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.

Using the Formatting Toolbar to Format Text

To apply a bold attribute

1. Select the text.

2. On the Formatting toolbar, click the Bold button.

   Or

- Press Ctrl+B.

Using the Formatting Toolbar to Format Text

To apply an italics attribute

1. Select the text.

2. On the Formatting toolbar, click the Italic button.

   Or

• Press Ctrl+I.

Using the Formatting Toolbar to Format Text

To apply an underline attribute

1. Select the text.

2. On the Formatting toolbar, click the Underline button.

   Or

- Press Ctrl+U.

Using the Formatting Toolbar to Format Text

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.

Using the Formatting Toolbar to Format Text

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.