Word Lesson 5 Formatting Paragraphs and Documents

Microsoft Office 2010 Introductory

Objectives

- Show and hide the ruler.
- Set the margins of a document.
- Align text and adjust paragraph indents.
- Adjust line and paragraph spacing.
- Change vertical alignment.

Objectives (continued)

- Set and modify tab stops.
- Create and modify bulleted, numbered, and outline numbered lists.
- Organize a document in Outline view.

Vocabulary

- alignment
- bullet
- center
- first-line indent
- hanging indent
- indent
- inside margin (gutter margin)

- justify
- leader
- left-align
- margin
- mirrored margin
- multilevel list
- negative indent (outdent)

Vocabulary (continued)

- outline numbered list
- outside margin
- right-align
- tab stop (tab)
- vertical alignment

Formatting Paragraphs and Documents

- Formatting presents a consistent and attractive style throughout a document.
- In this lesson, you will use the ruler, set margins, align paragraphs, and adjust paragraph indents and line spacing.
- You will change the spacing before and after paragraphs, adjust tab stops, create lists, and use Outline view.

Viewing the Ruler

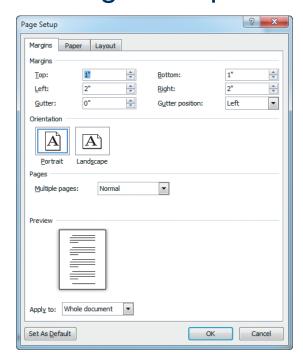
- Word provides rulers along the top and left margins to help you as you format your documents.
- The ruler is hidden by default.
- To display it, you can click the View Ruler button located at the top of the vertical scroll bar on the right side of the window.

Setting Margins

- Margins are the blank areas around the top, bottom, and sides of a page. Word sets predefined margin settings, which you can keep or change.
 - Book pages and magazines are often formatted with mirrored margins.
 - Inside margins (gutter margins) are closest to the inside of the page. Outside margins are closest to the edge of the page.

Setting Margins (continued)

Margins tab in the Page Setup dialog box



Aligning Text

- Alignment refers to the position of text between the margins. You can left-align, center, right-align, or justify text.
- Left-aligned and justified are the two most commonly used alignments in documents.
- To align text, you click one of the Alignment buttons in the Paragraph group on the Home tab.

Aligning Text (continued)

Examples of different text alignments

This paragraph is left-aligned.

This paragraph is centered.

This paragraph is right-aligned.

This text is justified because the text is aligned at both the left and right margins. This text is justified because the text is aligned at both the left and right margins.

Changing Indents

- An indent is the space between text and a document's margin.
 - Indent from the left margin, right margin, or both margins.
 - Indent only the first line of a paragraph or all the lines in a paragraph except the first line.
- To indent a paragraph one-half inch at a time, click the Increase Indent or Decrease Indent buttons on the Home tab.

Changing Indents (continued)

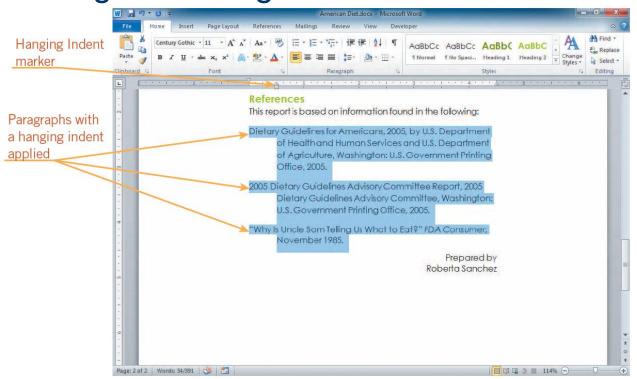
- When using a first-line indent, only the first line of a paragraph is indented.
- To indent the first line of a paragraph, you can drag the First Line Indent marker on the ruler.
- After you set a first-line indent in one paragraph, all subsequent paragraphs you type will have the same first-line indent.

Changing Indents (continued)

- You can create hanging indents in which the first full line of text is not indented but the following lines are.
- Hanging indents appear commonly in lists and documents such as glossaries and bibliographies.
- You can set indents on the Indents and Spacing tab in the Paragraph dialog box.

Changing Indents (continued)

Examining a handing indent



Adjusting Line Spacing

- Line spacing is the amount of space between lines of text.
- Single-spaced text has no extra space between each line; double-spaced text has an extra line of space between each line of text.
- The default setting in a Word document is 1.15 lines, not single spaced.

Adjusting Line Spacing (continued)

Different line spacing

The line spacing in this paragraph is 1.0 lines. This means the paragraph is single-spaced.

The line spacing in this paragraph is 1.15 lines This is the default line spacing for the Normal Quick Style.

The line spacing in this paragraph is 1.5 lines. This is another common line spacing.

The line spacing in this paragraph is 2.0 lines. This

means the paragraph is double-spaced.

Adjusting Paragraph Spacing

- Paragraph spacing is the amount of space between paragraphs.
- The default is to add 10 points of space after each paragraph.
- Often heading styles include space before or after the heading paragraph as part of the style definition.

Changing Vertical Alignment

- Vertical alignment refers to positioning text between the top and bottom margins of a document.
- You can align text with the top of the page, center the text, distribute the text equally between the top and bottom margins (justify), or align the text with the bottom of the page.

Understanding Tab Stops

- Tab stops, or tabs, mark the place where the insertion point will stop when you press Tab.
- Tab stops are useful for creating tables or aligning numbered items.
- In Word, default tab stops are set every half inch and are left-aligned.
- Text alignment can be set with left, right, center, or decimal tab stops.

Understanding Tab Stops (continued)

Tab stops

TAB	TAB NAME	FUNCTION
L	Left Tab	Left-aligns selected text at the point indicated on the horizontal ruler. This is the default tab.
_	Right Tab	Right-aligns selected text at the point indicated on the horizontal ruler. This is useful for aligning page numbers in a table of contents.
	Center Tab	Centers selected text at the point indicated on the horizontal ruler. This is used with titles and announcements.
Ŀ	Decimal Tab	Aligns selected text on the decimal point at the point indicated on the horizontal ruler. This is helpful when preparing price lists, invoices, and menus.

Understanding Tab Stops (continued)

- To set a tab stop, select the paragraph, and click the ruler at the desired tab location.
- When you insert a tab stop, the default tab stops before that tab stop marker are erased.
- To move a tab stop, drag the tab stop marker to a new location on the ruler.
- To remove a tab, drag the marker off the ruler.

Understanding Tab Stops (continued)

- Leaders are solid, dotted, or dashed lines that fill the blank space before a tab setting.
- Leaders are often used in tables of contents.
- To insert a leader, open the Tabs dialog box.

Using Bulleted and Numbered Lists

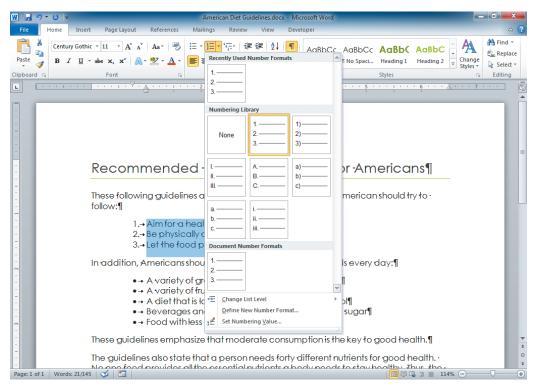
- A numbered list is useful when items appear sequentially, such as instructions.
- A bulleted list often is used when the order of items does not matter.
- A bullet is any small character that appears before an item.

Using Bulleted and Numbered Lists (continued)

- A way to create a numbered or bulleted list as you type is to create a paragraph, and then click the Numbering or Bullets button on the Home tab.
- You can also change a list that you already typed to a bulleted or numbered list by selecting the items, and then clicking either the Bullets or Numbering button.

Using Bulleted and Numbered Lists (continued)

Numbering gallery



Using Bulleted and Numbered Lists (continued)

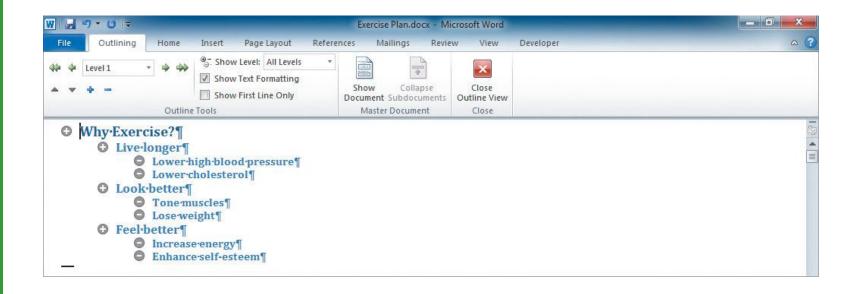
- You can customize bulleted and numbered lists by changing the indents or customizing the bullets or numbers.
- A multilevel list is a list with two or more levels of bullets or numbering. A numbered multilevel list is sometimes called an outline numbered list.

Organizing a Document in Outline View

- In Outline view, you can type topic headings and subheadings for a document.
- Word usually formats the first line with the Heading 1 style. Press Enter to create the heading. If you press the Tab key, you create a Level 2 heading.
- Once you have typed an outline, you can easily modify it.

Organizing a Document in Outline View (continued)

Text in Outline view



Summary

In this lesson, you learned:

- You can show and hide the ruler to suit your working style by clicking the View Ruler button at the top of the vertical scroll bar, or by clicking the View tab, and then selecting the Ruler check box in the Show/Hide group.
- Margins are the blank areas around the top, bottom, and sides of a page. You can change the margin settings by clicking the Margins button in the Page Setup group on the Page Layout tab.

Summary (continued)

- You can align text by clicking one of the alignment buttons in the Paragraph group on the Home tab.
- You can indent text either from the left margin, from the right margin, or from both margins. You can also set firstline and hanging indents.
- You can change the line spacing of text from the default of 1.15 lines to 1.0 (single-spaced), 2.0 (double-spaced), or greater. You can change the paragraph spacing by changing the measurements in the Before and After boxes in the Paragraph group on the Page Layout tab.

Summary (continued)

- You can change the vertical alignment of text by opening the Page Setup dialog box, clicking the Layout tab, and selecting an alignment option from the Vertical alignment list in the Page section.
- Text alignment can be set with left, right, centered, or decimal tabs. Leaders can be used with any kind of tab.

Summary (continued)

- You can use the Bullets or Numbering buttons in the Paragraph group on the Home tab to create bulleted or numbered lists. To change the appearance of a list, click the arrow next to the Bullets or Numbering button to choose a different bullet or numbering style.
- You can use the Multilevel list button in the Paragraph group on the Home tab to create a list with a hierarchical structure.
- You can work in Outline view to set up the outline of a document.