

# Enhancing Documents

## Formatting Made Easy



Student's Full Name

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### Formatting Documents

One of the easiest ways to enhance the appearance of your written communications is through formatting. When you format a document, you change its appearance (Shelly). Formatting a document is important because the visual look of a document significantly can affect its ability to communicate clearly. A variety of tools are available to assist you with formatting tasks.

#### Character Formatting

With character formatting, you change the way characters appear on the screen and in print. You use character formatting to emphasize specific words, to increase readability of a document, or to improve its overall appeal.

Character formatting involves fonts, font sizes, and font styles. To apply character formatting, you first must select the characters to be formatted. For example, if you wanted a single word to be formatted bold, you first select the word and then apply the format.

#### Fonts

A font is a typeface that defines the appearance and shape of letters, numbers, and special characters. The font name is assigned to a specific design of characters. Two basic types of fonts are serif and sans serif. A serif font has short decorative lines at the upper and lower ends of some characters. Sans means without. Thus, a sans serif font does not have the short decorative lines at the upper and lower ends of the characters (Cushman).

#### Font Size

The size of the characters of a particular font is referred to as font size. Font size is placed by a measurement system called points. A single point is about 1/72 of an inch in height. The smaller the point size, the smaller the font that will be displayed on the screen or printed in a document.

#### Font Style

Many font styles exist. A font style adds emphasis to a font. Bold, italic, underline, and color are examples of font styles. Many other font styles exist, including small caps, kinkthrough, all caps, superscript, and subscript, among others. Be wary, however, of using too many font styles in a single document. It can clutter the page and become distracting to the reader.

The following examples show different fonts, font sizes, and font styles using a serif font and a sans serif font.

\* The basis of this report comes from chapters 123 and 6 of the Microsoft 2010 Comprehensive Concepts and Technologies book published by Cengage.

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- ◆ 12-point Cambria (serif)
- ◆ **28-point Cambria font**
- ◆ **Bold Italic Underline Color**

- ◆ 12-point Calibri (sans serif)
- ◆ **28-point Calibri font**
- ◆ **Bold Italic Underline Color**

#### Paragraph Formatting

Paragraph formatting is the process of changing the appearance of a paragraph. For example, you can center or indent a paragraph.

Many paragraph formatting options are contained in the Paragraph dialog box, where you can control indents and spacing (a line of text that prints some at the top or bottom of a page), indenting, line and page breaks, and the spacing (including single-spaced, spaced-and-a-half, and double-spaced paragraphs), among others.

Unlike character formatting, which requires that the characters to be formatted are first selected, paragraph formatting requires only that the insertion point is positioned somewhere within the paragraph to be formatted. It is not necessary to select the entire paragraph.

#### Page Formatting

You can enhance the appearance of each page of your printed document by specifying formats that apply to an entire page. Page formatting includes watermarks, borders, and page color.

#### Watermarks

A watermark is a text or graphic that is displayed on top of or behind the text in a document. For example, a sample form may print the words, COPY or DUPLICATE, behind the text of the form. The first draft of a document may have the word, Draft, printed behind the text of the document. Sometimes, companies use their logos or other graphics as watermarks on documents to add visual appeal to the document.

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#### Page Borders

You can add a border around the perimeter of an entire page as a way to frame its contents and enhance its visual appeal. Be careful with borders, though, while they often enhance a page, they can make a page too busy if other formatting competes with them.

A page border prints around the entire page. You can add simple lines or more artistic elements, such as balloons, hearts, stars, seasonal images, and many decorative items. To place a border around an entire page, you use the Page Borders button (Page Layout | tab | Page Background | group). After clicking the Page Borders button, the Borders and Shading dialog box will appear. Click the Art button arrow, then scroll through and make your selection from the list.

If you place a border around a page and decide it is not to your liking, you can change it by clicking the Page Borders button (Page Layout | tab | Page Background | group) again, clicking the Art button arrow, then clicking the desired border. If you decide you do not want any border around the page, click (None) in the Art list (Borders and Shading dialog box).

#### Page Color

When you change the page color, it affects the background of the page. Often, this is used in Web publications, but it also can enhance newsletters, announcements, or nearly any type of printed document.

To change the page color, click the Page Color button (Page Layout | tab | Page Background | group) on the Ribbon. When the color gallery is displayed, you can choose a background color, or you can click More Colors or Fill Effects. If you click Fill Effects, you can select different gradients, textures, fills, and patterns in the Fill Effects dialog box. A gradient blends one color into another. The texture choices include parchment, denim, granite, woven silk, sand, and many others. The choices you make will be applied to the entire page (Cushman).

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