

THE OPEN PLACE

The **Open place** provides easy access to recently opened files, as well as access to locations where your files may be stored such as your hard drive or OneDrive. The **Open place**

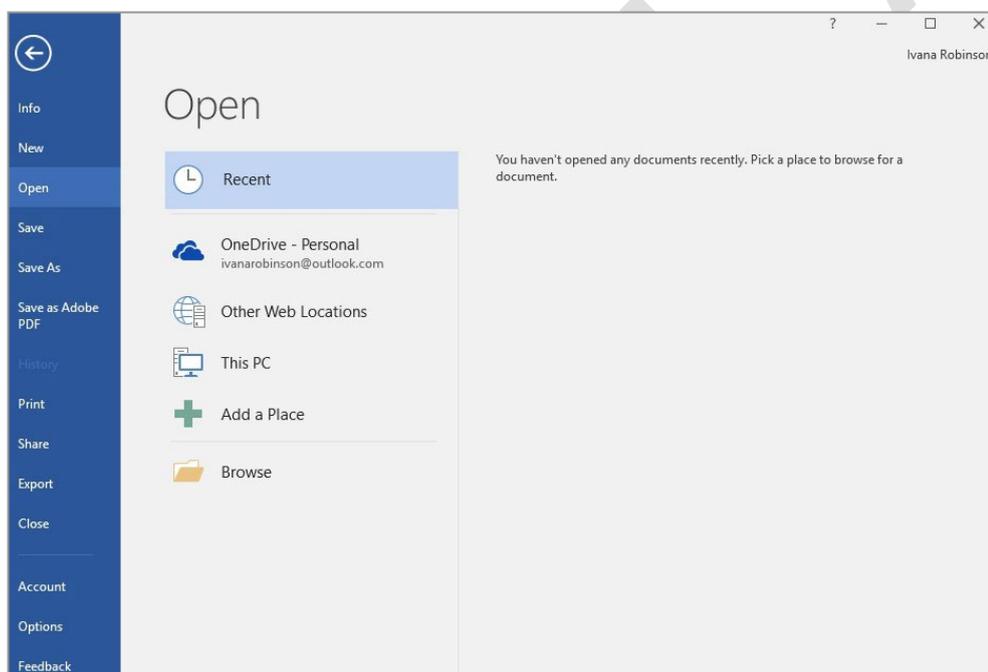
displays when you click on the **File** tab and select **Open** or use the keyboard shortcut **Ctrl** + **O**.

The Open Place

When you access the **Backstage** and click on **Open**, the **Open place** will display (see below for an example). By default, **Recent Documents** is selected in the middle pane making it very easy for you to open a file you have been working on recently.

If the document you wish to open doesn't appear in the **Recent Documents** list, you can either access the folders on **This PC** or in **OneDrive** by clicking on the appropriate option in the middle pane. Clicking on **[Browse]** in the right pane for either place will display the **Open** dialog box where you can navigate to the desired folder and select the file to open.

You can change the number of **Recent Documents** that display in the right pane by clicking on **File** > **Options** > **Advanced** > and then in the options box for **Show this number of recent documents** selecting a number between **0** and **50**.



Keyboard Shortcuts

To quickly access the **Open place** you can use the keyboard shortcut **Ctrl** + **O**. You may find this handy if you tend to open and work on the same files, or regularly open files located in different places.

You can access the **Open** dialog box directly if desired by using the keyboard shortcut **Ctrl** + **F12**.

If you would prefer to bypass the **Open place** altogether, you can adjust the settings so that the shortcut **Ctrl** + **O** displays the **Open** dialog box rather than the **Open place**. This may be useful if you don't use OneDrive or if you simply prefer to always display the **Open** dialog box. To do this:

1. Click on the **File** tab to open the **Backstage**
2. Click on **Options** to open the **Options** dialog box
3. Click on **Save** in the left pane
4. Click on **Don't show the Backstage when opening or saving files** under **Save documents**
5. Click on **[OK]**

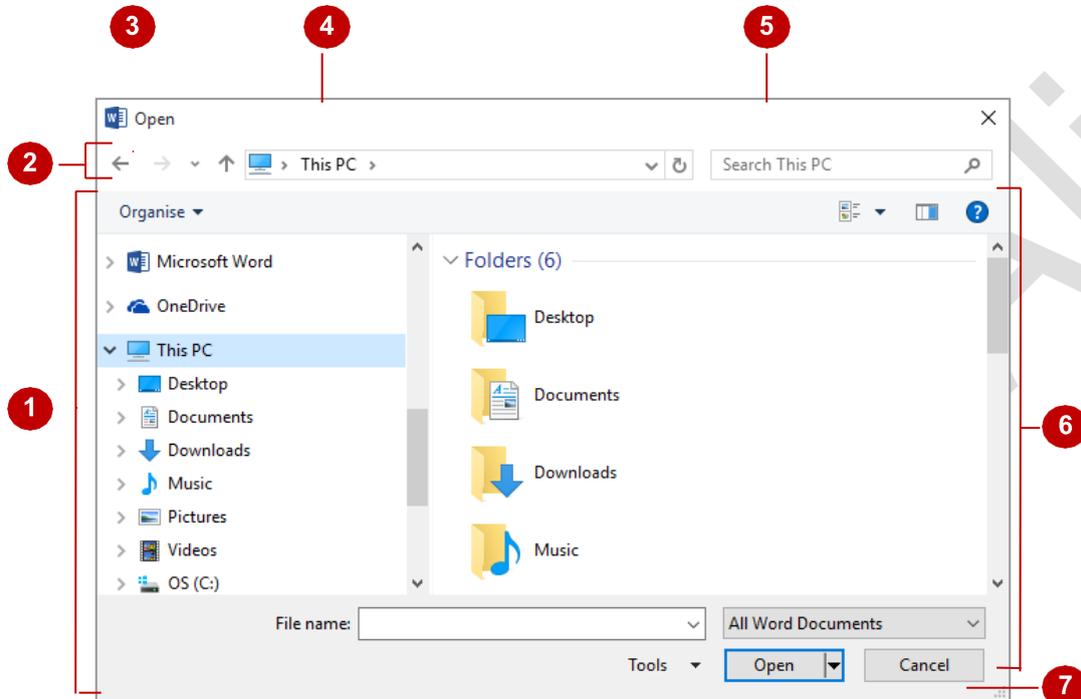
Note: Selecting this option also means the **Backstage** will not appear when you save your document using the shortcut **Ctrl** + **S**. Instead the **Save As** dialog box will display automatically.

Also note that selecting this option in Word or another Office program will change the setting in all Office programs.

THE OPEN DIALOG BOX

To access documents that have previously been created and saved on your computer, network or other storage device (but not **OneDrive**), you will need to display the **Open** tab in the **Backstage** and access the

Open dialog box. The options available in the **Open** dialog box for files saved to **This PC** are explained below.



The Open Dialog Box Options

- 1 The **Navigation Pane** lists the available storage devices and displays the folders and subfolders contained within these. There are two parts to this pane; a list of **Favourites** in the top half of the pane and a list of all **Folders** in the lower half. You can use the **Navigation Pane** to browse through the available folders and subfolders to locate the required document. Click on the arrows to the left of each folder and subfolder to expand and collapse folders, thereby displaying and hiding the hierarchy *within* folders. Click on a folder name to display the folder's contents in the **File List** pane (see 6 below)
- 2 The **Toolbar** buttons enable you to control the display and organisation of the files displayed in the dialog box. For instance, you can move and rename files using the **Organise** tool, or change the **File List** to display the files as icons instead of as a list using the **Change your view** tool.
- 3 When you click on a folder in the **Navigation pane**, the folders you click on are recorded in the background. The **Back** button enables you to backtrack through the previously visited folders and the **Forward** button enables you to move forward through them again.
- 4 The **Address Bar** displays the file path location of the files that are currently displayed in the **File List** pane.
- 5 The **Search box** enables you to use search criteria to locate a file. This criteria can be based on file name, file type or author and can incorporate Boolean filters (e.g. AND, NOT, OR etc) for more advanced searching.
- 6 The **File List** pane displays a list of files and subfolders contained within the folder currently selected in the **Navigation pane**. You can double-click on a folder or file in this list to open it.
- 7 In this area at the bottom of the dialog box, there are a number of options. The **File name** field displays the selected file's name. You can click on the **File name** drop arrow to display a list of files recently opened. The **Tools** option lists a selection of additional tools related to the dialog box. Click on **[Open]** to open the file displayed in **File name** or **[Cancel]** to close the dialog box without opening a file.

OPENING AN EXISTING DOCUMENT

There are a number of ways to open an existing document, such as double-clicking on a file in **File Explorer** or right-clicking on a **Word** shortcut on the desktop **Taskbar** and selecting a

document from the **Recent** list. But, if you already have Word open, the easiest method for opening an existing document is via **Open** in the **Backstage**.

Try This Yourself:

Before starting this exercise ensure Word has started and you have a document open...

1 Click on the **File** tab to display the **Backstage**, then click on **Open** to display a list of locations from which you can open files

Recent will be selected by default...

2 Click on **This PC** in the middle pane then click on **[Browse]** as shown

This will display the Open dialog box...

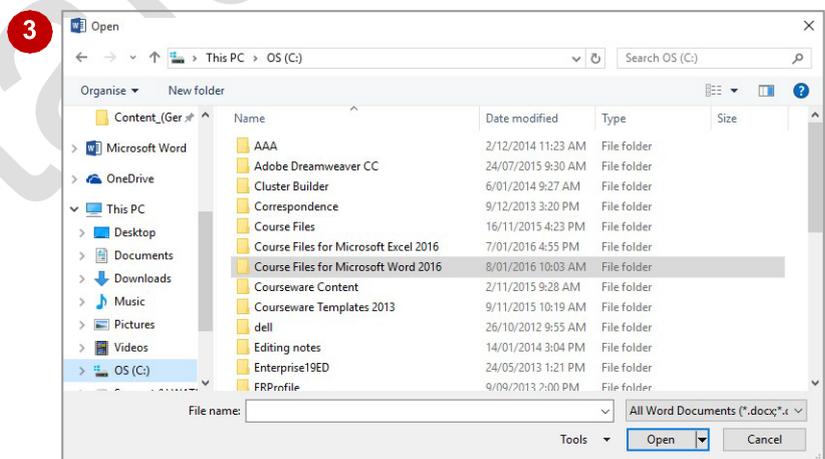
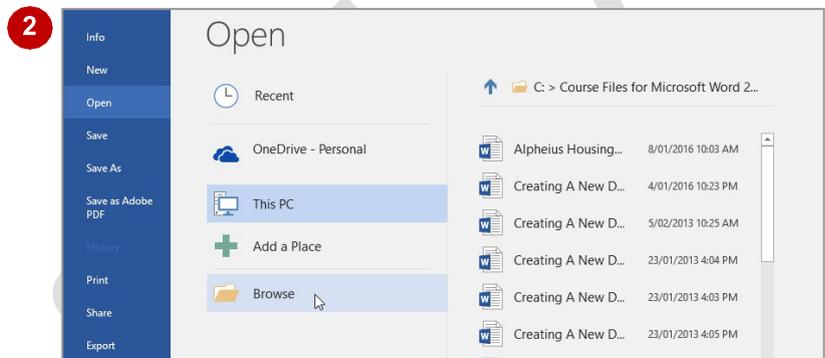
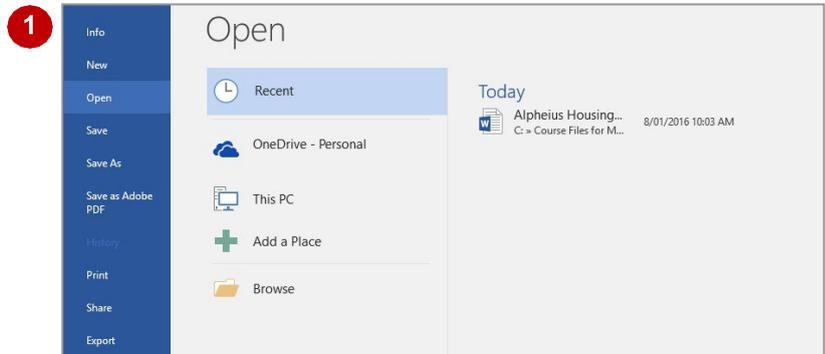
3 Click on the hard drive (C:) under **This PC**

The contents of the hard drive will be displayed in the file list...

4 Double-click on **Course Files for Microsoft Word 2016** to display its contents

This is the folder where the files for this course are located...

5 Click on **Working With A Document_1.docx**, then click on **[Open]** to open it



For Your Reference...

To **open** an **existing document**:

1. Click on the **File** tab, then click on **Open**
2. Select the required location, then click on **[Browse]**
3. Click on the required file
4. Click on **[Open]**

Handy to Know...

- You can use the keyboard shortcut **Ctrl + O** to display the **Open** place in the **Backstage**.
- To open a document you have used recently, click on **Open** in the **Backstage**, click on **Recent Documents** and select your file from the **Recent Documents** list.

NAVIGATING WITH THE KEYBOARD

There are a number of different methods you can use to navigate a Word document. For example, you can use the mouse, scroll bars or the **Navigation pane**. But one of the quickest

methods you can use is **keyboard shortcuts**. By using a set of keyboard shortcuts you can move all around a document as you will see in this exercise.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With A Document_1.docx...

- 1 Hold down **Ctrl** and press **End** to move to the end of the document
- 2 Press **Ctrl** + **Home** to move to the start of the document
- 3 Press **Ctrl** + **Pg Dn** to move to the next page
- 4 Press **Ctrl** + **Pg Up** to move to the previous page
- 5 Press **Ctrl** + **↓** five times to move down five paragraphs
- 6 Press **End** to move to the end of the current line
- 7 Press **Home** to move to the start of the current line
- 8 Press **Ctrl** + **→** to move the insertion point to the next word in the sentence
- 9 Press **Ctrl** + **Home** to move to the start of the document again

The founders wanted the world to know that they intended to create a company that knew no geographic boundaries and that could operate in a truly global sense irrespective of nationality, race, religion or creed.

And Enterprises is used to bring home the point that the company will pursue any commercial interest, ranging from manufacturing, through to the provision of a variety of services.

1

Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese proverb

2

All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as very tiny, new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the orphanage in Guiyang, China.

3

The company began out of the desire to offer eco-friendly products and services, and to do so in a responsible, corporate way.

The company is neither fully private, nor public. It has been floated on its own intra-exchange, where employees, suppliers, and customers, can elect to purchase company shares. Each year, on June 30, a dividend is paid to internal company shareholders based on company profits for the year.

5

The company began out of the desire to offer eco-friendly products and services, and to do so in a responsible, corporate way.

The company is neither fully private, nor public. It has been floated on its own intra-exchange, where employees, suppliers, and customers, can elect to purchase company shares. Each year, on June 30, a dividend is paid to internal company shareholders based on company profits for the year.

8

For Your Reference...

To **navigate** with the **keyboard**, press:

- **Ctrl** + **Home** or **Ctrl** + **End** to move to the start or end of the document, respectively
- **End** or **Home** to move to the end or start of the current line, respectively
- **Ctrl** + **Pg Dn** or **Ctrl** + **Pg Up** to move to the next or previous page, respectively

Handy to Know...

- To obtain a list of keyboard shortcuts available in Word, click on the **Microsoft Word Help** tool in the upper right corner of the ribbon, then type **keyboard shortcuts** in **Search** and press **Enter**.

SCROLLING THROUGH A DOCUMENT

Another easy method for scrolling through a longer document is to use the mouse and the **scroll bar**. The scroll bar, which is located on the right side of the document window, comprises

several buttons: a long grey **slider** button and an **up** and **down scrolling arrow**.

Try This Yourself:

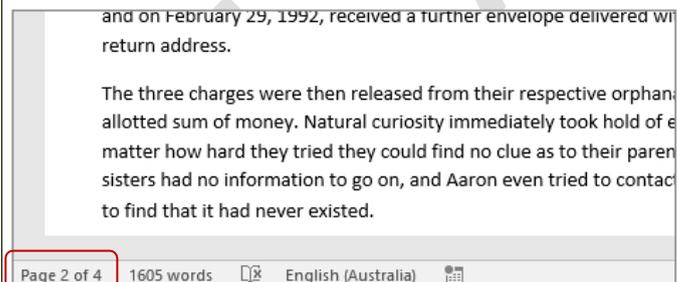
Same
File

Continue using the previous file with this exercise, or open the file *Working With A Document_1.docx...*

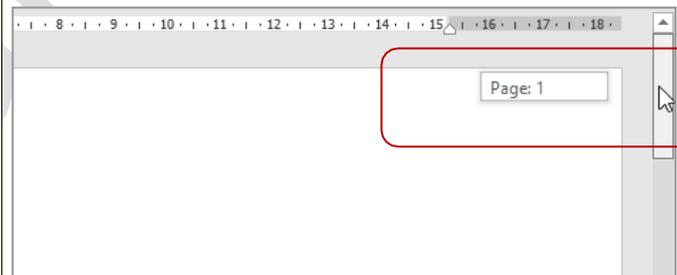
- 1 Ensure the insertion point is at the top of the document – the status bar shows you are on page **1 of 4**
- 2 Hold down or click repeatedly on the **down arrow** at the base of the scroll bar to move to the second page
Notice you can no longer see the insertion point as it remains at the top of the document. Also the page number indicator in the status bar has changed to reflect the page you are now viewing...
- 3 Click or hold down the **up arrow** until the screen stops scrolling – you should now see the top of the document
- 4 Point to the **slider** button, hold down the left mouse button – a tip box indicates the current page
- 5 Continue to hold down the left mouse button and drag the **scroll bar** down until you reach the bottom of the scroll bar – this is the bottom of the document
- 6 Drag the scroll bar up, until you reach the top of the document
- 7 Right click on the scroll bar and select page down to move to the next page.
To move up a page, simply select page up instead of page down



1



2



4

For Your Reference...

To **scroll**:

- **Up and down** – use the **up** and **down arrows** on the **vertical scroll bar**
- **Quickly** – drag the **slider** button up or down
- **Page by page** – right click on the scroll bar and select **Page up** or **Page down**

Handy to Know...

- The slider button changes length depending on the number of pages in the document and the zoom factor you are working at. The more pages and the greater the zoom, the smaller the slider button.

PAGE ZOOMING

In Word it is possible to **zoom** a document, that is, you can make a document larger or smaller on the screen. When you **zoom in** on a page, you increase the size of the contents of the page –

text, images, tables etc. When you **zoom out**, you reduce the size of the page, thereby enabling you to see more of the document on the screen, but not as detailed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With A Document_1.docx...*

- 1 Ensure you are at the top of the document, then click on the **View** tab
- 2 Click on **Zoom** in the **Zoom** group to display the **Zoom** dialog box
- 3 Click on **200%** in **Zoom to** then click on **[OK]**
The document will be magnified to 200%...
- 4 Click on **Zoom** in the **Zoom** group to display the **Zoom** dialog box again
- 5 Click on **Page Width** in **Zoom to** then click on **[OK]**
Now the document is sized so that each page is as wide as the screen...
- 6 Repeat steps 2 and 3 to change the zoom to **100%**

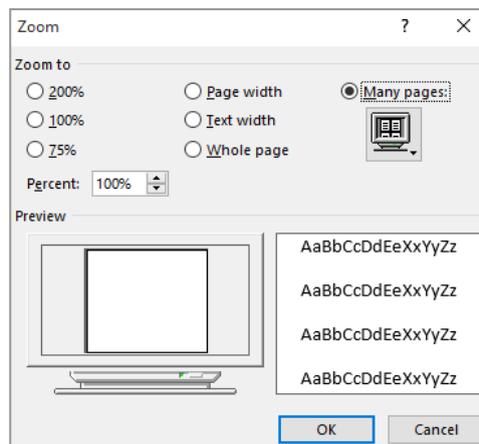
1

Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese proverb

Alpheius Global Enterprises is typical of a new breed of 21st century companies.

2



3

Alpheius Global Enterprises

Life is for one generation; a good name is forever

For Your Reference...

To **zoom in** and **out** of a **page**:

1. Click on the **View** tab
2. Click on **Zoom** in the **Zoom** group
3. Click on the scale required
4. Click on **[OK]**

Handy to Know...

- To quickly zoom, you can use the **Zoom** options in the bottom right corner of the taskbar at the bottom of the screen. Either drag the **Zoom** slider or click on **Zoom Out** or **Zoom In** to adjust the scale. Alternatively, click on the current **Zoom level** to display the **Zoom** dialog box.

VIEWING THE RULER

The Microsoft Word **ruler** can be displayed both along the top and down the left side of the document window. The ruler can be used to set tabs, indents and margins within the document

and is also a useful visual aid for lining up objects, such as graphics, within the document. However, you do not necessarily have to display the ruler and it is easily switched on and off.

Try This Yourself:

Same file

Continue using the previous file with this exercise, or open the file *Working With A Document_1.docx...*

1

Ensure the **View** tab is active

By default the rulers are not displayed...

2

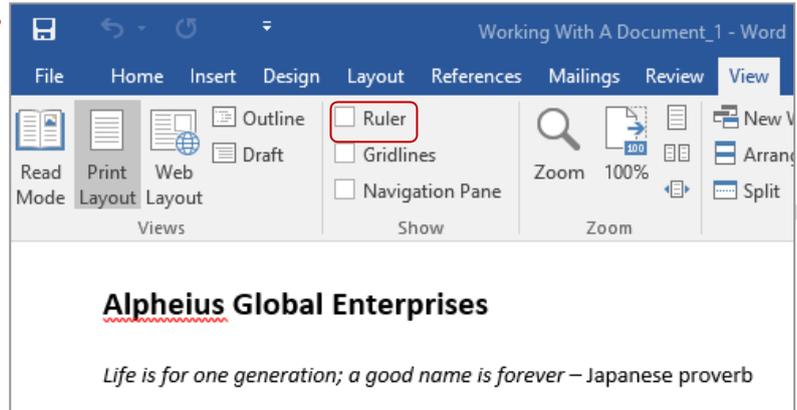
Click on **Ruler** in the **Show** group so it appears with a tick

The horizontal and vertical rulers will appear on the screen...

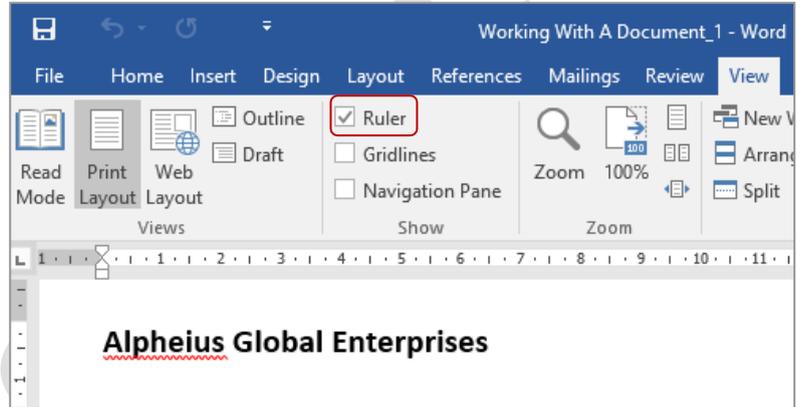
3

To turn the ruler off, repeat step 2 to ensure that **Ruler** appears without a tick

1



2



For Your Reference...

To **view** the **ruler**:

1. Click on the **View** tab
2. Click on **Ruler** in the **Show** group until it appears with a tick

Handy to Know...

- It is possible to deactivate the vertical ruler. To de/reactivate the vertical ruler, click on the **File** tab to display the **Backstage**, then click on **Options**. Select **Advanced** then click on **Show vertical ruler in Print Layout view** under **Display**.

SHOWING PARAGRAPH MARKS

Word documents contain special **marks**, or **symbols**, which define the different keyboard buttons used to create that document's layout. For instance, every time you press **[Enter]**, you are

instructing Word to begin a new paragraph. Word indicates this action by inserting a **paragraph end mark**. You can choose to display or hide these formatting marks as you work.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With A Document_1.docx*...

1

Click on the **Home** tab
When paragraph marks are not being shown, the **Show/Hide** tool is not highlighted...

2

Click on **Show/Hide** in the **Paragraph** group to display the formatting symbols

Notice the end of each paragraph is indicated by a symbol, whereas the spaces in the document (inserted when you press **[Space]**) are indicated by a dot...

3

Click on **Show/Hide** in the **Paragraph** group again to hide the paragraph marks

You can also use a keyboard shortcut to display and hide paragraph marks...

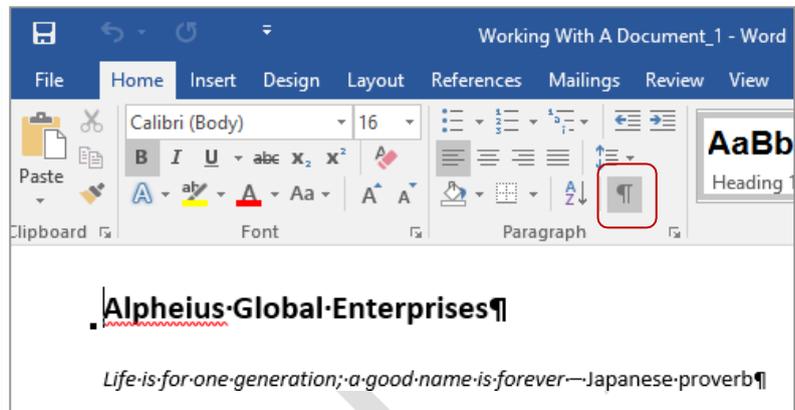
4

Press **[Ctrl] + [Shift] + [*]** to display the paragraph marks

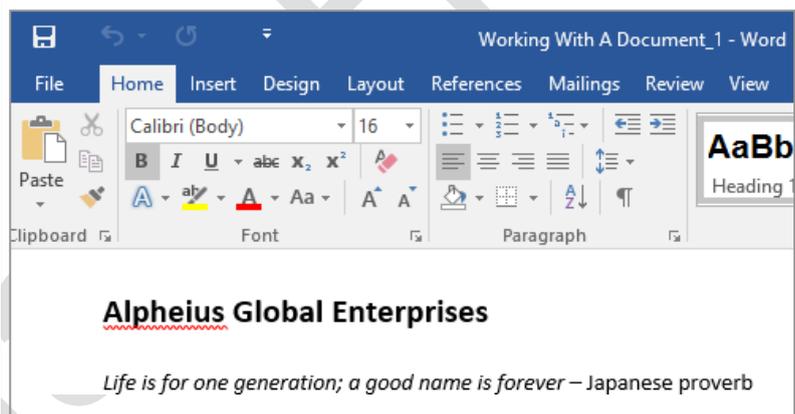
Note this only works if you use the **[*]** on the **8** key and not the numeric keyboard...

5

Repeat step 4 to hide the marks again



2



3

For Your Reference...

To **show paragraph marks**:

1. Click on the **Home** tab
2. Click on **Show/Hide** in the **Paragraph** group

Handy to Know...

- You can choose to always display paragraph marks on your screen. To do this, click on the **File** tab to display the **Backstage** and click on **Options**. Select **Display**, then tick **Paragraph marks** under **Always show these formatting marks on the screen**.

COUNTING WORDS

If you need to know how many words are in your document – for instance if you need to write a document with a word limit or one that must contain a minimum number of words, Word can

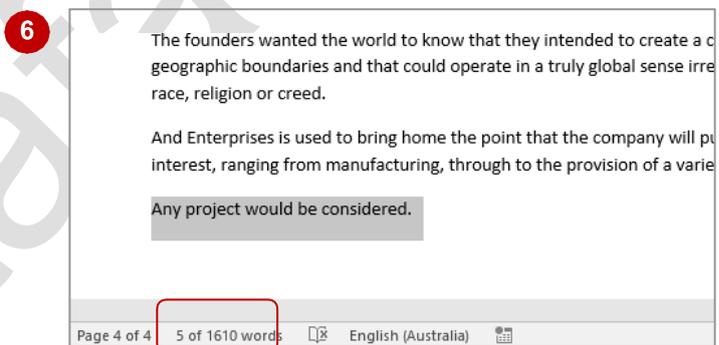
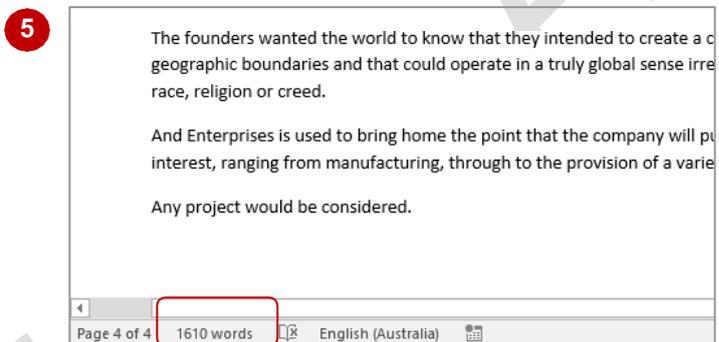
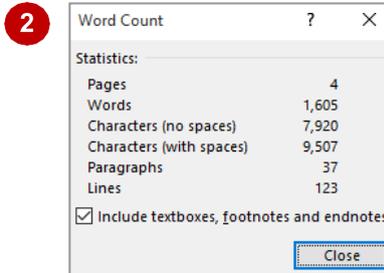
count the words for you. Word can also count the number of pages, paragraphs and lines in your document, as well as the number of characters; including or not including spaces.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With A Document_1.docx...*

- 1 Click on the **Review** tab
- 2 Click on **Word Count** in the **Proofing** group to display the **Word Count** dialog box
There are 1,605 words in this document. You can also track the words as you type...
- 3 Click on **[Close]** to close the **Word Count** dialog box
- 4 Look at the left side of the status bar – you will see the number of words is displayed here
Let's add some words...
- 5 Press **Ctrl** + **End** to move to the end of the document, press **Enter** and type **Any project would be considered.**
The word count has adjusted to display the new tally. You can also count selected words...
- 6 Click and drag over the last sentence to select it – the word count now displays: **5 of 1610 words**
This means you have selected 5 of the 1610 words in the document



For Your Reference...

To **perform** a **word count**:

1. Click on the **Review** tab
2. Click on **Word Count** in the **Proofing** group

Handy to Know...

- To count the number of words in a text box, you will need to select the words and then check the word count displayed in the status bar.
- Click on **Include textboxes, footnotes and endnotes** in the **Word Count** dialog box for an extended count of words.

UNDERSTANDING FONT FORMATTING

Font formatting refers to the appearance of text. You can change the format or appearance of text to make a particular phrase stand out, make text more or less prominent, indicate that the text is a

quote, reflect a particular mood or feeling, and to ensure that the overall effect is one of continuity and consistency. Text anywhere in a document can be formatted for any reason you like.

Text in Documents

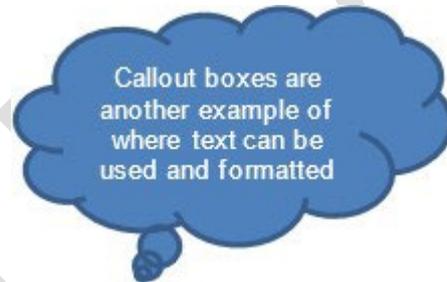
Some of the simplest documents consist of text on a page. The text you use can be formatted to meet corporate requirements, fit more words on a page, make it easier to read or make the document look like a flyer rather than a letter. Basically, text can be formatted for a wide variety of reasons.

For example, you may like to change the font, font size, apply **bold** or *italics*, underline or change the colour of text.

Text in Tables

Text is used in tables, as shown here. The text can be formatted to show:

Headings
Normal table entries
<i>Quotes</i>
SAMPLES and many other things...



Text in Boxes

Text can also be used in text boxes and other shapes (such as the callout example above). This text can also be formatted to match your document or as a caption for an image in a borderless text box, for example.

Keep it Simple

Formatting of text is best applied simply. Only make a limited number of changes unless your project specifically calls for more. A single overall font change can often be more effective than multiple changes that confuse or distract the reader. As a rule of thumb:

- use no more than four formats on a page
- reserve underlining for very special cases because it can interfere with the readability of text and imply a hyperlink
- don't use ALL UPPERCASE because it is not as easy to read as lowercase or mixed case and can be taken to imply SHOUTING
- emphasise only the **key** words.

UNDERSTANDING FONT FORMATTING TOOLS

Microsoft Word provides a range of font formatting tools which can be used to change the appearance of the text to suit the type of document you are creating. These tools are easy

to access as most of them are located on the ribbon. You can also locate some font formatting tools from a mini toolbar.

Font Formatting Tools

Because text can be added to a document in so many ways, it stands to reason you will want your font formatting tools on hand wherever text appears. Font tools appear in the **Font** group on the **Home** tab (as shown below in the first image) and in the mini toolbar that appears when text is selected or when you right-click on text to display a shortcut menu (as shown in the second image).

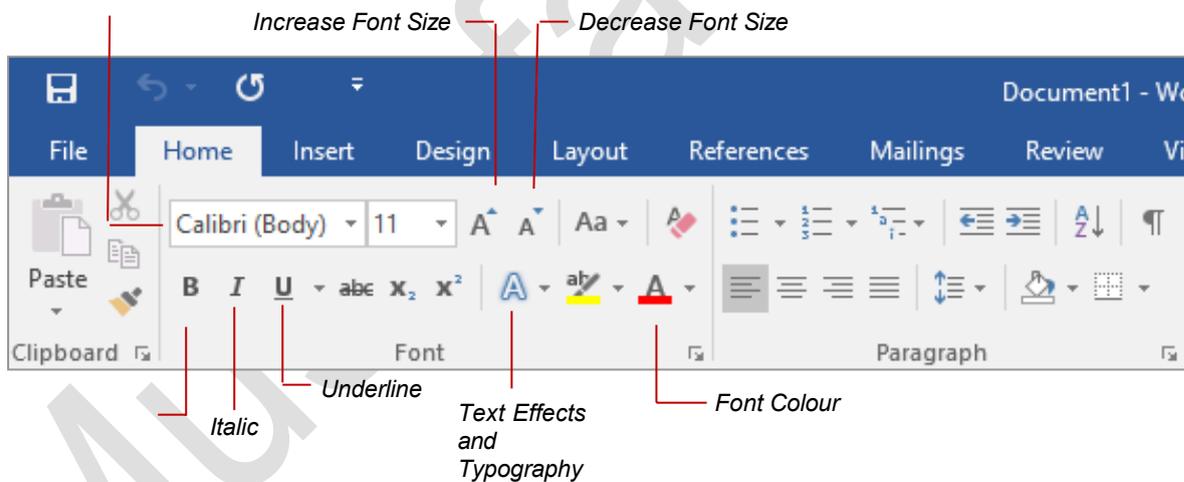
The tools work as:

- toggles, such as **Bold**, which turn a tool either on or off
- single-use buttons such as **Increase Font Size** which only ever do what their tool tip says
- buttons to display a menu of choices, such as **Change Case**
- multi-purpose tools such as **Font Colour** which can be used to either apply the displayed colour or to display a menu of alternatives. These have two-part buttons which usually consist of an icon and a drop down arrow.

The Home tab

To find out what each tool icon represents, point to the icon to see a tool tip which displays the tool's name and a brief description of what it does. The names of some of the commonly used font tools are shown below.

Font



Bold

The Mini Toolbar

An even quicker and easier way to access common font formatting tools is to use the mini toolbar. You can display the mini toolbar by selecting text. The toolbar contains a few of the most popular Font formatting tools as well as tools from other groups on the **Home** tab including (from left to right) **Font**, **Font size**, **Increase Font Size**, **Decrease Font Size**, **Format Painter** (from the **Clipboard** group), **Bold**, **Italic**, **Underline**, **Text Highlight Colour**, **Font Colour**, **Bullets** (from the **Paragraph** group), **Numbering** (from the **Paragraph** group) and **Styles** (from the **Styles** group).



WORKING WITH LIVE PREVIEW

Live Preview helps you apply the right font formatting effect the first time, every time, by displaying a preview of the effect before it is actually applied. It gives you the chance to

'test drive' effects until you find the one you want, then you can select it. Live Preview changes the appearance of your text as you point to a font formatting option in a gallery or list.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Font Formatting_1.docx*...

In this example, all of the text is in text boxes...

1

Click in the introductory text to display the text box handles, then click on the edge of the text box to select it

The dotted line between the handles will change to a solid line, and any changes you make will affect all of the text in the text box...

2

Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group to open the **Font** gallery

3

Point to a few different fonts until you find one you like

We've chosen *Bradley Hand ITC*...

4

Point to the page

Notice the change is not permanent – you just get a sneak preview...

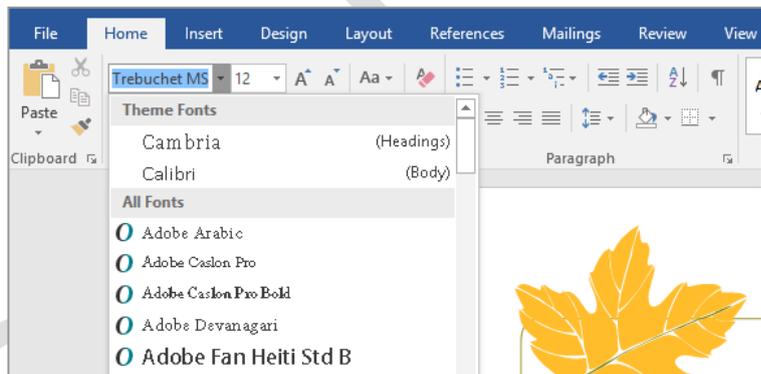
5

Click on the font of your choice

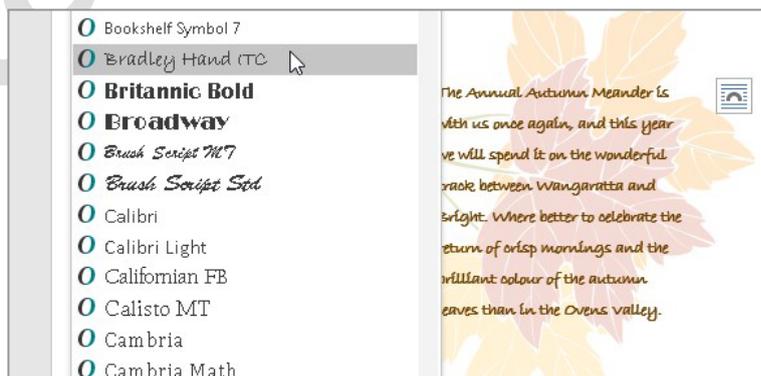
This will apply the font change and close the menu



1



2



3

For Your Reference...

To **work** with **Live Preview**:

1. Select the text you want to modify
2. Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group to open the **Font** gallery
3. Point to the option you want to preview and click on it to apply it

Handy to Know...

- You can apply formatting to single letters or words by selecting them first. In this example, we could have used the mouse to drag across and select some of the text instead of selecting the entire text box.
- Live Preview works with only some of the font formatting commands.

CHANGING FONTS

The appearance you choose for your text is referred to as the **font** or **typeface**. Font traditionally refers to a combination of typeface, style and size in points (e.g. Arial Bold 12 pt). In

word processing, font just refers to the typeface or shape of the letters. Typical classic fonts include Times New Roman, Arial, Century Gothic and **COPPERPLATE**.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *Font Formatting_2.docx...*

1 Press **Ctrl** + **A** to select all of the text

Notice the **Font** group on the **HOME** tab indicates the font is **Calibri (Body)**...

2 Click on the **Home** tab, then click on the drop arrow for **Font** and point to a font

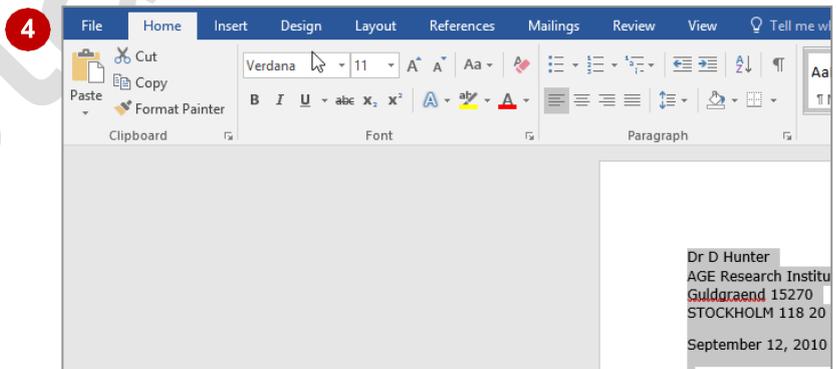
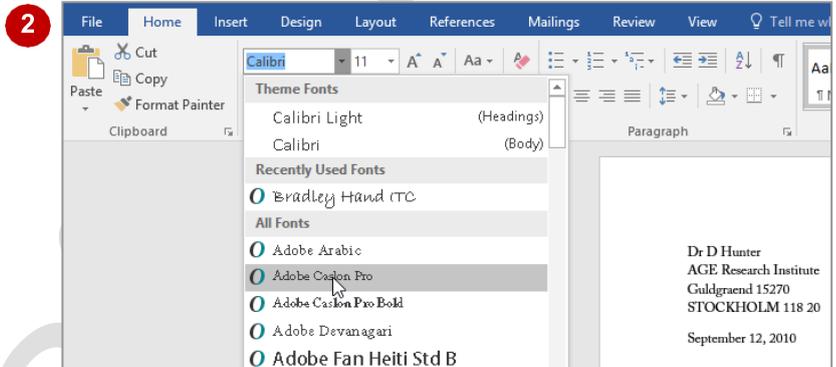
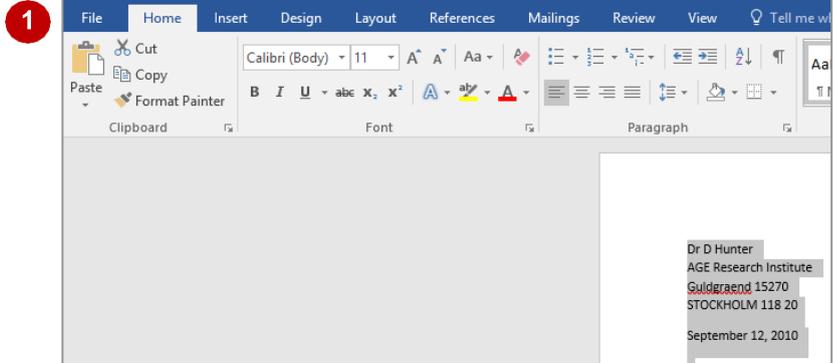
The text will adjust to reflect a **Live Preview** of the new font...

3 Point to **Arial Narrow**, then **Book Antiqua**, **Garamond** and **Gill Sans MT**

If you don't have these fonts, try different ones. As you point to each font, the preview will change...

4 Scroll down and click on **Verdana**, or another font of your choice to apply the change

This time the font formatting is permanent – it won't change again unless you repeat this process



For Your Reference...

To **apply font formatting**:

1. Select the text
2. Click on the **Home** tab, then click on the drop arrow for **Font** in the **Font** group
3. Point to a font to preview it
4. Click on the font to apply it

Handy to Know...

- You can jump directly to a font. For example, if you want to preview Garamond, click in the text box for **Font** and press **G**. Word will jump to the fonts that start with the letter **G** and Live Preview will modify the text temporarily. Keep typing the name until you reach the font you want.

CHANGING FONT SIZE

One way you can emphasise text is by changing the **size** of the font. For example, if your normal text is 11 pt, you may like to make the headings 13 pt or larger so they stand out. **Font size** may

also be changed to make the text smaller for detailed items such as comments in a text box or a caption for a picture.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Formatting_3.docx...*

1

Press **Ctrl** + **A** to select all of the text

2

Click on the **Home** tab, then click on the drop arrow for **Font Size** and point to **14**

Live Preview will display the text in the larger font size...

3

Click on **10** to change the font size to **10 pt** then click away from the text to view the result

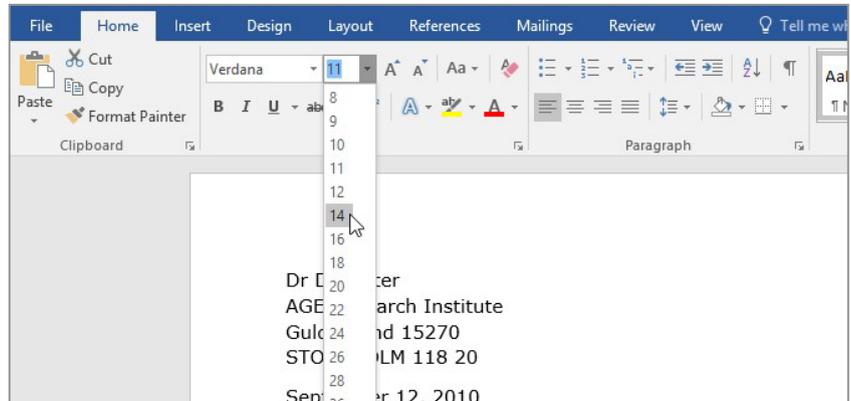
You can also change the font size of selected parts of a document, and you can use the mini toolbar for this if you like...

4

Point to the left of the first address at the top of the document, click and drag downwards to select it, then point to the selected text to display the mini toolbar

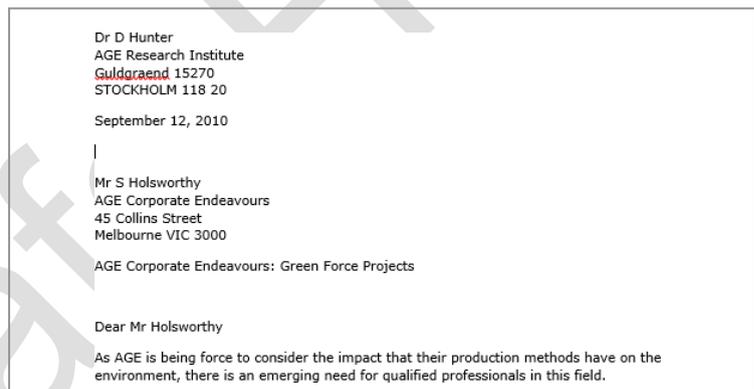
5

Click on the drop arrow for **Font Size** and select **9**

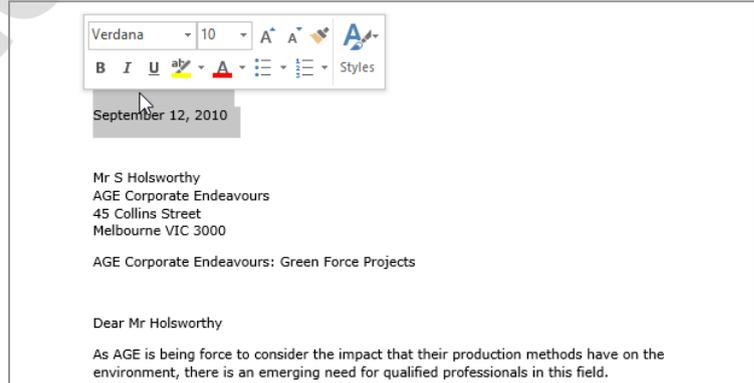


2

3



4



For Your Reference...

To **change font size**:

1. Select the text you want to change
2. Click on the **Home** tab, then click on the drop arrow for **Font Size** in the **Font** group
3. Click on the required font size

Handy to Know...

- If the mini toolbar doesn't display when you move your mouse over the selected text, simply right-click on the selected text.

INCREASING AND DECREASING FONT SIZE

If you're not exactly sure what font size you want but you know you want to make the text larger or smaller, you can simply use **Increase Font Size** and **Decrease Font Size** to adjust the font size

incrementally. Each time you click on **Increase Font Size**, it changes the font size to the next larger size on the list. This is another way that you can test-drive different font sizes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Formatting_4.docx...*

- 1 Click to the left of **AGE Corporate Endeavours: Green Force Projects** to select the line
- 2 Click on the **Home** tab, then click on **Increase Font Size** in the **Font** group twice to increase the font size to **12 pt**
The size is displayed in the Font Size control...
- 3 Click on **Increase Font Size** a few more times to see how the size increases each time
Now to decrease font size...
- 4 Click on **Decrease Font Size** to reduce the size of the font until it is **8 pt**
It should be smaller than the surrounding text...
- 5 Click on **Increase Font Size** until the font size is **11 pt**
This is one point larger than the majority of the text

1

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

2

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

4

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

5

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

For Your Reference...

To **increase font size**:

- Select the text and click on **Increase Font Size** until it reaches the required size

To **decrease font size**:

- Select the text and click on **Decrease Font Size** until it reaches the required size

Handy to Know...

- The keyboard shortcut for **increasing** the font size is **Ctrl** + **>**.
- The keyboard shortcut for **decreasing** the font size is **Ctrl** + **<**.

MAKING TEXT BOLD

One of the most common ways of emphasising text is to make it **bold**. Bold text is darker in appearance because the letters are thicker, but it retains the same shape as normal text. The

intensity of **bold** text draws the reader's eye directly to it so that they read the most important information first. Like all formatting features, text must be selected before it can be made bold.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_5.docx...*

1 Click to the left of **AGE Corporate Endeavours: Green Force Projects** to select the line as shown

2 Click on the **Home** tab, then click on **Bold** in the **Font** group

The letters increase in thickness and intensity...

3 Click away from the text to see the final effect

This makes the subject of the letter easier to identify

1

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

2

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

3

Mr S Holsworthy
AGE Corporate Endeavours
45 Collins Street
Melbourne VIC 3000

AGE Corporate Endeavours: Green Force Projects

|

Dear Mr Holsworthy

For Your Reference...

To **make text bold**:

1. Select the text
2. Click on the **Home** tab
3. Click on **Bold** in the **Font** group

Handy to Know...

- **Bold** text is created by replacing the original letters with a darker, thicker version of them. Many typefaces, such as Times New Roman, have a series of typeface variations such as normal, **bold**, *italics* and **bold italics**. When you apply bold, Word replaces your normal typeface with a bold version of it.

ITALICISING TEXT

Italic text is a variation of a typeface that slants to the right. It was originally based on calligraphy and is used to emphasise words for a variety of special reasons. For example, you can use italics

for book names, such as *Murder on the Orient Express*, scientific names such as *Homo sapiens*, foreign words such as *in vitro*, quotations, and unspoken dialogue in a novel.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Formatting_6.docx...*

- 1 Select the text **Alpheus Research Institute** in the third paragraph
- 2 Click on the **Home** tab, then click on **Italic** in the **Font** group
- 3 Click away from the text to deselect it

You can see clearly how the text now slants to the right

1

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on reducing greenhouse gas emissions in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the **Alpheus** Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

2

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on reducing greenhouse gas emissions in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the *Alpheus Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

3

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on reducing greenhouse gas emissions in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the *Alpheus Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

For Your Reference...

To *italicise text*:

1. Select the text
2. Click on the **Home** tab
3. Click on **Italic** in the **Font** group

Handy to Know...

- It is recommended that you don't use italics for long passages of text because the angle of the letters makes it harder to read than normal text.

UNDERLINING TEXT

An underline is one or more lines appearing immediately below text. Underlining was originally used to emphasise text in hand-written documents, or to indicate special typographical

treatment, such as italics, in documents that were typeset. These days, underlining is used primarily to indicate the presence of hyperlinks in online documents or for emphasis.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_7.docx...*

- 1 Select the text **AGE Corporate Endeavours' Green Force** in the third paragraph, as shown
- 2 Click on the **Home** tab, then click on **Underline** in the **Font** group to apply a single underline
- 3 Click away from the text to examine the underline
You can also apply different forms of underlining...
- 4 Double-click on **November** in the fourth paragraph to select it, as shown
- 5 Click on the drop arrow for **Underline** to open a gallery of options, then point to different underline options
Live Preview will display each type of underlining as you point to it...
- 6 Click outside the underline gallery to close it without applying underlining

1

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

2

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

4

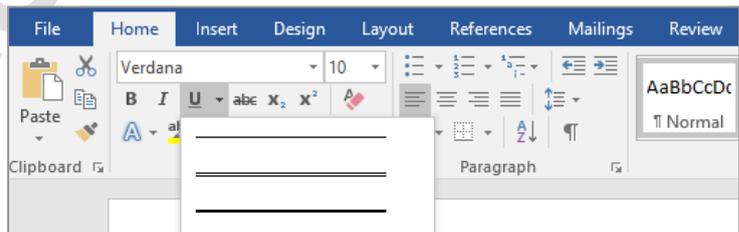
I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

5



For Your Reference...

To **underline text**:

1. Select the text
2. Click on the **Home** tab, then click on **Underline** in the **Font** group

Handy to Know...

- **Underlining** should be used sparingly in documents because it makes text more difficult to read. It should only be used in web pages if it indicates a hyperlink. **Underlined** text will confuse a user if they click on it in a web page and nothing happens.

APPLYING STRIKETHROUGH

Strikethrough refers to the placement of a line through text, as in ~~strikethrough~~. In word processing, strikethrough allows you to cross out selected text without actually deleting it. It is

particularly useful for legal documents and for making suggested changes to a colleague's or student's work, as the reader can see both the original and the amended text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_8.docx...*

1 Select the text **upon my return to Australia** towards the bottom of the letter, as shown

2 Click on the **Home** tab, then click on **Strikethrough** in the **Font** group to place a line through the text

3 Click away from the text to display the result

The advantage of strikethrough is that you can still read the text

1

I will be completing a year's study at the ~~Alpheius~~ Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

2

I will be completing a year's study at the ~~Alpheius~~ Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

3

I will be completing a year's study at the ~~Alpheius~~ Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

For Your Reference...

To **apply strikethrough**:

1. Select the text
2. Click on the **Home** tab, then click on **Strikethrough** in the **Font** group

Handy to Know...

- Word has a feature called **change tracking** which monitors all changes made to a document. When change tracking is turned on and you delete any part of your document, Word applies strikethrough to the deleted text.

SUBSCRIPTING TEXT

Subscript text is text that appears below the normal position of letters and is slightly smaller in size, usually around $\frac{2}{3}$ of normal text. It is usually used in mathematical formulas, for example,

$Z_{k+n,m} = Z_{k,m}$ and in chemical formulas and other scientific notations, such as ammonia, which is NH_3 , and methylene chloride, which is CH_2Cl_2 .

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_9.docx...*

1

Click at the end of the third paragraph in the letter and type

My thesis is entitled Sustaining H₂O.

2

Select the number 2 in **H₂O**, as shown

3

Click on the **Home** tab then click on **Subscript** in the **Font** group

4

Click away from the text to see the result

The 2 is now clearly smaller and lower than it was before and forms part of the scientific name for water

1

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

2

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

4

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

Yours sincerely

For Your Reference...

To **subscript text**:

1. Select the text
2. Click on the **Home** tab then click on **Subscript** in the **Font** group

Handy to Know...

- You can apply subscript as you type by pressing **Ctrl** + **=** before and after the character you want to subscript. The second time you press **Ctrl** + **=**, subscript is turned off.

SUPERSCRIPTING TEXT

Superscript text is text that appears above the normal position of letters and is slightly smaller in size, usually around ⅔ of normal text. It is often used in mathematical formulas, for example,

when expressing the powers of a number, e.g. $2 \times 2 = 2^2$, and is also used for ordinals such as 2nd and 25th and in chemistry for variations in elements known as isotopes, such as ¹²C and ¹³C for carbon.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_10.docx...*

1

Click at the end of the third paragraph, press Space and type:

There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

2

Select **10** in **10B**

This is the first number than needs to be superscripted. We can actually select both numbers and apply superscript to them simultaneously...

3

Hold down Ctrl and select **11** in **11B**

Both numbers should be selected...

4

Click on the **Home** tab, then click on **Superscript** in the **Font** group

5

Click away from the text to deselect it

1

I will be completing a year's study at the ~~Alpheius~~ *Alpheius* Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.]

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration.

3

I will be completing a year's study at the ~~Alpheius~~ *Alpheius* Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration.

5

I will be completing a year's study at the ~~Alpheius~~ *Alpheius* Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you ~~upon my return to Australia~~ in early November to discuss an interview.

Thank you for your time and consideration. |

For Your Reference...

To **superscript text**:

1. Select the text
2. Click on the **Home** tab then click on **Superscript** in the **Font** group

Handy to Know...

- Superscript is applied automatically to ordinals in Word, such as 25th. These settings can be viewed and changed by clicking on the **File** tab and then on **Options**. Click on the **Proofing** category and then click on **[AutoCorrect Options]**. **Ordinals** is found on the **AutoFormat As You Type** tab.

HIGHLIGHTING TEXT

One formatting option that is used mainly online is **highlighting**. Highlighting places a **coloured background** behind text so that you can find it more easily or grab a reader's attention. It's the

computer equivalent of using a highlighter pen and is great for editing or studying your own or other people's work. Highlighting colours range from yellow to black.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Font Formatting_11.docx...*

- 1 Select the text **reducing greenhouse gas emissions** in the second paragraph, as shown
- 2 Click on the **Home** tab, then click on **Text Highlight Colour** in the **Font** group to apply the default colour to the text
It should be yellow. You can also apply highlighting in a similar way to using a highlighter pen...
- 3 Click away from the text to deselect it, then click on **Text Highlight Colour** and drag it across the text **business process reorganisation**, as shown
Notice the pointer changes and this time the colour is applied as you drag. You can also select different colours...
- 4 Click on the drop arrow for **Text Highlight Colour** and click on **Turquoise**
- 5 Drag the mouse across **polar ice sheets** to apply the colour, as shown
- 6 Press Esc to turn off the highlighter

1

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in polar ice sheets.

2

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in polar ice sheets.

3

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, **business process reorganisation**, project sustainability, and market application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in polar ice sheets.

5

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, **business process reorganisation**, project sustainability, and market application.

I will be completing a year's study at the *Alpheius Research Institute* in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H₂O. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in **polar ice sheets**.

For Your Reference...

To **highlight text**:

1. Click on the **Home** tab
2. Select the text then click on the **Text Highlight Colour**, or
Click on **Text Highlight Colour** and then drag to highlight the desired text

Handy to Know...

- Remove highlighting from selected text by clicking on the drop arrow for **Text Highlight Colour** and clicking on **No Colour**.
- Search for highlighted text by clicking on the drop arrow for **Find**, selecting **Advanced Find**, clicking on **[Format]** and selecting **Highlight**.

CHANGING CASE

Case refers to whether the uppercase (capital) or lowercase form of a letter is used. Word allows you to change between cases so you don't have to retype text. Change case options are

Sentence case, where the first letter is a capital, **lowercase**, **UPPERCASE**, **Capitalise Each Word**, and **tOGGLE cASE**, which swaps between upper and lower case.

Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file **Formatting_12.docx...***

1 Select the heading **AGE Corporate Endeavours: Green Force Projects**

2 Ensure the **Home** tab is active, then click on **Change Case** in the **Font** group and select **Sentence case**

All the capitals, other than the very first one, will change to lowercase...

3 Click on **Change Case** and select **UPPERCASE**

This time all letters will change to capitals...

4 Click on **Change Case** and select **tOGGLE cASE**

This will change all the uppercase letters to lowercase (and vice versa)...

5 Click on **Change Case** and select **Capitalise Each Word**, then change **Age** to **uppercase**

This will convert the letters back to a form more suitable for a heading

1

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I

2

Age corporate endeavours: green force projects

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I

3

age corporate endeavours: green force projects

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I

4

AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I

For Your Reference...

To **change case**:

1. Select the text
2. Click on the **Home** tab
3. Click on **Change Case** in the **Font** group
4. Select the required case

Handy to Know...

- Text typed in all UPPERCASE letters is rarely used as it is harder to read (as there's no shape variation) and because uppercase can be interpreted as shouting when used in correspondence. All uppercase is best reserved for short headings or headlines which appear in much larger font sizes.

CHANGING TEXT COLOUR

The colour of text can be changed to any colour you select from the wide ranging palette. Colour can be used to reflect a corporate brand identity, the mood of a document, or to just jazz it up a bit

and catch the eye of a passerby. With colour, as with many of the other font formatting features, less is more – use too many colours and you will just confuse the reader.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Font Formatting_13.docx...*

1

Double-click on **AGE** in the first paragraph to select it

2

Ensure the **Home** tab is active then click on the drop arrow for **Font Colour** in the **Font** group to display the colour palette

3

Point to different colours to see the effect on the text

Live Preview will update the display...

4

Point to **Green** under **Standard Colours**

The tool tip will display the name of the colour so it's easier to find...

5

Click on **Green** to apply the colour green to the text

6

Click away from the text to deselect it and display the result

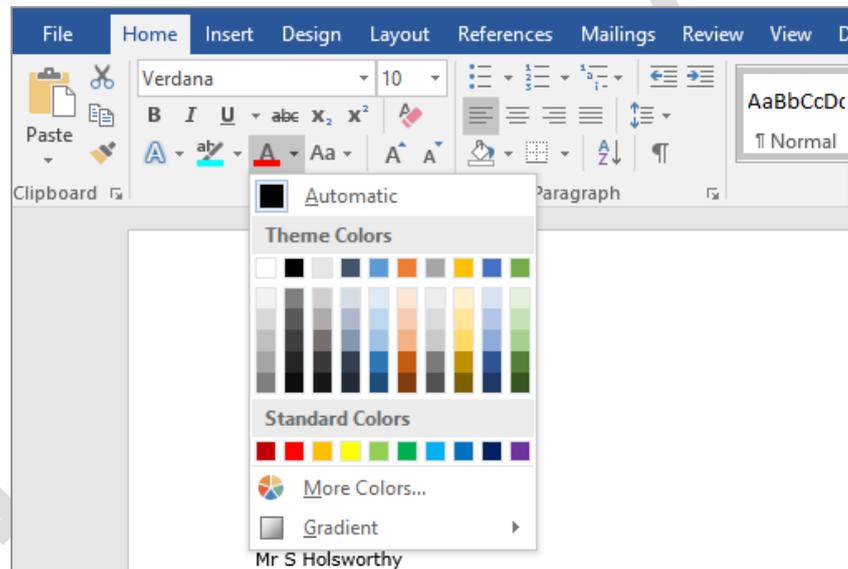
AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

As AGE is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I

1



2

Dear Mr Holsworthy

As **AGE** is being force to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, **business process reorganisation**, project sustainability, and market application.

6

For Your Reference...

To **change text colour**:

1. Select the text
2. Click on the **Home** tab then click on the drop arrow for **Font Colour** in the **Font** group
3. Click on the colour of your choice

Handy to Know...

- Once you have selected a colour, it will appear in the actual **Font Colour** tool. You can then click on the tool rather than the drop arrow to apply the colour.
- You can remove a font colour from selected text by clicking on **Automatic** in the **Font Colour** gallery.

APPLYING TEXT EFFECTS

Word enables you to apply various effects to selected text. For instance, you may want to use a fancy heading in a flyer or apply eye-catching effects to the text on a birthday invitation. Using

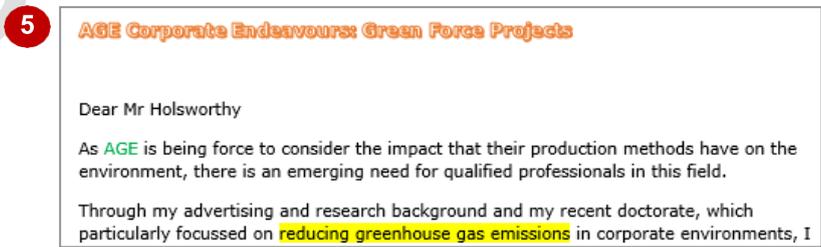
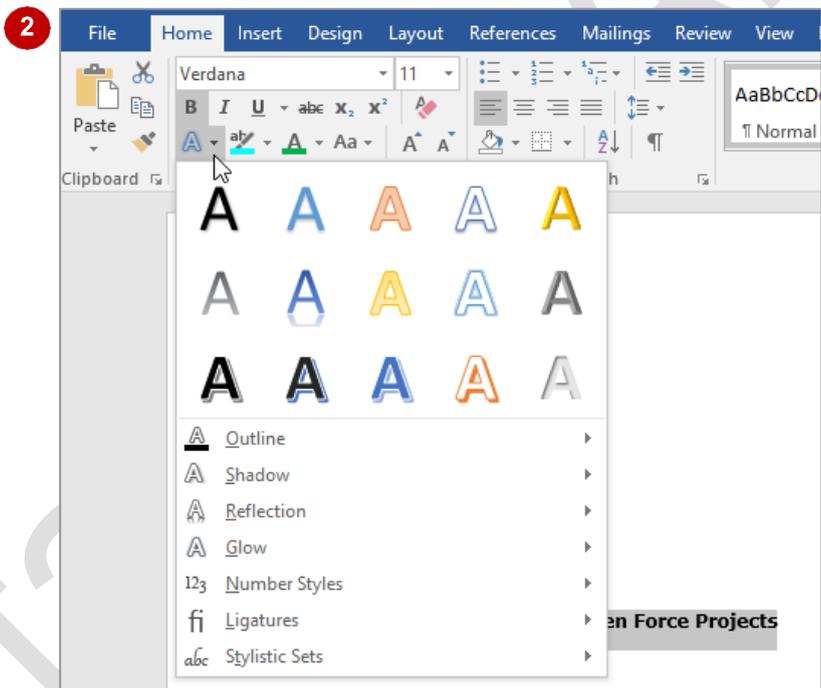
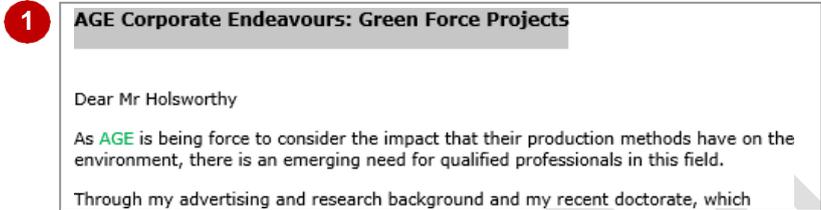
the options available in the text effects palette, you can apply visual effects to text such as shadows, glows, reflections or outlines.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_14.docx...*

- 1 Select the heading **AGE Corporate Endeavours: Green Force Projects**
- 2 Ensure the **Home** tab is active, then click on the drop arrow for **Text Effects and Typography** in the **Font** group to open the **Text Effects** gallery
- 3 Point to different options to see the effect on the text in Live Preview
- 4 Click on a text effect to apply it to the heading
- 5 Click away from the text to see the result



For Your Reference...

To **apply a text effect**:

1. Select the text
2. Click on the **Home** tab, then click on drop arrow for **Text Effects and Typography** in the **Font** group
3. Click on the option of your choice

Handy to Know...

- Rather than selecting a predefined text effect, you can apply an outline, shadow, reflection, glow, or a combination of these options. To do this, point to the desired option in the text effects gallery which will in turn open a further gallery of options.

USING THE FORMAT PAINTER

The process of formatting text in Word involves first selecting the text to be changed and then applying the formatting. If you have a lot of changes to make, this can become quite

laborious and difficult to reproduce exactly. Fortunately, Word has a tool called **Format Painter** that allows you to copy the formatting of text from one place to another.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Font Formatting_15.docx...*

1

Select the text **Sustaining H₂O** in the third paragraph

2

Ensure the **Home** tab is active, click on **Bold, Italic**, then click on the drop arrow for **Font Colour** and click on **Blue** under **Standard Colours**

3

Click away from the text so you can see the formatting
If you had to repeat these formatting steps several times it could become quite tedious. Instead, you can copy the formatting from this text to other text...

4

Click back in the formatted text
You don't need to select it...

5

On the **Home** tab click on **Format Painter** in the **Clipboard** group
The mouse pointer will change to a paint brush...

6

Drag across the text **Alpheius Research Institute** to apply the formatting

7

Click away from the text to see the result

1

I will be completing a year's study at the **Alpheius Research Institute** in Sweden in November and would be interested in considerable involvement in **AGE Corporate Endeavours' Green Force research projects**. My thesis is entitled **Sustaining H₂O**. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in **polar ice sheets**.

I am sure that my experience will be useful to you. I will call you ~~upon my return to~~ **Australia** in early November to discuss an interview.

Thank you for your time and consideration.

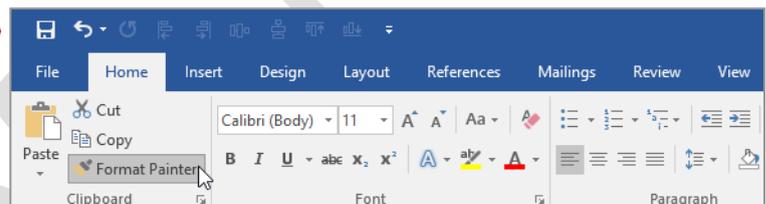
3

I will be completing a year's study at the **Alpheius Research Institute** in Sweden in November and would be interested in considerable involvement in **AGE Corporate Endeavours' Green Force research projects**. My thesis is entitled **Sustaining H₂O**. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in **polar ice sheets**.

I am sure that my experience will be useful to you. I will call you ~~upon my return to~~ **Australia** in early November to discuss an interview.

Thank you for your time and consideration.

5



7

I will be completing a year's study at the **Alpheius Research Institute** in Sweden in November and would be interested in considerable involvement in **AGE Corporate Endeavours' Green Force research projects**. My thesis is entitled **Sustaining H₂O**. There have been some particularly interesting studies lately in Boron isotopes ¹⁰B and ¹¹B as found in **polar ice sheets**.

I am sure that my experience will be useful to you. I will call you ~~upon my return to~~ **Australia** in early November to discuss an interview.

Thank you for your time and consideration. |

For Your Reference...

To **use** the **format painter**:

1. Click in the formatted text
2. On the **Home** tab, click on **Format Painter** in the **Clipboard** group
3. Select the text to be formatted

Handy to Know...

- If you double-click on **Format Painter** you can keep pasting the format until you press **Esc** or click on **Format Painter** again.
- When you paste a format it will replace any previous font formatting.

USING THE FONT DIALOG BOX

The **Font** dialog box is accessed by clicking on the dialog box launcher at the bottom right corner of the **Font** group. This is especially useful if you want to apply a series of formatting effects to

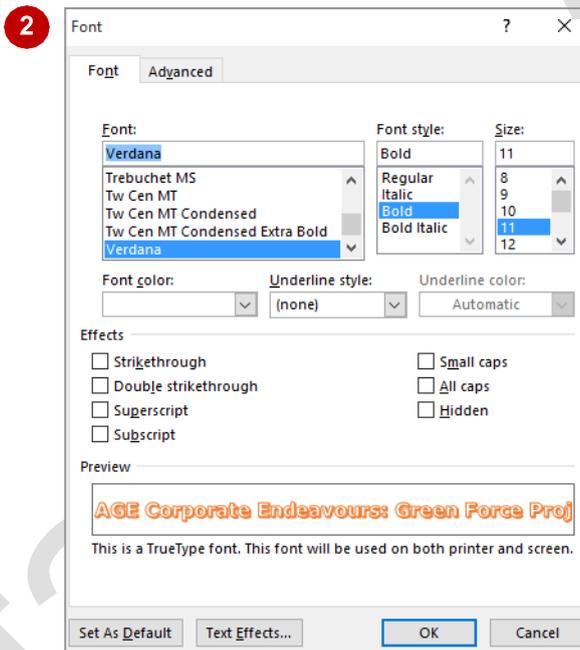
selected text and if you need to use any of the advanced features that aren't shown on the ribbon. The **Font** dialog box controls the appearance, spacing and position of text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Font Formatting_16.docx...*

- 1 Ensure the **Home** tab is active, then select the heading **AGE Corporate Endeavours: Green Force Projects**
- 2 Click on the dialog box launcher in the **Font** group to display the **Font** dialog box, then click on the **Font** tab if it isn't already selected
This displays some of the current settings of the selected text...
- 3 Click on **All caps** under **Effects** so that it appears with a tick, then type **13** in **Size**
- 4 Click on **[OK]**, then click away from the text to see the result



For Your Reference...

To use the **Font dialog box**:

1. Select the text
2. On the **Home** tab, click on the dialog box launcher in the **Font** group
3. Select the options required
4. Click on **[OK]**

Handy to Know...

- The **Preview** pane at the bottom of the **Font** dialog box shows you how the selected text will appear when you click on **[OK]**.
- You can apply advanced visual effects to text by clicking on **[Text Effects]** in the **Font** dialog box, including gradient fills and 3-D effects.

CLEARING FONT FORMATTING

If you decide that the formatting applied to text actually makes it more difficult to read, or you've accidentally applied formatting you don't want, you can easily clear it. You can reverse some

formatting effects by using the same tool you used to apply the effect, or you can remove all formatting and return text to its original normal state using the **Clear Formatting** tool.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *Font Formatting_17.docx...*

1

Examine the text
Many formatting changes have been applied to it, including font and font size as well as some special formatting effects...

2

Press **Ctrl** + **A** to select all text

3

Click on the **Home** tab, then click on **Clear All Formatting** in the **Font** group to return the text to **Calibri 11 pt** and remove the font formatting effects

4

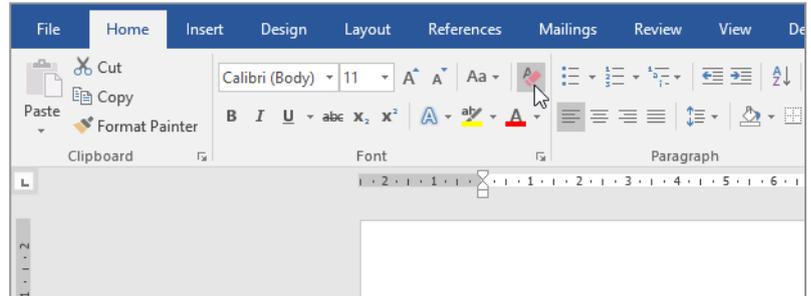
Click anywhere in the document to deselect the text then scroll down to examine it
All font formatting, except for the highlighting has been removed...

5

Select **reducing greenhouse gas emissions**, press **Ctrl** and select **business process reorganisation** and **polar ice sheets**

6

Click on the drop arrow for **Text Highlight Colour** and click on **No Colour**
The text is returned to its original format



3

Through my advertising and research background and my recent doctorate, which particularly focussed on **reducing greenhouse gas emissions** in corporate environments, I am certain that I could give you constructive advice in green energy procurement, **business process reorganisation**, project sustainability, and market application.

I will be completing a year's study at the Alpehus Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H2O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in **polar ice sheets**.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

5

Through my advertising and research background and my recent doctorate, which particularly focussed on reducing greenhouse gas emissions in corporate environments, I am certain that I could give you constructive advice in green energy procurement, business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the Alpehus Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H2O. There have been some particularly interesting studies lately in Boron isotopes 10B and 11B as found in polar ice sheets.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

6

For Your Reference...

To **clear all formatting**:

1. Select the text
2. Click on the **Home** tab, then click on **Clear All Formatting** in the **Font** group, or Press **Ctrl** + **Space**

Handy to Know...

- **Clear Formatting** changes text back to the default settings specified in the **Font** dialog box. It does not affect settings that don't appear in the **Font** dialog box, such as **Text Highlight Colour**.