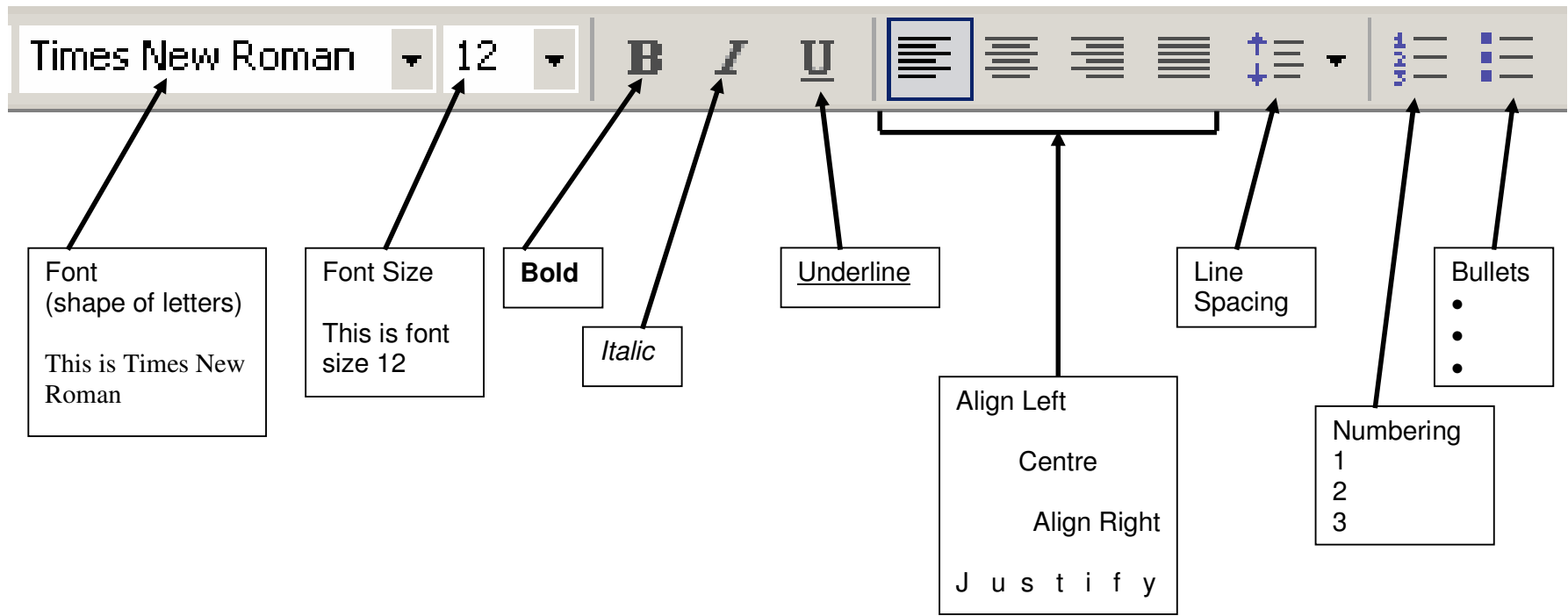


## FORMATTING TOOLBAR

Change the shape (font) and size of letters and numbers, enhance their appearance and position them on the page using the Formatting toolbar.

The Formatting toolbar contains numerous formatting tools. This illustration shows some of the formatting tools available:



### Formatting menus

A triangle indicates a menu is available.  
Click to see the menu (shown below).  
Click on an option from the menu to apply the format.

The diagram shows a toolbar with the following elements from left to right: a font name dropdown (Times New Roman), a font size dropdown (12), bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, and a paragraph style dropdown. Three callouts are present: 1. A callout box on the left points to the font name dropdown, showing a list of fonts including Times New Roman, Arial, GOUDY STOUT, Arial Unicode MS, Verdana, Agency FB, ALGERIAN, Arial, Arial Black, Arial Narrow, Arial Rounded MT Bold, and Arial Unicode MS. A text box next to it says "Click on these triangles to look up and down the menu." 2. A callout box in the center points to the font size dropdown, showing a list of sizes from 8 to 26. A text box next to it says "Click on these triangles to look up and down the menu." 3. A callout box on the right points to the paragraph style dropdown, showing a list of styles with values 1.0, 1.5, 2.0, 2.5, 3.0, and More... A text box next to it says "Click on these triangles to look up and down the menu." A large text box at the bottom right contains the text "The bigger the bigger the size of the text." with the word "text" in a larger font size.

**FONT** - The shape of characters.

This font is *Comic Sans MS*

This font is Times New Roman

This font is Ariel

*This font is Dauphin*

This font is Bookman Old Style

*This font is Lucida Calligraphy*

**FONT SIZE** - The size of characters.

This is size 8

This is size 11

This is size 12

This is size 14

This is size 16

This is size 18

This is size 20

This is size 22

**This is bold**

*This is italic*

This is underline

**Line Spacing**

This is line spacing 1.0

**Line Spacing**

This is line

spacing 2.0

**Line Spacing**

This is line

spacing 3.0

**NUMBERED LIST**

The days of the week are shown here as a numbered list:

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday

**BULLETED LIST**

The days of the week are shown here as a bulleted list:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**To format a word:**

1. Click on the word
2. Click on the format tool

**To format a line of text:**

1. Click in the left margin along side the line.
2. **The line will be highlighted in black like this.**
3. Click on the format tool.

**To format a number of consecutive lines of text:**

1. Click in the left margin along side the first line.
2. Keep the mouse button pressed down
3. Move the mouse down the left margin to the last line.
4. **All the lines should be highlighted in black.**
5. Release the mouse button.
6. Click on the format tool.

**NOTE:** The Formatting tools work in more or less the same way but NOT in the EXACT same way.

You will become familiar with the differences by practicing and by trial and error!

**OR          CLICK N DRAG**

1. Click at the beginning of the text to format
2. Keep the mouse button pressed down
3. Drag the mouse to the end of the text to format
4. Release the mouse
5. Click on the format tool