

CHANGING TEXT

When you have typed some text into your word processor, you can **change it** to make *certain parts* look *more important* than others.

To do this, first you need to know how to highlight text:

Highlighting text:

Move your mouse to the start of the text you want to highlight. Then HOLD DOWN the left mouse button. Now drag the mouse (still holding down the button!) to the end of the text you want to highlight. Then let go. The text should now appear light on a dark background.

Highlighted text looks like this

Once you have highlighted the text...

The diagram illustrates the relationship between text formatting instructions and the corresponding buttons in a word processor's formatting toolbar. It consists of several boxes with arrows pointing to a toolbar.

- Font Change:** A box with the text "To change the font, click here and then click on a font from the menu which drops down." has an arrow pointing to the "Times New Roman" dropdown menu in the toolbar.
- Font Size:** A box with the text "To make text bigger or smaller click here and then click on a number from the menu which drops down." has an arrow pointing to the "12" dropdown menu in the toolbar.
- Bold:** A box with the text "To make text bold, click here." has an arrow pointing to the "B" button in the toolbar.
- Italic:** A box with the text "To make text italic, click here." has an arrow pointing to the "I" button in the toolbar.
- Underline:** A box with the text "To make text underlined, click here." has an arrow pointing to the "U" button in the toolbar.

The toolbar itself shows the following elements from left to right: a dropdown menu displaying "Times New Roman", a dropdown menu displaying "12", and three buttons labeled "B", "I", and "U".