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ICT-TEX course on Digital skills

Topic 2: Basic digital tools and skills

The course is developed under Erasmus+ Program Key Action 2:
Cooperation for innovation and the exchange of good practices [Knowledge Alliance](#)

ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS

Project Nr. 612248-EPP-1-2019-1-BG-EPPKA2-KA

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2.1. TEXT FORMATTING



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These slides are part of the Topic 2 on “*Basic digital skills and tools*” of the course on Digital skills in Textile and clothing industry.

Check also the other themes in this topic:

- 2.2. Electronic tables
- 2.3. Working with presentations
- 2.4. Working with macros



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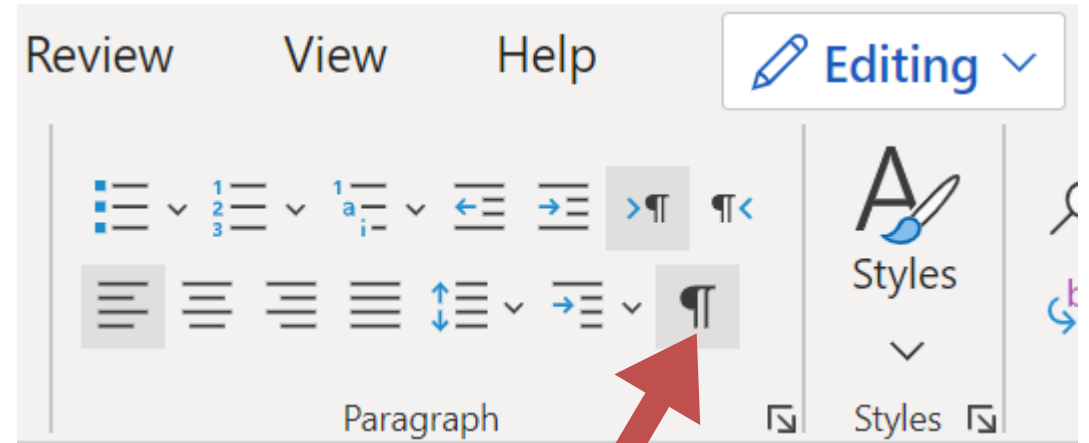
Text formatting

- The text is a sequence of symbols (characters)
- Although above statement looks obvious, it is often neglected that the following are also symbols (although being special ones):
 - New line
 - New paragraph
 - Space
 - Backspace
 - New page
 - Etc.



Special symbols

- You can make special symbols in Word visible/invisible by pressing the corresponding button (as shown on the right)
- This may facilitate orientation within the document during formatting (although it may hinder reading in some way)





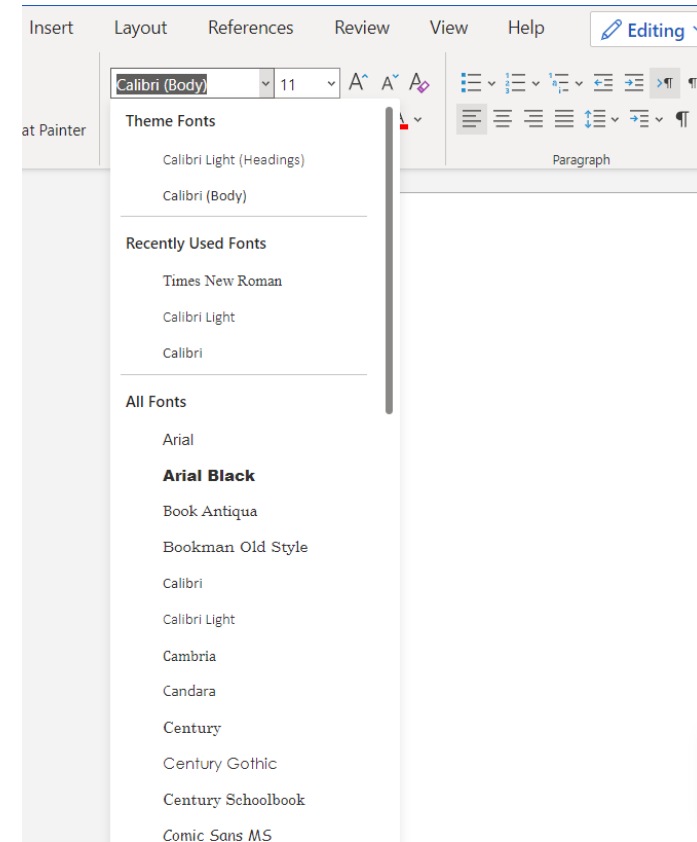
Text formatting

- Text formatting is about modifying different properties of its symbols and lines, like:
 - Font
 - Size
 - Spacing between characters
 - Space between lines and paragraphs
 - Indentation
 - Etc.



Font formatting

- Font defines the appearance of symbols
 - Calibri, Times New Roman and Arial are popular fonts
 - Use Courier if you want all characters to have the same size in width





Choosing Fonts

- Font should be appropriate to expected reader behaviour
 - Serif fonts (like Garamond, Georgia, Hoefler Text, and Palatino) are considered to be easier to read in printed documents
 - Sans-serif fonts (like Arial and Helvetica) are considered better for reader eyes when on a digital screen.
- Courier/Courier New are better for usage when showing technical text like program code, for example



Font formatting

- Use Standard Font, symbol size and colour
- Most typical font size is 12-point, less often 10 or 13-point
- Font color should be used only in rare cases. It is much better to emphasize certain text by setting it to **Bold** and/or *Italic*

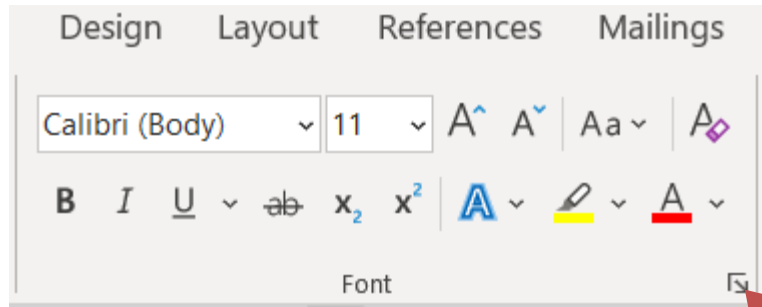
Font formatting

- Generally, it is a mistake to increase spacing between symbols by adding one or more intervals
- Better to use character spacing option
 - It is not available in free online MS Word editor, but most text editors provide it
 - Makes the text reusable (e.g. when you copy it into another document, there is no need to delete spaces in case you don't need them)

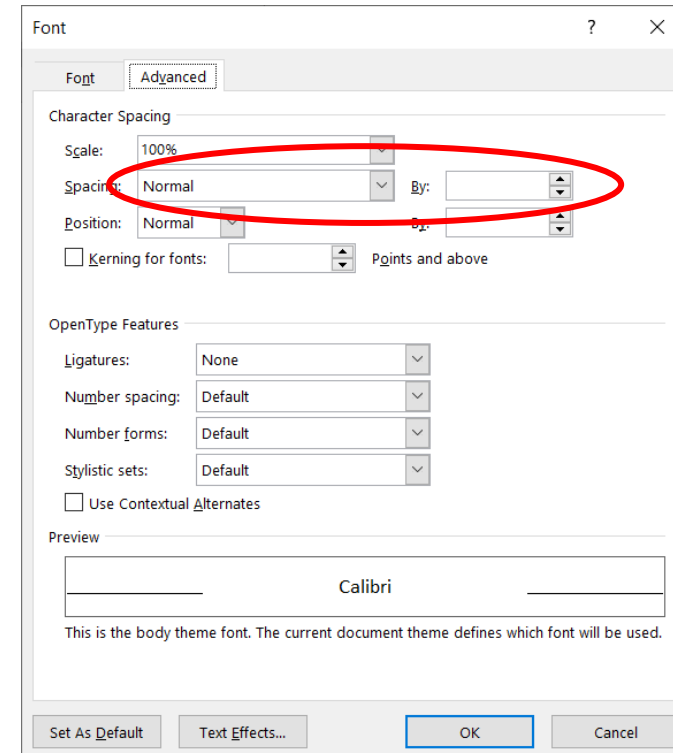


Character spacing

Use the font menu

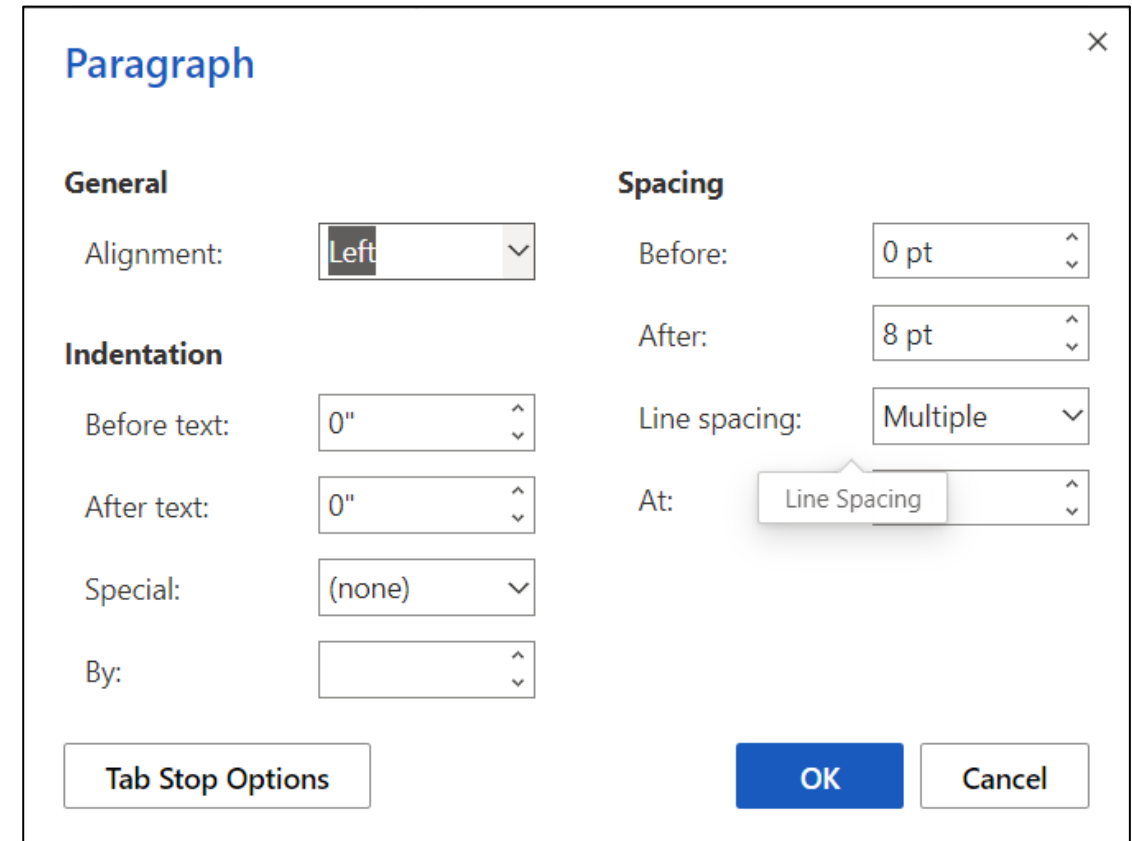
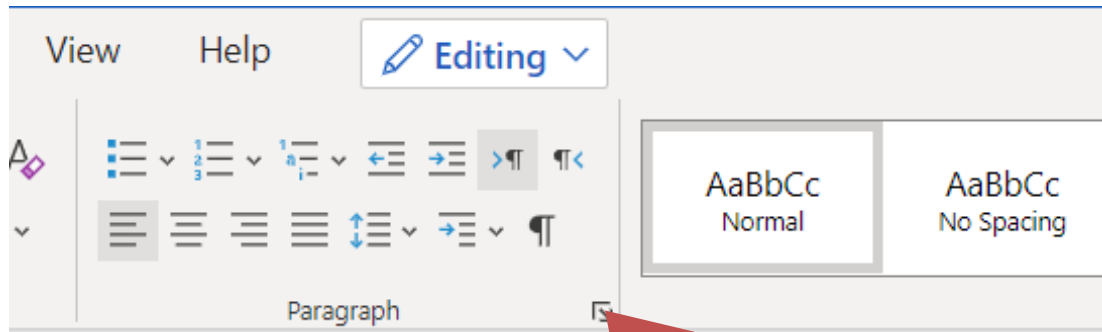


Select expanded or condensed text





Paragraph formatting





Paragraph formatting

- Similarly to the case with space between characters in font formatting, it is important to note that it is better to add space between lines and paragraphs via the *Paragraph formatting*
 - Using the *Return/Enter* key on your keyboard, to add space between lines and paragraphs in the text is generally erroneous



Paragraph formatting

- You can add space between lines or space before or after the current paragraph
- **Note:** There is a difference between *new line* (↵) and *new paragraph* (¶)
 - New paragraph is added by pressing the *Return* key
 - New line is added by pressing the *Shift+Return* key

Paragraph

General

Alignment:

Indentation

Before text:

After text:

Special:

By:

Spacing

Before:

After:

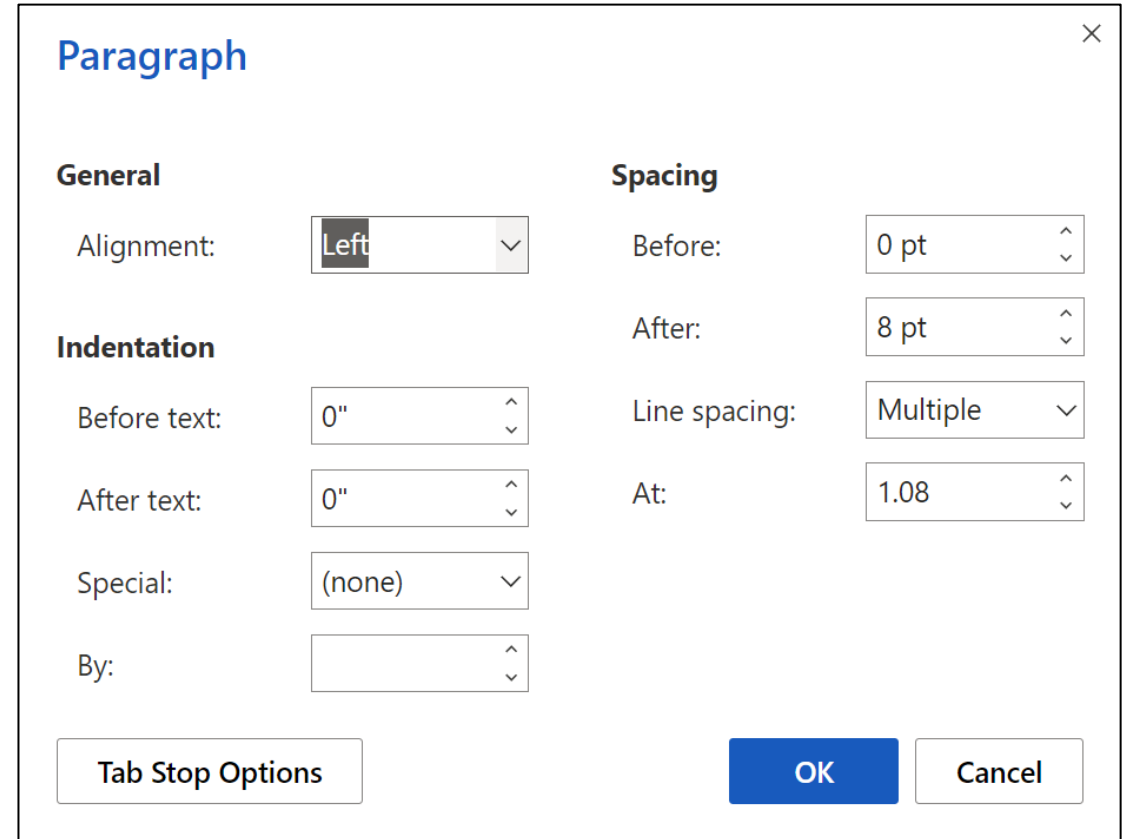
Line spacing:

At:

Tab Stop Options

Paragraph formatting

- Adding indentation may alter the way text appear onto the page
 - *Before text* (or left indent) shifts the text to the left from the beginning of the printable area of the page
 - *After text* (or right indent) shifts the text to the right from the beginning of the printable area of the page
 - Special is about adding indentation only to the first line, or only to the lines after the first one



Paragraph [X]

General

Alignment:

Indentation

Before text:

After text:

Special:

By:

Spacing

Before:

After:

Line spacing:

At:



Paragraph formatting

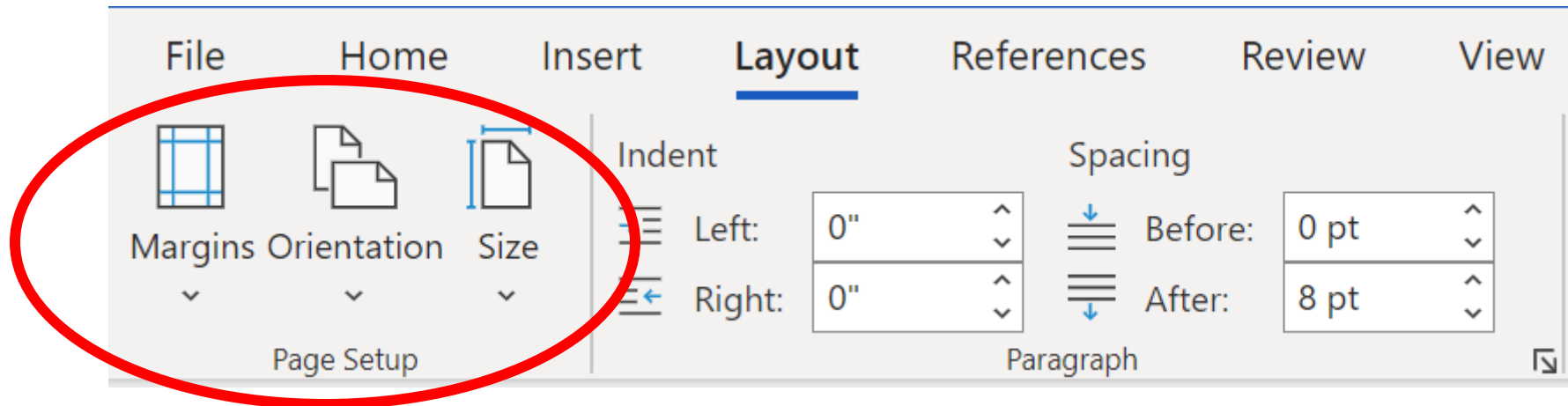
- **Note:** You should add indentation to first line of a paragraph by using *Special*→*First Line* instead of putting interval characters or using the tab key
- A common guideline is to make the indent size the same as the font size.

| Section | Property | Value |
|-----------------|-----------------|------------|
| General | Alignment: | Left |
| | Indentation | |
| | Before text: | 0" |
| | After text: | 0" |
| Spacing | Before: | 0 pt |
| | After: | 8 pt |
| | Line spacing: | Multiple |
| | At: | 1.08 |
| Special | Special: | (none) |
| | By: | (none) |
| Tab Stop Option | Tab Stop Option | First line |
| | Tab Stop Option | Hanging |

Buttons: OK, Cancel



Page formatting



Page formatting

- Using *Page Setup*, you may manipulate properties that are relevant to the way the document will print out
 - Page size should reflect the size of the paper sheet.
 - With respect to common printer machines, most documents use either *US Letter* size or *A4*. Less common are *A5*, *A3* and some envelop sizes



Page formatting

- Page margins define the size of the blank space that will appear between the edge of the paper sheet and its printable area.
- The most common style pose 1" margin on all sides of the page.
- In some cases, for example if the document is going to be bound in a binder, relevant margins may be increased according to you needs.



Breaks

- Breaks are used to manage how the text looks onto a page.
- There are several types of breaks
 - Page break – moves text following it to the next page
 - Section break – moves text following it to the next section (not available in free online office)
 - Column break - moves text following it to the next column (not available in free online office)

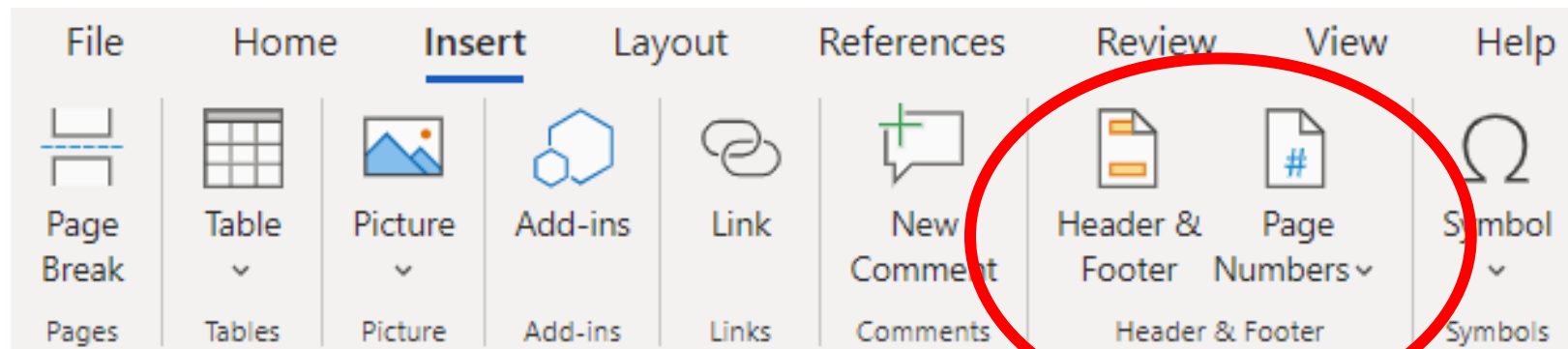


Important

- Page break should be used to move to the next page instead of adding new paragraphs

Headers

- Each page has a special areas called *header* (top part of the page) and footer (bottom part of the page) used to represent text that recures at more than one document page
- They are located in the *Insert* tab in online Office Word



Formatting guidelines

- Formatting is a means of communicating firstly to the designer and secondly to the reader. It should be:
 - Meaningful—the amount of space (or lack) between paragraphs means something
 - Comprehensive—Uniform everywhere in the text
 - Consistent—looks good and makes text easier to read
 - Innocuous—the less noticeable the formatting is, the better it has been done



Formatting guidelines

- Justified alignment generally looks good when looking at the text from a distance
- Left alignment is considered better for office and technical documents, as it preserves equal space between words and is generally easier to read



Keep It Simple, Less Is More

- Keep it simple, and take use extensively the functionality of the text formatting application
- When writing a document, the content should be the main focus. Document formatting guidelines exist to make that content easier to read and digest. Eliminate the temptation to introduce eye-catching elements that only serve to distract.
- Maximize whitespace – use character and line spacing in order to increase readability.



References

- 10 Simple Design Rules for Professional Microsoft Word Documents, <https://www.makeuseof.com/tag/design-rules-word-documents/>
- Excel formulas – introduction (tutorial), <https://edu.gcfglobal.org/en/excelformulas/functions/1/>
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All were last visited in April 2021

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