

Change the spacing between characters

Selecting Expanded or Condensed alters the spacing between all selected letters by the same amount. Kerning alters the spacing between particular pairs of letters.

Expand or condense the space evenly between all the selected characters

- Select the text that you want to change.
- On the Home tab, click the Font Dialog Box Launcher, and then click the Character Spacing tab.
- In the Spacing box, click Expanded or Condensed, and then specify how much space you want in the By box.

Change Text Color

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



Highlight Text

- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the **color of the highlighter** click on down arrow next to the highlight button.



Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the **Clipboard** Group of the **Home** Tab
- Apply the copied format by selecting the text and clicking on it.

Clear Formatting

- Select the text you wish to clear the formatting.
- Click the **Styles** dialogue box on the Styles Group on the Home Tab.
- Click **Clear All**.



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The British Library General Catalogue of Printed Books 1976 to 1982 British Library,1983 **Books in Print** ,1991

Word 2007 All-in-One Desk Reference For Dummies Doug Lowe,2011-02-08 Nine minibooks provide new and inexperienced Word users with the know how to optimize the features of the long anticipated release of the latest version of Word Valuable minibooks cover Word basics formatting text various editing techniques working with letters envelopes and labels adding graphics Web publishing advanced document features customizing Word and programming Word with VBA Offers insightful information for creating key documents such as reports letters business plans and more for both the Web and print Helps readers take advantage of the new Word features including advanced collaboration a results oriented user interface pre built layouts and more **The Basic Guide to Word Processing** Siobhan Hawkins,Mairead Wynne,2012-05-11 The essential basic guide on how to use Microsoft Word 2007 and Microsoft Word 2010 Presented in three distinct sections Unit 1 deals with both Microsoft Word 2007 and 2010 Unit 2 contains key pointers for text production Unit 3 deals with Microsoft Word 2003 Screen shots clearly indicate which button to press and what each screen should look like Layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text Advanced features such as formatting text working with tabs and indents and adding a table to the document are also included Practical questions are included throughout the text Facilitates easy progression for the student from Microsoft Word 2003 to Microsoft Word 2007 and 2010 Unit 2 on text production includes Accepted rules for spacing before and after punctuation Use of correct abbreviations for measurements weights money and time Application of block indented and hanging paragraphs to text Use of main headings sub headings side shoulder and paragraph headings in text Standard correction signs for amending text ange and selection of paper sizes Accessible logical and extremely readable this book has been student tested and approved Presented in four distinct units Unit 1 Microsoft Word 2010 Unit 2 Microsoft Word 2007 Unit 3 Top Tips for Text Production Unit 4 Exercises Screen shots clearly show how to use Microsoft Word 2007 and Microsoft Word 2010 Takes a step by step approach to learning the Microsoft Word package Deals with areas such as formatting text tabs tables layout and mail merge Top Tips for Text Production deals with spacing punctuation paragraphing headings and correction signs It is a practical beginners guide for Microsoft Word 2007 Includes a comprehensive exercise section for practice learning Accessible logical and extremely readable this book has been student tested and approved WRITTEN FOR FETAC Level 5 Word Processing FETAC Level 5 Text Production VTOS courses **The Unofficial Guide to Microsoft Office Word 2007** David J. Clark,2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Word 2007 may be the top word processor but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Word in the real world How do you use the new Ribbon What s the best way to add pictures From deciphering fonts to doing mass mailings first get the official

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Table of Contents Ms Word 2007 Practical Notes 0909 1 Univet

1. Understanding the eBook Ms Word 2007 Practical Notes 0909 1 Univet
 - The Rise of Digital Reading Ms Word 2007 Practical Notes 0909 1 Univet
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Word 2007 Practical Notes 0909 1 Univet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Word 2007 Practical Notes 0909 1 Univet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Word 2007 Practical Notes 0909 1 Univet
 - Personalized Recommendations
 - Ms Word 2007 Practical Notes 0909 1 Univet User Reviews and Ratings
 - Ms Word 2007 Practical Notes 0909 1 Univet and Bestseller Lists

5. Accessing Ms Word 2007 Practical Notes 0909 1 Univet Free and Paid eBooks
 - Ms Word 2007 Practical Notes 0909 1 Univet Public Domain eBooks
 - Ms Word 2007 Practical Notes 0909 1 Univet eBook Subscription Services
 - Ms Word 2007 Practical Notes 0909 1 Univet Budget-Friendly Options
6. Navigating Ms Word 2007 Practical Notes 0909 1 Univet eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Word 2007 Practical Notes 0909 1 Univet Compatibility with Devices
 - Ms Word 2007 Practical Notes 0909 1 Univet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Word 2007 Practical Notes 0909 1 Univet
 - Highlighting and Note-Taking Ms Word 2007 Practical Notes 0909 1 Univet
 - Interactive Elements Ms Word 2007 Practical Notes 0909 1 Univet
8. Staying Engaged with Ms Word 2007 Practical Notes 0909 1 Univet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Word 2007 Practical Notes 0909 1 Univet
9. Balancing eBooks and Physical Books Ms Word 2007 Practical Notes 0909 1 Univet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Word 2007 Practical Notes 0909 1 Univet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Word 2007 Practical Notes 0909 1 Univet
 - Setting Reading Goals Ms Word 2007 Practical Notes 0909 1 Univet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Word 2007 Practical Notes 0909 1 Univet
 - Fact-Checking eBook Content of Ms Word 2007 Practical Notes 0909 1 Univet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
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