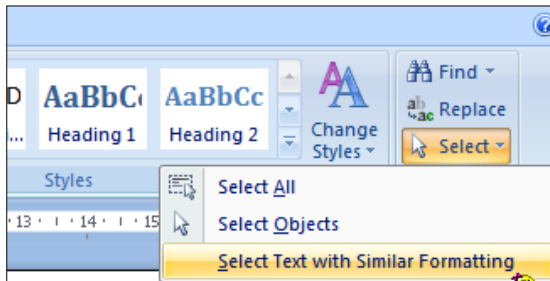


## Changing Character Formatting In Microsoft Word

For many of us, changing the specific formatting of text within our documents can appear to be an enormous task. There is a feature in Word that helps speed up the process.

Instead of you having to scan through your document, word by word, line by line, you can use one of the **Select** options. The steps to finding and changing your formatting are :-

1. Place your cursor in one occurrence of the formatting that you wish to find. It does not have to be at the beginning of your document.
2. Click on the **Select** button on the **Home** tab's ribbon.
3. Choose **Select Text with Similar Formatting** from the drop down menu.



4. All occurrences of that type of formatting will be highlighted throughout the entire document.

On the Insert tab, the **galleries** include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document **building** blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the **formatting** of selected text in the document text by choosing a look for the selected text from the Quick Styles **gallery** on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

5. Whatever formatting you now choose will be applied to all the highlighted text.

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