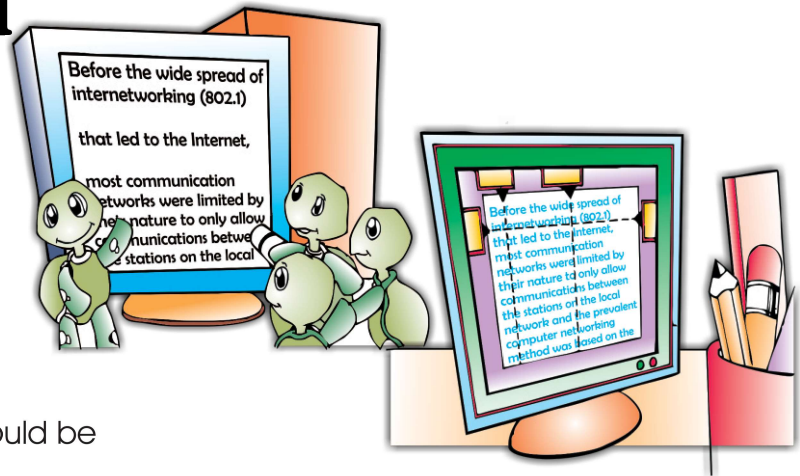


Chapter 4

Word Watch

- Alignment
- Line Spacing
- Ruler
- Hanging
- Bulleted List
- Tabs

FORMATTING PARAGRAPH



Learning Objectives

After completing this chapter, you should be able to:

- change text alignment;
- add line space within a paragraph;
- hide or display ruler;
- indent paragraphs;
- create a bulleted or numbered list; and
- set tabs.

Changing Text Alignment

Aligning the text in a paragraph can help you organize your document and changing the alignment of various paragraphs enhances the appearance of the document.

Change Text Alignment

- 1 Select the text that you want to align.
- 2 Click the Home tab.
- 3 Click an alignment option.
 - The Align Left icon (¶) aligns text with the left margin; the Center icon (¶), centers text between the left and right margins; the Align Right icon (¶) aligns text with the right margin; and the Justify icon (¶) aligns text with both the left and right margins.

Note: This example centers a headline between the left and right margins. Word aligns the text.

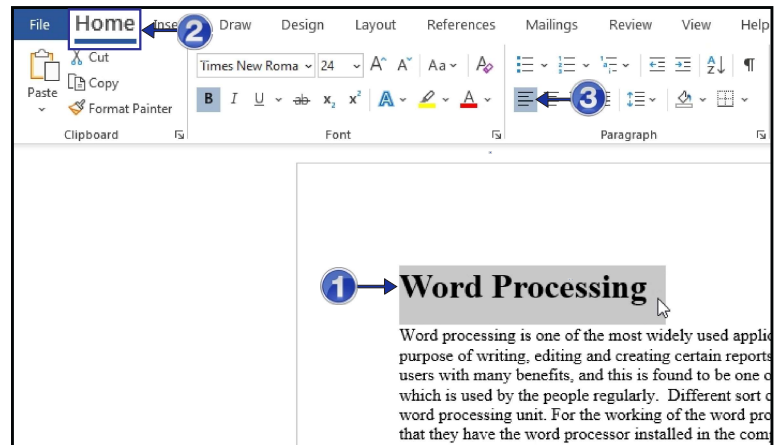
- 4 Click anywhere outside the selection to continue working.

This text is aligned with the left margin.

This text is aligned with the right margin.

This text is justified between both margins.

Work File: All About Word Processing.docx

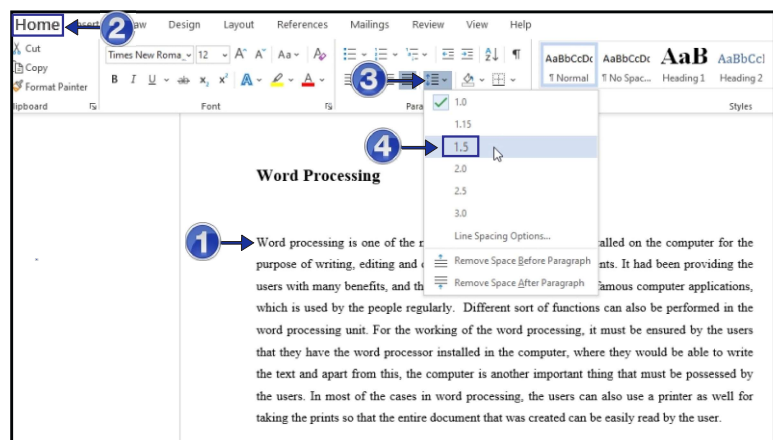


Setting Line Space Within a Paragraph

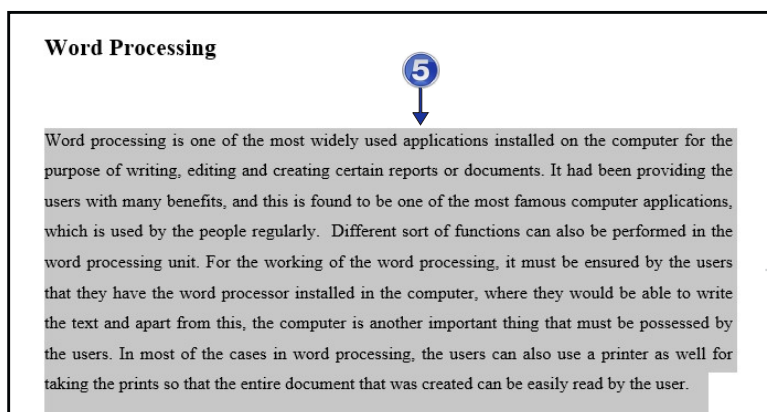
It is helpful to set spaces between the lines in your documents. You can change the amount of spaces Word places between the lines of text within a paragraph. Word uses a different default line spacing than other earlier Word versions.

Set Line Space Within a Paragraph

- 1 Click in the document page where you want to apply line spacing.
- 2 Click Home tab.
- 3 Click the Line Spacing icon (¶).



- 4 Click a number.
Word applies the line spacing you specified to the selected text.
 - 1 is for single spacing, the default in Word 97-2003; 1.15 is the new default spacing in Word 2007; 1.5 places 1/2 blank line between lines of text; 2 represents double spacing; 2.5 places 1-1/2 blank lines between lines of text; and 3 represents triple spacing.
- 5 Click anywhere outside the selection to continue working.



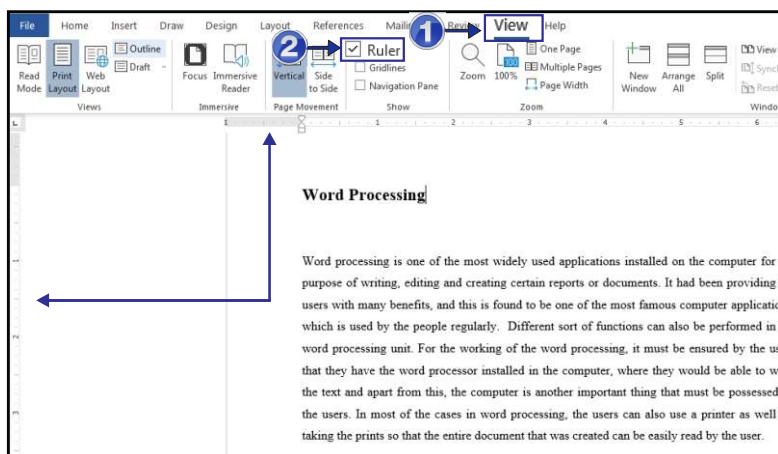
Hiding or Displaying Ruler

You can hide or display horizontal and vertical rulers to help you identify the position of the insertion point or to align text.

You can use the ruler to indent paragraphs or set tabs in your document.

Hide or Display Ruler


- 1 Click the View tab.
- 2 Click the Ruler.
Rulers appear below the Ribbon and on the left side of the document.



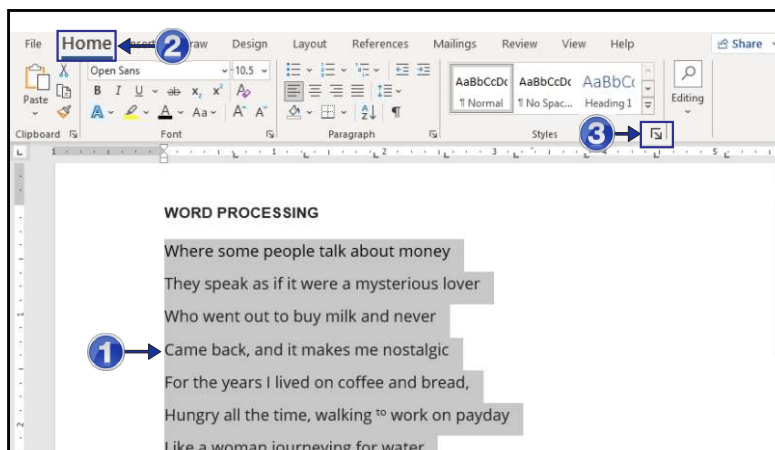
Indenting Paragraphs

Indenting paragraphs is very simple. You can indent paragraphs in your document from the left and right margins. You can also indent the first line of a paragraph only or all lines except the first line of the paragraph.

Indent Paragraphs

- 1 Select the text that you want to indent.
- 2 Click the Home tab.
- 3 Click the Paragraph icon .

The Paragraph dialog box appears.



- 4 Click the Indentation Box to specify the number of inches to indent the left and right edge of the paragraph.

The effects of your settings appear in the Preview box.

- 5 Click on Special: pull-down arrow to select an indenting option.
 - First line, indents only the first line of the paragraph; Hanging, indents all lines except the first line of the paragraph.

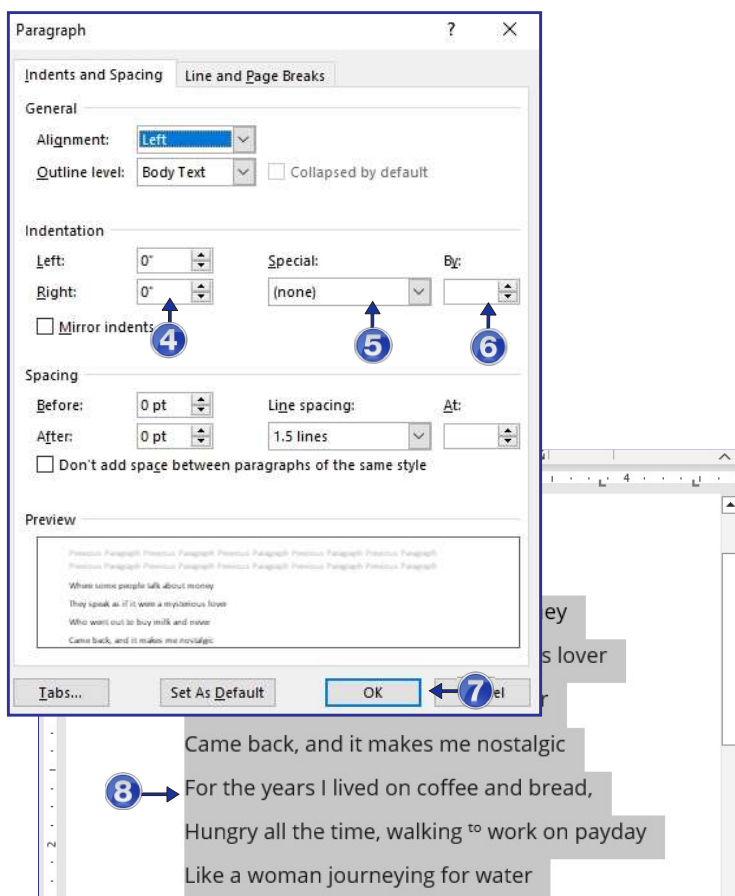
- 6 Click the By: pull-up or pull-down arrow to set the amount of the first line or hanging indent.

The effects of your settings appear.

- 7 Click OK.

Word applies your settings to the selected paragraph.

- 8 Click anywhere outside the selection to continue working.



Creating a Bulleted or Numbered List

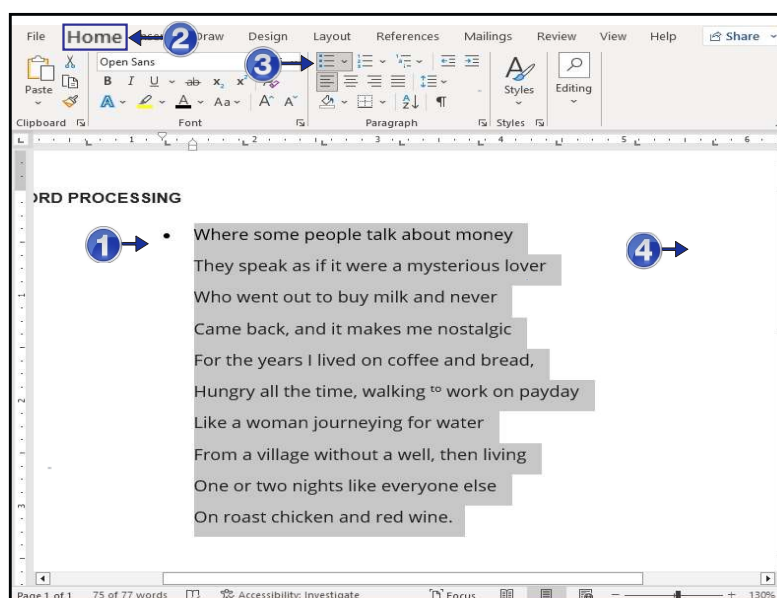
You can use bullets or numbers to call attention to lists that you present in your documents. Use numbers when the items in your list follow a particular order. And bullets when the items in your list do not follow any particular order.

Create A List From Existing Text

- 1 Select the text to which you want to assign bullets or numbers.
- 2 Click the Home tab.
- 3 Click the Numbering icon (¶) or the Bullets icon (•).

Word applies numbers or bullets to the selection.

- You can find the Bullets icon (•) on the Mini Toolbar.
- 4 Click anywhere outside the selection to continue working.



Create a List as you type

- 1 Type 1. to create a numbered list or * to create a bulleted list.

- 2 Press **Spacebar** or **Tab**.

Word automatically formats the entry as a list item and displays the AutoCorrect Options button so that you can undo or stop automatic numbering.

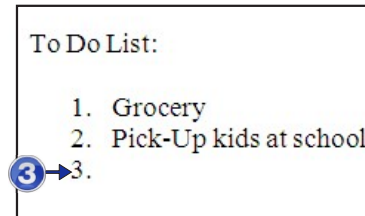
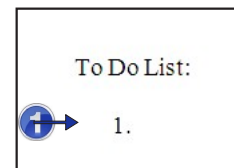
- 3 Type a list item.

- 4 Press **Enter** to prepare typing another list item.

Word automatically adds a bullet or number for the next list item.

- 5 Repeat Steps 2 to 3 for each list item.

To stop entering items in the list, press **Enter** twice.



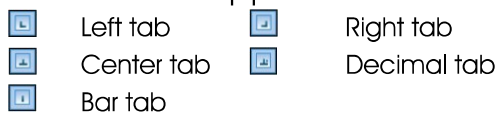
Setting Tabs

Tabs allow you to position text where you would like it to be. You can use left, center, right, decimal, or bar tab to line up columnar information. Using tabs ensures that information lines up properly within a column.

By default, Word places tabs every .5 inch across the page between the left and right margins.

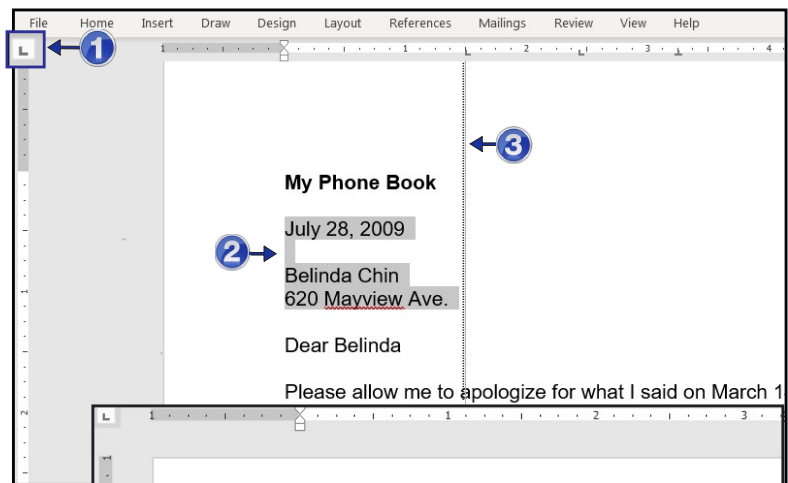
Add A Tab

- 1 Click  until the type of tab you want to add appears.



- 2 Select the lines to which you want to add a tab.

- 3 Click the ruler where you want the tab to appear.
Word displays a tab at the location you clicked on each selected line.

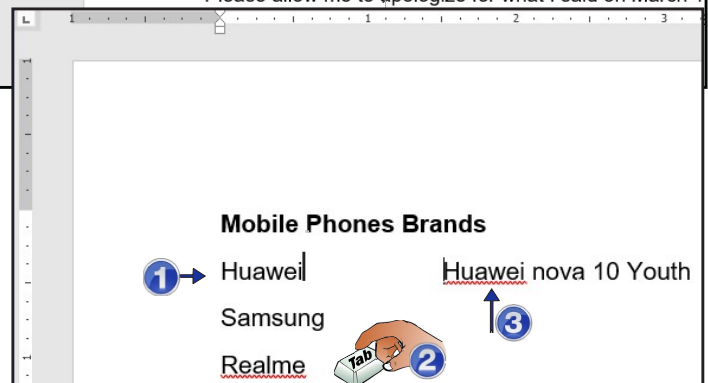


Use A Tab

- 1 Click to the left of the information that you want to appear at the tab.

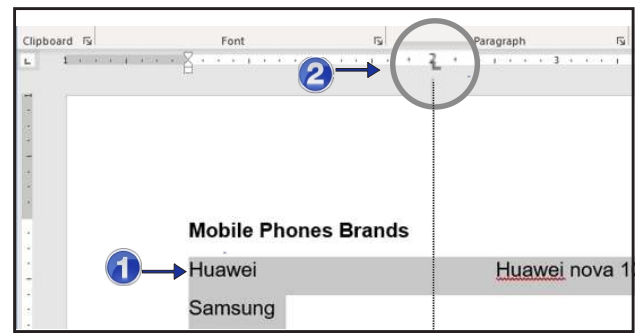
- 2 Press **Tab**.

- 3 Type your text.
The text appears at the tab.



Move A Tab

- 1 Click the line using the tab or select the lines of text affected by the tab.
- 2 Drag the tab to the left or right.
 - A vertical line marks its position as you drag.
 - When you click and drag a tab, the text moves with the tab.



Add Leader Characters To Tabs

You can use dot leader tabs to help your reader follow information across a page.

- 1 Follow Steps 1 to 3 in the “Add a Tab” subsection on the previous page to create a tab stop.
- 2 Select the text containing the tab to which you want to add dot leaders.
- 3 Click the Home tab.
- 4 Click the Paragraph icon . The Paragraph dialog box appears.
- 5 Click Tabs. The Tabs dialog box appears.
- 6 Click the tab setting to which you want to add leaders.
- 7 Click a type of leader (○ changes to ●).
- 8 Click OK. Word adds leading characters from the last character before the tab to the first character at the tab.
- 9 Click anywhere outside the selection to continue working.

