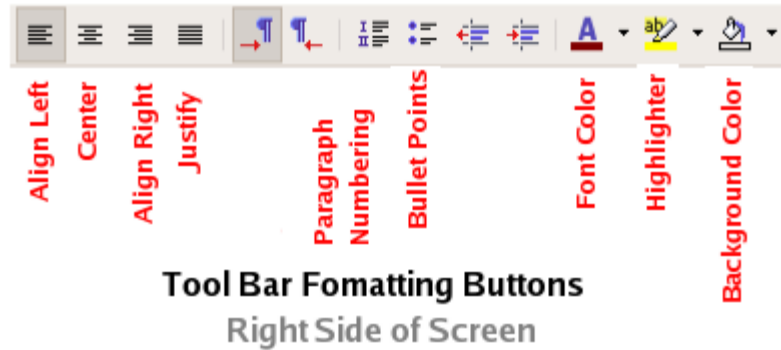
The “Tool bar” from Open Office:



The “Ribbon” in Microsoft:



**Tool Bar Fomating Buttons**  
Left Side of Screen



Font Name selects the writing style (physical appearance) of the letters on the page. The font size decides how big the letters are. Twelve point (12) font is normal. Fourteen (14) point is a little larger, 36 point is large, and so forth. A font that is 72 points high is one inch high: There are 72 points per inch.

### **Bold, Underline, Italics, Font Color**

Click on A1. Now Note the **BOLD**, *ITALICS*, UNDERLINE, and FONT COLOR (**A** with a square after it) icons in the tool bar above the column letters. Press the **B** (Bold) tool button.

Notice that the contents of A1 is bolded. Press the Italics button. Notice your text is now italicized. Press the Italics button again. Notice that now the text is not italicized. Try the underline button also. These buttons toggle back and forth as you press and release them.

Now try using the control keys to do the same thing. Hold down CONTROL (CTRL) and press B (bold) I (Italics), and U (underline). Watch what happens as you press the keys. These keys also toggle.

The font color button allows you to select a color for the font. Press the button on the tool bar to get the color chart. Click a color on the chart to make your selection. Remember ^Z will undo. More formatting choices can be made under the Format menu item.

### **Font Size and Name**

Select cell A1 again.

Referring to the picture on the previous page, find the Font Name box on your screen. Click on the arrow at the right end of the Font Name box and select a different font name than one already selected. Notice there is a vertical scroll bar on the right side of the drop down list that appears to choose from. This is a "scroll bar." You drag the small rectangle located in this scroll bar up and down to move the list, then point to and click on the font name that you want to select. Try several different font names. Look what happens to the shape of the text in cell A1 as you select different fonts.

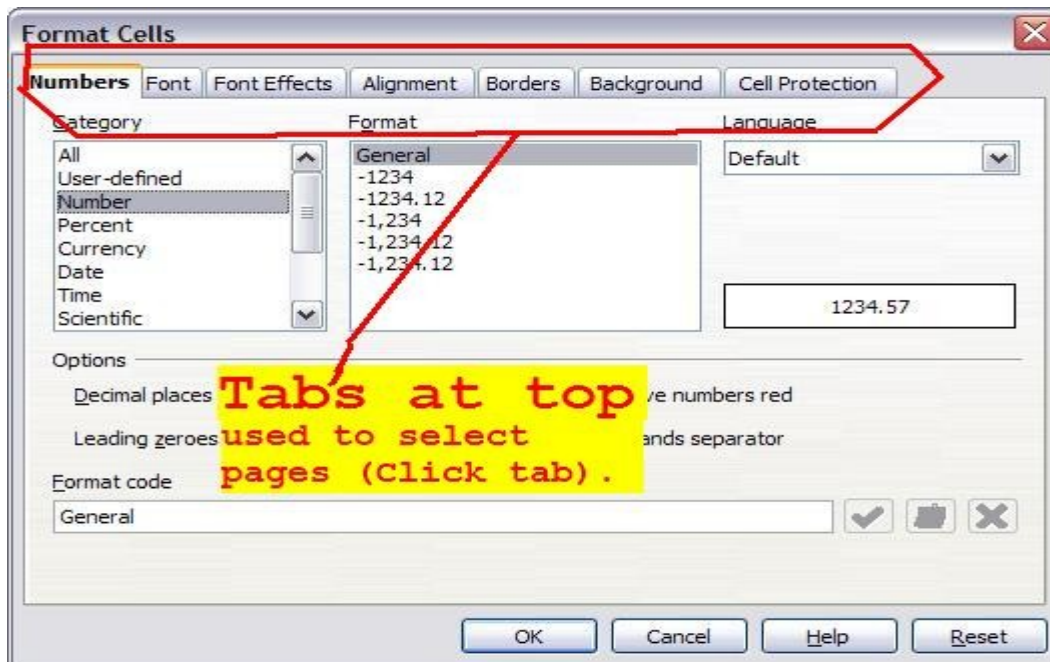
Referring to the picture on the previous page, find the Font Size box on your screen. Click on the arrow at the right end of the Font Size box and select a different size than one already selected. Usually 10 or 12 is selected: try selecting a much larger number, such as 24 or 48. The drop down list works the same way as did the font name list: this is a standard feature in most computers. Look what happens to the size of the text in cell A1 as you choose different font sizes.

## Alignment

If your cell A1 does not have some space after the words it contains, then type something shorter into it. Use the tool bar alignment buttons to center the text in the cell. Referring to the picture on the previous pages, click cell A1, then click the Align Center button. Observe what happens. Click the other alignment buttons (Align Right, Justify, and then Align Left) and observe their effect.

## More Options

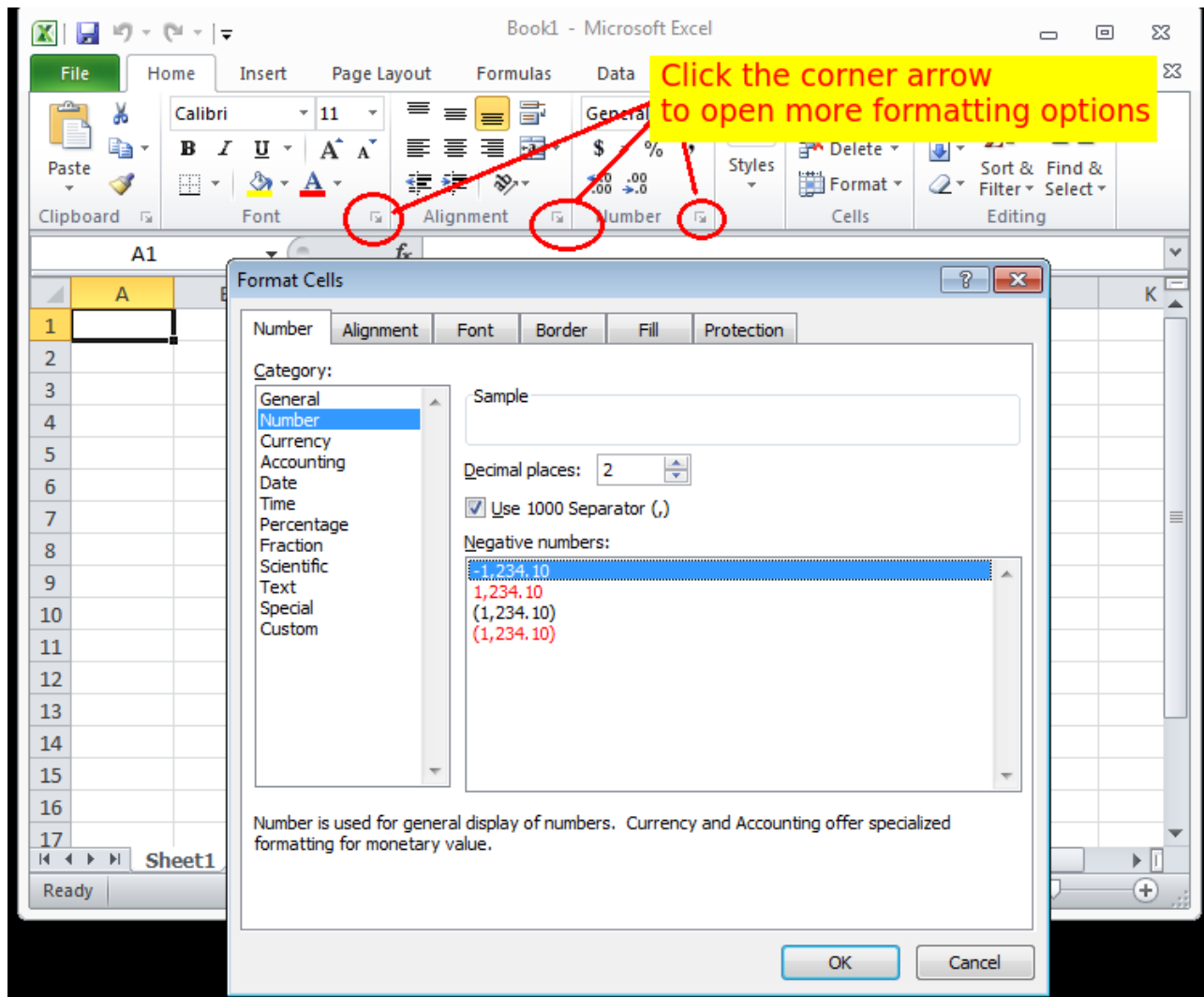
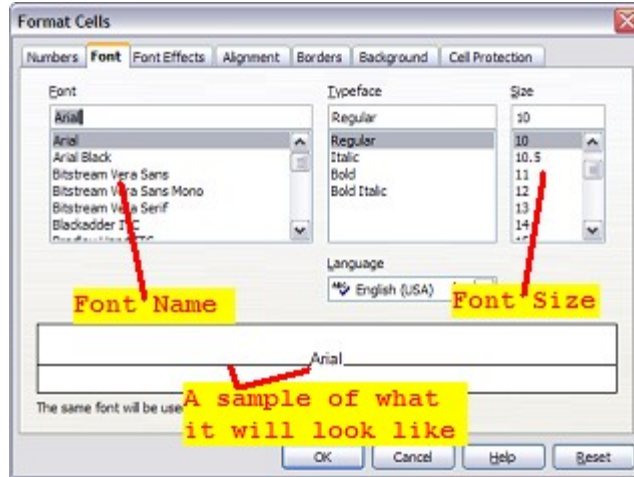
The most commonly used options are available by clicking tool bar buttons, but there are more formatting options available. These are found on the format menus. Either click Format on the menu bar and then select Cells from that menu, or RIGHT click cell A1 and select Format Cells from the pop up menu. In Microsoft Office with the “Ribbon” click the tiny arrow in the bottom right corner of each category. The capabilities are comparable but not identical. You should get a box like the following.



The tabs across the top of this “Tabbed Notebook” dialog box are used to select the information you want to use. There is too much information to fit it all on one screen, so it is grouped together into tabs. Click each tab to see the information that it contains.

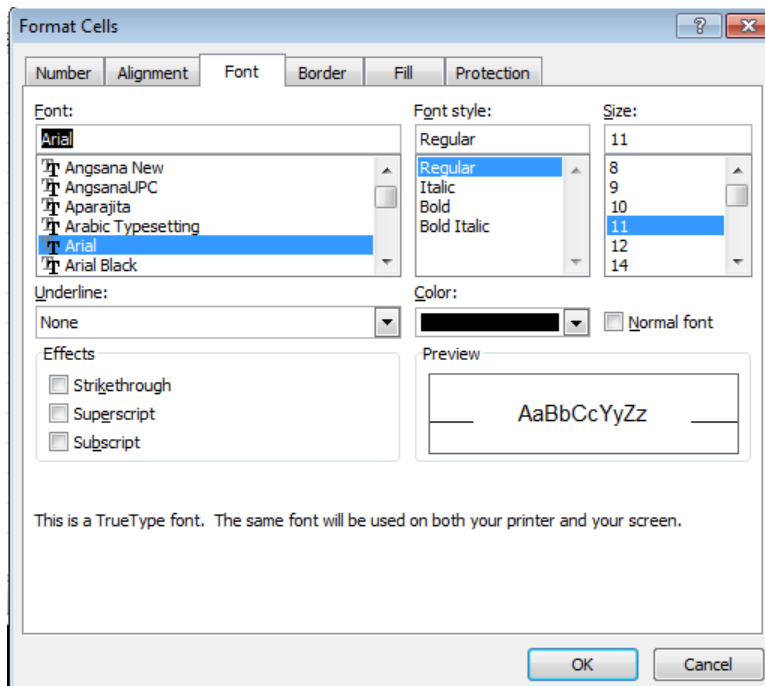
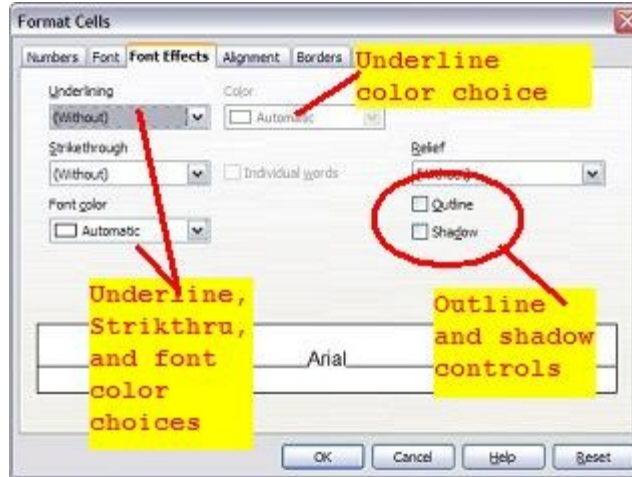
Start with the Font tab. **Click the font tab** and notice that the same functions that you achieved with the tool bar buttons is also available here: the font name, bold, italics, and font size are available on this screen.





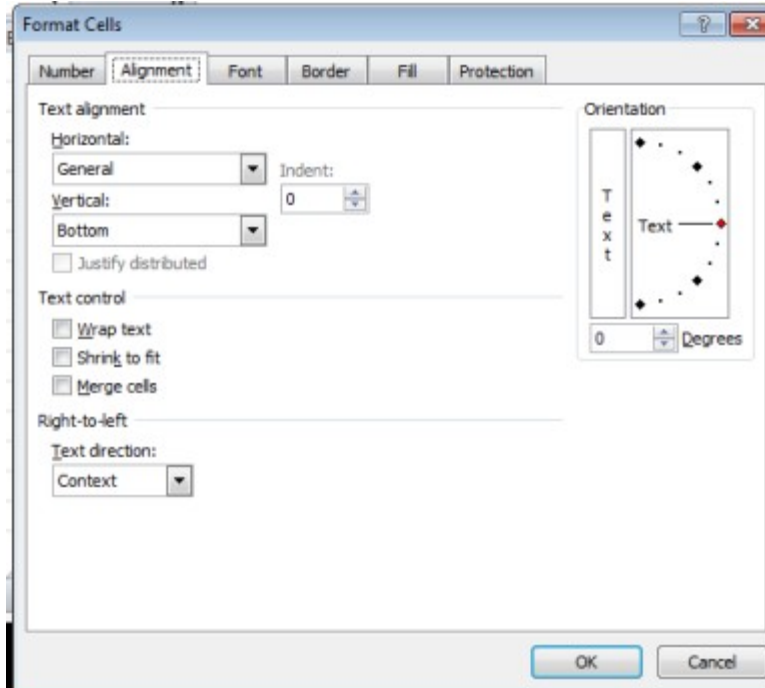
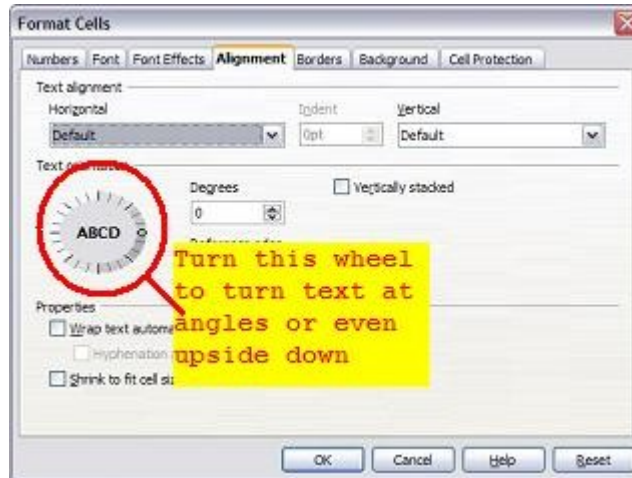
Click the **Font Effects** tab. Note that underline and font color are here, along with some features that you have not used so far. Underlining is no longer just an on or off choice, it now is a drop

down list (see the arrow at the right end of the box?) with several different kinds of underlining to select from. Pick one. Notice to the immediate right of the underlining box there is a color box. This box allows you to choose what color the UNDERLINE will be. Underline may be a different color than the font color.



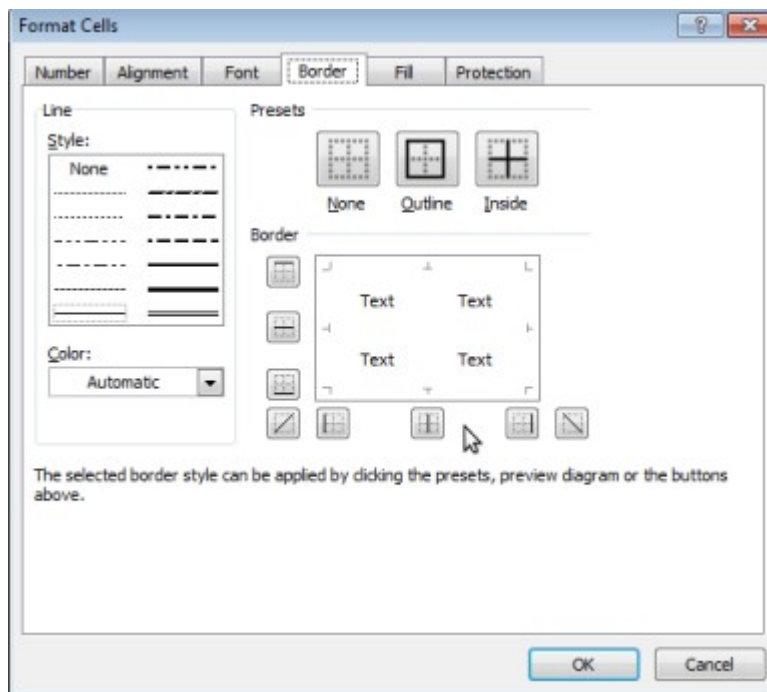
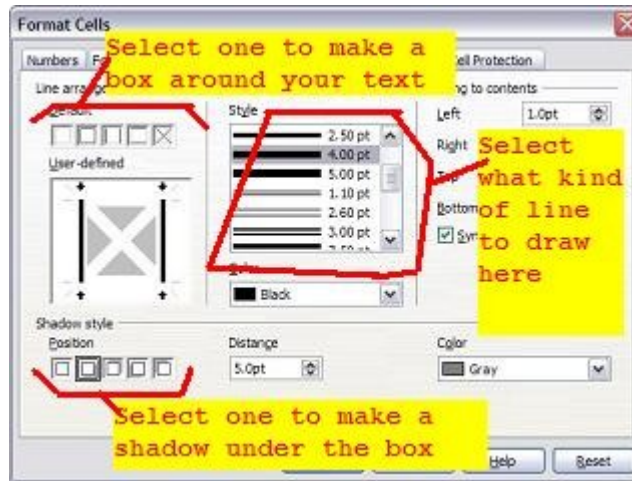
Notice that there is a new feature called Strike through. This draws a line through the letters and is used for copy editing. Of greater interest are the boxes marked Relief, Outline, and Shadow at the right side of this tab. Outline and Shadow are check boxes – check them to see what happens. Relief is a drop down list box (see the arrow at the right end of the box?). You can try the the different possibilities, but when you are done please set it back to (Without) before proceeding.

**Click the Alignment tab.** Notice that there is a little wheel that you can turn by dragging the edge around, or use the up/down “elevator” buttons in the box immediately to the right of the wheel to change the angle of the print. By selecting 90 degrees the print will be vertical instead of the normal horizontal. Selecting 180 degrees makes it upside down. You must click OK at the bottom right of the dialog box to make the change take effect, but you can click Format Cells again to resume.



Set it back to zero degrees before proceeding.

Click the **Borders** tab next. This tab lets you draw a border around the cell. In a word processor it also lets you draw a box around whatever text you have selected ahead of time. Where it says Line Arrangement: Default click each of the little boxes and look at how the lines will be drawn around the cell. This also works for paragraphs in a text document. Change the thickness of the lines by clicking a line in the Line Style box. There are more than one type of line possible, so you must use the vertical scroll bar to see them all. You may also change the color of the border lines by selecting a color from the Color box underneath the Line Style box.



Finally **click the Background tab**. Click a color to set the background color of the cell.

That is enough for a seminar overview. By now you should see there are interesting possibilities and the capabilities of most office suites are similar even if the actual controls are in slightly different places with slightly different pictures.

Open the word processor and duplicate the next page. Color it as you think attractive. Turn in your finished work to get your certificate.

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hungry!

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1. This is a seminar, so there is no test

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Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Please give this page and your sign to the instructor so that a certificate may be produced for you.