

MS Word - Formatting Text

Chapter 2: MS Word - Formatting Text · Topic 1

Key Concept

We can change the font (style of letters) and font size to make our text look different or easier to read.

Alignment lets us position text to the left, right, or centre of the page, depending on how we want it to look.

We can also use bullet points or numbered lists to organise information clearly in a document.

Formatting text well makes documents more readable and helps important information stand out to the reader.

Quick Revision Notes

- Formatting changes font, size, colour and alignment.
- Font is the style of letters.
- Font size changes how big or small text looks.
- Alignment positions text left, right or centre.
- Bullet points organise information clearly.
- Numbered lists also organise information.
- Good formatting makes documents readable.
- Formatting helps important information stand out.

Practice Questions

- 1 Practice changing the font of a sentence.
- 2 Try centre-aligning a title.
- 3 Create a bullet point list of three items.
- 4 Change the font size of a heading.
- 5 Discuss why formatting makes documents easier to read.
- 6 Format a simple paragraph with a bold heading.