
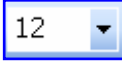



















Formatting Toolbar

This toolbar contains the most commonly used formatting commands, such as changing the font type and size, applying bold, italics, or underlining to text, alignment, etc. Just as the Standard toolbar has buttons that commonly appear for all programs, so does the Formatting toolbar. These buttons are listed in the following table:

Button	Used to
Font 	Change the type of font to be used in the document. To use this feature, just click on the arrow on the right-hand side of the box.
Font Size 	Change the size of the font. The choices range from 8 to 72 point.
Bold 	Make the selected text darker so it will stand out in the document.
Italics 	Italicize selected text in a document.
Underline 	Underline selected text in a document.
Left Alignment 	Align text evenly at the left margin of the document. The right margin of the text is not aligned evenly.
Center Alignment 	Align text evenly between the left and right margin of a document.
Right Alignment 	Align text evenly at the right margin of the document. The left margin of the document is not aligned evenly.
Justify 	Change the alignment so that all margins align evenly on the left and the right.
Font Color 	Change the color of selected text in a document.

In addition to the common buttons on the Formatting toolbar in Word, there are additional buttons on the Formatting toolbar that are specific to Word only. These buttons include:

Button	Used to
Styles and Formatting 	Open the Styles and Formatting Task Pane. This Task Pane may be used to add, modify, or apply a style to a document character or paragraph.
Style 	Display the different styles that have been used in the current document. Word has predefined formats/styles that are included with the program.

Button	Used to
Line Spacing 	Change the amount of space between lines of text in the paragraph of a document.
Numbering 	Automatically number lists or paragraphs for selected text. This button is a toggle switch that when clicked turns the feature on or off.
Bullets 	Apply bullets to selected text. This button is a toggle switch that when clicked turns the feature on or off.
Indent	Set the distance between the beginning or ending line of text and the margin. It is possible to have left, right, first line, or hanging indents.
Decrease Indent 	Move the indented text to the left (back) one level.
Increase Indent 	Move the indented text to the right (forward) one level.
Outside Border 	Insert a border around, above, below, and to the right or left of selected text.
Highlight 	Change the background color of selected text.