

F O R M A T T I N G I N W O R D

The exercises below help you to practise using the toolbar buttons for formatting.

1. Format the text of My family (below) as follows:

title (My family) - font size 15 pt, centre, underline

line 1 and 2 - Arial, 12 pt, bold

line 3 and 4 - italic, 13 pt

line 5 and 6 – Bookman Old Style, 14 pt, underline

My family

I have a happy family.

We all live in the same house.

I have one brother and two sisters.

My brother is 50 years old.

My father works in a factory.

My mother is a tailor.

2. Indent the text below twice and bullet it.

green

blue

red

yellow

3. Copy the above text to below this line and change the bullets to a different shape.

4. Numbered the following text from 1 to 4.

egg
milk
cheese
tea

5. Copy the above text and change the numbering to a, b,c and d.

6. Remove the bullets from the text below.

- green
- blue
- red
- yellow

7. Change the line spacing of the text below to:

title, line 1 and 2 – no change
line 3 and 4 – line spacing of 1.5 lines
line 5 and 6 – double line spacing

My family

I have a happy family.
We all live in the same house.

I have one brother and two sisters.
My brother is 50 years old.

My father works in a factory.
My mother is a tailor.

8. Change the paragraph spacing of the text below to 9 pt after:

My family

I have a happy family. We all live in the same house.

I have one brother and two sisters. My brother is 50 years old. He works in an office. My sisters are still studying.

My father works in a factory. My mother is a tailor. She cooks for the family. She works very hard.

9. Remove bold, italic and underline from the text below:

I have a happy family.

We all live in the same house.

I have one brother and two sisters.

My brother is 50 years old.

My father works in a factory.

My mother is a tailor.

10. Put a box round the text below and apply a shade of 25% grey. Centre the text.

I have a happy family.

We all live in the same house.

I have one brother and two sisters.

My brother is 50 years old.

My father works in a factory.

My mother is a tailor.