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**Font Effects, Change Case and Highlighting in MS Word**

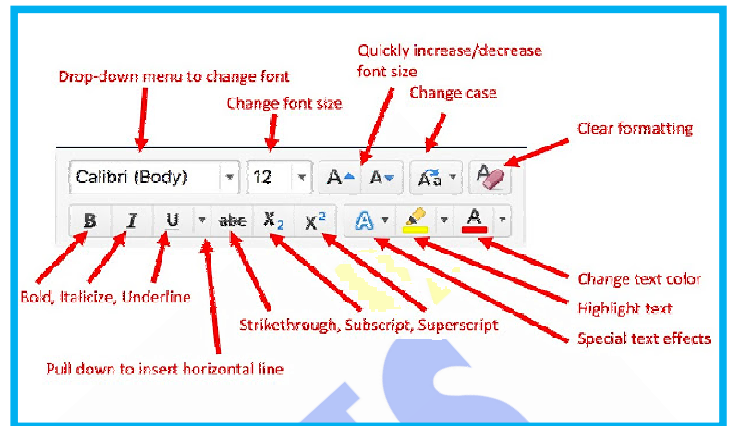
**Microsoft Word**

**Module 5 - Font Effects, Change Case and Highlighting in MS Word**

**Home Menu**

**Font Group in Home Menu**

In Microsoft Word, the Font group is a section within the Home tab that provides a variety of tools to customize the appearance of text in your document. These tools allow you to modify font styles, sizes, colors, and apply various text effects to enhance readability and emphasize important content.



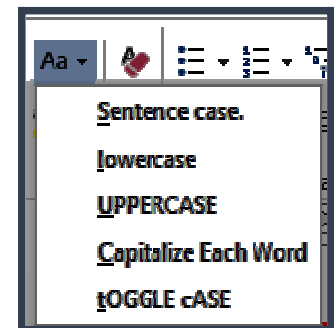
**Use of Font Group in MS Word**

In Microsoft Word, the Font group within the Home tab provides essential tools to customize the appearance of text in your document. By utilizing the Font group, you can:

**Change Case:** In Microsoft Word, the Change Case feature allows you to quickly modify the capitalization of your text. You can easily convert the selected text into different letter case formats without having to retype it.

**Change Case Options:**

- **Sentence case:** Capitalizes the first letter of the first word in the sentence and leaves the rest in lowercase. Example: "This is a sentence."
- **lowercase:** Converts all selected text to lowercase. Example: "this is lowercase text."
- **UPPERCASE:** Converts all selected text to uppercase. Example: "THIS IS UPPERCASE TEXT."
- **Capitalize Each Word:** Capitalizes the first letter of every word in the selected text. Example: "Capitalize Each Word."



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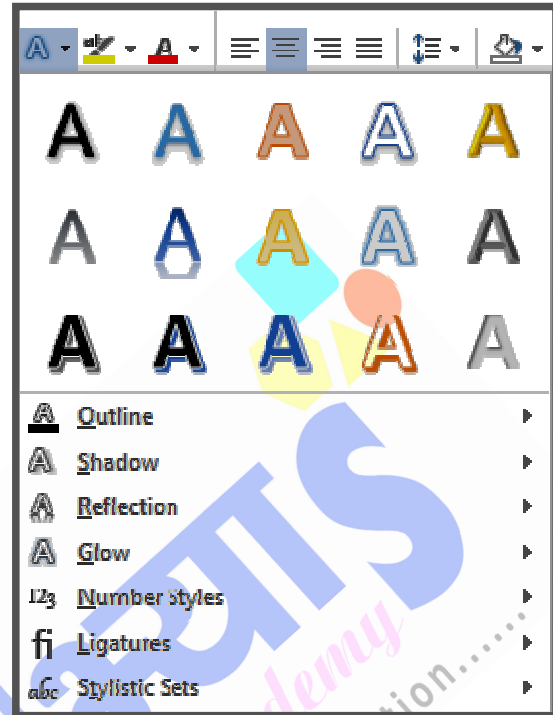
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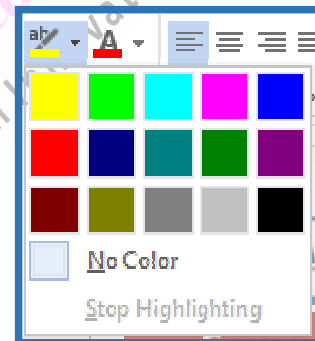
• **tOGGLE cASE:** Changes the case of each letter (e.g., lowercase becomes uppercase and vice versa).  
Example: "ThIS IS ToGgLe CaSe."

**Font Effects:** Font effects in Microsoft Word refer to various formatting options that allow you to change the appearance of text to make it stand out or look more visually appealing. These effects are applied to text and include options such as:

- **Outline** - Adds an outline around the text, making it stand out more.
- **Emboss** - Makes the text appear raised, like it's carved into the page.
- **Engrave** - Makes the text appear as if it's engraved into the page.
- **Text Effects and Typography** - A combination of different advanced styles like reflections, glows, soft edges, and transformations (such as flipping or rotating text).



**Highlighter:** The Highlighter in Microsoft Word is a tool that allows you to apply a bright color to the text, making it stand out, just like using a highlighter pen on paper. It's typically used to emphasize or draw attention to important parts of a document.



**Clear Formatting:** Clear Formatting in Microsoft Word is a tool that allows you to remove all the formatting (such as font styles, sizes, colors, bold, italics, underline, etc.) applied to a selected portion of text, while still keeping the plain text itself.

When you use Clear Formatting, it resets the text to the default style of the document, usually the Normal style, without affecting the actual content. This can be useful if you want to remove inconsistent or unwanted formatting but keep the text itself intact.

**Grow Font and Shrink Font in MS Word**

These are two quick tools found in the **Font group** on the **Home tab** in MS Word. They help you **increase or decrease the font size** without selecting a specific number.

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## Font Effects, Change Case and Highlighting in MS Word

### Grow Font ( A<sup>+</sup> )

- **What it does:** Increases the font size of selected text one step at a time.
- **Icon:** A large capital "A" with an upward arrow: A↑
- **Shortcut:** Ctrl + Shift + >

#### Example:

- From 11 pt → 12 pt → 14 pt → 16 pt (etc.)

### Shrink Font ( A<sup>-</sup> )

- **What it does:** Decreases the font size of selected text one step at a time.
- **Icon:** A small capital "A" with a downward arrow: A↓
- **Shortcut:** Ctrl + Shift + <

#### Example:

- From 16 pt → 14 pt → 12 pt → 11 pt (etc.)

#### Where to Find Them:

1. Go to the **Home** tab in MS Word.
2. Look in the **Font** group (where you see bold, italic, underline).
3. You'll see two icons:

- A↑ = Grow Font
- A↓ = Shrink Font

#### Tip:

These are useful when you're formatting headings or adjusting sizes quickly without opening a dropdown or typing numbers.

### Assignment using Font Group in MS Word

**General Awareness: Understanding the World Around Us** (Highlight Colour = Green)

General Awareness Refers to The Knowledge And Understanding Of Various Topics, Including Current Events, History, Geography, Science, Culture, And Social Issues. It Is Essential for Individuals To Stay Informed About The World Around Them, As It Helps In Making Informed Decisions, Engaging In Discussions, And Understanding How Different Aspects Of Society Are Interconnected. Whether it's understanding the impact of global events or knowing about the challenges faced by different communities, general awareness fosters a deeper understanding of our world. (Text Colour = Red)

**Importance of General Awareness** (Highlight Colour = Pink)

GENERAL AWARENESS IS CRUCIAL IN OUR DAILY LIVES. IT KEEPS US INFORMED AND ENGAGED WITH WHAT IS HAPPENING LOCALLY, NATIONALLY, AND GLOBALLY. IT HELPS US MAKE DECISIONS IN BOTH PERSONAL AND PROFESSIONAL SETTINGS. FOR INSTANCE, UNDERSTANDING CURRENT POLITICAL AFFAIRS CAN HELP INDIVIDUALS MAKE MORE INFORMED VOTING DECISIONS, WHILE KNOWLEDGE

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OF TECHNOLOGICAL ADVANCEMENTS MIGHT AID IN CAREER DEVELOPMENT. BEING AWARE OF SOCIAL AND ENVIRONMENTAL ISSUES EMPOWERS PEOPLE TO ACT RESPONSIBLY, WHETHER IT'S IN TERMS OF SUPPORTING SUSTAINABILITY OR ADDRESSING SOCIETAL INEQUALITIES.

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Moreover, general awareness is particularly valuable in education and employment. in academic settings, it aids in holistic learning, as students who are aware of historical events, geographical facts, and scientific principles can contribute to discussions and essays more effectively. In the professional world, individuals with a broad understanding of global and local matters are often seen as well-rounded and capable of taking on leadership roles or engaging in strategic decision-making processes. (Text Colour = Brown, Bold and Underline)

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