

Microsoft Word - Formatting Text Explained



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Formatting text changes how the text appears.

In Word 2007 there is a new feature called Live Preview. Once text is selected and the mouse moves over a formatting function then the document previews what the document would appear as if the action was carried out. This works for the different styles and in the Font group it works when you choose an item from a drop down list, but not when it is a single click icon.