

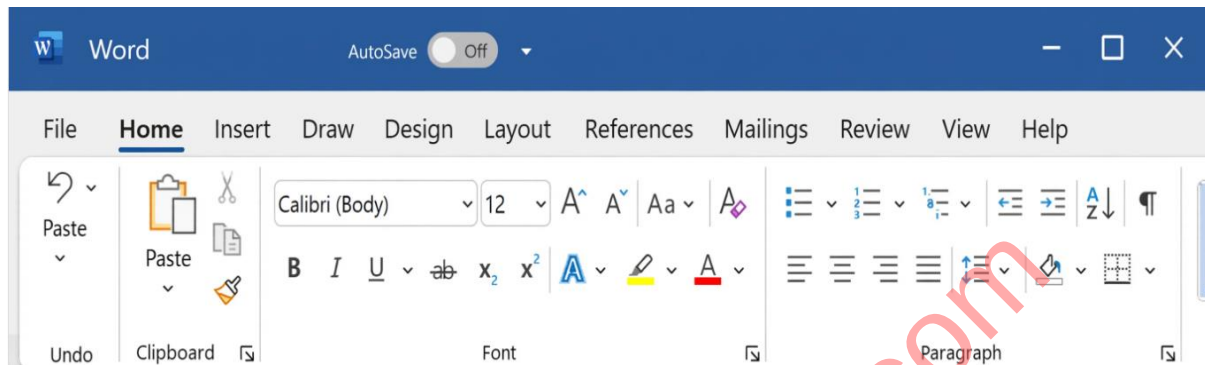
What are various formatting options available in MS word? Illustrate with examples.

Ans:

Introduction: Formatting means to decorate your document so it looks clean and professional. It makes the document attractive and readable. MS Word provides 4 levels of formatting:

A) CHARACTER FORMATTING (For Single Words)

This is used to change look of letters and words only. Found in Home Tab > Font Group.



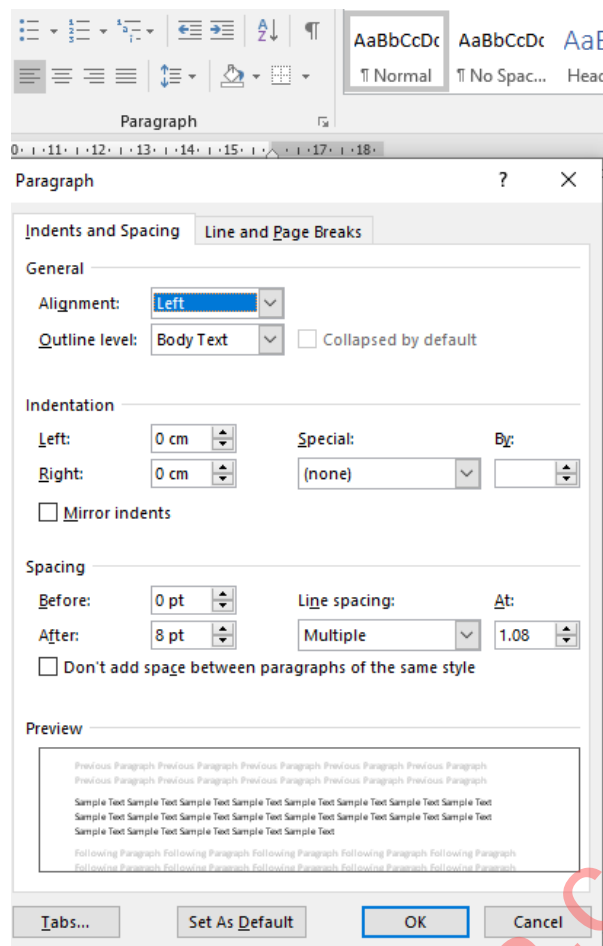
1. **Font Name:** Calibri (Body) - Style of letters. Example: Arial, Times New Roman, Comic Sans.
2. **Font Size:** 12 - Big or small. Example: 11 for normal text, 14-16 for Headings.
3. **B - Bold:** Make text dark. Example: **Guru Nanak Dev University**
4. **I - Italic:** Slanting text. Example: *Amritsar*
5. **U - Underline:** Line below. Example: Very Important
6. **ab with cut:** Strikethrough. Example: Price ~~500~~, 400
7. **x₂ - Subscript:** Small below. Example: H₂O, CO₂
8. **x² - Superscript:** Small above. Example: 10th, 5², 25th Dec
9. **A with Blue Box:** Font Color - Change to Red, Blue, Green.
10. **Yellow Marker:** Highlight Color - Like yellow highlighter pen.
11. **Aa with arrow:** Change Case - Make text to UPPERCASE or lowercase.

Steps:

1. Select word "Introduction"
2. Home > Font = Times New Roman > Size = 14 > Click B > Color = Blue.
3. Word becomes **Introduction** in blue bold.

B) PARAGRAPH FORMATTING (For Whole Paragraph)

This is used to set full line or paragraph. Found in Home Tab > Paragraph Group.



1. **Bullets (Dots):** For list without numbers.
 - Pen
 - Copy
 - Book
2. **Numbering (1,2,3):** For steps
 1. First open Word
 2. Then type
 3. Then save.
3. **Multilevel List (1. a i)):** For big projects - Chapter 1 > 1.1 > 1.1.1
4. **Alignment (4 lines icon):**
 - Left: All lines start from left. Normal typing.
 - Center: Text in middle. Example: PROJECT REPORT (center)
 - Right: Text on right side. Example: Date: 27/09/2026
 - Justify: Both sides straight. Looks like newspaper. Used for GNDU reports.
5. **Line Spacing (Up-down arrow):** Gap between lines. 1.0 = Single, 1.5 = Most used, 2.0 = Double. GNDU project needs 1.5.
6. **Shading (Paint bucket):** Color behind paragraph. Grey background.
7. **Borders (Box):** Line around paragraph.

Paragraph Dialog Box - When you click small arrow in Paragraph group, a box opens

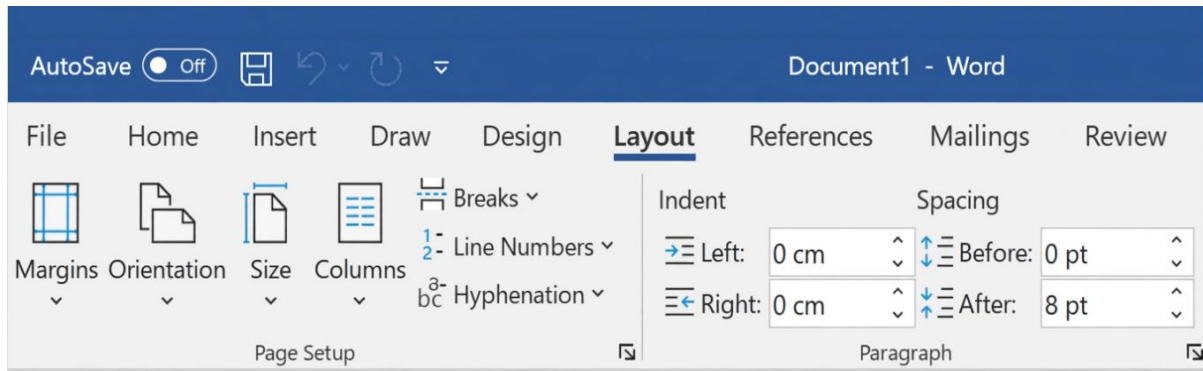
- **Indentation Left/Right 0 cm:** How much inside from margin. First Line 1.27 cm means first line will start a little inside.
- **Spacing Before 0 pt, After 8 pt:** Gap before and after paragraph. After 8 pt means after each paragraph there is small gap.

Example:

You have 5 lines paragraph. Select it > Home > Paragraph > Click Justify > Line Spacing = 1.5 > It will look like a book page.

C) PAGE FORMATTING

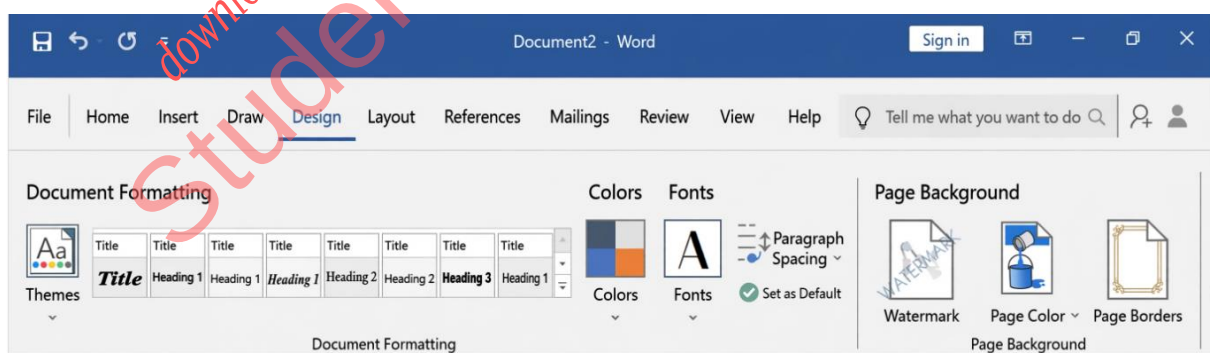
This is for whole page setup. Found in Layout Tab in Word.



Page Setup Group:

1. **Margins:** Empty white space on 4 sides. Example: Top 1 inch, Bottom 1 inch, Left 1.5 inch (for file stitching), Right 1 inch. This is compulsory for GNDU thesis.
2. **Orientation:** Portrait = Standing page (Normal), Landscape = Sleeping page (For wide tables).
3. **Size:** Paper size. A4 (8.27 x 11.69) is standard in India. Letter, Legal also there.
4. **Columns:** Divide page in 2 or 3 parts like newspaper/magazine.
5. **Breaks:** Ctrl+Enter = Page Break. To start new chapter on new page.
6. **Line Numbers:** Gives number to each line 1,2,3 on left side. Used in court papers.

Page Background Group (in Design Tab):



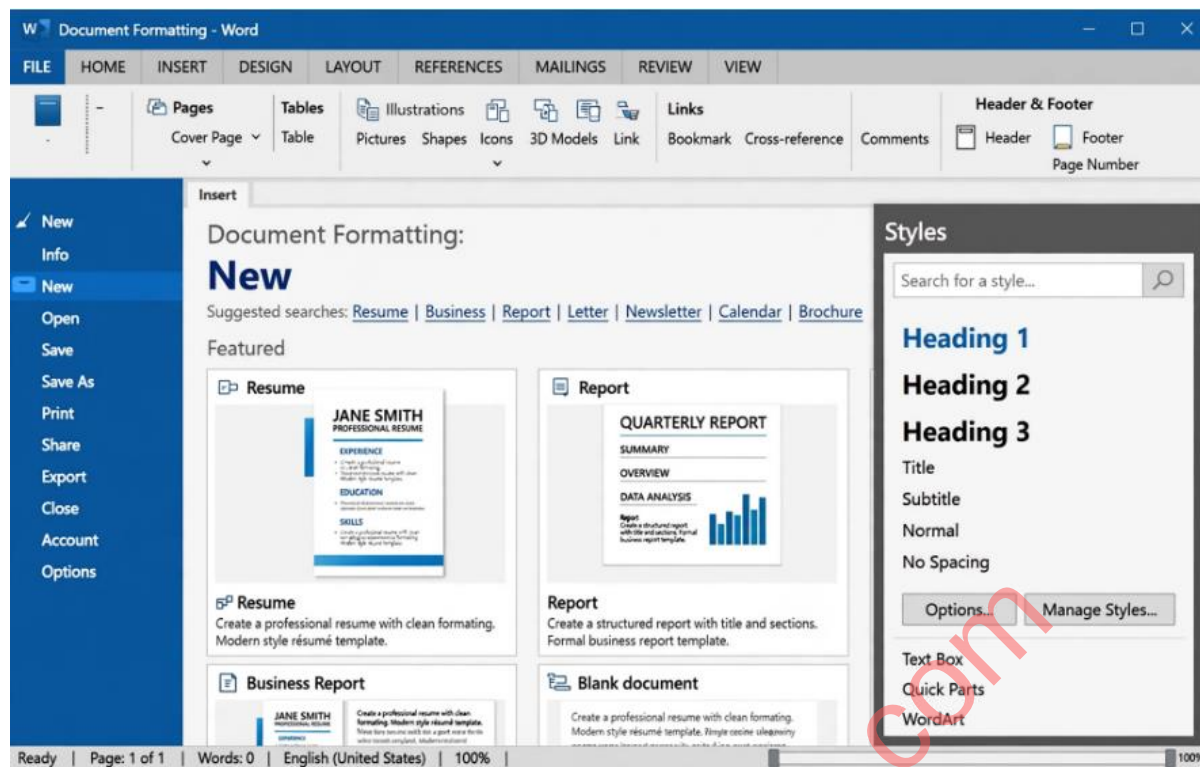
7. **Watermark:** Light text behind page. Example: CONFIDENTIAL, DRAFT, GNDU logo.
8. **Page Color:** Make page light blue, yellow.
9. **Page Borders:** Border around whole page. Used for certificates, invitation cards.

Steps for GNDU Report:

Layout > Margins > Custom Margins > Top 1", Bottom 1", Left 1.5", Right 1" > Orientation = Portrait > Size = A4 > OK.

D) DOCUMENT FORMATTING (For Full Document - Templates, Styles, Header/Footer)

This formats whole file at once. Saves time.



1. **Templates:** Ready-made design.

Go to **File > New** > You see Blank Document, Resume, Letter, Report, Business Proposal.

- Click any > Create > Only change name.
- Example: Use Resume template for job, no need to design from zero.

2. **Styles:** Ready-made formatting saved with name. Found in **Home > Styles**.

- **Heading 1:** Big Bold Blue - For main headings.
- **Heading 2:** Small Bold Blue - For sub-headings.
- **Normal:** Simple text.

Use: Select text "Introduction" > Click Heading 1. It becomes big blue. If you change Heading 1 style to black, all headings in 100-page file change at once. Also helps to make automatic Table of Contents (References > Table of Contents).

3. **Header & Footer:** Top and bottom part that repeats on all pages.

Insert > Header > Type "GNDU Project 2026" > Insert > Footer > Page Number. Now every page will have same header and page number.

4. **Format Painter:** Brush icon in Home > Clipboard.

If you liked formatting of one heading, click Format Painter > Brush on other heading. Same formatting copies. Very useful, saves time.

5. **Find & Replace Formatting:** Ctrl+H > Replace all Red text with Blue.

Summary Table:

Part	Where	Used For	Example
A) Character	Home > Font	Words	Bold, Color, Size 12 to 16
B) Paragraph	Home > Paragraph	Lines	Center, Justify, Bullets, 1.5 spacing
C) Page	Layout	Page	Margins 1", A4, Portrait
D) Document	File>New, Home>Styles, Insert>Header	Full File	Template-Resume, Style-Heading 1, Page Number

Conclusion: All 4 formatting levels work together. Character makes words clear, Paragraph makes lines clean, Page makes printing perfect, Document (Templates/Styles) makes work fast. Without formatting, a document is just raw data. With formatting, it becomes information ready for office and university.

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