After completing this lesson, you will be able to:

- Use the Formatting toolbar to format text.
- Apply character effects to text.
- Align text.
- Cut and paste text.
- Use drag and drop to edit text.
- Use collect and paste.
- Apply styles.
- Preview a document.
- Print a document.

To apply a bold attribute

- 1. Select the text.
- 2. On the Formatting toolbar, click the Bold button.

Or

• Press Ctrl+B.

To apply an italics attribute

- 1. Select the text.
- 2. On the Formatting toolbar, click the Italic button.

Or

• Press Ctrl+I.

To apply an underline attribute

- 1. Select the text.
- 2. On the Formatting toolbar, click the Underline button.

Or

• Press Ctrl+U.

To format text

- 1. Select the text.
- 2. On the Formatting toolbar, click the Style down arrow.

Or

• Click the Font down arrow.

Or

• Click the Font Size down arrow.

To format text using the Font dialog box

- 1. Select the text.
- 2. On the Format menu, click Font.
- 3. Make selections as desired.

Aligning Text in a Document

To align text

• Click the paragraph that you want to align.

Or

- 1. Select all or part of the multiple paragraphs that you want to align.
- 2. On the Formatting toolbar, click the appropriate alignment button.

Cutting and Pasting Text

To cut or copy text

- 1. Select the text that you want to move or copy.
- 2. On the Standard toolbar, click the Cut or Copy button.
- 3. Click the insertion point in the location in which the text is to appear or be duplicated.
- 4. On the Standard toolbar, click the Paste button.

Using Drag and Drop to Edit Text

To move text using the mouse pointer

- 1. Select the text that you want to move or copy.
- 2. Position the mouse pointer over the selected text and hold down the left mouse button.
- 3. Drag the mouse pointer to the new location.

Using Collect and Paste

To paste from among multiple selections in the Office Clipboard

- 1. Select the text that you want to move or copy.
- 2. On the Standard toolbar, click the Cut or Copy button.
- 3. Repeat Steps 1 and 2 for every selection that you want to move or copy.
- 4. Click where the item is to appear.

(continued)

Using Collect and Paste

To paste from among multiple selections in the Office Clipboard (continued)

- 5. On the Edit menu, click Office Clipboard.
- 6. On the Clipboard task pane, click the item that you want to paste.
- 7. Repeat Step 6 for every item that you want to paste.

Applying Style to Text

To apply a style to text

- 1. Select the text to be formatted.
- 2. On the Formatting toolbar, click the Style down arrow.
- 3. Click the style that you want to apply.

Previewing a Document

To preview a document

• On the Standard toolbar, click the Print Preview button.

Printing a Document

To print a document

• On the Standard toolbar, click the Print button.

Printing a Document

To print a document using special print settings.

- 1. On the File menu, click Print.
- 2. In the Copies section, type the desired number of copies in the Number of copies box.
- 3. In the Page Range section, click Current Page to print the current page; click All to print all the pages; click Pages to print specific pages, and then type the desired page numbers in the Pages box.
- 4. Click OK.

Printing a Document

To print selected text

- 1. Select the text that you want to print.
- 2. On the File menu, click Print.
- 3. In the Page range section, click Selection.
- 4. Click OK.