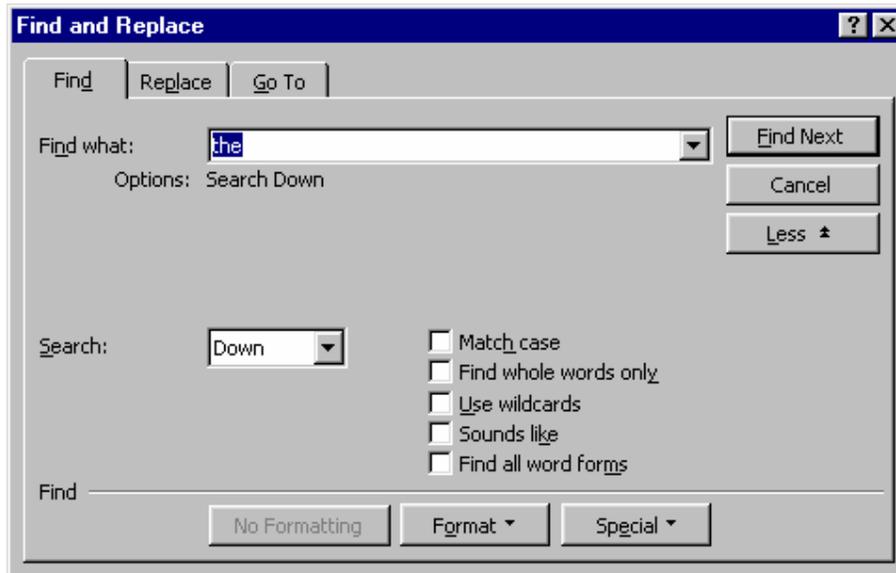paragraph mark is highlighted. Click the **Cancel** button and then press **<Ctrl+Home>** to return to the top of the document.

The paragraph mark ( ) appears as the control code ^p in the Find what: text box of the Find and Replace dialog.

5. Use **Edit / Replace** (or press **<Ctrl+H>**) to replace the with thx: Type **the** in the **Find what** box and type **thx** in the **Replace with** box.

Then click the **Replace All** button. Word replaces the words and displays a message box saying Word has finished searching the document and 64 replacements were made. Click **OK** and then click the **Close** button. Notice how occurrences of the are replaced with thx. (You can press **<Ctrl+Z>** to undo the replace operation.)

6. Press **<Alt+F4>** and click **No** to exit Word without saving any changes.

6.4 Styles, Fonts and Font Sizes

Styles

Word comes with a number of built-in styles that are applied to both document headings and normal text. Styles are accessed in the Style box at the left edge of the Formatting toolbar. Look at the Style box illustration at right.

Most large documents make use of many different heading levels, just as a Roman-style outline has levels such as:

  I

    A

      1

        a

The levels are typically used to subordinate information under different subject headings. As you can see, Word accommodates this need by providing users with built-in heading styles named Heading 1, Heading 2, and so on.

The Importance of Styles

Styles are applied by placing the cursor on a heading or passage of text and then selecting the desired style name from the Formatting toolbar's Style dialog.
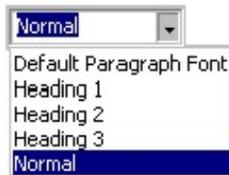
You can create styles of your own and add them. Just format a selection, highlight it, click on the style box, and type a descriptive style name. This can be saved to the global normal. dot template using the Format / Style menu selection and corresponding dialogs. It's just as easy to change existing styles. For example, many users find the default 10-point font size is too small and change it to 12 points. You can also change the heading styles to suit your personal taste.

Applying heading styles is extremely important if you plan to use the Master Document and Outline views (see the View menu). The use of heading styles is also required when generating an automatic table of contents or table of figures (see Insert / Index and Tables), as Word relies on the style levels for format control.

You can also use the Style Gallery selection of the Format menu to select a supplied style for the creation of memos, fax sheets, letters, and more. Use Format /Style to add, delete, and change existing style templates.

Creating and Modifying Styles

To create a style, simply format a paragraph using the desired margins, alignment, font, and font size selections. Then:

1. Select the paragraph by highlighting it with the mouse.

2. Use the **Format / Style** menu selection and click the **New** button to display the New Style dialog.
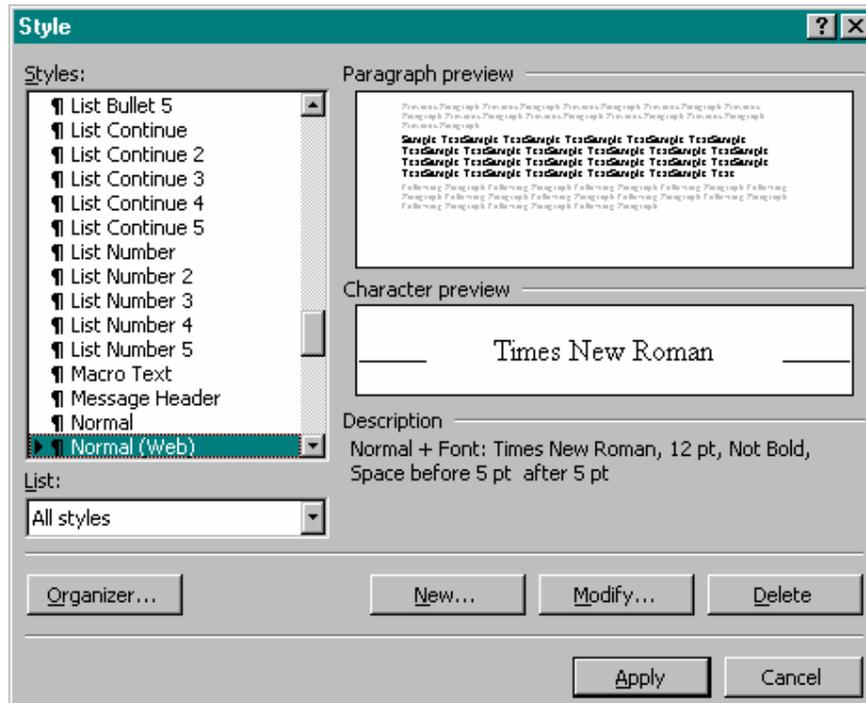
3. Type a meaningful name in the Name box and click **OK** in the first dialog. Click **Apply** to save the style, then click **Cancel** to discard it.

4. Change styles using the Style dialog's **Modify** button, which displays the following choices. (Notice that the **Format** button pick list is active.)

Use the Format button to modify the font, size, paragraph settings, borders, and more using corresponding dialogs. If you wish, you can use the Shortcut Key button to assign a shortcut key sequence to your new style. You can also use the Modify button to assign a shortcut key sequence to existing styles. This is intended as a time saver and is optional.

5. Once the format is set to your liking, click **OK** and check the format information in the Description area.

6. When finished, click the **Apply** button to save the style with the current document or click **Close** to avoid saving the style.

Style Creations Shortcut

You can also create a new style by selecting a paragraph containing the style parameters you want. Then:

1. Pick the Style box (left edge of the Format toolbar) with your mouse.

2. Type a meaningful style name.

3. Press <Enter> to finish adding the new style to your list.

Deleting a Style

Delete an unwanted style using the Format / Style selection. Just pick the style name in the Style dialog Styles list and click the Delete button. Finally, click Close to exit the dialog.

Copying Styles to Other Documents

You can use the Style dialog box to copy a new style to a template file. For example, you may want to put a Note title style in the Normal.dot template. Begin by opening the document in which the new style is available. Then open the Style dialog. Note that you can change the List setting to pick styles from different sources. When set, click the Organizer button to display the Organizer dialog box.
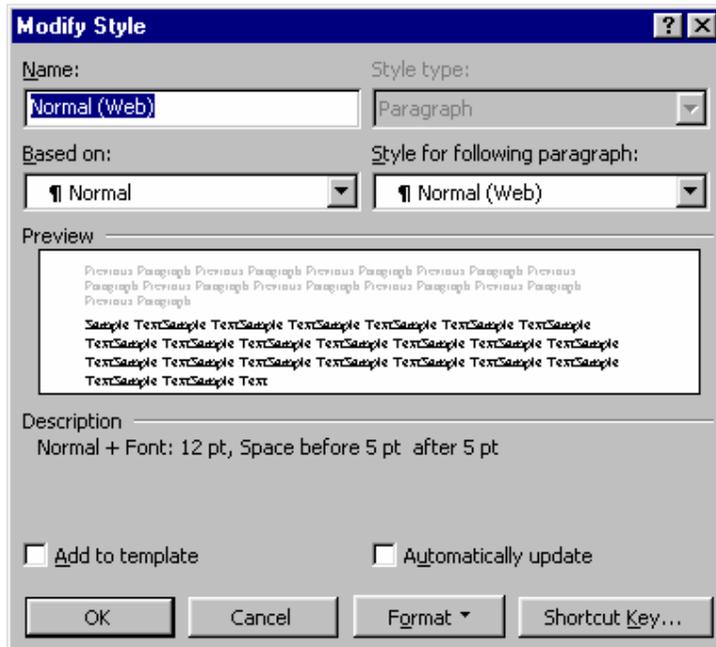
Pick the desired style name and click Copy to copy the style from the selected source document to the template. As you can see from the preceding dialog box illustration, you can also delete and rename styles here as well. Rename is often used to make a style name more descriptive or to eliminate conflicting names.
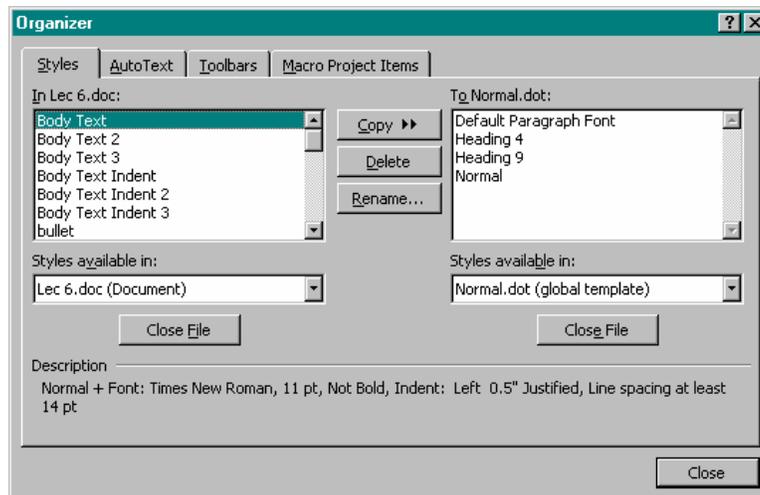
Fonts

Available fonts depend on the installed printer and Windows applications. If you are using Windows 95/98 with Microsoft TrueType fonts, you have a nice starter set. You can also install additional fonts by purchasing available font packs. Some applications, such as Microsoft Publisher and Corel Draw, add many new fonts to Windows. If you have a PostScript printer, you may have several built-in printer fonts. Regardless of the installed printer, a type style usually requires several fonts to round out an entire font family. For example, you may have a normal, bold, and italic font. Therefore, Times New Roman normal, **bold**, and *italic* count as three fonts.

Fonts are changed by picking the font box and then pressing the Down Arrow to view a list of font names. Then pick the desired font name. You can type the first letter of a font, such as C, to move to the beginning of those fonts that start with the letter C. To change the font in an existing passage, simply highlight it and pick a new font name.

Font Sizes

Font sizes are increased or decreased using the Font Size box on the Formatting toolbar. The down arrow displays different numbers that correspond to point sizes (a point is 1/72 of an inch). You can pick a new size from the displayed list. You can also:

- Increase the font size of a selected passage one point at a time with <Ctrl+]>.

- Decrease the font size of a selected passage one point at a time with <Ctrl+[>.

Type Styles (or "Attributes")

Type attributes include normal, **bold**, *italic*, and <u>underline</u>. The default attribute setting is normal. You can change the attribute of existing text by selecting it (so that it is highlighted) and then clicking the B, I, or U button on the formatting toolbar. If you are a keyboard person, you can also use one of the following key sequences to achieve the same result:

Ctrl+B   Boldface
Ctrl+I   Italic
Ctrl+U   Underline

To enter new text in the desired attribute, select the attribute button or key sequence and type the text. Click the button again or press the key sequence to turn off the attribute.

Changing Case

Word offers you a quick way to change uppercase to lowercase and initial capitals (first letter capitalized). To change case, select a passage of text and use the Format / Change Case menu selection to use the Change Case dialog. Or press <Shift+F3>. The first keypress changes the passage from all lowercase to an initial capital followed by lowercase. The second keypress changes it to all capitals. Pressing <Shift+F3> again changes the selection back to all lowercase.

Hands-on Activity

In this activity you use the Sample2.doc file with the Font Style, Font, and Font Size commands described above.

1. Start Word and open Some Sample Document.

2. Use the **File / Page Setup** menu selection to set all margins to **1"** and click **OK**.

3. Press **<Ctrl+A>** to select all. Then click the **Font Size** down arrow on the Formatting toolbar and pick **12** points.

4. Put the cursor on the first paragraph. Pick the **Style** box, type **Norm12**, and press **Enter**.

5. Notice that Norm12 is displayed in the Style box at the left end of the Format toolbar.

Note: The Norm12 style is now attached to the Sample2.doc. If saved, it can be copied to the global Normal.dot template using the Format / Style menu selection's Organizer dialog.

6. Highlight the entire first paragraph of the document.

7. Click the **Arial** font (or another available font) on the Formatting toolbar. Notice how the paragraph changes.

8. With the passage still selected, pick **8** from the Font Size list. Notice how the font size of the selected passage changes.

9. Select the centered Sample2.doc title at the top of the first page, and press **<Shift+F3>** to change the case from uppercase to lowercase to initial capitals and then to uppercase again.

10. Exit Word with **<Alt+F4>** and pick the **No** button to avoid saving the changes.

6.5 Creating Lists and Numbering headings

Word makes list creation and conversion simple. You can convert lines of text into numbered lists or procedural steps. Word automatically assigns the proper numeric sequence to a series of selected passages. Similarly, Word lets you select one or more paragraphs (or lines) of text and then convert the selected passage into a bulleted list. The **Format / Bullets and Numbering** menu selection lets you modify the bullet style or the numbering sequence.
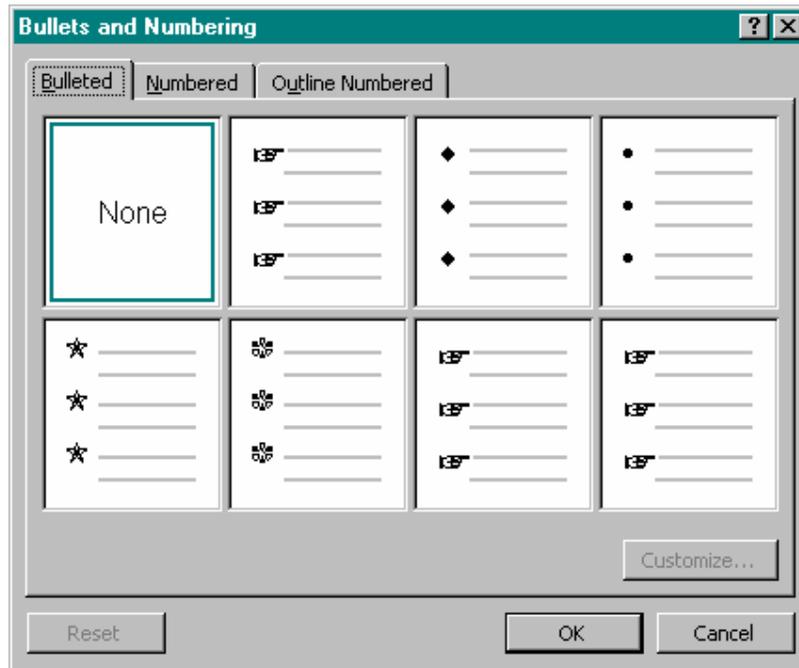
The fastest way to create a numbered or bulleted list is to use the Numbering or Bullets buttons on the Format toolbar. Once text is selected, simply click the appropriate button to automatically convert your list to the desired form.

Hands-on Activity

The following activity guides you through the creation of numbered and bulleted lists. It also shows you how to change the number sequence and bullet style, and how to exchange numbers for bullets and bullets for numbers.

1. Start Word and open any Sample document.

2. Select the text in a Paragraph.

3. Click the **Numbering** button; notice how numbers 1 through 4 are automatically inserted to the left of the text.

4. Select the **Format / Bullets and Numbering** menu selection's **Numbered** tab and select the **a., b., c.,** format. Click **OK** and see how the numbers are changed to letters.

Tip: The Customize button of the Numbered tab is used to select additional numbering formats as well as the spacing.

1. Start Word and open any Sample Document..

2. Position the cursor at the beginning of the first line and type notice how the following text is pushed ahead of the inserted text.

3. Press **<Home>** to move to the beginning of the line, then pre **<Insert>** on the keyboard to put Word into the overstrike mode.

4. Retype your name and notice that the typed characters overstrike

5. With the original passage still selected, click the **Bullets** button. Notice how the letters are replaced with bullets.

6. Use the Bulleted section of the Bullets and Numbering dialog box to change the bullet to a filled rectangle (the upper right selection box).

7. Click **OK** and notice the new bullet character.