
WORD 2003

FORMATTING LIKE A PROFESSIONAL

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LESSON 1 - USING PARAGRAPH FORMATTING

FORMATTING PARAGRAPHS



Discussion

Paragraph formatting refers to the layout of the paragraph on the page and involves alignment, spacing, and indentation options. Alignment refers to the relative location of text to the margins. Spacing refers to the distance between lines above, below, or within a paragraph.

PARAGRAPH ALIGNMENT

This paragraph is aligned to the left margin.

This paragraph is aligned to the right margin.

This paragraph is centered between the margins.

Every line of a justified paragraph (except the last line) is aligned to both the left and right margins. You will often find justified paragraphs used in books.

PARAGRAPH and LINE SPACING

Paragraph spacing refers to space above or below the paragraph. Line spacing refers to the spacing between each line of the paragraph.

Word paragraph formats

ALIGNING PARAGRAPHS



Discussion

Paragraph alignment refers to the position of each line of text in a paragraph between the left and right margins.

The **Formatting** toolbar contains four alignment buttons, **Align Left**, **Center**, **Align Right**, and **Justify**. Left alignment aligns text to the left margin and produces a ragged right margin. Right alignment aligns text to the right margin and produces a ragged left margin. Center alignment centers text between the left and the right





margins. Justified alignment aligns text to both the left and right margins so that neither margin is ragged. When a paragraph is justified, Word adds extra space between words to justify the text.



You can also align text using the **Alignment** list in the Paragraph dialog box. The **Alignment** list is accessed by selecting the **Format** menu, the **Paragraph** command, and the **Indents and Spacing** tab.



Procedures

1. Position the insertion point in the paragraph you want to align, or select multiple paragraphs.
2. Click the **Align Left** button , the **Center** button , the **Align Right** button , or the **Justify** button  on the **Formatting** toolbar.

USING CLICK AND TYPE TO ALIGN TEXT



Discussion

The **Click and Type** feature allows you to insert new text or graphics exactly where you point in a blank area of a document. If you are creating a special page such as a title page, the **Click and Type** feature allows you to create a title in the middle of the page without having to press the **[Enter]** key. You can simply double-click where you want the title to appear.

When the **Click and Type** feature is active, the mouse pointer appears as an I-beam with an alignment symbol attached. As you move the I-beam slowly across a blank line in a document from the left to the right margin, the alignment symbol changes. This change occurs because Word separates the blank areas of a line into alignment zones. To enter text, you point to the position on the page where you want to enter text, double-click the mouse button, and type the text.

The **Click and Type** feature is only available in the **Print Layout** or **Web Layout** views. Depending upon the location of the blank area in which you want to use the **Click and Type** feature, you may have to first click in a blank area of the line to activate it.



In order to use the **Click and Type** feature, the **Enable click and type** option on the **Edit** page in the Options dialog box must be selected.



If you double-click in a blank document area, but do not insert text, Word removes the alignment or tab.



Procedures

1. Display the document in **Print Layout** or **Web Layout** view.
2. Point to a blank area of the line where you want to insert text and click once.
3. Point to a blank area of the line until the desired alignment symbol appears with the mouse pointer.
4. Double-click the mouse button.
5. Type the desired text.

MODIFYING PARAGRAPH SPACING



Discussion

Paragraph spacing refers to the space above and below a paragraph. You can vary paragraph spacing based upon your individual needs.

You can adjust paragraph spacing on the **Indents and Spacing** page in the Paragraph dialog box. Any changes you make are previewed in the Paragraph dialog box.



You can start a new line within a paragraph by inserting a manual line break. Manual line breaks are inserted by pressing the **[Shift+Enter]** key combination. A manual line break is considered part of the original paragraph and is useful when you want to break a paragraph without including the extra paragraph spacing.



You can click the spin boxes in the Paragraph dialog box as needed to set paragraph spacing or you can type a number into the box.



Procedures

1. Position the insertion point in the paragraph for which you want to change the spacing.
2. Select the **Format** menu.
3. Select the **Paragraph** command.
4. Click the **Indents and Spacing** tab.
5. Under **Spacing**, enter the desired spacing above the paragraph in the **Before** spin box.

6. Under **Spacing**, enter the desired spacing below the paragraph in the **After** spin box.
7. Select **OK**.

REVEALING FORMATTING



Discussion

The **Reveal Formatting** task pane displays the attributes for the selected document text. Attributes are grouped under headings, the most common being **Font**, **Paragraph**, and **Section**.

The **Font** heading shows the name and point size of the font, as well as the language of the text. If other font attributes have been applied (for example, highlighting), they will also be listed here. The **Paragraph** heading displays the alignment and indentation of the current paragraph. In addition, if other paragraph attributes have been added (such as spacing or tabs), they will also be displayed. The **Section** heading displays attributes for margins, layout, and paper size.

You can expand and collapse the **Font**, **Paragraph**, or **Section** headings to view or hide the attributes. The underlined attributes under each heading are links to the corresponding dialog boxes; when you click a link, the corresponding dialog box opens and you can make changes as desired.

You can also use the task pane to compare the differences in formatting between two text selections.



If the task pane is already open, you can use the **Other Task Panes** list arrow to change task panes.



Other attribute headings such as **Table**, **Cell**, and **Bullets and Numbering** will appear if the document contains a table or a numbered or bulleted list.



Procedures

1. Select the **Format** menu.
2. Select the **Reveal Formatting** command.
3. Click a heading to expand or collapse its attributes.
4. Select the text for which you want to reveal the formatting.
5. Expand the desired format heading, if necessary, and click the desired formatting link.
6. Make the desired formatting changes.
7. To compare text, select the first text to be compared.
8. Select the **Compare to another selection** option.

9. Select the text to which you want to compare the formatting.

MODIFYING LINE SPACING



Discussion

Line spacing refers to the distance between each line in a paragraph. You can use the **Line Spacing** list on the **Formatting** toolbar to adjust paragraph line spacing. The options on the **Line Spacing** list start with 1.0 (single spacing) and increment by .5, up to 3.0.

You can also use the **Line Spacing** button to apply the last line spacing change to another paragraph. If you point to the button, a ScreenTip indicates the current setting. The last line spacing option used becomes the default for the button.

The **Line Spacing** list also includes the **More** option, which opens the Paragraph dialog box. The **Line spacing** option in the Paragraph dialog box includes the additional options: **At least**, **Exactly**, and **Multiple**. After selecting one of these options, you can change the specific point size in the **At** box.




You can also press the **[Ctrl+1]** key combination to single-space the current paragraph, the **[Ctrl+2]** key combination to double-space it, and the **[Ctrl+5]** key combination to apply 1.5 line spacing. You must, however, use the number keys along the upper edge of the keyboard to change line spacing; those on the numeric keypad have different functions.



You can also select the **Format** menu and the **Paragraph** command to open the Paragraph dialog box. You can then use the **Line spacing** list on the **Indents and Spacing** tab to adjust line spacing.



Procedures

1. Position the insertion point in the paragraph for which you want to change the line spacing.
2. Click the arrow on the **Line Spacing** button  on the **Formatting** toolbar.
3. Select the desired line spacing option.

COPYING PARAGRAPH FORMATS



Discussion

The Format Painter allows you to copy the paragraph formatting of specific text and apply it to one or more other paragraphs. This feature saves time when the formatted paragraph you copy contains multiple formatting attributes.




To copy the selected formatting to multiple locations, double-click the **Format Painter** button to activate it. Then, click it again when you have finished formatting paragraphs to deactivate it.



You can also use the **Styles and Formatting** task pane to apply all the attributes from one paragraph to another.



Procedures

1. Position the insertion point in the paragraph containing the formatting you want to copy.
2. Click the **Format Painter** button  on the **Standard** toolbar.
3. Click in the paragraph you want to format.

LESSON 2 - INDENTING PARAGRAPHS

CHANGING THE LEFT INDENT



Discussion

Indenting a paragraph refers to moving it away from the left, the right, or both margins. This feature has many uses, including calling attention to sections in a document or indicating subordinate text. Additionally, the first line of each paragraph in many letters and documents is often indented from the left to improve readability.



The **Indent** buttons on the **Formatting** toolbar move the paragraph to the next tab stop. By default, tab stops are set every half-inch (0.5). Therefore, you can use the **Increase Indent** button to indent a paragraph to the right in half-inch increments and the **Decrease Indent** button to decrease a paragraph indent in half-inch increments.



If you want to indent a different amount (such as 0.7"), you can use the **Left** option in the Paragraph dialog box.



Procedures

1. Position the insertion point in the paragraph you want to indent.
2. Click the **Increase Indent** button  or the **Decrease Indent** button  on the **Formatting** toolbar.




INDENTING THE FIRST LINE



Discussion

There are several ways in which you can indent a paragraph from the left margin. For example, you can indent only the first line of a paragraph. The first line indent is often used to begin a paragraph. It is easy to create this type of indent using the horizontal ruler.

The indent marker on the left side of the horizontal ruler is actually composed of two indent markers and a box. The top triangle is the **First Line Indent** marker and the bottom triangle is the **Hanging Indent** marker. The **First Line Indent** marker and the **Hanging Indent** marker move independently of each other; however, you can drag the **Left Indent** marker (the box) to move the **First Line Indent** and **Hanging Indent** markers simultaneously.

Indent Marker	Use
	Indents only the first line of the selected paragraph from the left margin.
	Indents all lines of a paragraph other than the first line from the left margin.
	Moves both the First Line Indent marker and the Hanging Indent marker simultaneously.




You can also use the Paragraph dialog box to set a first line indent. Select **First line** from the **Special** list and enter the amount of the indent in the **By** spin box.



After indenting text, you can easily apply the same indent settings to other paragraphs by opening the **Styles and Formatting** task pane and selecting **Formatting in use** from the **Show** list.



Procedures

1. Select the paragraphs you want to indent.
2. Drag the **First Line Indent** marker  on the horizontal ruler to the desired position.

CREATING A HANGING INDENT



Discussion


You can indent all lines of a paragraph except the first line. This type of indent is known as a hanging indent. A hanging indent is often used for lists or bibliographic references.



You can also use the Paragraph dialog box to create a hanging indent. Select **Hanging** from the **Special** list and enter the amount of the indent in the **By** spin box.



Procedures

1. Select the paragraphs you want to indent.
2. Drag the **Hanging Indent** marker  on the horizontal ruler to the desired position.

CREATING A RIGHT INDENT



Discussion

You can indent a paragraph from the right margin. You may want to do this, for example, to make a paragraph stand out on a page or to indicate a subordinate paragraph.


You can indent selected text from the right margin by dragging the **Right Margin** marker on the horizontal ruler. The **Right Margin** marker is identical to the **Left Margin** marker, except that it appears alone near the right end of the horizontal ruler.



You can also use the Paragraph dialog box to create a right indent. Set the desired indentation using the **Right** spin box under **Indentation**.



Procedures

1. Select the paragraphs you want to indent.
2. Drag the **Right Indent** marker  on the horizontal ruler to the desired position.

LESSON 3 - SETTING TABS

USING TAB STOPS



Discussion

When you need to create a document in which the text appears at fixed locations across the page, you can use tabs to space the text. Tabs can serve many functions in a document. For example, you can use a combination of tabs to create a table for an office telephone list.

Tab stops appear on the horizontal ruler. Word allows you to set left, center, right, and decimal tab stops in any combination.

Tab stops are a component of paragraph formatting and, therefore, apply to every line in a paragraph. Each paragraph, however, can have a different combination of tab stops.

Each type of tab stop positions text differently. Text and numbers are aligned flush-left to a left-aligned tab stop, centered under a center tab stop, and aligned flush-right to a right-aligned tab stop. Finally, the first decimal point or period occurring in the text or number is aligned to a decimal tab stop. (If there is no period or decimal in the text or number, it is aligned flush-right to the decimal tab.) Decimal tabs are most useful when you need to enter a list of numbers, and you want the decimal points of the numbers to be aligned.

The following illustration represents how text appears with the various tab settings:

<u>LEFT</u>	<u>CENTER</u>	<u>RIGHT</u>	<u>DECIMAL</u>
Joanne Morgan	Vice President	Active Wear	170.90
Francis Orr	Manager	Diving	250.30
Robert Maxwell	Associate	Shoes	79.00
Betty Fields	Supervisor	Racquet Sports	98.70

Setting tabs

You can also set a bar tab. A bar tab creates a vertical line at the tab stop each time you create a new line. A bar tab can be useful for separating columns of numbers or for creating a sidebar for a paragraph.

You can use the **Tab Alignment** button on the horizontal ruler to set a tab stop. In addition, you can use the Tabs dialog box to define more precise tab stops.

By default, left-aligned tabs are set at half-inch intervals across the page.

SETTING TAB STOPS








Discussion

Tab stops can be positioned anywhere on a line, and you can set a combination of left-aligned, center, right-aligned, decimal, and bar tabs for each paragraph.

You can create tab stops by clicking the **Tab Alignment** button on the left side of the horizontal ruler until the desired tab character appears and then clicking the desired location on the horizontal ruler. You can also use the Tabs dialog box to enter a specific tab type and location.

You can have as many tab stops as desired in a document.

The following five types of tabs are available:

Tab Character	Tab Type
	Left
	Center
	Right
	Decimal
	Bar

Tab stops only apply to the current paragraph. After creating tab stops, you should make sure that you start typing the tabbed text on a line formatted with the desired tabs. In addition, each time you press the **[Enter]** key, you create another line formatted with the same tab stops.




You can click the left mouse button on the **Tab Alignment** button to cycle forward through the tab characters or the right mouse button to cycle backwards.







You can also set tab stops using the **Click and Type** feature in the **Print Layout** or **Web Layout** view.



Procedures

1. Position the insertion point in the line to which you want to add a tab stop.
2. To set a left-aligned tab, click the **Tab Alignment** button until the **Left Tab** character  appears.
3. Click the horizontal ruler at the desired location for the tab stop.

4. To set a center tab, click the **Tab Alignment** button until the **Center Tab** character  appears.
5. Click the horizontal ruler at the desired location for the tab stop.
6. To set a right-aligned tab, click the **Tab Alignment** button until the **Right Tab** character  appears.
7. Click the horizontal ruler at the desired location for the tab stop.
8. To set a decimal tab, click the **Tab Alignment** button until the **Decimal Tab** character  appears.
9. Click the horizontal ruler at the desired location for the tab stop.
10. To set a bar tab, click the **Tab Alignment** button until the **Bar Tab** character  appears.
11. Click the horizontal ruler at the desired location for the tab stop.

DELETING AND MOVING TAB STOPS



Discussion

You can delete tab stops. For example, you may want to delete tab stops if you are removing data from a telephone list. Although you can use the Tabs dialog box to delete tab stops, it is much easier to drag them off the horizontal ruler.

After you have removed a tab stop, any text positioned at that tab stop moves to the next defined tab stop or to the first default tab stop after the last defined tab stop.

Tab stops can also be moved to other positions on the ruler to accommodate the text in your columns or to align a column under a column heading. Moving a tab stop moves the text aligned to that tab stop to the new position.

If you wish to move a whole column of tabbed text, select all the tabbed text before moving any tabs. If tab stops are set differently for certain lines in your tabbed text (such as the title line), some tabs may appear dimmed on the ruler when you select all the tabbed text. You can drag a dimmed tab stop to delete or move it.



After setting a tab on the ruler, you can view the distance from the tab to each margin by holding the **[Alt]** key and clicking and holding the mouse button on the tab. You can continue to press the **[Alt]** key and drag the tab to the desired position relative to either margin.



Procedures

1. To delete a tab stop, select the text from which you want to remove the tab stop.
2. Drag the desired tab character off the ruler.
3. To move a tab stop, select all text aligned to the tab stop you want to move.
4. Drag the tab stop to the desired position on the horizontal ruler.

CLEARING ALL TABS



Discussion

After typing all of your tabbed text, you want to be able to return to the default tabs in order to enter more tabbed or paragraph text. You can return to the default tab set by placing the insertion point below the tabbed text and then clearing the existing tabs. Clearing tabs removes them from the current paragraph(s).

You can choose to clear a specific tab, or you can clear all tabs simultaneously. A quick way of clearing tabs is to use the Tabs dialog box.



Procedures

1. Select the paragraph from which you want to clear the tabs.
2. Select the **Format** menu.
3. Select the **Tabs** command.
4. Select **Clear All**.
5. Select **OK**.

CREATING A LEADER TAB



Discussion

You can use the Tabs dialog box to apply a leader to a tab. A leader is a dotted, dashed, or solid line that appears in the space between the last character to the left and the first character of the text aligned to the tab stop to which the leader has been applied.

Leader characters can have many uses. For instance, they can visually connect text on a line, such as a chapter heading aligned to the left margin and its page number aligned to the right in a table of contents.

If you add or remove text to the left or right of a leader tab, the length of the leader changes accordingly to accommodate the text.



Procedures

1. Select the **Format** menu.
2. Select the **Tabs** command.
3. Type the desired tab position in the **Tab stop position** box.
4. Under **Alignment**, select the desired tab type.
5. Under **Leader**, select the desired leader type.
6. Select **Set**.
7. Select **OK**.

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