


# Text alignment

## Advanced - 2



# Growing font



- ❑ Grow Font is used to increase the size of the font.
- ❑ Select the text that you want to change the font size for.
- ❑ Click on the "Home" tab and choose the "Grow" button  to increase the font.

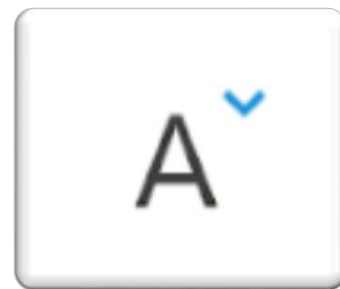
**Growing font :** Hi Hi Hi Hi Hi Hi Hi





# Shrinking font



- ❑ Shrink font is used to decrease font size.
- ❑ Select the text that you want to change the font size for.
- ❑ Click on the "Home" tab and choose the “Shrink” button  to decrease the font.

**Shrinking font :** Hi Hi Hi Hi Hi Hi Hi





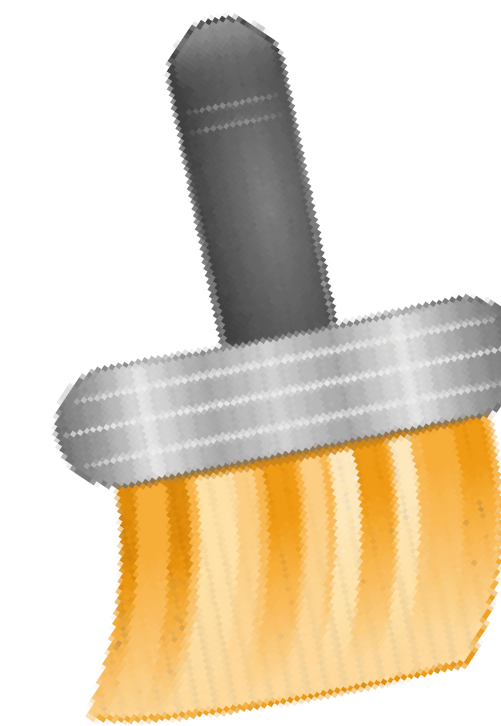
# Format painter

- ☐ Format Painter is used when you want to copy formatting from one item to another.
- ☐ Select the text that has the formatting that you want to copy. On the Home tab, click Format Painter.
- ☐ Use the brush to paint over a selection of text to apply the formatting.



**Formatted text**


Unformatted text



**Unformatted text**



# Strikethrough text

- ❑ A strikethrough is a horizontal line drawn through text.
- ❑ Select the text you want to Strike.
- ❑ In Home Tab Click the Strikethrough icon 





# Strikethrough example

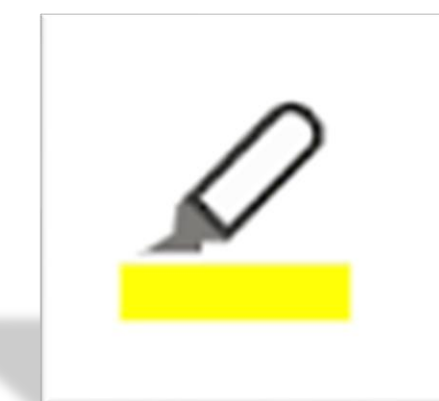
Definition	Definition
Presentation	Presentation





# Highlighting text **ab**

- ☐ Highlight a piece of text means to mark it in a different color, either with a special type of pen or on a computer screen.
- ☐ Select the text you want to highlight
- ☐ In Home Tab Click the highlight icon





## Texthighlighting example

Definition	Definition
Presentation	Presentation





# Spelling & Grammar

- ❑ Checking spelling and grammar is Word's AutoCorrect feature. If the text is misspelled or incorrect, Word indicates that word with a red or Green line under it. Then you can right-click the word to see suggestions. If a suggestion is correct, simply select it to replace the word or Select ignore.

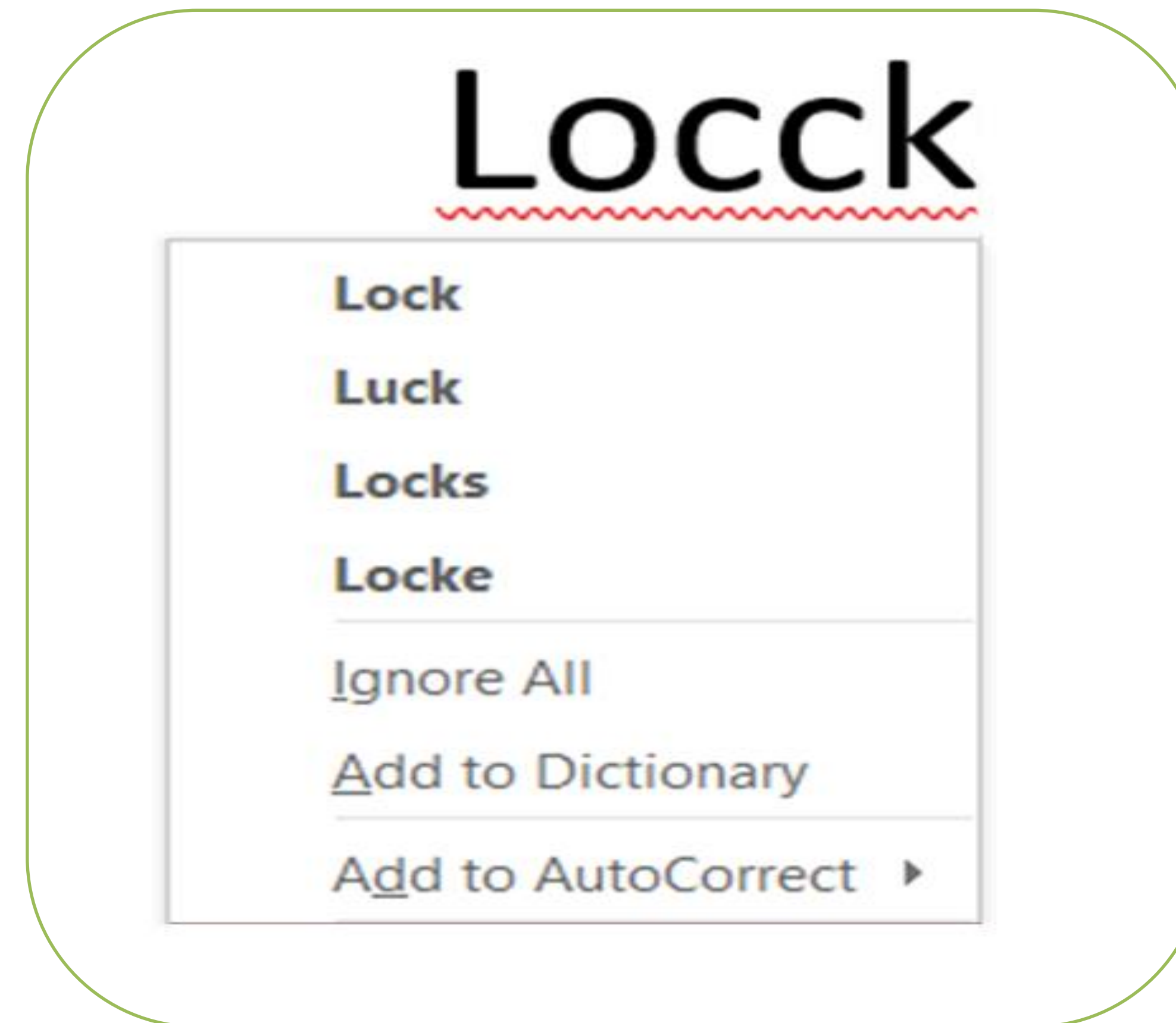




# Spelling & Grammar

- ❑ The red line indicates a misspelled word.
- ❑ The green line indicates a grammatical error.
- ❑ The blue line indicates a contextual spelling error.





In the above example lock spelling is misspelled. So the red line indicated the mistake. You can ignore it or else choose the correct spelling from below suggestion.



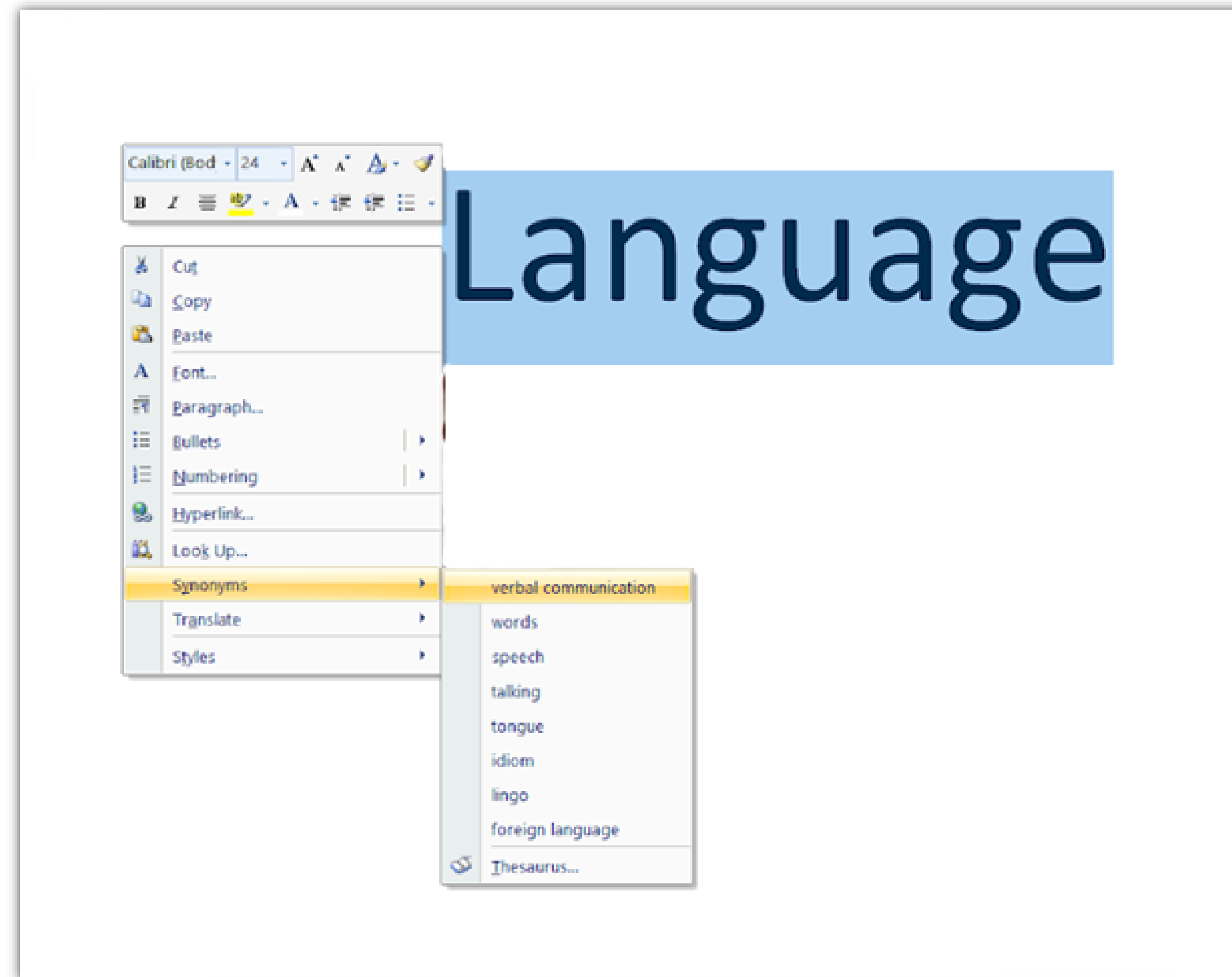
# Synonyms

- ☐ This Option will display a list of alternative terms with the similar meaning.
- ☐ Select the Word or Place the cursor on it and right click. Then select Synonyms.
- ☐ Now the Alternative synonyms words display.





❑ Click on the appropriate synonym to replace the original word in the text.



❑ For language, some synonyms are shown here. We can refer it or else replace the word by any other synonyms.

