

Visual Changes in Microsoft Word

Zooming In & Out

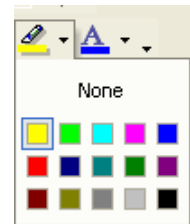
You can “zoom in” to get a close-up view of your document or “zoom out” to see more of the page at a reduced size.

1. Click on the down arrow next to the zoom tool. (If the zoom tool is not showing, right click on the toolbar and select Standard. This will bring up the standard toolbar. If it is still not showing select the down arrow at the end of the Standard toolbar and choose Add or Remove Buttons – Standard and then choose the Zoom button.)
2. Select the desired zoom amount.

Highlighting

Use the Highlight tool to mark and find important text in your document. Highlighting parts of a document works best when the document is viewed online.

1. Click on the pencil-like tool (highlighting tool) on the Formatting toolbar. Choose the color of the highlighter.
2. The cursor will change to a highlighter shape.
3. Click and drag over the word(s) you want highlighted.



Line Spacing

You can change the spacing between the lines or the spacing before or after each paragraph. This helps students that have difficulty separating one line from another.

1. Click on the Format Menu then Paragraph.
2. Set the desired line spacing either before or after and click OK.



Word Spacing

When multiple spaces are placed between words, students can distinguish between the end of one word and the beginning of another.

1. Click on the Edit Menu then Find.
2. In the Find what box type a space or hit the spacebar one time.
3. Click on the Replace tab. In the Replace with box hit the spacebar 4 times. (or the desired number for your word spacing.)
4. Click on Replace All.

Expanded Replace

Words can be emphasized in a document by changing the format of a certain word or words. This can be done by using the Find/Replace feature. Words can be highlighted, bolded, enlarge font size, etc.

1. Click on the Edit Menu then Find or Replace.
2. Type the word that you want to highlight in the Find what box. Type the same word in the Replace with box.
3. Click on the More button.
4. Click on the Format button. Choose Highlight. The formatting is noted under the Replace with box. Make sure the formatting is not under the Find what box.
5. You can also replace the font color, size, and style of a word by choosing Font under the Format button.