Format text in Word

Add and format text

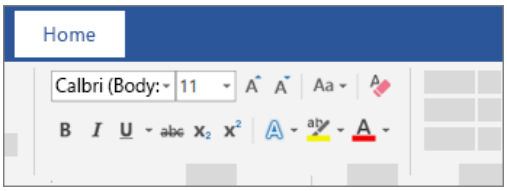
To add text, place the cursor where you want and start typing.

Format text

1. Select the text you want to format.

To select a single word, double-click it. To select a line of text, click to the left of it.

2. Select an option to change the font, font size, font color, or make the text bold, italic, or underline.



Copy formatting

1. Select the text with the formatting you want to copy.
2. Click **Format Painter** , and then select the text you want to copy the formatting to.

Tip: Double-click **Format Painter** if you want to copy the formatting in more than one place.

Click to watch the “Add and edit text” video.

Create a bulleted or numbered list

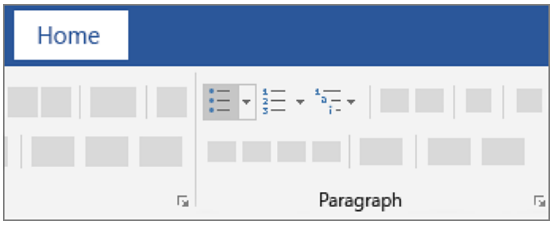
To start a numbered list, type **1, a period (.), a space, and** some text. Then press Enter. Word will automatically start a numbered list for you.

Type*** and a space before your text,** and Word will make a bulleted list.

To complete your list, press **Enter** until the bullets or numbering switch off.

Create a list from existing text

1. Select the text you want to change into a list.
2. Go to **Home**> **Bullets** or **Home**> **Numbering**.



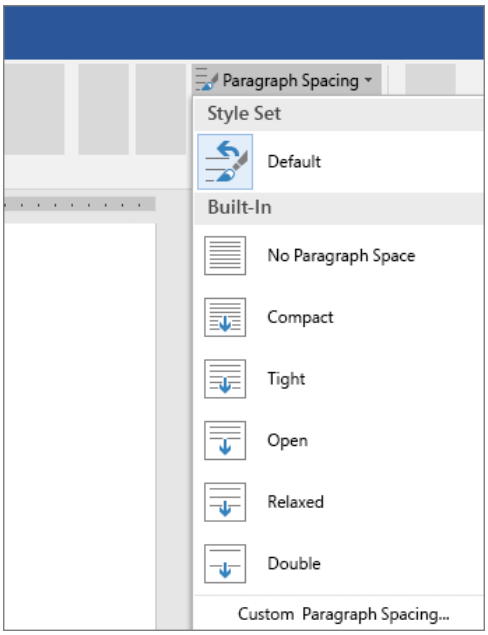
Note: Find different bullet styles and numbering formats by clicking the down arrow next to **Bullets** or **Numbering**.

Click to watch the “Add and format lists” video.

Format text in Word

Change the line spacing

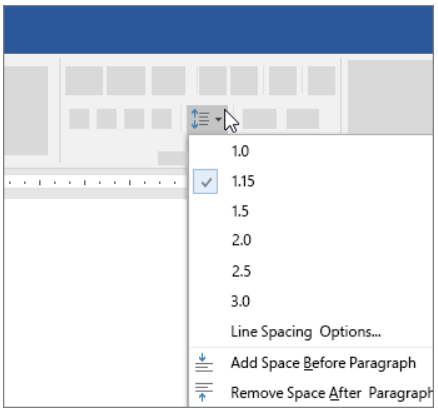
1. Select **Design** > **Paragraph Spacing**.
2. Hover the cursor over each option to see a preview, and then select the option you want.



For single spacing, select **No Paragraph Space**.

Change line spacing for part of your document

1. Select the paragraphs you want to change.
2. Select **Home** > **Line and Paragraph Spacing**, and choose the spacing you want.



Click to watch the “Change line spacing” video.

Format text in Word

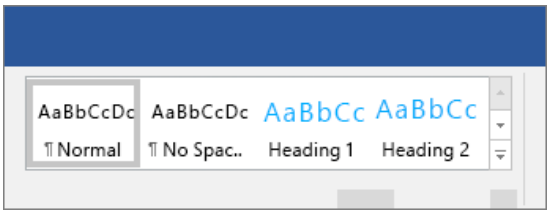
Apply Styles

Styles give your document a consistent, professional look.

1. Select the text you want to format.

Tip: If you place your cursor in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.

2. On the **Home** tab, point to a style to preview it.



Tip: If you don't see a style you want, click the **More** button to expand the gallery.

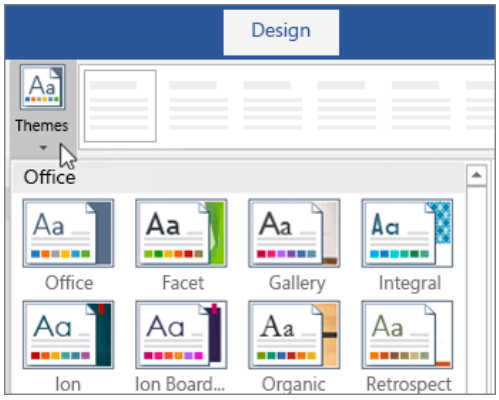
3. Select a style.

Click to watch "Apply Styles" video.

Apply themes

Apply a theme to quickly format an entire document and give it a modern, professional look.

1. Select **Design** > **Themes**.
2. Point to a theme to preview how it will look in your document.
3. Select a theme.



Change the theme colors

1. Select **Design** > **Colors**.
2. Point to a color to preview how it will look in your document.
3. Select a color scheme.

Change the theme fonts

1. Select **Design** > **Fonts**.
2. Point to a font to preview how it will look in your document.
3. Select a font.

Click to watch the "Apply themes" video.

For more information, please refer to the Microsoft training resource page HERE