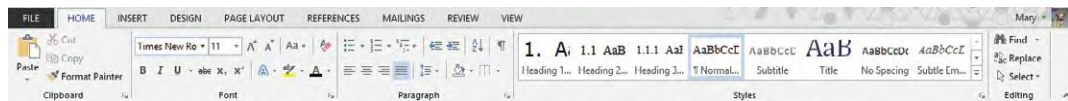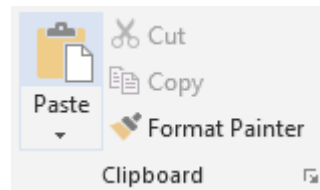**Lecture 4: MS Word 2013 – Home Tab -  Part 1**



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.
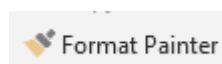
**To Copy:**

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.
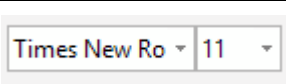
**To Select Text:**

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.<br><br>Or<br><br>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:**
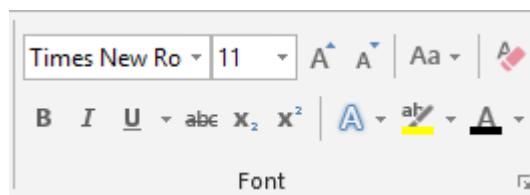


There are a number of useful buttons in the Font group. Select the text to apply the font change to, or select the button to apply the font change 'from now on'.

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

| | |
|---|---|
| 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:<br><br>• Sentence case<br>• lowercase<br>• UPPERCASE<br>• Capitalize Each Word<br>• 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. | (colour picker) |