

Do you sometimes wish that you could make the documents you print a little more exciting? Perhaps a bit easier to read? There are those who would like to do it, but can't spare the time to do all the formatting to achieve the desired result. Help is on the screen.

...Previously I explained how a spreadsheet is a tool that could save an enormous amount of work, especially if you have to use lots of numbers. *See our website notes on [www.penarthcomputerclub.co.uk](http://www.penarthcomputerclub.co.uk)*

The great labour-saving device mentioned in the bit about formatting cells within a spreadsheet also applies to text in documents and Autoshapes (more about Autoshapes later). It is a button called the Format Painter.

...When writing a document you can make some of the text bold, italic, underlined, coloured, larger, smaller, a different typeface or any combination of the above. This is done by a series of clicks to highlight the text, then, for example, click on **Formats>font**, then select the font, font style and size and click OK. This enables you to give variety to the appearance of your writing or to stress the importance of some of the words.

In the same way you can alter the spacing between the lines or whether the writing is aligned to the left, to the right or centred.

Let's say that you have done a lot of typing and then decide that you would like to re-style several bits of it to match a section that you spent some time adjusting to get it just as you wanted it.

The last thing you fancy doing is repeating all the work you did to set up the special appearance. You don't have to work so hard.

Simply click on any piece of the already-formatted text; click on the Format Painter button on the standard toolbar (it shows a paintbrush) and then highlight the text you want to 'paint'. That text instantly takes on all the attributes of the original selection. The Format Painter is automatically cancelled.

If, however, you want to repeat the process many times, then double-click on the Format Painter button and it will continue to paint new text until you click on it again to cease 'painting'.

The Autoshapes I mentioned are available from the Drawing Toolbar. To open the Drawing toolbar right-click on a blank part of any toolbar and select 'Drawing' from the list that drops down. The drawing toolbar will appear at the bottom of the window.

Autoshapes provide a selection of lines, connectors, stars, banners, flow-chart shapes and more. They are wonderfully customisable and can be formatted extensively. They can be used in a simple way or combined to make complex drawings and the Format Painter can also be used to great effect. I suggest that you explore the possibilities – even if it is just for fun.

*The next meeting will be on Tuesday 25<sup>th</sup> May. Kevin will be looking at how Windows 7 is performing six months after its release. Visitors and new members always welcome. For more information ring Howard on 029 20708439.*



## **In Brief**

### **Computer Club**

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