

FORMATTING PARAGRAPHS IN MICROSOFT WORD

Paragraph Attributes

Format a paragraph by placing the cursor within the paragraph and selecting **Format|Paragraph** from the menu bar.

The screenshot shows the Paragraph dialog box with the following annotations:

- horizontal text alignment for the paragraph:** Points to the Alignment dropdown menu, which is set to 'Left'.
- distance the text is indented from the left and right edges of the page:** Points to the Left and Right indentation fields, set to '-0.5"' and '0"' respectively.
- distance the indented text is from the text above and below the paragraph:** Points to the Before and After spacing fields, both set to '0 pt'.
- select special indents for first lines and hanging indents:** Points to the Special dropdown menu, which is set to '(none)', and the By field.
- set the line spacing for the text:** Points to the Line spacing dropdown menu, which is set to 'Single', and the At field.
- click to set tab stops for the paragraph:** Points to the Tabs... button at the bottom left.

Moving (Cutting) Text

Highlight the text that will be moved and select **Edit|Cut** from the menu bar, click the **Cut** button on the standard tool bar, or press **CTRL+X** at once. This will move the text to a clipboard.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

Copying Text

To copy text, choose **Edit|Copy**, click the **Copy** button on the standard toolbar, or press **CTRL+C** to copy the text to the clipboard.

Paste Text

To paste cut or copied text, move the cursor to the location you want to move the text to and select **Edit|Paste** from the menu bar, click the **Paste** button on the standard toolbar, or press **CTRL+V**.

The Clipboard

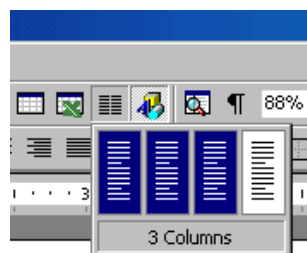
The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting **View|Toolbars|Clipboard** from the menu bar.



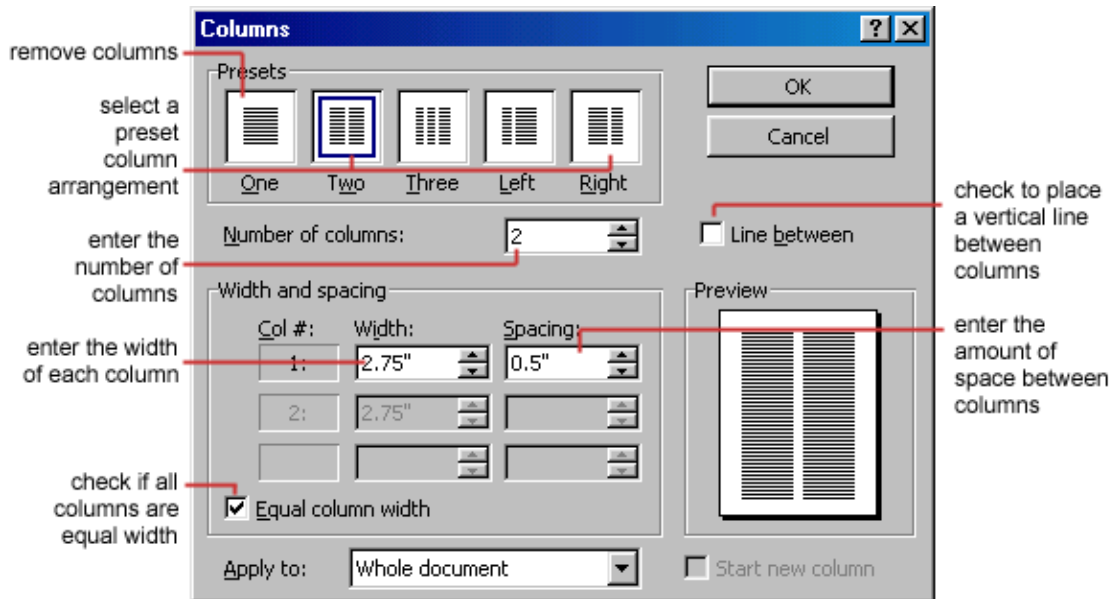
Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click **Paste All** to add all of the items to the document at once. Click the **Clear Clipboard** button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

Columns

To quickly place text in a column format, click the **Columns** button on the standard toolbar and select the number of columns by dragging the mouse over the diagram.

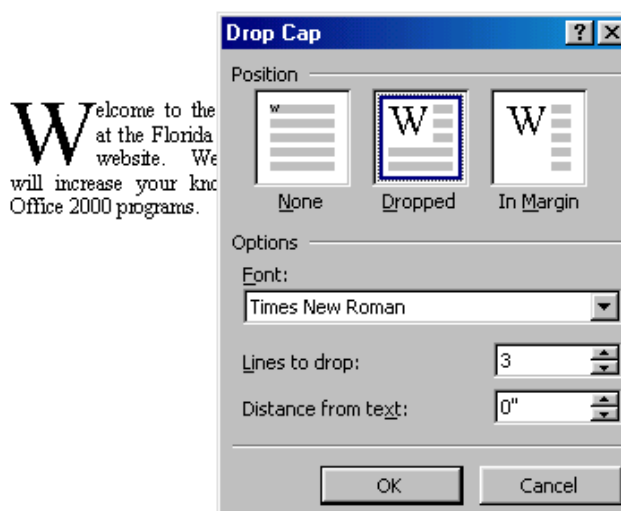


For more column options, select **Format|Columns** from the menu bar. The **Columns** dialog box allows you to choose the properties of the columns. Select the number and width of the columns from the dialog box.



Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.



Add a drop cap to a paragraph by following these steps:

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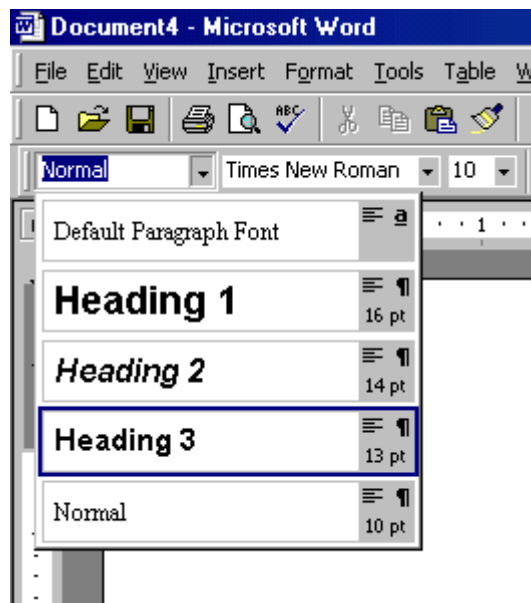
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Version 1.0


- Place the cursor within the paragraph whose first letter will be dropped.
- Select **Format|Drop Cap** from the menu bar.
- The **Drop Cap** dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.
- Click **OK** when all selections have been made.
- To modify a drop cap, select **Format|Drop Cap** again to change the attributes, or click on the letter and use the handles to move and resize the letter.

Styles

The use of styles in Word will allow you to quickly format a document with a consistent and professional look. Paragraph and character styles can be saved for use in many documents.

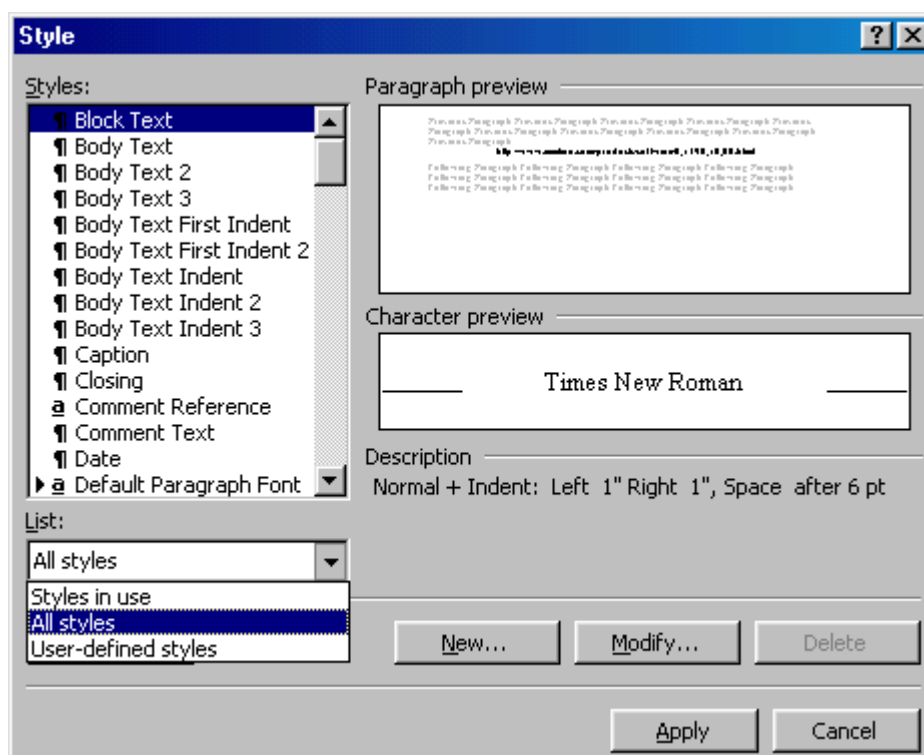


Applying a Style

- Place the cursor in the paragraph where the style will be applied.
- Click the Style drop-down menu on the Formatting toolbar and select a style by clicking on it.
- To apply the same style to multiple paragraphs, double click the Format Painter button  on the standard toolbar and click in all the paragraphs that the style should be applied to. Press the ESC key to disable the Format Painter.

Apply a Style from the Style Dialog Box

Choose from a larger selection of styles from the **Style** dialog box.



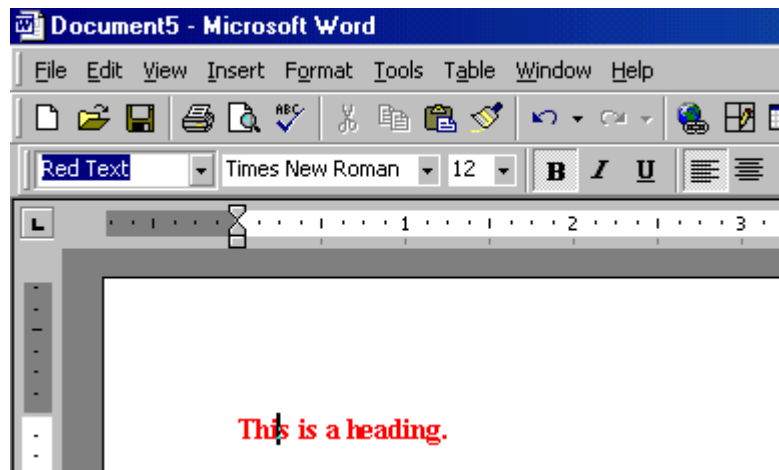
- Click in the paragraph you want to add a style to.
- Select Format|Style... from the menu bar.
- From the List drop-down menu, choose All styles to view all the styles available.

- The styles are displayed in the Styles list. Preview each style by clicking once on the name. Paragraph styles are preceded by the paragraph symbol (¶) and character styles are preceded by an "a" icon (a). A pointer arrow is located next to the current style. Highlight the style you want to apply to the paragraph and click Apply.

Create a New Style from a Model

To create a style from text that is already formatted in a document, follow these steps:

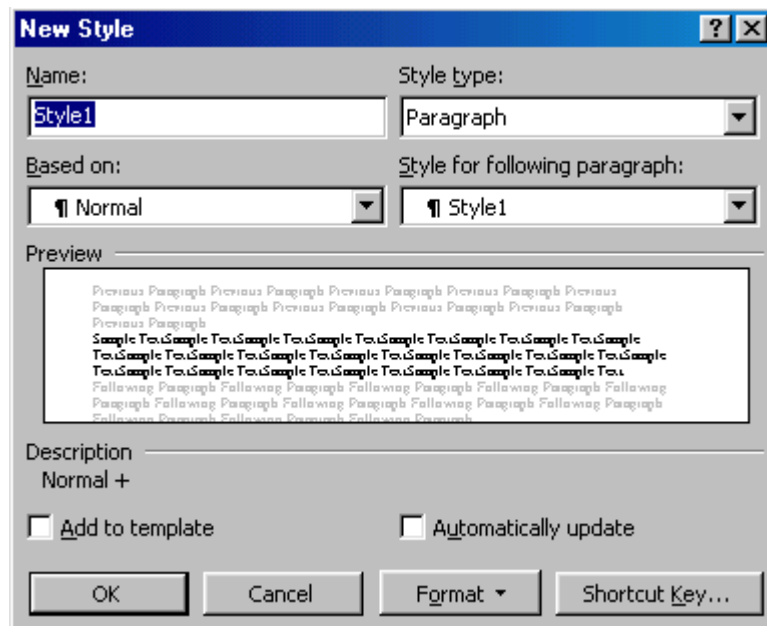
- Place the cursor in the paragraph you would like to set as a new style.
- Click the Style box on the formatting toolbar so the style name is highlighted.



- Delete the text in the field and type the name of the new style.
- Press the ENTER key to save the new style.

Create a Simple Style from the Style Dialog Box

- Select Format|Style... from the menu bar and click the New button on the Style dialog box to access the New Style dialog box.

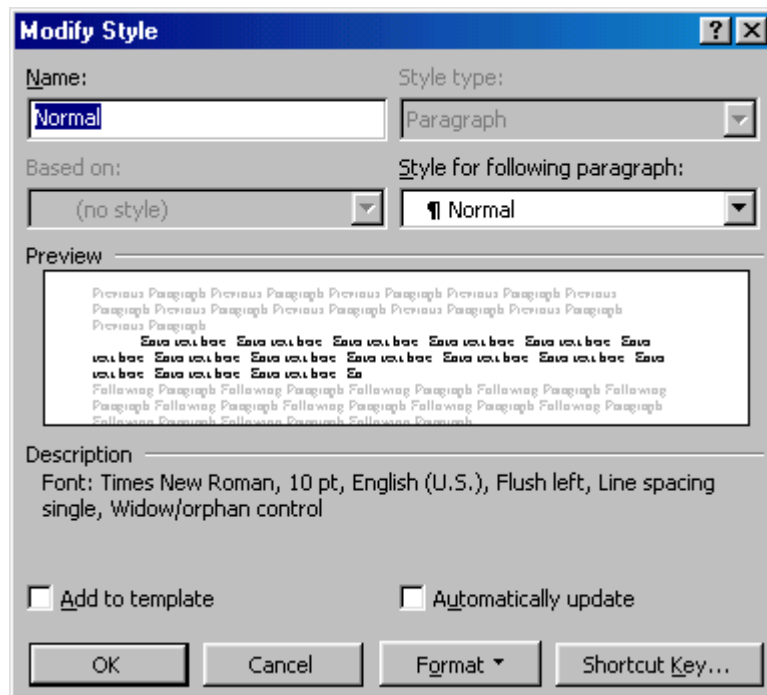


- Type the name for the new style in the Name field.
- Select "Paragraph" or "Character" from the Style type drop-down menu.
- Click the Format button at the bottom of the window and choose the paragraph element that will be formatted for the style. Continue to make changes from the options from the Format button menu, making changes to the dialog boxes for each element you choose.
- Click OK to set the style and close the New Style dialog box.
- Click Apply on the Style dialog box to apply the new style to the current paragraph.

Modify or Rename a Style

An existing style can be changed from the Style dialog box.

- Select Format|Style... from the menu bar.
- Highlight the style from the Styles list that you want to modify and click the Modify button.



- Use the same methods to modify the style from the Modify Style dialog box that were used for the New Style box.
- To only rename the style, type a new name in the Name field.
- Click OK when you are finished making modifications.
- Click Apply to update the style in the document.



Delete a Style



Preset styles created by Word cannot be deleted, but to delete a style you have made, follow these steps:

- Select Format|Style... from the menu bar
- Highlight the style from the Styles list that you want to delete.
- Click the Delete button.
- You will be asked if you really want to delete the style. Click Yes.
- Click Close on the dialog box.

To create a bulleted or numbered list, use the list features provided by Word.

Bulleted and Numbered Lists

- Click the Bulleted List button  or Numbered List button  on the formatting toolbar.
- Type the first entry and press ENTER. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the SHIFT key while pressing ENTER.
- Continue to typing entries and press ENTER twice when you are finished typing to end the list.

Use the **Increase Indent**  and **Decrease Indent**  buttons on the formatting toolbar to create lists of multiple levels.

NOTE: You can also type the text first, highlight the section, and press the **Bulleted List** or **Numbered List** buttons to add the bullets or numbers.

Nested Lists

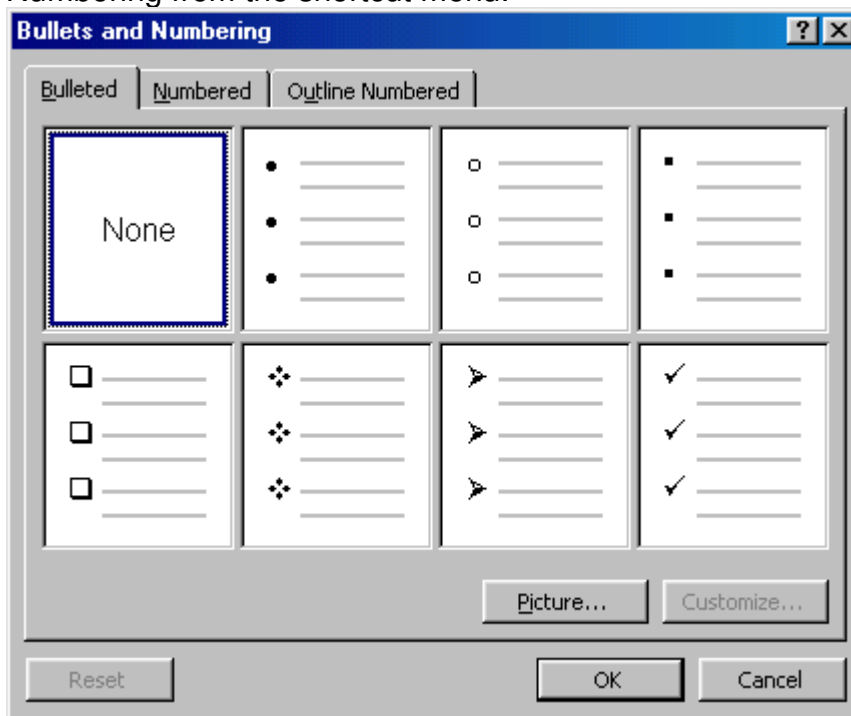
To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

- Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.
 - Lists
 - Bulleted and Numbered Lists
 - Nested Lists
 - Formatting Lists
 - Tables
 - Create a Table
- Highlight the items and click the **Numbered List** button on the formatting toolbar.
 - Lists
 - 1. Bulleted and Numbered Lists
 - 2. Nested Lists
 - 3. Formatting Lists
 - Tables
 - Create a Table

Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets and Numbering** dialog box.

- Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
- Access the dialog box by selecting Format|Bullets and Numbering from the menu bar or by right-clicking within the list and selecting Bullets and Numbering from the shortcut menu.



- Select the list style from one of the seven choices given, or click the Picture... button to choose a different icon. Click the Numbered tab to choose a numbered list style.
- Click OK when finished.

Typing and Inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Edit Select All from the menu bar, or press CTRL+A

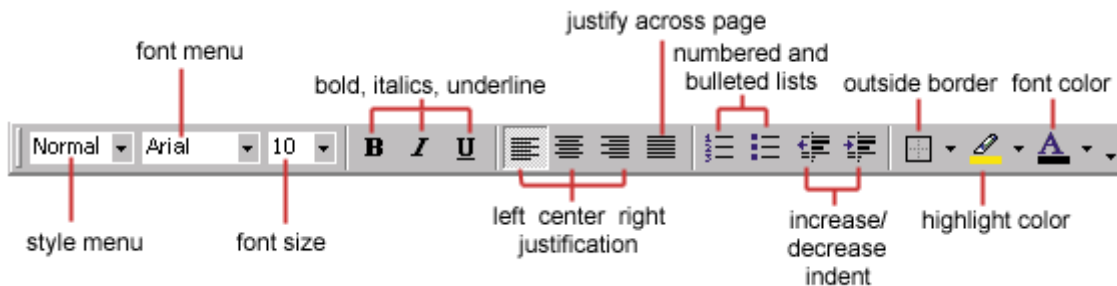
Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Deleting Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Formatting Text

The formatting toolbar is the easiest way to change many attributes of text. If the toolbar as shown below isn't displayed on the screen, select **View|Toolbars** and choose **Formatting**.

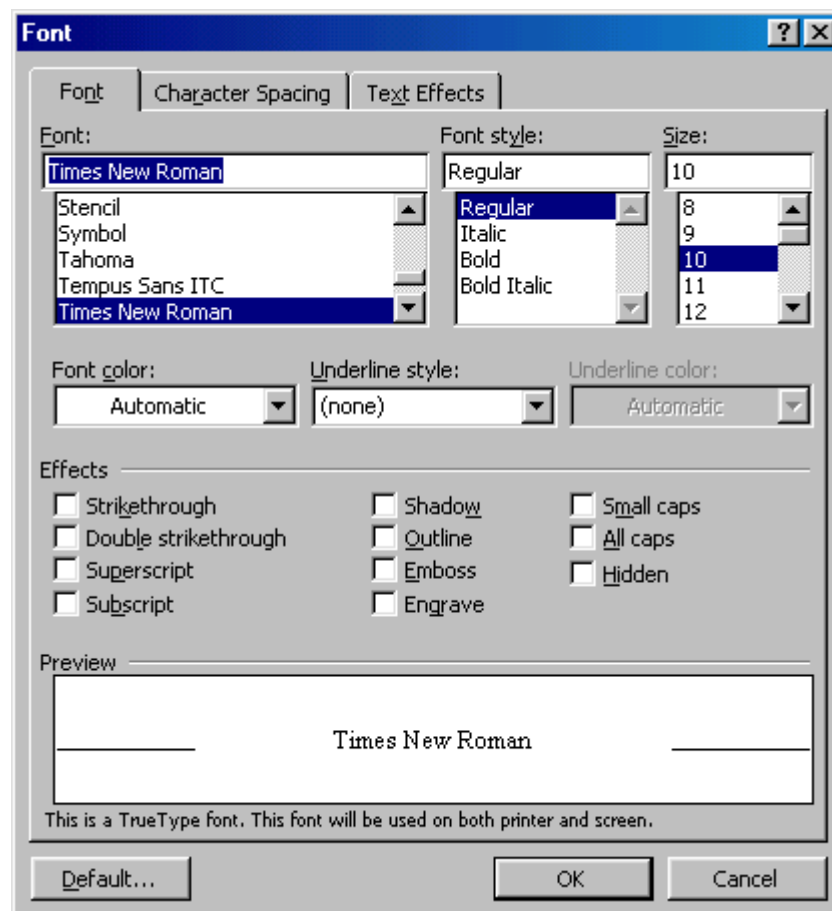


- Style Menu - Styles are explained in detail later in this tutorial.
- Font Face - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable. The following graphic demonstrates the difference between serif (Times New Roman on the left) and sans-serif ("no feet", Arial on the right) fonts.

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- Font Size - Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.
- Font Style - Use these buttons to bold, italicize, and underline text.

- Alignment - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.
- Numbered and Bulleted Lists - Lists are explained in detail later in this tutorial.
- Increase/Decrease Indent - Change the indentation of a paragraph in relation to the side of the page.
- Outside Border - Add a border around a text selection.
- Highlight Color - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.
- Text Color - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.
- The Font dialog box allows you to choose from a larger selection of formatting options. Select Format|Font from the menu bar to access the box.



Format Painter

A handy feature for formatting text is the **Format Painter** located on the standard toolbar. For example, if you have formatting a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline. Instead, use the Format Painter by following these steps:

- Place the cursor within the text that contains the formatting you want to copy.
- Click the Format Painter button in the standard toolbar. Notice that your pointer now has a paintbrush beside it.
- Highlight the text you want to add the same format to with the mouse and release the mouse button.

To add the formatting to multiple selections of text, double-click the **Format Painter** button instead of clicking once. The format painter then stays active until you press the **ESC** key to turn it off.

Undo

Feel free to experiment with various text styles. You can always undo your last action by clicking the **Undo** button on the standard toolbar or selecting **Edit|Undo...** from the menu bar. Click the **Redo** button on the standard toolbar or select **Edit|Redo...** to erase the undo action.