Formatting a document

Documents simply look better once they have been properly formatted. To format the text in a document, use the commands in the Font and Styles groups on the Home tab.

Font group

In this group we find commands such as Font Type, Font Size, Bold, Italic, Underline, and various other. If you rest your mouse over any of these commands, you will see a *tooltip* which briefly describes what that command does.

Styles group

Word’s built-in styles are stored in the Styles group on the Home tab. If you click the ‘More’ drop-down arrow at the right side of this group, you will see a list of all the built-in styles (since they cannot all be shown on the Ribbon at the same time.

Styles make it easy for us to format text in ‘one go’, without having to apply each formatting effect separately. They also enable us to format text consistently, so that all the headings (for example) will look exactly the same in the document.