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## Lesson 8 Character Formatting

### Lesson Topics

- Underline
- Bold and Italics
- Exercise: Character Formatting

### Lesson Objectives

At the end of the lesson, you will be able to:

- Apply underline formatting as you type text;
- Use the Formatting toolbar and keyboard commands to apply and remove underline formatting;
- Apply bold or italic formatting as you type text;
- Use the Formatting toolbar and keyboard commands to apply and remove bold and italic formatting;
- Remove all formatting quickly with CTRL/SHIFT/Z.

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### Student Files Used

You will not use any files from your student disk.

### Student Files Created

You will save the following file to your student disk:

- Formats

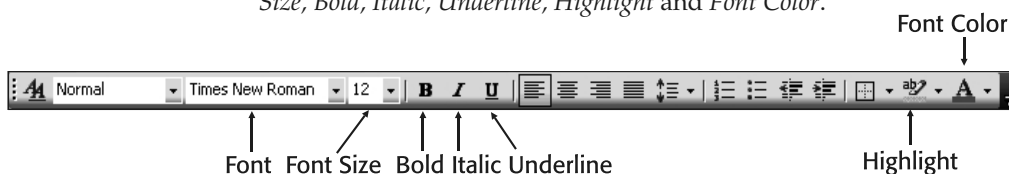
## Underline

The word *format* refers to the appearance of a document. This lesson deals with character formatting such as underlining, bolding, and italicizing. In later lessons you will learn other ways to format documents, such as centering text and changing margins.

There are two principles to keep in mind when formatting characters in Word:


- If *no* text is selected, whatever format you choose will be applied only to new text — it will not affect existing text.
- If text is highlighted, the format will be applied only to the selected text — it will not affect other text.

The Formatting toolbar, located directly below the Standard toolbar, contains seven character format commands — *Font*, *Font Size*, *Bold*, *Italic*, *Underline*, *Highlight* and *Font Color*.



## Underlining New Text

You are going to underline new text by clicking the Underline button on the Formatting toolbar.

1. **Be sure the Show/Hide Paragraph button is activated, *Normal* is chosen on the View menu, and the Word settings match those on pages xiii - xv.**
2. **There should be a new document on the screen.**
3. **On the Formatting toolbar, click the Underline button (it has a *U* on it).** 

Notice that the button is selected (there is a border around it).

4. **Type:** This sentence is being underlined automatically as I type

Notice that the text is underlined.

5. **If you typed a final period, tap the BACKSPACE key to delete it. It is not customary to underline a final period.**

6. The Underline button is a toggle – it turns the feature both on and off.

**Click the Underline button.**

Notice that the Underline button is no longer selected, indicating that it has been turned off.

7. **Type a period followed by a space, and type:** This text is not being underlined.

Notice that the text is not underlined.

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If you insert text within the underlined sentence, it will be underlined.

1. **In the underlined sentence, click an insertion point to the left of the word *sentence*.**

Notice that the Underline button is on because the insertion point is within underlined text. Items on the Formatting toolbar change according to the position of the insertion point.

2. **Insert very original **before the word *sentence*.****

Notice that it is underlined.

3. **In the sentence that is not underlined, click an insertion point to the left of the word *text*.**

Notice that the Underline button is off because the insertion point is within text that is not underlined.

4. **Insert silly **before the word *text*.****

Notice that the text is not underlined.

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### **Underlining Existing Text**

To underline existing text, select it and then click the Underline button.

1. **Select any text (drag over it) that is not underlined. It does not matter if you include a paragraph mark in the selection, because symbols cannot be underlined.**
2. **Click the Underline button.**
3. **Click anywhere in the document to remove the highlight.**

Notice that the text has been underlined.

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## Removing Underlining

To remove underlining, select the underlined text and then click the Underline button.

1. **Select a few words on the screen that have been underlined. Do not select text that is not underlined.**

2. **Click the Underline button to turn it off.**

Notice that the underlining has been removed.

3. For practice, you are going to turn underlining on and off again.

**Click the Underline button.**

Notice that the Underline button is on and all the selected text is underlined.

4. **Click the Underline button again.**

Notice that the Underline button is off and that none of the selected text is underlined.

5. **Click anywhere in the work area to remove the highlight.**

*Tip:* The keyboard command for underline is CTRL/U.

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## Bold and Italics

The procedures to apply bold or italic formatting to text are similar to those used to underline text.

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### Bolding Text

You are going to bold text.

1. First, you are going to delete everything on the screen.  
**Use CTRL/A to select the entire document.**

2. **Tap the DELETE or BACKSPACE key.**

Everything should be deleted.

3. **If the Underline button is on, click it to turn it off.**

4. **On the Formatting toolbar, click the Bold button.**



Notice that the Bold button is selected.

5. **Type:** Bold is the format for this text.

Notice the darker text.

**6. Click the Bold button to turn it off.**

*Tip:* The keyboard command for bold is CTRL/B.

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## Italicizing Text

To format text in italics, you follow similar steps as with underline and bold.

**1. Verify that the insertion point is at the end of the last sentence you typed.**

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



Notice that the Italic button is selected, and that the insertion point is now slanted.

**3. Type a space and type:** Italic is the format for this text.

Notice the italic text.

**4. Click the Italic button to turn it off.**

*Tip:* The keyboard command for italics is CTRL/I.

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## Combining Formats

You are going to combine italic and bold.

**1. Verify that the insertion point is at the end of all the text (which is the end of the document).**

**2. Tap the ENTER key to go to a new line.**

**3. Click both the Bold and Italic buttons.**

**4. Type:** Italic and bold are the formats for this text.

Notice that the text is italicized and in bold type.

**5. Click both the Bold and Italic buttons to turn them off.**

**6. You are going to add underline to the text.**

**Select the entire document with CTRL/A.**

**7. Click the Underline button.**

**8. Click anywhere to remove the highlight.**

Notice that all of the text is underlined.

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Word provides you with a quick way to remove all formatting from selected text. You are going to remove all of the formatting from the text with which you have been working by using CTRL/SHIFT/Z. (Hold down the CTRL and SHIFT keys together while you tap the Z key.)

1. **Select all of the text using CTRL/A.**
2. **Use CTRL/SHIFT/Z.**
3. **Click anywhere to remove the highlight.**

Notice that the text appears normal again. There is no character formatting applied to it.

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## **Exercise: Character Formatting**

You are going to open a new document and type the exercise below.

1. **On the Standard toolbar, click the New Blank Document button.**

*Tip:* The keyboard shortcut for the *New* command is CTRL/N.

2. **Type the following paragraph. Use the Formatting toolbar to underline, bold, and italicize text.**

Underlining, bolding and italicizing are used to provide emphasis. In the past, underlining was the only method available on the typewriter to emphasize text. With the advent of word processing and modern printers, other methods became possible. For example, **bold type causes text to stand out on the page.** *Italicized text is slanted to set it apart.* Color text can add significant visual impact to your document. Such text will be printed in color only if you have a color printer, however.

3. **Remove all the underline, bold, and italic formatting by selecting the entire document (use CTRL/A) and using CTRL/SHIFT/Z to remove all formatting.**
4. **When you have finished, underline, bold, and italicize some of the text again as it is below.**

Underlining, **bolding** and *italicizing* are used to provide emphasis. In the past, underlining was the only method available on the typewriter to emphasize text. With the advent of word processing and modern printers, other methods became possible. For example, **bold type** causes text to stand out on the page. *Italicized* text is slanted to set it apart. Older printers may not support bold and italic type. Color text can add significant visual impact to your document. *Such text will be printed in color only if you have a color printer, however.*

5. You are going to save your document as *Formats*.

**On the File menu, choose Save or Save As.**

The Save As dialog box appears.

6. **Verify that *FLS Word2003 Student Files* is displayed in the Save in box.**

7. **In the File name text box, type: Formats**

8. **Click the Save button.**

The document is saved.

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*End of Lesson 8*