**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lesson 3 Notes**

MS Word 2013

**SKILLS TO KNOW:**

1. Apply **\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Attributes:
   1. Home Tab
   2. Font, Font Size, Increase Font Size, Decrease Font Size, Change Case, Clear All Formatting, Bold, Italics, Underline, Font Color, Text Effects, Strikethrough, Subscript, Superscript, Highlight
   3. For Small Caps, Hidden, and Double Strikethrough
      1. Launch Font dialog box
      2. Place check in the box beside the font formatting needed
2. Attribute Explanations for special formatting commands:
   1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** – changes the font case to UPPERCASE, Sentence case, Capitalize Each Word, etc.
   2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** – removes ALL formatting from selected text and returns it to the default settings
   3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** drop down menu – gives additional options for underlining such as type of line and line color
   4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** – Drop down menu gives text effect options for selected text; launching the font dialog box, then selecting Text Effects at the bottom of the box will let you change text fill and outline options
3. To use the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**
   1. Select the formatted text you want to copy
   2. Click Format Painter
   3. Once your cursor becomes a paintbrush, select text you want to apply the formatting to
4. To apply **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to text:
   1. Home Tab
   2. Styles Group or launch the dialog box and make your choice
5. To **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Styles:
   1. Home tab
   2. Styles group
   3. Right click on the Style you want to modify
   4. Choose Modify …
   5. Make changes and click OK
6. Insert and format **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**
   1. Insert tab
   2. Text Group
   3. WordArt
   4. Choose desired WordArt style
   5. While WordArt is selected, use the WordArt Drawing Tools Format ribbon to make formatting changes.
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a PDF File:
   1. Click Open and choose the PDF file
   2. Click OK to the prompt (Word will now convert your PDF to an editable document)
   3. You can now edit the document
   4. You can save it as a Word document or resave it as a PDF file

**Key Terms**

|  |  |
| --- | --- |
|  | Any single letter, number, symbol, or punctuation mark. |
|  | A style that is applied to individual characters or words that users have selected. |
|  | A set of characters that have the same design. |
|  | Live preview shows you how your document will look with the selected feature. |
|  | A font in which all of its characters take up the same amount of horizontal space. |
|  | A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected. |
|  | A measurement that refers to the height of characters with one point equaling approximately 1/72 of an inch. |
|  | A font in which the horizontal spacing varies. |
|  | A font that does not have the small line extensions on its characters. |
|  | A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text. |
|  | A new font command group that adds a distinctive appearance, such as outlines, shadows, glows or reflections, to selected text. |
|  | Decorative text that enhances text. |