



Al-Mustaqbal University

College of Sciences

Biochemistry Department



جامعة المستقبل
AL MUSTAQBAL UNIVERSITY

College of Science
Department of Biochemistry

Lecture: (9)
Word Processing Skills
Part D: Formatting

Subject: Computer Skill I
Level: First
Lecturer: *Asst. Lect. Ali Al-khawaja*

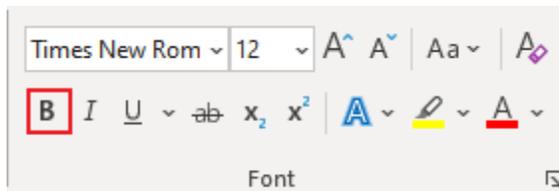


Bold, Italic, and Underline

- **Bold** – a typeface that makes a character thicker than the regular one. Boldfacing is often used for emphasis, headings, subheads, highlight keywords, etc.
- **Italics** – a type style with characters that slope to the right. Italic is often used to emphasize a particular word, sentence, or particular part of a document.
- **Underline** – add a line underneath the text, in order to show its importance and draw attention to the text.

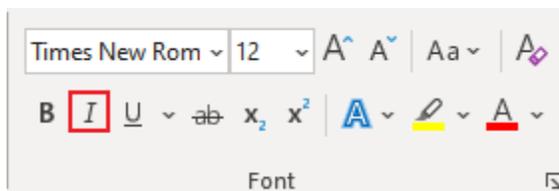
Make text bold

1. Open the document you wish to format.
2. Select the text for which you wish to **bold**.
3. Click **Bold** icon on the Home tab (or press **Ctrl/Cmd + B**).



Make text italic

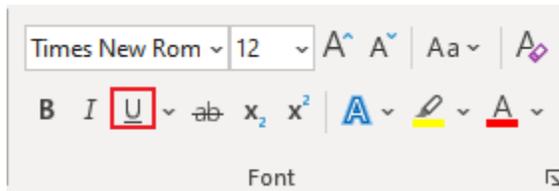
1. Open the document you wish to format.
2. Select the text for which you wish to make *italics*.
3. Click the **Italic** icon on the Home tab (or press **Ctrl/Cmd + I**).





Underline text

1. Open the document you wish to format.
2. Select the text for which you wish to underline.
3. Click the Underline icon on the Home tab (or press **Ctrl/Cmd + U**).



Single-spaced lines (1.15)

If you are looking for a quick study guide in Computer Studies, this book is an excellent resource. Skip the lengthy and distracting books and instead use this book to guide your studies.

Double-spaced lines (1.5)

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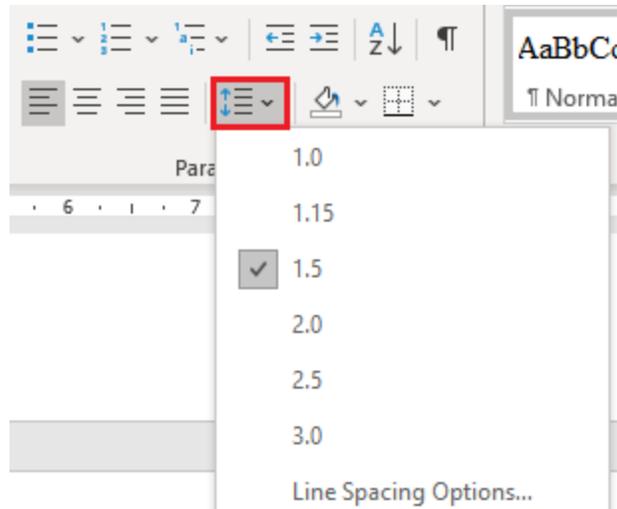
Line Spacing

Line spacing – the space between lines of text in a paragraph.

- Most users use either single-spaced lines (one-line height) or double-spaced lines.
- Line spacing can make a document look cleaner and easy to read.



Set line spacing

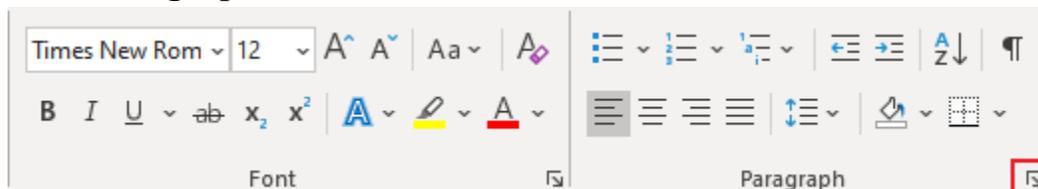


Method 1

1. Open the document you wish to edit.
2. Select the text you wish to change the line spacing.
3. Click the Line Spacing icon  on the Home tab in the Paragraph group.
4. Choose a line-spacing value from the drop-down list.

Method 2

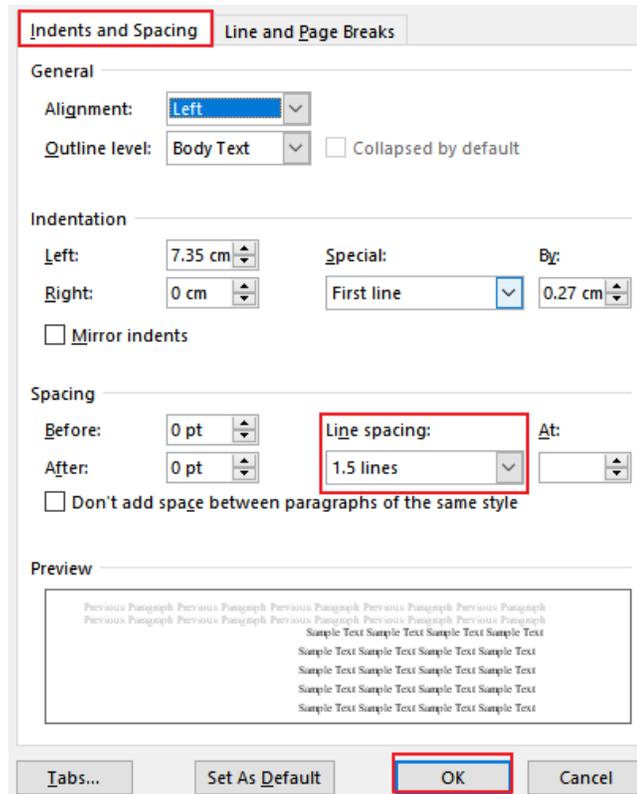
1. Select the text you wish to change the line spacing.
2. Click the **Paragraph** dialog box launcher button (in the lower right corner of the “Paragraph” group). Or right-click anywhere in the document and then click **Paragraph**.



3. Click the **Indents and Spacing** tab.



4. Choose a desired Line Spacing option.



5. Click **OK**.

Method 3

Use keyboard shortcuts to set line spacing:

- Single-spacing: **Ctrl/Cmd + 1**
- Double-spacing: **Ctrl/Cmd + 2**
- 1.5-spacing: **Ctrl/Cmd + 5**
- 1.15-spacing: **Ctrl/Cmd + 0**

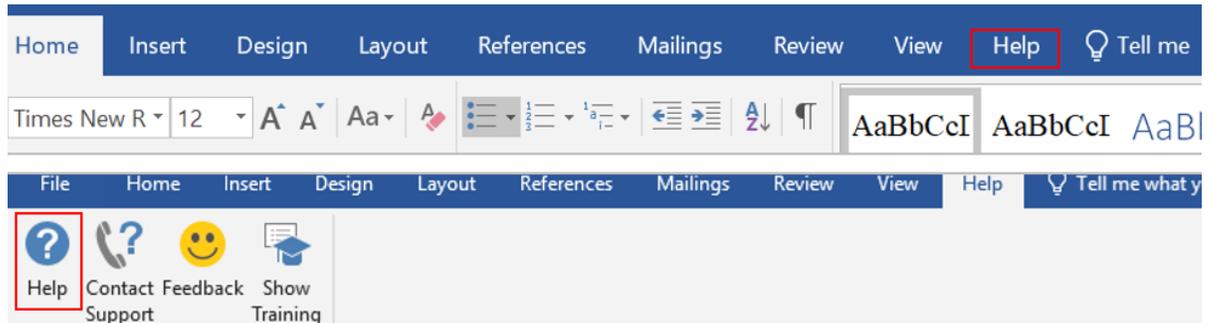
Use Help Features

Help menu / button – the user can click help button in Word to initiate a search, display the help resources, and aid the user in their task.



Access help

- Method 1: Click the **Help** button on the title bar.



- Method 2: Press the shortcut key **F1** to open the Help window.

