Lecture 6: MS Word 2013 – Home Tab
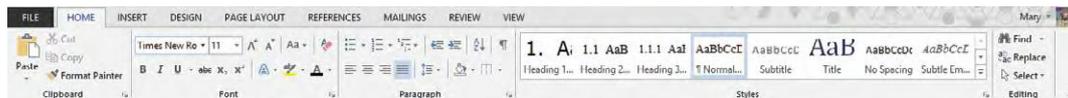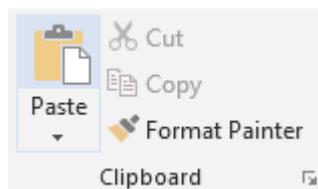

The Home Tab is where you find all the options to format text in your Word document. We look at each group in turn.

▦ **Clipboard:**

Cut / Copy / Paste allow you to move and copy text and objects around the document and between applications.

To Copy:

1. Select the text or object.

2. Select Copy in the Clipboard group or Ctrl > C.

3. Move to where you want to insert the text or object.

4. Select Paste in the Clipboard group or Ctrl > V.

To Move:

1. Select the text or object.

2. Select Cut in the Clipboard group or Ctrl > X.

3. Move to where you want to insert the text or object.

4. Select Paste in the Clipboard group or Ctrl > V.

Format Painter:
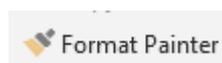
The *Format Painter* option allows you to copy the formatting from one part of a document to another part of the document. To use the Format Painter:

1. Select the text that has the correct formatting.

2. Click Format Painter.

3. Drag the mouse over the text you want to format (the mouse will change to a line with a paint brush).

Note: Selecting the Format Painter button once allows you to paint text once. *Double clicking* the Format Painter button keeps it on until you click to turn it off.
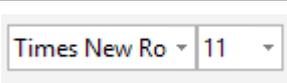
To Select Text:

There are a number of ways of selecting text:

Method	Amount of Text
Drag over the text to make it go black / blue.	Any amount of text
Double click the word.	A word
Move the pointer to the left of the line (into the margin) until it changes to a white arrow and then click.	A line of text
Hold down **Ctrl** (on the keyboard) and click anywhere in the sentence.	A sentence
Move the pointer to the left of the line (into the margin) until it changes to a white arrow and then double click. Or Triple click anywhere in the paragraph.	A paragraph
Move the pointer to the left margin until it changes to a white arrow and click and drag.	Multiple paragraphs
Click at the start of the selection, scroll to the end of the selection and hold down the **SHIFT** key (on the keyboard) and click.	A large block of text
Ctrl > A	All the text in the

Font:
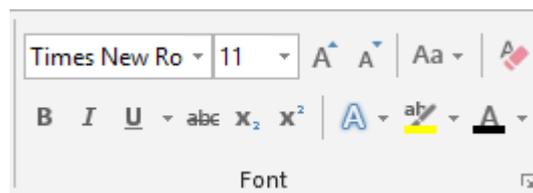
There are a number of useful buttons in the Font group. Select the text to apply the font change to, or select the button to apply the font change 'from now on'.

Description	Button
Set the type and size of the text.	
Bold or **Ctrl > B**	B

Italics or **Ctrl** > I	*I*
Underline. Select the down arrow to choose the type of underline. Or **Ctrl** > **U**	U ▾
Strike through the text.	abc
Subscript e.g. H_2O	x₂
Superscript e.g. Note[1]	x²
Increase all the selected text by 1 point. Useful when a document has headings and body text in different size. All headings and body text can be increased in size in one click.	A▴
Decrease all the selected text by 1 point. Useful when a document has headings and body text in different size. All headings and body text can be decreased in size in one click.	A▾
Change case of selected text. Useful if you accidentally press the Caps Lock button – use change case rather than retyping the text: • Sentence case • lowercase • UPPERCASE • Capitalize Each Word • tOGGLE cASE	Aa ▾
Clear all formatting. Useful if the formatting in the document is not working. Clearing the formatting and starting again is often quicker than trying to fix formatting problems.	
Add effects to the Click the drop down to choose different text effects, e.g. outline, shadow, reflection, glow.	A ▾
Add highlights to text	ab ▾
Change the font color.	A ▾
Click the drop down arrow next to font colour to get a list of available colours. Choose from the Theme colours to keep formatting consistent within a document or series of documents. See Section 6.1 for more about themes.	

⊞ **Paragraph:**

The paragraph section allows you to set paragraph level formatting.

Bullets and numbers:

Hints for managing bullets and numbers:

1. Select the numbers or bullets that you wish to apply using the toolbar buttons:
   a) Type the first line of text and press **Enter** to create the next bullet or number.
   b) To leave a blank line between the bullets or numbers, press **Shift > Enter.**
   c) When you are finished, press **Enter** twice.

2. If you need a bulleted list, just type an asterisk (*) followed by a space. The asterisk turns into a bullet and your list is started. When you've finished typing the first item in your list, press **Enter** and a new bullet will appear on the next line.

3. To automatically create numbered lists, type the number one and a dot (1.), followed by a space.

4. To start a letter list, type the letter 'a' and a dot (a.), followed by a space.

5. To create a multi-level of bullets, type the first bullet, use **Enter** to create the next level and press **Tab** to create a 2nd level of bullet.

6. Press **Shift > Tab** to move back a bullet level.

Justification:

Justification is applied to a line of text. Each line can only have one type of justification applied. If you want to align text on the left, center and right on the same line, tabs will need to be used.

Description	Button
Left justify. Line text on the left hand side of the page.	≡

Centre Justify. Centre text on the line	≡
Right justify. Line the text on the right side of the page	≡
Justify. Line text on the left hand and the right hand of the page. Often used when writing books or other documents. Spaces between letters and words are automatically added to make the text line on the left and right.	≡

Other Buttons:

Description	Button
Sort a list of text alphabetically.	A↓Z
Show paragraph marks and other formatting tasks. Useful when you are struggling to get the layout exactly as you would like it.	¶
Line Spacing Word 2013 has line spacing set quite wide by default. To change this for an individual document, select **Line Spacing** in the **Paragraph** group on the **Home** tab.	↕≡ ▾
Shading. Shade the color behind text paragraph or table cell. Always used to shade shapes. Can often be found on the Design Tab (appears in certain circumstances).	◩ ▾
Set the border around text, paragraph, table or any other object. See 4.3.5 for more explanation.	▦ ▾

Editing:

🔍 Find ▾
ᵃᵇ꜀ Replace
➤ Select ▾
Editing

The Editing group shows the standard options of:

Description	Button
Find text in a document. **Ctrl** > **F** also works	🔍 Find ▾
Find and replace text in a document	ᵃᵇ꜀ Replace
Select text in a document. Useful to select text with certain formatting or select types of objects.	➤ Select ▾