# Chapter 3: Apply Formatting Feature

## 1. Page Style Dialog Box

Used to set the layout and formatting options for an entire page.
**Access:** Format → Page Style or Right-click on page → Page Style.

## 2. Formatting a Document (Formatting Text)

**a) Changing Font**
Select the text → Format → Character → Font tab→ choose the desired font and size.

**b) Changing Font Effect**
Format → Character → Font Effects tab→ Change underlining, strikethrough, color, and more

**c) Changing Text Case**
Format → Text → Change Case → Choose the required case.

**d) Superscript and Subscript**
Select text → Format → Character → Position tab.
Or use toolbar buttons ($X_2$ for subscript, $X^2$ for superscript).

**e) Using Character Highlighting Color**
Highlight the text → Use the **Highlighting Color** button on the Formatting toolbar.

**f) Clone Formatting**
Select formatted text → Click **Clone Formatting Tool (paintbrush)** → Apply to target text.

**g) Removing Manual Formatting**
Select the text → Format → Clear Direct Formatting or use Ctrl + M.

## 3. Paragraph Formatting

**a) Indenting Paragraph**
Format → Paragraph → Indents & Spacing tab.
Set values for Left, Right, and First Line indent.

**b) Modify Line Spacing**
Format → Paragraph → Indents & Spacing → Line spacing options: Single, 1.5 lines, Double.

**c) Modify Paragraph Spacing**
Format → Paragraph → Indents & Spacing tab.
Set spacing **Before** and **After** paragraph.

**d) Aligning Paragraph**
Use toolbar or Format → Paragraph → Alignment tab (Left, Right, Center, Justify).

**e) Using Background Color**
Format → Paragraph → Area tab → Choose background color.

**f) Using Bullets and Numbering**
Format → Bullets and Numbering or use the toolbar icons.
Customize styles and levels.

## 4. Page Formatting

**a) Setting up Basic Page Layout using Style**
Styles → Page Styles → Modify or create a new style with desired layout.

**b) Changing the Orientation of the Page**
Format → Page Style → Page tab → Orientation: Portrait or Landscape.

**c) Margin**
Format → Page Style → Page tab → Set margins: Left, Right, Top, Bottom.

**d) Insert a Page Break**
Insert → More Breaks → Manual Break or press Ctrl + Enter.

**e) Dividing the Document Content into Column**
Format → Page Style → Columns tab → Set number of columns and spacing.

**f) Applying Border to the Page**
Format → Page Style → Borders tab → Choose style, width, and color

**g) Adding Background to the Page**
Format → Page Style → Area tab → Choose a color, gradient, or image.

**h) Creating Header/Footer**
Insert → Header and Footer → Default Style.
Add content like title, logo, date, etc.

**i) Adding Page Number**
Insert → Page Number from Header/Footer or
Insert → Field → Page Number.

## 5. Inserting Graphics in a Document

**a) Inserting Image from the Computer**
Insert → Image → From File → Select the image.

**b) Inserting Image from Gallery**
Insert → Media → Gallery → Choose image from preloaded options.

**c) Inserting Special Character**
Insert → Special Character → Choose symbol from the list.

**d) Inserting Shapes**
Insert → Shape → Choose shape like Rectangle, Circle, Arrow, etc.

**e) Formatting the Shape or Image**
Select the object → Right-click → **Properties**.
Options: Resize, Crop, Wrap Text, Borders, Shadows, and more.