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Formatting text

Formatting text and paragraphs

✓ **Video:** Control paragraph layout
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Exercise: Controlling paragraph layout

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

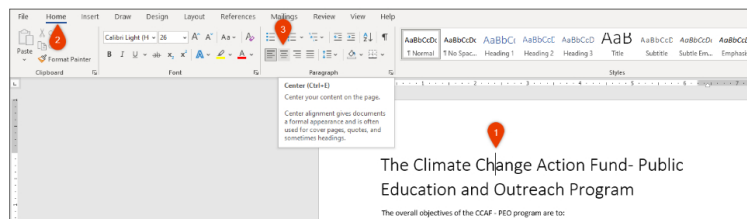
Let's get started!

In this exercise, you will modify the alignment, margins, and spacing in our sample document.

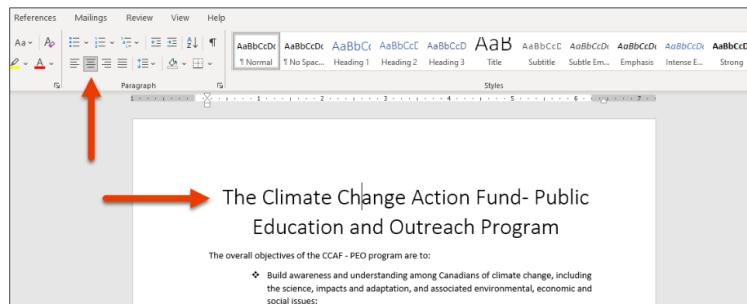
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Controlling Paragraph Layout](#)

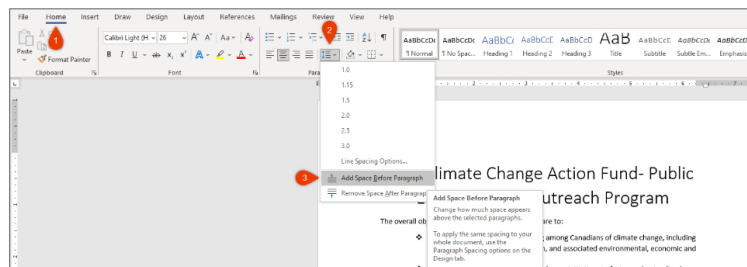
2. First, let's center the title. Make sure your cursor is in the first line of the document. Click Home → Center:



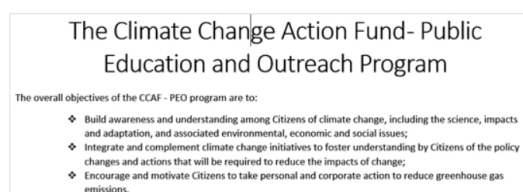
3. The change will be applied. Notice that the Center alignment icon is now selected:



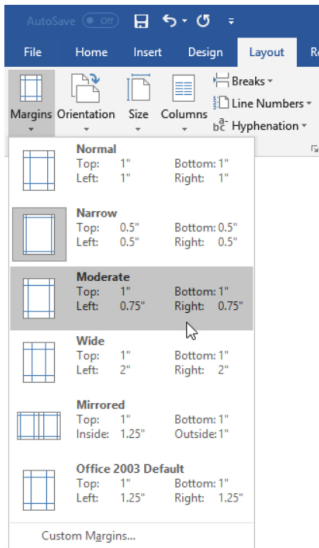
4. Now, let's add some space between the title and the document text. Ensure your cursor is still in the title. On the Home tab, click Line and Paragraph Spacing → Add Spacing After Paragraph:



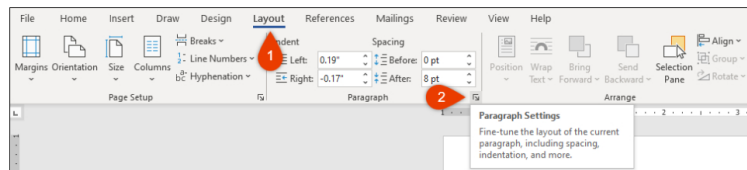
5. Review the results:



6. Now, let's improve the space around the document. Click Layout → Margins → Moderate:

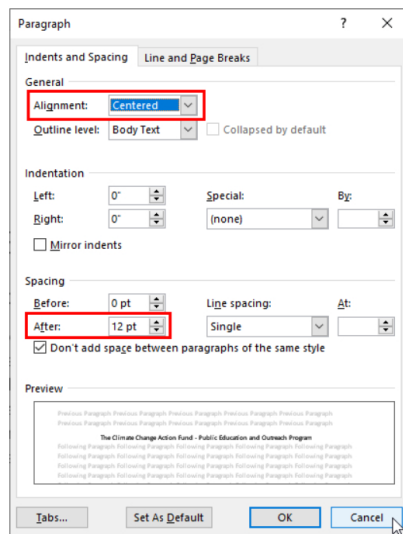


7. Now, click the option button in the Paragraph group to open the Paragraph dialog box:



(You can perform this command from either the Home or Layout tab.)

8. Review the settings on the first tab. You should see some of the options that you have applied during this activity. Click "Cancel" when you are finished:



9. Save your document as **Activity 3-4 Complete**. Close Microsoft Word 365.

10. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Controlling Paragraph Layout](#)

Mark as completed

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