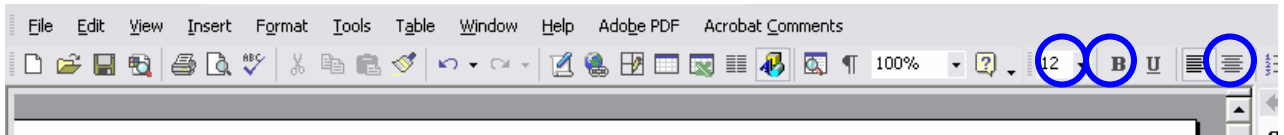


Word Tips and Tricks for Text Formatting

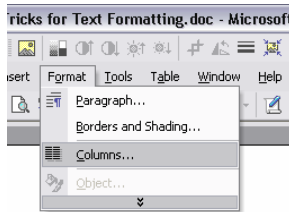
1. **Titles should be bold, larger font, and centered.**
(Headings, Subheadings, Titles)



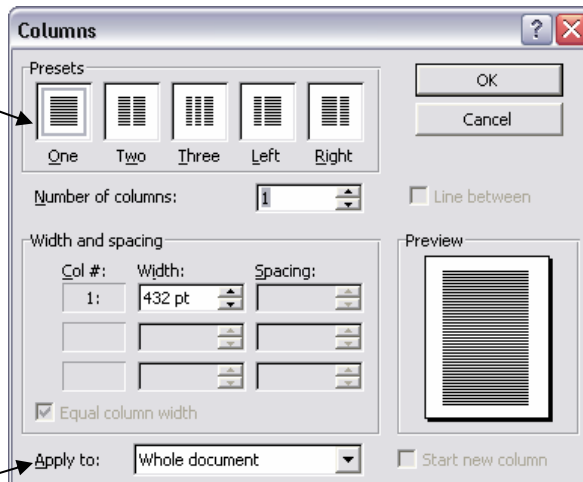
**If you do not see this toolbar, go to View/ Toolbars, then checkmark Formatting.

2. **Columns—Newspaper articles, Magazine articles, etc.**

- Format
- Columns



Choose the number of columns



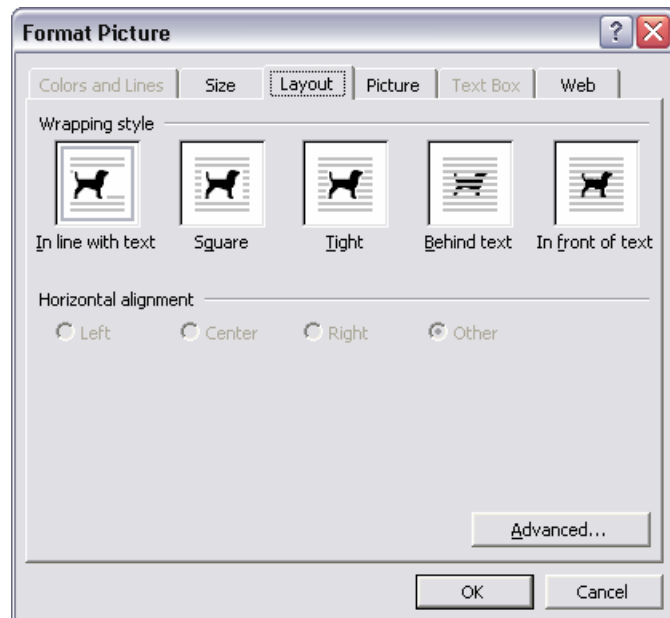
Choose which part of the selection to apply the column format.

3. **Formatting Pictures**

- Insert a picture or clipart
- Right click on the picture
- Choose *Format Picture*

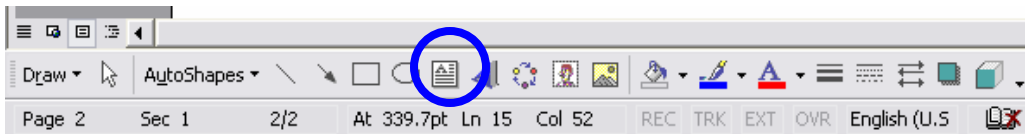


- Click on *Layout* tab.
- Choose the *Wrapping Style* that suits your purpose.
- Click OK.




4. Creating Captions Under Pictures

- Choose the *textbox tool* from the drawing toolbar.

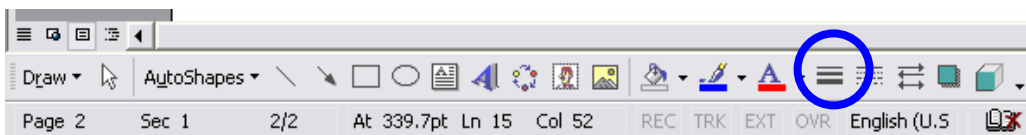


**If you do not see this toolbar, go to View/ Toolbars, then checkmark Drawing.

- Place the black cross at the location you want to create the textbox. 
- Click and drag to create your textbox. Type your text in the textbox. Change the font size, shape, etc.



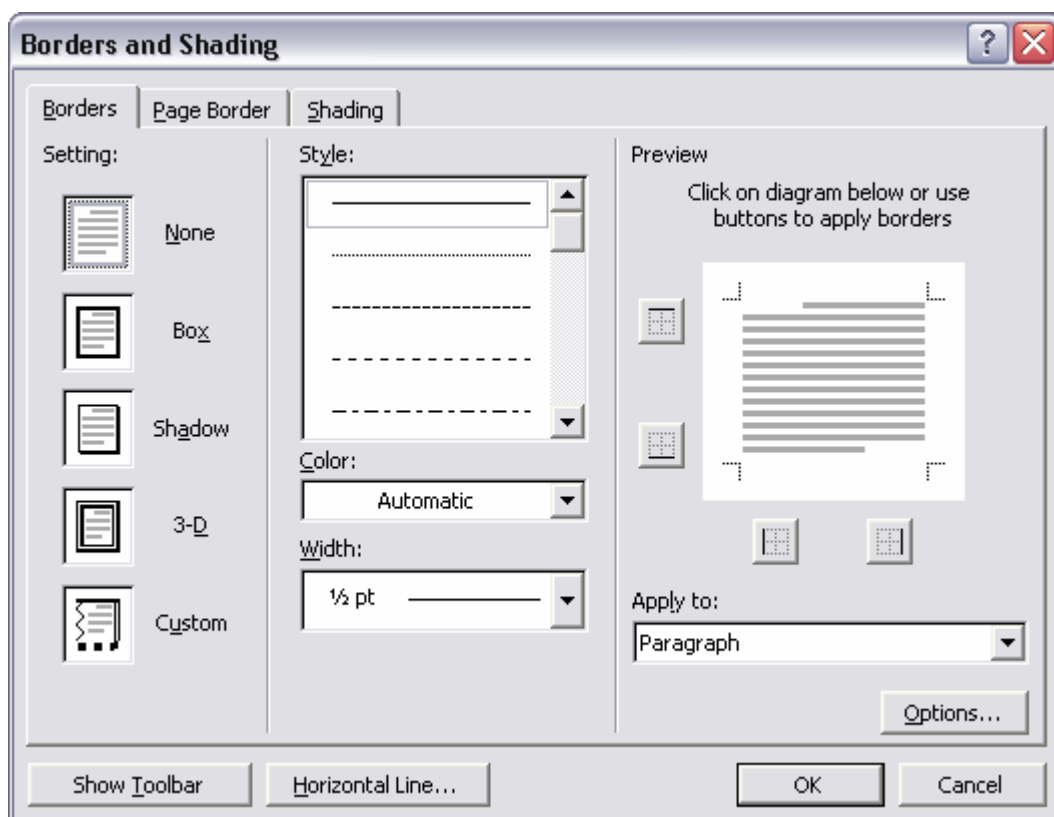
- Use the Line Style tool to change the line around the textbox.



**If you do not see this toolbar, go to View/ Toolbars, then checkmark Formatting.

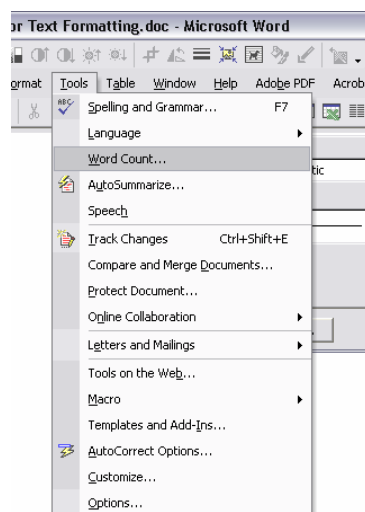
5. Borders and Lines

- Format
- Borders and Shading
- Choose Border tab if you want to put a border around a specific area.
- Choose Page Border tab if you want to put a border around the entire page.
- Use the preview area to see where the border will appear on the page.



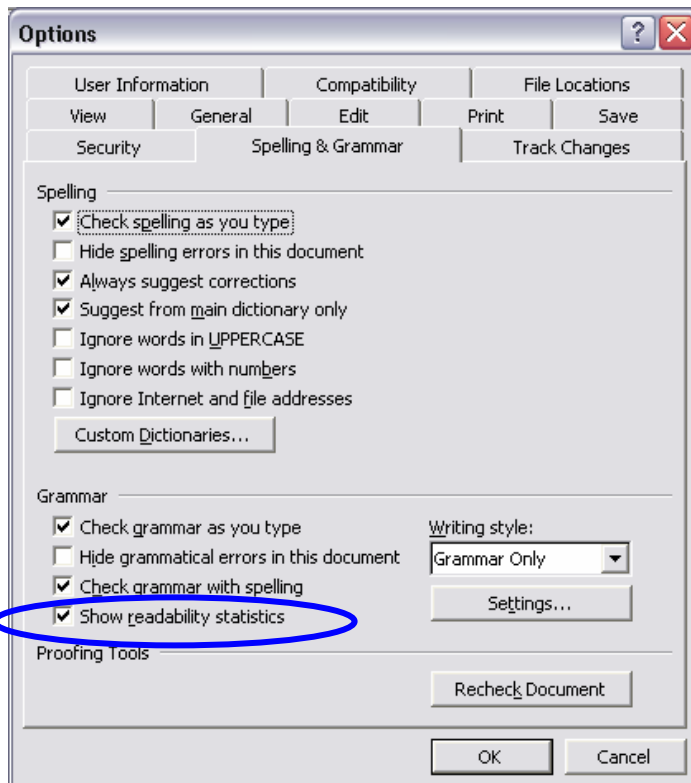
6. Word Count

- Tools
- Word Count



7. Readability

- Tools
- Options
- Spelling & Grammar
- Under *GRAMMAR*, check *Show readability statistics*



- Run Spell Check.
- Complete the spell check on your document. Then, following window will appear:

The screenshot shows the 'Readability Statistics' dialog box with the following data:

Counts	
Words	202
Characters	992
Paragraphs	36
Sentences	15
Averages	
Sentences per Paragraph	1.1
Words per Sentence	9.2
Characters per Word	4.4
Readability	
Passive Sentences	0%
Flesch Reading Ease	82.8
Flesch-Kincaid Grade Level	3.9

There is an 'OK' button at the bottom right of the dialog box.