

**ABC Unified School District
Technology Professional Development Program**

Intermediate Word

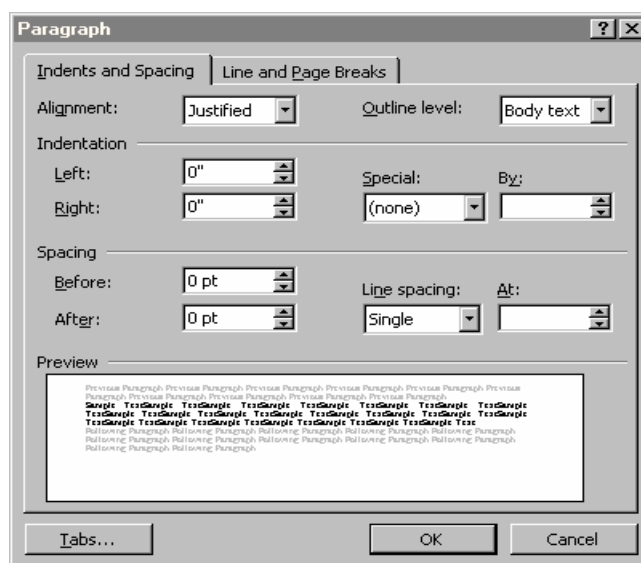
**ABC Unified School District
Information and Technology
Dr. Colin Sprigg, Director
Mary White, Program Specialist - Technology**

Intermediate Word

FORMATTING TEXT **PARAGRAPH FORMATTING**

Paragraph formatting controls how the text within a paragraph appears on a page. It includes features such as **LINE ALIGNMENT** (centering, justification, etc.), **LINE AND PARAGRAPH SPACING**, and **INDENTATION**

Options for paragraph formatting will be found in the **FORMAT - PARAGRAPH** menu. These options may be set before or after text has been entered. The Paragraph dialog box has two folder tabs: Indents and Spacing, and Line and Page Breaks.



A. PARAGRAPH ALIGNMENT

A paragraph's alignment determines where text will be positioned in relation to the left and right margins. You can position text so it is aligned to the left, center, right, or justified (flush with both margins).

1. Select the text you want aligned.
2. Click on the **FORMAT** option from the Main Menu.
3. Click on the **PARAGRAPH** command from the submenu. The *Paragraph* dialog box appears. Click on the **Indents & Spacing** tab, if needed, to display the Indents & Spacing options.
4. Click on the desired alignment (left, centered, right, justified) from the **Alignment** section.
5. Click on **OK** or press **ENTER**.

Intermediate Word

B. INDENTATION

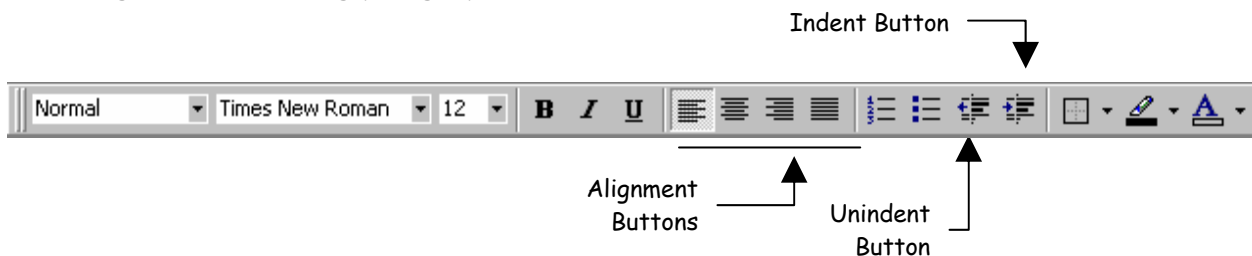
An indent is the distance between the margins and the beginning or the end of the lines in a paragraph. Paragraphs can be indented on the left margin, the right margin, or both margins. You can also create a paragraph where all lines are indented except the first line (hanging indent). It is important to note that indenting paragraphs relies on current tab settings.

TO INDENT ALL LINES OF A PARAGRAPH

1. Select the paragraph(s) you want to indent.
2. Click on the **FORMAT** option.
3. Click on the **PARAGRAPH** command from the submenu. The *Paragraph* dialog box appears. Click on the **Indents & Spacing** tab, if needed, to display the Indents & Spacing options.
4. In the **Indentation box**, click on the arrows in the **LEFT INDENT** and/or **RIGHT INDENT** box to select a value, or type a positive number to reflect the number of inches you want to indent from the left and/or right margin.
5. Click on **OK** or press **ENTER**.

SHORTCUT COMMANDS

The **FORMATTING TOOLBAR** provides many shortcuts for paragraph formatting. There are buttons for aligning text Left, Center, Right or Justified. It also has options for indenting and unindenting paragraphs



Intermediate Word

ENHANCING THE APPEARANCE OF YOUR DOCUMENTS

In addition to the basic character and page formatting features available, Word provides additional ways to enhance the appearance of your documents. In order to make text, tables, and illustrations within a document stand out, you may wish to place a border around it and add shading. Some documents may require lists of items. These items can be made to stand out by using a variety of bullets or number styles. You may also enhance your documents by adding symbols. Symbols are similar to graphics but are considered fonts.

A. ADDING BULLETED OR NUMBERED LISTS

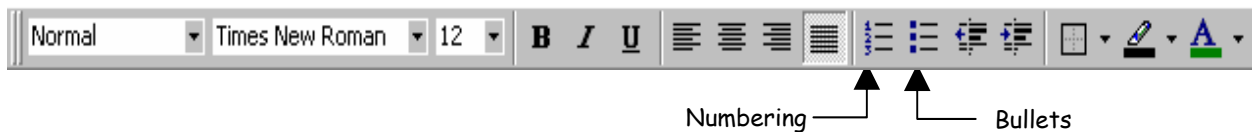
A bulleted or numbered list is a special type of list formatted with hanging indents. Bulleted lists have a bullet or picture at the left margin; numbered lists have numbers or letters. Options are available to select the type of bullet or number style. Bullets can be added as you type or after you have already typed the list.

SHORTCUT COMMANDS

USING THE FORMATTING TOOLBAR

The buttons in the formatting toolbar enable you to turn bullets or numbering on or off.

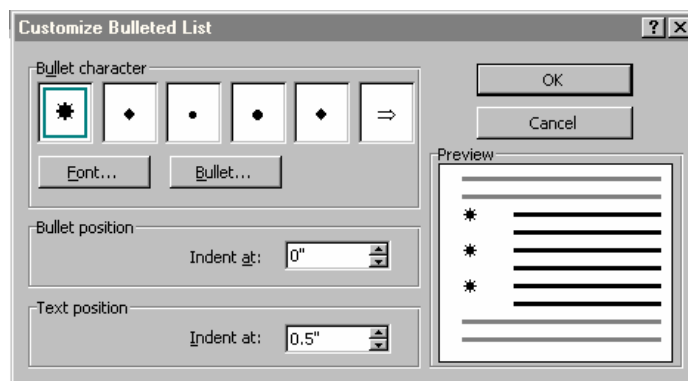
1. If you have already typed in the text select the list you want to format with bullets or numbers, and click on the bullet or numbering icon in the toolbar.
2. If you have not yet started typing your list, click on the **Bullet** or **Numbering** icon from the toolbar to turn the feature on and begin typing your list. As you press Enter a new bullet or number appears.



Intermediate Word

CREATING BULLETED LISTS USING THE MENU

1. Type the list at the left margin.
2. Select the list you want to format with bullets.
3. Select **FORMAT** from the Main Menu.
4. Click on the **BULLETS AND NUMBERING** command. The *Bullet and Numbering* dialog box appears. Click on the **Bulleted Tab**, if needed, to display the bullet options
5. Select the Bullet style desired from the samples shown.
6. If you want a new bullet, to change the size of a bullet or change the location of a bullet, click on the **Customize** button. The *Customize Bulleted List* dialog box appears. From here you can select a new bullet from those shown or use the **Bullet** button to select a new bullet symbol. The *Symbol* dialog box appears. Select a Symbol font from the *Symbols From List*, then select the symbol you want to use for your bullet.
7. Select the **size** from the **Font** box.
8. If you want to change the alignment or distance between the bullet and text, change the options in the **Bullet** or **Text Position box**. The Preview screen shows you how the bullets will appear in your document.
9. When all changes have been made, click on **OK** twice to return to your document.



CREATING NUMBERED LISTS USING THE MENU

1. Type the list at the left margin
2. Select the list you want to format with numbers
3. Select **FORMAT** from the Main Menu.
4. Click on the **BULLETS AND NUMBERING** command.. The *Bullet and Numbering* dialog box appears. Click on the **Numbered Tab**, if needed, to display the number options
5. Select the numbering style desired from the samples shown. Choices include Arabic, Roman numerals, and letters.

Intermediate Word

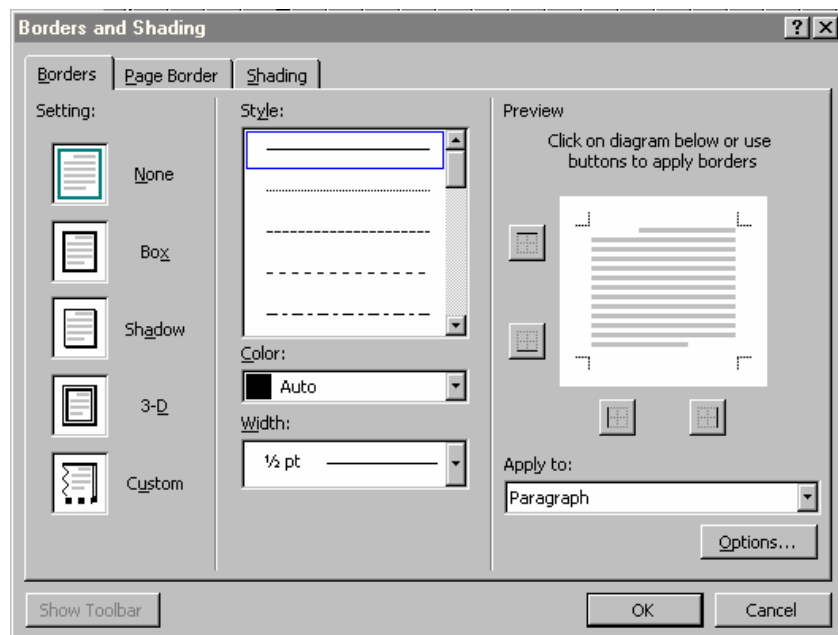
6. If you want a New Number style, to change the size of a number or change the location of a number, click on the **Customize** button. *The Customize Numbered List* dialog box appears. From here you can select a new number style from those shown in the **number** list box.
8. Select the starting number from the **Start At** list.
9. If you want to change the alignment or the distance between the number and text, change the options in the **Number** or **Text Position** box. The Preview screen shows you how the numbers will appear in your document.

REMOVING BULLETS OR NUMBERING

1. Select the text whose bullets or numbers you wish to remove and click **off** the bullet or numbering button on the toolbar. **OR**
 1. Select **FORMAT** from the Main Menu.
 2. Click on the **BULLETS AND NUMBERING** command. Click on the **NONE** button from either the Bullet or Numbered options.

B. BORDERS AND SHADING

Word lets you surround text with borders. The borders can be in the form of a box surrounding a paragraph, table or page. You can also select to have a line above, below or to the side of text.



Intermediate Word

ADDING A BORDER

1. Select the text, table, or graphic around which you want to place a border.
2. Click on the **FORMAT** option from the Main Menu.
3. Click on **BORDERS AND SHADING** from the submenu. *The Borders & Shading* dialog box appears. Click on the **Borders** tab, if needed, to display the Borders options.
4. Choose a border setting from the **Settings** options.
5. Select the Line style from the **Line** box
6. Select a line color from the **Color** box.
7. Select a line thickness from the **Width** box.
8. The **FROM TEXT** box determines the distance between the line or box and text. To change this value use the arrows in the **From Text** box.
9. Click on **OK** or press **ENTER** to return to your document and apply the border.

ADDING A LINE ABOVE, BELOW OR BESIDE TEXT

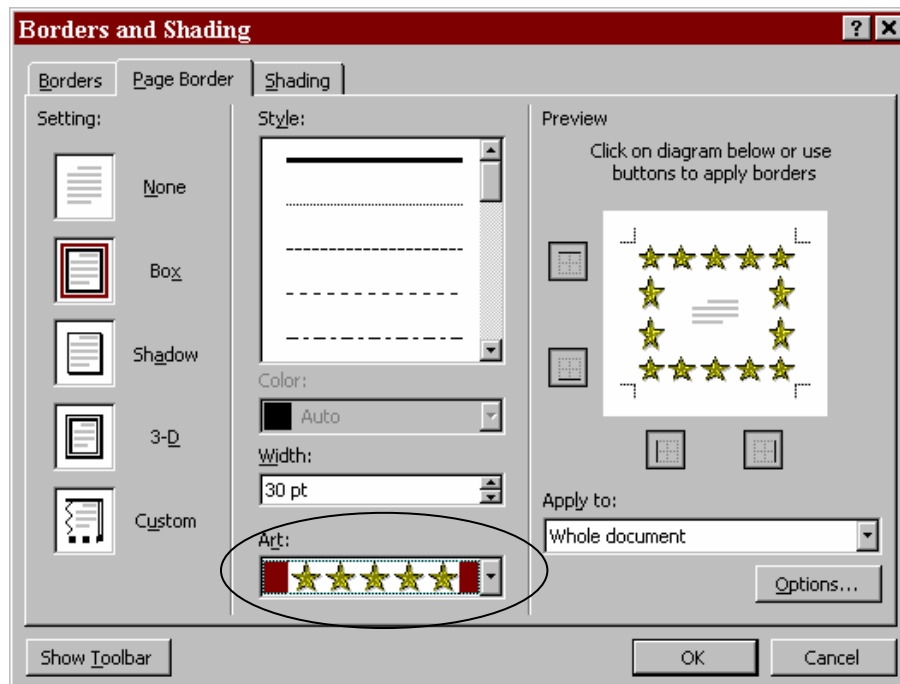
1. Select the text, table, or graphic around which you want to place a border.
2. Click on the **FORMAT** option from the Main Menu.
3. Click on **BORDERS AND SHADING** from the submenu. *The Borders & Shading* dialog box appears. Click on the **Border** tab, if needed, to display the border options
4. Select the **line style** desired from the **Line** box
5. In the **Preview** window click on the button that represents the line you wish to add (above, below, left or right side).
6. Click on **OK** or press **ENTER**.

Intermediate Word

PAGE BORDER

Beginning with Word 97 you can now very easily add a border around the entire page of your document. The procedure is similar to adding a border around selected paragraphs. Simply choose the **Page Border** tab from within the *Borders and Shading* dialog box. One additional feature available for page borders is the **Border Art**. This list contains lots of interesting picture borders.

1. Click on the **FORMAT** option from the Main Menu.
2. Click on **BORDERS AND SHADING** from the submenu. *The Borders & Shading* dialog box appears. Click on the **Page Border** tab, if needed, to display the Page Border options
3. Select the **line style** or **Art** desired from the **Line** box or **Art** list. View the results in the Preview window.
4. Click on **OK** or press **ENTER** to apply the border.



Intermediate Word

ADDING SHADING

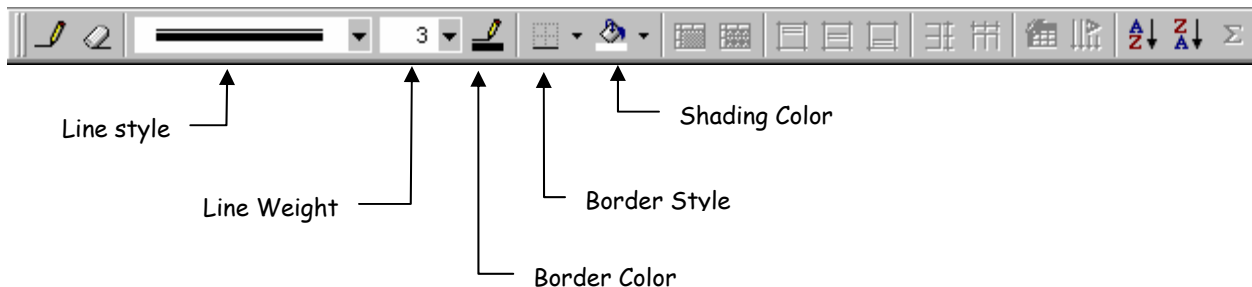
Text and tables can be shaded as well as bordered. Shading comes in various percentages of black or patterns.

1. Select the text or table around which you want to place shading.
2. Click on the **FORMAT** option from the Main Menu.
3. Click on **BORDERS AND SHADING** from the submenu. *The Borders & Shading* dialog box appears. Click on the **Shading** tab, if needed, to display the shading options
4. Scroll through the shading list and select a shade or pattern. If you wish to display color patterns, select a foreground and/or background color.

BE CAREFUL: Some combinations of patterns, backgrounds and foregrounds may make text unreadable.

SHORTCUT COMMANDS FOR BORDERS & SHADING

Borders and shading can also be accessed through the **Tables and Border Toolbar**. To display the Border toolbar, click on the Borders icon in the standard toolbar, or use the **VIEW - TOOLBARS** options or position your mouse on any current toolbar and click on the right mouse button and select the Borders toolbar.



Intermediate Word

C. INSERTING SPECIAL CHARACTERS OR SYMBOLS

Another way to enhance the appearance of your document is to include special characters. These symbol fonts contain decorative characters such as flowers, stars, happy faces, or scientific or foreign language characters.

ADDING A SYMBOL

1. Position the insertion point where you want the symbol to appear.
2. Click on the **INSERT** option from the *Main Menu*.
3. Click on the **SYMBOL** command from the submenu. The *Symbol* dialog box appears.
4. From the **Font** list box, select the font set for which you want to see symbols.
5. Click on the symbol you want.
6. Click on **INSERT**.
7. Click on **CLOSE** to return to your document

Once the symbol appears in your document, treat it as you would any other font. You can highlight it and change the size, boldface it, center it, etc.

REMOVING A SYMBOL

1. Highlight the symbol to delete.
2. Press **DELETE**



For Example:

Yesterday I rode in my dad's 🚗 to the mall. I was very ☺ because it was my birthday. I just received a 📄 in the 📁 from my grandmother. She sent me \$50 and told me to have fun spending it.

Intermediate Word

SETTING TABS

Tab stops allow you to position text precisely within a line or column in a table. They can be set, changed or deleted before or after text has been typed.

WORD has default tab stops set for every .5 inch that are left aligned. WORD has four different tab alignment types: left, right, centered, and decimal. You can set your own tab stops for selected paragraphs within your document and indicate whether the text should be left, center, right, or decimal aligned. When you set your own tab stops, the default tab stops to the left are eliminated.

TAB STYLES

<u>Left Aligned</u>	<u>Centered</u>	<u>Right Aligned</u>	<u>Decimal</u>
Names	Headings	Numbers	\$5,250.00
Lists	Titles	500	9.75
Tasks	Invitations	Page No.	Part No: 40.6

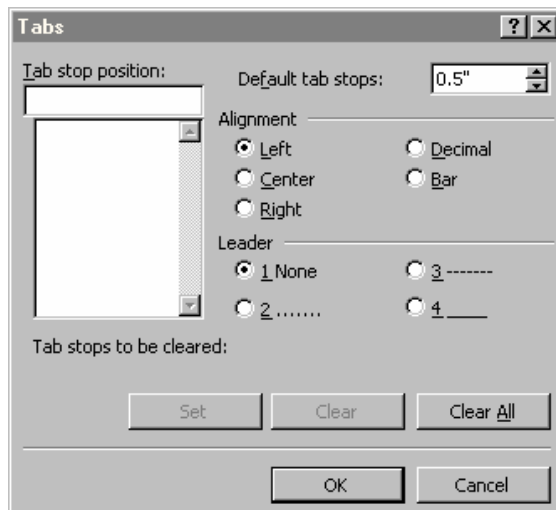
Tab stops can also have leader characters. The leader character fills the space before the next tab stop.

TAB LEADERS

Dot Leaders..... Used for Table of Contents
Dash Leaders----- To line up data
Line Leaders_____ Great for Forms

When tabs are set, the tab settings are displayed in the **RULER LINE** below the Formatting Toolbar. The display will indicate whether the tab has been left, right, center, or decimal aligned.

Intermediate Word



A. TO SET NEW TAB STOPS

1. Place the cursor where you want the new tabs to take affect.
2. Select the **FORMAT** option from the Main Menu.
3. Click on the **TABS** option from the submenu. The *Tabs* dialog box appears.
4. In the **position box**, type the position you want the tab stop to be (in inches) or click on an existing tab from the list.
5. From the **Alignment box**, select an option (left, center, right, decimal, and bar).
6. From the **Leader box**, select a leader character, if needed.
7. Select the **SET** option. You will see the tab stop in the ruler line.
8. Continue setting as many tab stops as necessary by repeating steps 4-7.
9. When you are finished setting your tab stops, click on **OK** to exit.

B. TO REMOVE A TAB STOP THAT YOU SET

1. Select paragraphs for which you want to delete tab stops.
2. Select the **FORMAT** option from the Main Menu.
3. Click on the **TABS** option from the submenu. The *Tabs* dialog box appears.
4. In the **Position box**, select the position of the tab you want to remove.
5. Select the **CLEAR** option.
6. When finished removing tabs, click on **OK** option.

Intermediate Word

C. TO REMOVE ALL TAB STOPS THAT YOU SET

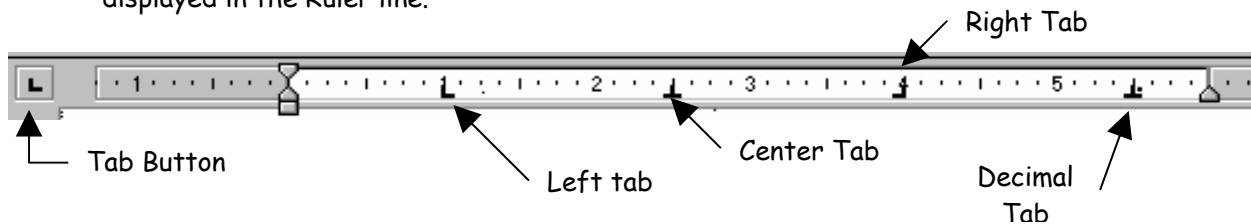
1. Select paragraphs for which you want to delete tab stops.
2. Select the **FORMAT** option from the Main Menu.
3. Click on the **TABS** option from the submenu. The *Tabs* dialog box appears.
4. Select the **CLEAR ALL** option.
5. Select the <OK> option to exit the TAB menu.





D. TO ADD, CHANGE, OR REMOVE LEADERS

1. Select paragraphs for which you want to alter leader.
2. Select the **FORMAT** option from the Main Menu.
3. Click on the **TABS** option from the submenu. The *Tabs* dialog box appears.
4. In the **Position box**, type or click on the position of the tab whose leader you want to change.
5. Under **LEADER**, select a new Leader character option. If you wish to delete leader characters, select **NONE**.
6. Select the **SET** option.
7. When finished, click on **OK** or press **ENTER**.

E. USING THE RULER LINE

TABS can also be set from the **Ruler Line**. The following represent the four tab icons displayed in the Ruler line.



- -----Left tab alignment
- -----Center tab alignment
- -----Right tab alignment
- -----Decimal tab alignment

Intermediate Word

F. TO SET TABS USING THE RULER

1. Click on the tab style you want using the tab button at the far left of the ruler.
2. Position the mouse pointer at the position on the ruler line where the tab should be inserted, and press the left mouse button. A tab marker appears.

G. TO REMOVE TABS USING THE RULER LINE

1. Position the mouse pointer on the tab setting to be removed.
2. DRAG it off the Ruler line.

H. TO MOVE A TAB POSITION

1. Select text whose tab position you wish to change.
2. Drag the tab stop to a new position. The selected text assigned to that tab moves to the new tab position.