

Your Name

Year 8 - Formatting Styles in Word

My Learning Objective in this lesson is to learn how to format a Microsoft Word document in different ways. This document will demonstrate my skills.

I don't like using Times New Roman anymore so I have changed the font to Comic Sans.

I have used copy & paste to display this line in the document 5 times.

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For this line only I have changed the font to size 16.

I am back to the standard size 12 now and decided to make this line red.

This sentence is aligned to the left.

This sentence is centred.

This sentence is aligned to the right.

I have indented this line by using the tab key on the keyboard. The purpose of the tab key is to move the cursor along a set number of spaces at a time, if you want a large space or wish to indent your work you should always use the tab key and NOT the space bar!

Have you noticed I've changed the font again? This font is called _____.

usually you would not keep changing the font throughout a document but in this case it's ok because I am just showing my skills in Microsoft Word. Some general rules when creating a document are:

- Keep the same font throughout;
- Make titles/subtitles stand out by making them bigger and bold;
- Put page numbers in the footer and your name in the header.

There goes my font again, I have now changed it to Arial. I also know how to change the style of the font I am using by changing it to **bold**, *italic* or underlined. Or I can use **all three at the same time!**