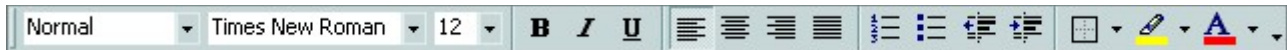


















# Microsoft Word - The Formatting Toolbar



	Selects the style to apply to a paragraph. (Format – Style)		Aligns a line or paragraph to the left with a ragged right margin. (Format – Paragraph)
	Changes the font of the selected text. (Format – Font)		Centres a line or paragraph. (Format – Paragraph)
	Changes the size of the selected text. (Format – Font)		Aligns a line or paragraph to the right with a ragged left margin. (Format – Paragraph)
	Makes the selected text bold. (Format – Font)		Aligns a paragraph to both the left and right margins (justified). (Format – Paragraph)
	Makes the selected text italic. (Format – Font)		Converts selected paragraphs or lines to a numbered list, or reverts a list back to normal. (Format – Bullets and Numbering)
	Underlines the selected text. (Format – Font)		Converts selected paragraphs or lines to a bullet list, or reverts a list back to normal. (Format – Bullets and Numbering)
	Adds or removes a border around selected paragraphs or objects. (Format – Borders and Shading)		Decreases the indent on a paragraph to the previous tab stop. (Format – Paragraph)
	Marks selected text so that it is highlighted with the background colour you choose.		Indents a paragraph to the next tab stop. (Format – Paragraph)
	Formats selected text with the colour you choose. (Format – Font)		

**Note 1:** The list contains the more commonly used buttons in the formatting toolbar. Since versions of Microsoft Word can differ and Word can be customised by the user there may be extra buttons on your toolbar.

**Note 2:** All of the above commands can alternatively be accessed using the Menu Bar. The appropriate menu and menu option are listed above after the description of the command.