

Formatting Text.

1. Open a New Word Processing Document.

Open Office – click the 1st Icon on the Standard toolbar. Click Text Document.

MS 2007 – click the Office Icon/ Click New/ choose blank document/ choose create.

2. Creating a document.

Starting at the top of the document -

Type your name Press Enter

Type your Street Address Press Enter

Type your City Press Enter

Type the State and Postcode

3. Format the above Text.

We must give the computer instructions as to what we wish it to carry out. In order for the computer to know we want to format the text, we “select” it. To do this: Place the mouse cursor in front of the first letter of your name, holding the left button down drag the mouse cursor down the page to the last word.

Your Name
Street Address
City
State Postcode

You should have something that looks like this.

If we were only using part of some text on a page, then we would only select that section.

Go to the formatting toolbar



Formatting toolbar

Peggy Somebody

Somewhere

Somewhere else

NSW 2336

Created by Peggy

Click on the arrow next to the Font box. From the drop down list choose Arial.

Click the arrow next to the font size box from the drop down box choose 16

Click on the large B which is the bold button

Click on the Italic button.

Click on the arrow next to the font colour box – change the colour to green.

Centre the text by using the centre button.

Click in a white area of your page to see the results.