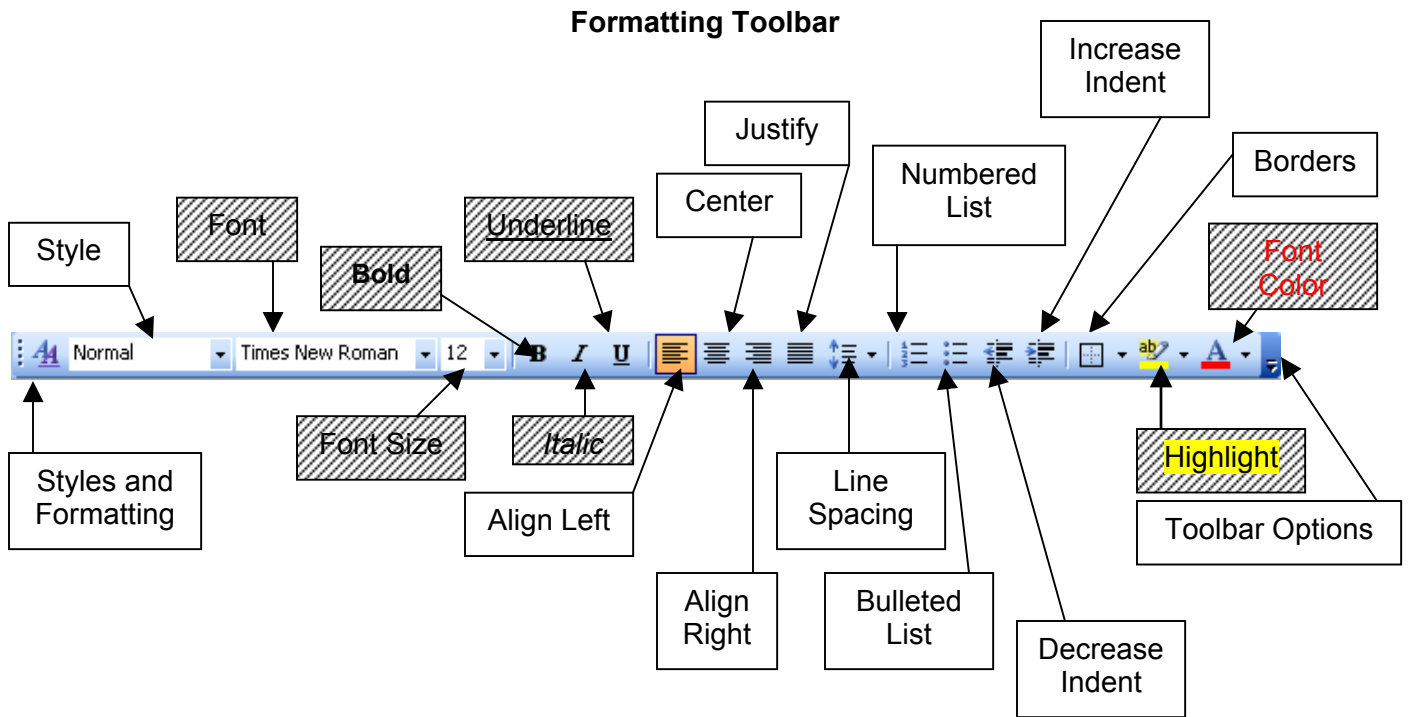


Microsoft Word, Part 4: Formatting Paragraphs

| | |
|---------------------------------|----------|
| FORMATTING TOOLBAR | 2 |
| FORMATTING PARAGRAPHS | 2 |
| ALIGNMENT | 3 |
| INDENTATION | 3 |
| SPACING | 3 |
| CREATING LISTS | 4 |
| BORDERS AND SHADING | 5 |
| STYLES AND FORMATTING | 6 |
| COPYING/PAINTING FORMATS | 6 |
| APPENDIX A | 7 |
| LINE AND PAGE BREAKS | 7 |
| <i>Widow/Orphan Control</i> | 8 |
| <i>Keep lines together</i> | 8 |
| <i>Keep with next</i> | 8 |
| <i>Page break before</i> | 8 |
| <i>Suppress line numbers</i> | 8 |
| <i>Don't hyphenate</i> | 8 |



Note: Shaded boxes are toolbar buttons covered in Microsoft Word, Part 3: Formatting Text.

Formatting Paragraphs

| Before you begin typing: | After you type: |
|--|--|
| <p>If you format before you type, then the entire document will be affected until you make further changes.</p> | <p>Select text by placing the text selector at the beginning of the text that you would like to select. Click and hold the left mouse button down and glide over the text (the text will be highlighted another color). Release the mouse when all of the text you want to select is selected.</p> <p style="text-align: center;">OR</p> <p>Select the entire document by opening the Edit menu and choosing Select All. (Or Ctrl+A)</p> |
| <p>Note: If you are formatting a single paragraph, then you do not have to select it. You can just move the cursor to that paragraph.</p> | |

Formatting Paragraphs

To format paragraphs (or change how the paragraph will look) do one of the following:

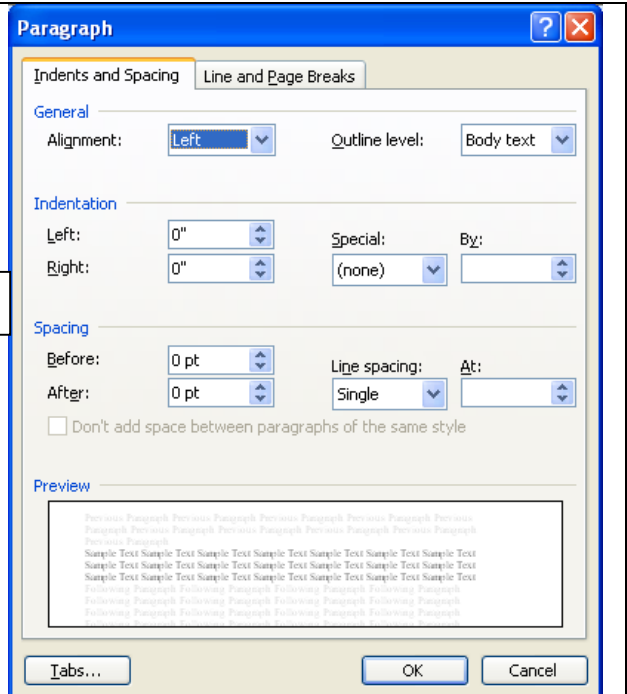
Shortcut: Use the **Formatting** toolbar.

Menu/Dialog Box:

- Open the **Format** menu and select **Paragraph...**
- Right-click on the selected text and choose **Paragraph ...** from the Shortcut menu.

Paragraph Dialog Box

Word considers a Paragraph any time you press the **Enter** key.



How to change Alignment, Indentation, Spacing:

Alignment

The placement of the text in relation to the margins of the document. For example Left, Center, or Right Alignment.

Indentation

The placement of the text in relation to the margin and other text. For example an indent or extra space at the beginning of a paragraph (first line indent).

Spacing

The area before or after a line. For example double-spacing.

Menu/Dialog Box

- Once in the **Paragraph** dialog box, click on the **Indents and Spacing** tab (if it is not already selected).
- Go to the area where you would like to make a change (i.e. Alignment, Indentation, Spacing, etc.). Click in the text box and type a number or use the spinners (the arrows to the right of the box) to change the number. If the area has a drop-down list, then click the down arrow (upside-down triangle). Select your preference from the drop-down list by pointing to the type you want and clicking on it to make your selection.

Shortcut

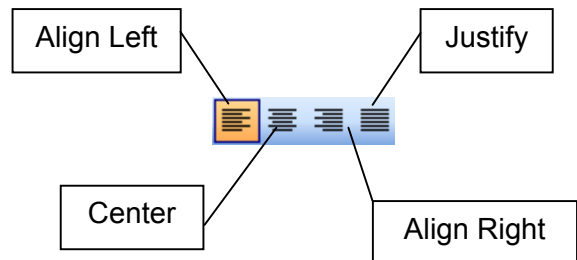
Alignment:

Clicking the alignment buttons on the Formatting Toolbar will move your text to the **Left**, **Center**, or **Right** of the document (horizontally).




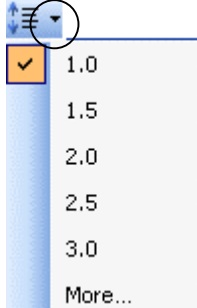
Left (Ctrl+L)

Center (Ctrl+E)

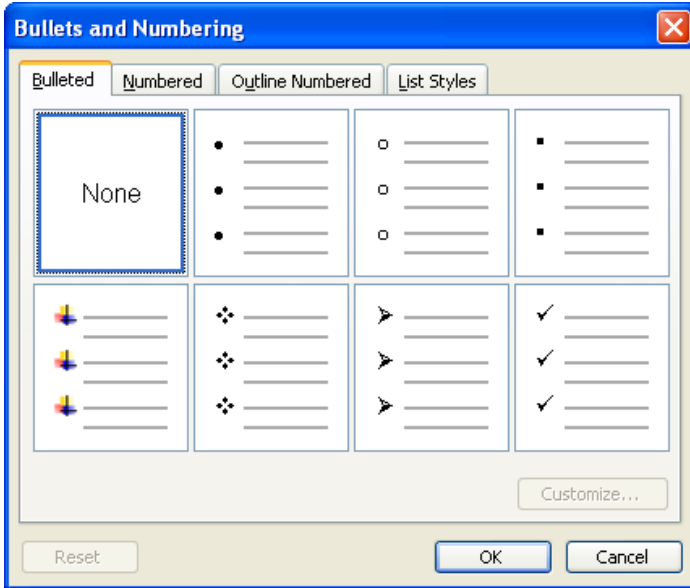


Right (Ctrl+R)



Formatting Paragraphs

| | |
|--|--|
| <p>Indents:</p> <ul style="list-style-type: none"> ▪ Creates more or less space before the cursor each time you click the button. ▪ Remember this indent is for the entire paragraph. | <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Decrease Indent</p>  </div> <div style="text-align: center;"> <p>Increase Indent</p>  </div> </div> |
| <p>Spacing:</p> <p><u>Toolbar</u></p> <ol style="list-style-type: none"> 1. Click the down arrow to the right of the Line Spacing button on the Standard toolbar. 2. Select the desired spacing from the menu. <p><u>Keystrokes</u></p> <ul style="list-style-type: none"> ▪ Single-space lines= Ctrl+1 ▪ Double-space lines= Ctrl+2 ▪ 1.5-line spacing= Ctrl+5 |   |

Creating Lists

| | |
|---|--|
| <p>Lists are lines of text that have a bullet or a number before them.</p> <ul style="list-style-type: none"> ▪ Move the cursor to the location you would like the list to begin. | |
| <p>Menu/Dialog Box</p> | |
| <ol style="list-style-type: none"> 1. Open the Format menu and select Bullets and Numbering... 2. Click the tab for the type of list that you want (if it is not already selected). 3. Select a type by clicking on it. 4. Click the OK button. <p>Customize button- Allows you to format your bullet and list (i.e. position, symbol, font, etc.).</p> |  |
| <p>For the numbering lists you may need to select Restart numbering or Continue previous list. Especially if you are working with multiple lists in the same document.</p> <div style="text-align: center; margin-top: 10px;"> <input type="radio"/> Restart numbering <input checked="" type="radio"/> Continue previous list </div> | |
| <p>Shortcut</p> | |
| <p>Select the type of list you would like from the Formatting toolbar. As you type the list, a bullet or number will be present. Press the Enter key to go to the next item on the list.</p> <p>To stop the list: Press the Enter key again, the Backspace key, or click the list button again.</p> | <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Numbering</p>  </div> <div style="text-align: center;"> <p>Bullets</p>  </div> </div> |

Borders and Shading

Borders

A line or outline surrounding a paragraph.

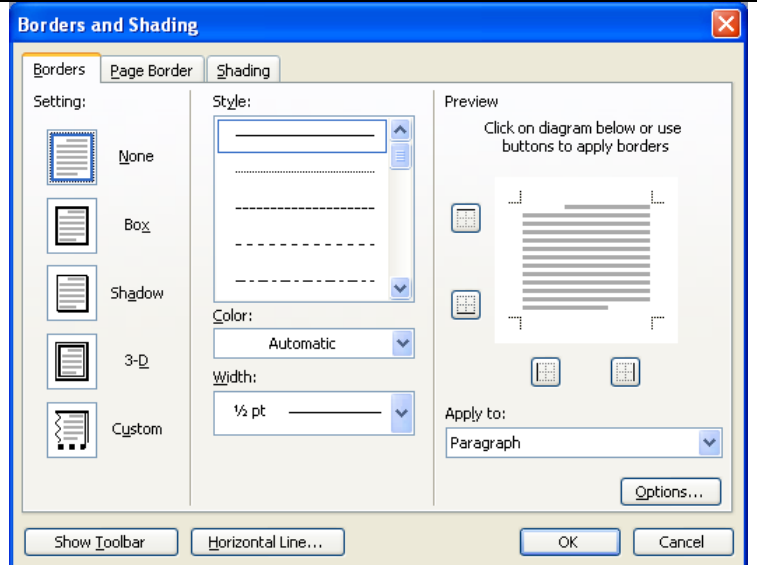
Shading

The background color or pattern of a paragraph.

Menu/Dialog Box

1. Open the **Format** menu and select **Borders and Shading...**
2. Click the tab for the type of border or shading that you want (if it is not already selected).
3. Make the selections you want.
4. Click the **OK** button.

Horizontal line button- Allows you to select a picture or line clipart for the border.



Setting, Style, or Fill: Click on the type to select it. If necessary, use the scrollbar to see further choices by clicking the up or down arrows.

Color, Width, Apply to, or Pattern: Click the down arrow and select from the dropdown list.

Note: You can also click on individual lines in the Preview area of the dialog box to make single border line selections.

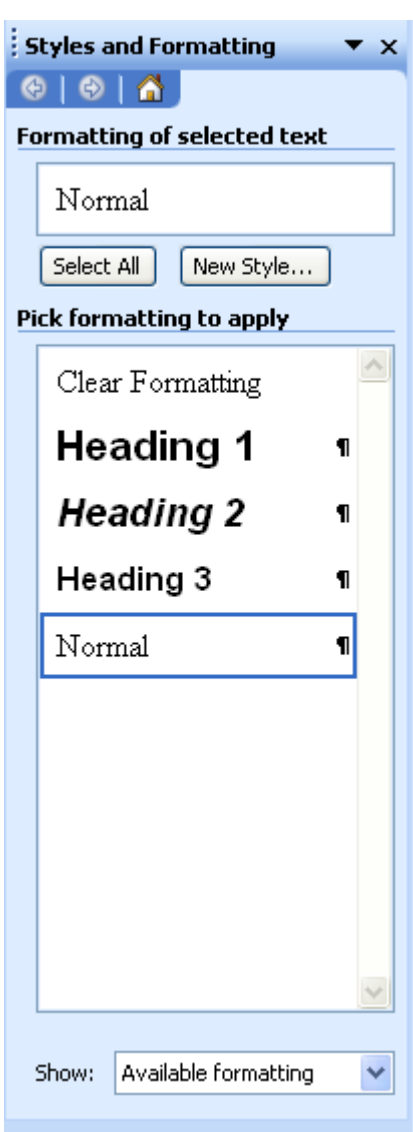


Shortcut

Click the **Border** button on the Formatting toolbar. The type of border on the button will be selected. Click the down arrow to the right of the button to make a different selection. Use the **Format** menu to format the borders.




Note: The border button will retain the most recent formatting changes.

Styles and Formatting

| | |
|---|--|
| <p>Style A group of Formatting characteristics assigned to characters or paragraphs.</p> |  |
| <p style="text-align: center;">Menu/Dialog Box</p> | |
| <ul style="list-style-type: none"> ▪ Open the Format menu and select Style and Formatting... ▪ Make the selections you want. ▪ Click the Style that you want to select. If necessary, use the scrollbar to see further choices by clicking the up or down arrows. <p>New Style... button: Allows you to create your own style.</p> <p><u>Modify and Delete</u> Using the Style and Formatting task pane, you can point to a style, click the down arrow that appears, and choose to modify or delete a style that you created.</p> <p>Note: a Represents a Character style ¶ Represents a Paragraph style</p> | |
| <p style="text-align: center;">Shortcut</p> | |
| <ul style="list-style-type: none"> ▪ On the Formatting toolbar click the down arrow in the Style area. Select from the dropdown list.  <p>Note: If you want to see all of the styles available, press the Shift key down while clicking the down arrow.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ On the Formatting toolbar click the Styles and Formatting button to make the Styles and Formatting task pane appear.  | |

Copying/Painting Formats

1. If you would like to copy a formatted area to other sections or documents, then move the cursor to the text that has the format that you want to copy.
2. Click the **Format Painter** button on the Standard toolbar. 
3. Now select the text that you want the format to be painted (or copied) to.
 - If you want to use the **Format Painter** longer (for multiple areas or documents), repeat step 1 and then **double-click** on the **Format Painter** button. This will allow you to paint the format to multiple areas.
 - To turn the **Format Painter** off, click on the button again.

Line and Page Breaks

| | |
|------------------------------|--|
| Widow/Orphan Control | Stops a paragraph line from printing alone instead of with its paragraph. |
| Keep lines together | Prevents a page break from occurring inside a paragraph. |
| Keep with next | Keeps the selected paragraph with (or next to) the following paragraph. |
| Page break before | Creates a page break before the selected paragraph. This forces the text onto a new page. Note: Another way to create a page break is to go to the Insert menu and select Break, Page Break , and OK . |
| Suppress line numbers | Stops line numbers from appearing next to the selected paragraph. This only applies if line numbers are chosen to be included in the document. Note: To insert line numbers, go to the File menu and select Page Setup , the Layout tab, Line Numbers button, Add line numbering , make any necessary formatting changes, and click OK . |
| Don't hyphenate | Prevents MS Word from hyphenating a paragraph. Note: To change how MS Word treats hyphenation, go to the Tools menu and select Language, Hyphenation , make the necessary changes, and click OK . You may want to use Help to research the hyphenation options before making any changes. |

Exercise

1. Type a letter to a company informing them that you enjoy its product.

Alignment

2. The date of the letter should be aligned right, the subject centered, and the rest of the letter aligned left. **Page 3**

Indentation

3. Indent each new paragraph and double space the body of the letter. **Page 3**

Creating Lists

4. Create a bulleted list of the reasons why you enjoy the product. **Challenge:** Use a picture or customized bullet. **Page 4**

Borders

5. Place a border surrounding one of the paragraphs to emphasis the information.

Page 5

Styles and Formatting

6. Change the style of the subject of the letter to Heading 4. **Page 6**

Example:

March 30, 2005

Ben & Jerry's Homemade Holdings, Inc.
30 Community Drive
South Burlington, VT 05403-6828

Dear Mr. Cohen and Mr. Greenfield,

Subject: Ice Cream

I thoroughly enjoy your products. The ice cream is always delicious. I have not tried your other products but soon hope to try your frozen yogurt and ice cream sandwiches.

Why I love your ice cream:

- Delicious
- Original flavors (and cool names!)
- Interesting combination of ingredients
- Fresh ingredients

Over the years I have learned more about your company and find its environmental and social concerns and actions refreshing to see in the business world. Keep up the good work!

Sincerely,
Jennifer Cassidy

P.S. Feel free to send me coupons for your wonderful products (or even better free samples!).