

College of Sciences Biochemistry Department



جامـــــعـة المــــسـتـقـبـل 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* 

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Study Year: 2025-2024



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## **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 <u>underneath</u> 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). Times New Rom  $\sim 12 \sim A^{\wedge} A^{\vee} | Aa \sim | A_{0}^{\vee}$ B  $I \sqcup \sim \Rightarrow x_{2} \times x^{2} | A \sim \swarrow \times A \sim$ Font

## 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). Times New Rom ~ 12 ~ A^ A | Aa ~ | Ao





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### **Underline text**

- 1. Open the document you wish to format.
- 2. Select the text for which you wish to <u>underline</u>.
- 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)

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.

## 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.



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## 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  $1 \equiv 1$  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.



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- 4. Choose a desired Line Spacing option.

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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.



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## Access help

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



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

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