

WORD PROCESSING

Using MS Word

FORMATTING

WP LESSON ONE

Acknowledgements
John Sandercock and
Software Publications Pty Ltd
for use of files

Word Processing using MS Word

General Formatting

Understanding Margins, Line Spacing, Spacing Before & After and Setting a Tab

With some applications using word documents, templates will have been set up to standardize all documents created. Regardless of this, it is still beneficial to have some knowledge of the features within a Word Processing package for general formatting of documents.






You might be using a slightly different version of Word, or Word for Apple.

The instructions will still be there but might be in a slightly different place, have a look around and you will find it

Formatting Margins, Line Spacing and Tabs.

Exercise 1

The following exercise uses Margins, Line Spacing and Setting a Tab

1. Start a **new document** in Word. Click on **File, New, Blank Document**. A new blank page will open in Word.
2. Set **Margins** as follows: Select the tab **[Page Layout], Margins, Custom Margins**. The default margin settings in a Word document are: 2.54cm for top and bottom, left and right. But we want you to change the margins to 4cm (top) and 3.8cm (left and right).
3. Set **Line Spacing** to 1.5 lines by selecting the tab **[Home]** and choose the  button (above the word 'paragraph') and slide down to click the 1.5.
4. Set a Left **Tab** at position 4.5cm. This can be done in either of two ways: firstly through the tab **[Page Layout]**, clicking the **Paragraph launcher**, look in the bottom right hand corner of the following picture, see the little arrow? Click on that.. , and choosing the Tabs button in the bottom right of the Paragraph dialog, type in value 4.5, make sure Alignment is on Left and click Set then OK; and you will see a new tab position appear on the ruler like this  or, second way to do it is just to double click your cursor (pointer) on the position where you want a new tab, a tab picture like this , will appear in that position and the tab dialogue box will start up so that can edit the attributes you want for that tab. In the dialogue box highlight the new tab position you have created, e.g. 4.5, then select the attributes you want e.g. alignment left, etc. Either way, the  symbol will appear on the ruler.
5. **Save** your document as "Format Ex1" in a new folder you have created for your exercises as follows, click on the tab **[File], Save as, Computer, Documents, Your documents**, create a new folder in your documents by clicking the tab on the upper right hand region of the dialogue box that says **New Folder**, Call the New folder "Office Suite Training", save your document calling it "Format Exercise1" :
I always recommend to save your document before you start typing.
6. Type in the text in your new document exactly as shown below, pressing the Tab key after typing in the word TO:

	Facsimile
TO:	John Hayman
COMPANY:	Little & Somers Pty Ltd
FAX NO:	93895264
FROM:	Susan Jones
DATE:	(Use [Insert] Date and Time, choose third option from top)
SUBJECT:	Training Information
NO. OF PAGES:	3

Dear John

Thank you for your enquiry regarding computer training. As requested, we are enclosing an outline of topics for our Word 2007 Intermediate course along with our schedule of courses for June and July.

Also enclosed is additional information about Software Training Centre Pty Ltd which may be of interest to you.

Please contact our office if you require further information.


Regards

Susan Jones

Formatting Line Spacing, and Borders.

Exercise 2

The following exercise looks at Spacing Before & After as opposed to Line Spacing

1. Open **Format Ex1**, this is the same document you just did in Exercise 1.
2. Use **Ctrl A** to select the entire document
3. Change the Line Spacing to Single.
4. Leave Spacing Before to 0pt and set Spacing After to 6pt (one click on the up arrow)
These options are found on the **[Home]** tab by opening the **Paragraph Launcher** and looking at the attribute selection **Line Spacing**. It has a Before option and an After option.
5. Bold and increase size of heading to 14 pts. To do this highlight your heading "Facsimile" and use options on the **[Home]** tab.
6. Create a line to separate the Fax details from the message, to do this just click your cursor in the beginning of the blank line between NO. OF PAGES 3 and Dear John. Click in the space and from the Border options button  choose Bottom Border
7. Use [File] Save As to save this document as **Format Ex2**

Facsimile

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COMPANY:	Little & Somers Pty Ltd
FAX NO:	93895264
FROM:	Susan Jones
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NOTE: Line Spacing creates a gap between each line within a paragraph as the lines wrap around. You still need to press Enter twice at the end of a paragraph if you want to maintain spacing between each paragraph. The message text in Format Ex1 does not present clearly.

Spacing Before & After affects the amount of spacing before and after the entire paragraph. (It can be considered as an alternative to pressing the Enter key twice.) This feature does not affect the spacing between the lines of a paragraph.

NOTE: It is possible to set up both Line Spacing and Spacing Before & After for a document. Line Spacing can be Single, Double, 1.5 Lines, At least, Exactly or Multiple.

8. Select the document and see the difference to the text when you keep Spacing After to 6pt and set Line Spacing to: 'At least 15pts'

Using Character Formatting.

Exercise 3

Times New Roman (11 or 12 pts) is considered the standard font for documents. Arial font is often used for headings and where the text needs to stand out from the rest. Two examples of fonts and font sizes are:

This is Brush Script MT 16 pt

This is Arial 14 pt font

In Word, it is quicker to type the text then select it and apply formatting afterwards. With the text selected, choose [Home] and change the font, font style, size, colour etc. Font style is the name given to Regular, Bold, Italic or Bold Italic.

Certain Effects are available through a dialog box available by clicking the Font launcher as well. Below is a table of some of the options available through the Font and Character Spacing tabs:

Option	Description	Example
Font tab Underline Style	Underline applied to words only	<u>This is underlining words only</u>
Shadow, Outline etc	Creates decorative effects but may not work on all printers	This is Shadow print
Small Caps	Changes lower case to small capitals	THIS IS SMALL CAPS
Hidden Text	Will display on screen with dots underneath. Will not appear on printout.	
Character Spacing tab Scale	Allows you to stretch or shrink text horizontally	THIS IS WORD 2007 (scaled by 150%)
Spacing	Allows you to expand or condense spacing between characters and words	T H I S I S W O R D 2 0 0 7 (expanded by 3pt)

1. Practice using some of the effects, in particular, underline. Type all words in, then apply underline afterwards. Save as **Format Ex3**

The quick brown fox ran faster and faster and overtook the rest of the animals in the race.

Using Page Breaks and Section Breaks

Exercise 4

Inserting a page break or section break. If you want to force your document to a new page use insert page break. Click on the tab [Insert] Look for Page Break, click on it and you will find you have now started a new page.

If your document requires different formatting on a new page e.g. for a horizontal page, or a single page in the middle of a document, insert a Section Break to make the new page and then another Section break at the end of the page to be able to go back to your normal document formatting.

Practice by inserting a page break into your document. Save as **Format Ex4**.

Using Paragraph Formatting

Exercise 5

The following exercise deals with **Alignment in Paragraphs** using the buttons on the Home ribbon:

 left,  centre,  right and  justify.

1. Type up the following exercise, applying the correct alignment as you go.

Microsoft Word

Version 2003

Paragraph Alignments

The first two lines of this document are aligned 'Right'. The heading is aligned 'Centre'. Paragraph alignment refers to the alignment of text between the margins. The default alignment is Left (even at the left margin, ragged on the right margin.) This paragraph has Left alignment and displays an uneven right margin.

When 'Justify' is applied to a paragraph, the left and right margins are both even. Although justification is often preferred, as it makes the document look neater, it can put large gaps between the words, particularly when using columns. In this case, Hyphenation should be used with justified text. Hyphenation is available through [Tools] Language, Hyphenation.

2. Save as **Format Ex 5**

Exercise 6

The following exercise deals with **Indenting Paragraphs** using the buttons on the Home ribbon:

 Increase Indent and  Decrease Indent as well as the menu.

1. Open the file **Format Ex5**
2. Place the cursor in the first paragraph. Press the Increase Indent button once and note how the indent markers move on the Ruler. (Keep watching them!)
3. Place the cursor in the second paragraph and press the Increase Indent button twice.

Microsoft Word

Version 2003

Paragraph Alignments

The first two lines of this document are aligned 'Right'. The heading is aligned 'Centre'. Paragraph alignment refers to the alignment of text between the margins. The default alignment is Left (even at the left margin, ragged on the right margin.) This paragraph has Left alignment and displays an uneven right margin.

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4. Now with the cursor in the first paragraph, press the Decrease Indent button once. This will return the paragraph to its original position.

5. With the cursor in the second paragraph, click the Paragraph launcher and choose the Indents and Spacing tab. By increasing the indent twice, the section under Indentation now shows 2.54cm for the left indent.

(Each time the indent button is pressed, the indent markers jump to the next default Tab stop. The first Tab stop is at 1.27cm, the next one at 2.54cm and so on.)
6. Type in 2.54 for the right indentation (don't need cm) and OK. This paragraph is now indented on both the right and the left. There is no button for right indent. You can move the right indent marker on the Ruler inwards to the left but this is not entirely accurate.
7. The document should now look like this.

Microsoft Word

Version 2003

Paragraph Alignments

The first two lines of this document are aligned 'Right'. The heading is aligned 'Centre'. Paragraph alignment refers to the alignment of text between the margins. The default alignment is Left (even at the left margin, ragged on the right margin.) This paragraph has Left alignment and displays an uneven right margin.

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8. If you wish to continue typing at the margin below the indented paragraph, you must set the indent values back to zero in the dialog box before continuing. You could move them back manually on the Ruler but, again, this is not entirely accurate.
9. Save as **Format Ex6**

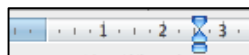
Exercise 7

This exercise shows how to set **Special Paragraphs** using the **Hanging Indent** and the **First Line Indent**

Normally the markers on the ruler at the top of your typing look like this:

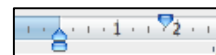


Then in Exercise 6 we indented them to look like this



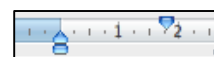
By holding the square piece at the bottom, the two parts move together. However, clicking on the triangular pieces causes them to split and they can be moved independently. The top triangle is the **First Line Indent** marker and shows where the first line of the paragraph begins. The lower portion is referred to as the **Hanging Indent**.

This tells where the rest of the paragraph ‘wraps’ to. It looks like this:



To achieve this through the menu, choose [Home] Paragraph, Indentation, Special, Hanging. This type of paragraph is used all the time with bullets and numbering. When it is used in this way, the Tab key is pressed after the bullet or number to jump over to the Hanging Indent position where the text will start. (Automatic bullets/numbering sets this up for you.)

The opposite is called a First Line Indent, also available under Indentation, Special.



This can be set up if you want the first line of every paragraph indented. Once set up, the beginning of every paragraph will automatically indent.

Below are several displays of text which require you to set the indent markers appropriately.

1. Set margins of 2cm (top and bottom) and 2.5cm (left and right).
2. Set Line Spacing to Single and Spacing After to 6pt
3. Create the following document. Line the indent to a suitable default Tab stop (the faint marks on the lower bar of the Ruler). You will need to set indents back to normal for the last paragraph.

MS Office Suite of Software Packages

The MicroSoft Office Suite (version 2007) comprises a number of popular application software programs. The extended suite can include such programs as MS Publisher and MS Visio; Publisher being for desktop publishing and Visio for creating flowcharts and other specialized pictorial charts. But the most commonly used packages in the workplace are the ones listed below:

Word	MS Word 2007 is a powerful word processing program, designed to be used mainly with a mouse. It has many sophisticated text editing tools.
Excel	A spreadsheet is essentially a large working area composed of rows and columns. The intersection of a row and a column is called a cell.
Access	A database is an organised collection of information stored together. A database is used to search for, and extract, information.
PowerPoint	PowerPoint is a program designed to help you present your information to an audience usually as a slide show. Handouts can also be generated.

The benefit in using these highly sophisticated programs is that they have been designed to be integrated with one another. For example, an Excel chart can be included in a Word document.

4. In the same document, create the following paragraph. Apply Justified Alignment to this paragraph.

In Word 2007, the Numbering button can be used to automatically number and indent paragraphs. The paragraphs will continue to be listed in numeric order until you click on the Numbering button to turn off numbering.

5. Create in the same document the following text. Note the Alignment is back to Left.

Using the Fax Machine

Use the following procedure for sending a fax, obtaining a report and ensuring accurate keying in of the fax number.

- 1 Place the document in the feeder the right way up according to instructions. The machine will 'grab' the paper.
- 2 Press the button on the fax machine and key in the fax number accurately including the area code. Check the number on the LCD display. Click on Start.
- 3 The paper will go through the machine. The fax is now being processed. When the fax number has been reached, the machine will 'beep'.


Sometime afterwards, a report will be generated to indicate the successful fax transmission.

6. Save as **Format Ex7**

Using Other Formatting and Editing Tools

Exercise 8


This exercise deals with **Automatic Bullets**, **Automatic Numbering** and **Outline Numbering**

1. Create the following document using the Automatic Bullet button . Realign the indent markers so that the bullets start at the margin and the text starts at 1cm.

Bulleted Paragraphs

Bulleted paragraphs are used to list items or describe features/objects.


- To use bullets just click on the Bullets button on the Formatting toolbar. This will apply a bullet to the current paragraph. Each time you press Enter, a new bullet will appear.
- Bullets can be changed to a different style through [Format] Bullets and Numbering, Customize.
- To turn bullets off, just click on the Bullets button again.

2. Continue in the same document with the following text using Automatic Numbering . Again, realign the indents so that the numbers begin at the margin and the text starts at 1cm.

Numbered Paragraphs

This is an example of numbered paragraphs.

1. To start paragraph numbering click on the Numbering button on the Formatting toolbar.
 2. Each time you press Enter, you will move to a new line and a new paragraph number will appear.
 3. Click on the Numbering button again to turn off numbering.
 4. If you move a paragraph or delete a numbered paragraph, the numbering will automatically update.
3. Continue in the same document. The following exercise uses Outline Numbering. With Outline Numbering, you can have up to six levels of numbering. The list is indented further for each new level. Pressing the Tab key creates a new level.

From [Home] click the Outline Numbered dropdown  and choose the style that you want, or Customize a style.

Outline Numbered Paragraphs

This is an example of outline numbered paragraphs.

- 1) Bullets and numbering can be inserted by using the Bullets button and the Numbering button on the Home ribbon, or clicking on the dropdown section.
 - a) The numbering style can be changed through [Home], clicking on the Numbered or Outline Numbered dropdown, and choosing 'Define...'.
 - b) The bullet style can be changed through [Home], clicking on the Bulleted dropdown, and choosing 'Define New Bullet...'. Any Symbol can be used as a bullet by clicking on the 'Symbol' button.
 - 2) Press the Tab key to create a new level in outline numbering. Press Shift and Tab key to return to a previous level.
4. Save as **Format Ex8**

Exercise 9

This exercise shows how to check **Spelling** and **Grammar** in a whole document

1. Open the file **Suncare-errors**. Press Ctrl Home to go to the top of the document.



2. Choose [Review] Spelling and Grammar
3. Use the options provided to change the incorrectly typed words to the correct word chosen from the Suggestions. Choose the Ignore (Once or All) to ignore those words you do not wish to change. (Ignore the words sunblock, eg, Sunbake and Bronzetan.)
4. Errors underlined in green are grammatical errors. Correct the mistake by choosing from the Suggestions below.
5. Proofread the document carefully - there are other errors Spell check has not found.
6. Save as **Suncare-correct**

Exercise 10

This exercise makes use of the **Thesaurus**

1. With **Suncare-correct** still on the screen, click in the word *difficult* on the first line.
2. Choose [Review] Thesaurus A small blue icon with a white book and the text 'Thesaurus'.
3. Synonyms, words with the same meaning, are displayed in the Task Pane at the right. Click on the drop-down arrow next to the word *hard* and select Insert. In the document, the word *difficult* is replaced with *hard*.
4. In the third paragraph, replace the word *understand* with a suitable word.
5. Resave the document

Exercise 11

This exercise shows how to make use of the **Find and Replace** feature

This is a very useful feature especially if you have misspelt a word or words that occur regularly throughout a long report.

1. With **Suncare-correct** still on the screen, go to [Home] Replace A small blue icon with a white magnifying glass and the text 'Replace'.
2. In the 'Find what:' box, type in the word *infrared*
3. In the 'Replace with:' box, type in the word *infra-red*. Click on 'Replace All'. A message appears saying that 3 replacements have been made.
4. Resave the document.

NOTE: Replace All replaces every occurrence throughout the document automatically. You have no control over it. This may be suitable if you wish to correct the incorrect spelling of someone's name throughout a lengthy report.

Where you wish to change some but not all of the occurrences of a word, Replace allows for more control. You can replace one occurrence at a time and skip those you do not wish to change.

NOTE: Find and Replace can also be used to change a word from plain text to formatted text throughout a document or vice versa through the Format option.

There are also options to locate words by 'Finding whole words only' or by selecting 'Match case'. Click on the 'More >>' button

NOTE: If you just want to find particular word/words in a document, use [Home] Find .



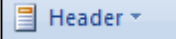
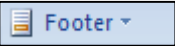
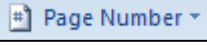

Exercise 12

This exercise shows how to **Move** or **Copy** text in a document using **Drag and Drop**

1. Open **Suncare-correct** unless still on the screen
2. Select the second paragraph beginning. 'Of course..' Also select the Enter beneath the paragraph. Press the Delete key as we are removing this paragraph.
3. Select the paragraph beginning. 'However, the sun..' including the Enter below. Place the mouse over the highlighted text until it becomes a large white arrow. Click and hold down the mouse, dragging the selected text downwards. Release the mouse just in front of 'Sunscreens...' beneath the heading Broad Spectrum. This has moved the paragraph. (No spacing adjustment is needed if you take the paragraph marker (Enter) with the paragraph.)
4. Press the Ctrl and End keys together to go to the bottom of the document. Press Enter twice.
5. Finally, select the paragraph. 'So if you're looking..' including the Enter below. Hold the Ctrl key down while clicking into the text and dragging it to the bottom of the document. This paragraph has been copied, using the Ctrl key. The original remains in place while a copy has been generated.
6. Save as **Format Ex12**


Exercise 13

This exercise deals with adding a **Header** or **Footer** to a document and creating a **Line in the Header/Footer area**

1. With **Format Ex12** on the screen, go to [Insert] Header  and insert a blank (three columns) header.
2. In the centre [Type here] header area, type in *Sun care information* and reduce to 10pts in size.
3. Go to the bottom of the page and you might see a footer has been added as well, if not insert a footer as follows: [Insert] Footer  and insert a blank footer.
4. Type in your name on the left, press Tab, click on [Insert] Page Number dropdown , select Current Position, Plain Number to insert the page number. Only the number is inserted, if you want it to say "Page " then put your cursor before the number, and type Page _ .
5. With the footer text still selected, choose Top Border from the border options button on the Home ribbon . Double click on the dimmed main text to return to document view. To swap between the header or footer and the main document, just double click your cursor in the area where you want to swap to.
6. Save as **Format Ex13**

Exercise 14

This exercise introduces you to a useful gadget called the **Format Painter**

1. Open the document **Format Ex8**
2. Select the heading 'Bulleted Paragraphs' and apply Bold and increase the font to 14pts
3. While still selected, double-click the Format Painter button  on the Home ribbon. The mouse will now appear as a paint brush.
4. Click and swipe the paint brush across the other two headings: Numbered Paragraphs and Outline Numbered Paragraphs. Press the Esc key when finished. The formatting is now applied to all three headings.
5. Save as **Format Ex14**


NOTE: Clicking the Format Painter button once will allow one application only.


Exercise 15

This exercise takes a look at setting **Tabs** and the use of **Show/Hide**





Although Tables are used in the workplace in preference to Tabs, knowing how to set a Tab can be useful in certain situations. Four types of Tabs are commonly used: left, centre, right and decimal.

Tabs can be set in either way: 1) through the menu [Format] Tabs or 2) by selecting the appropriate Tab


type from the button  at the extreme left of the Ruler then clicking at the desired position on the

Ruler. (The different Tab types will appear as you click repeatedly on the button  .)

The following exercise allows you to see the effects of the different types of Tabs.

1. With , the default Left Tab showing, click at 1cm on the Ruler or as close as possible.
2. Click once to obtain  and click at approx 5.5cm. This is a Centred Tab.
3. Click again to obtain  and place this Right Tab at 14cm or as close as possible.
4. Click again to obtain  and place this Decimal Tab at 9cm or thereabouts.
5. Create the following display. Press the Tab key once and type 'Monday', press the Tab key again to jump to the next Tab stop and so on. Press Enter at the end of each line.

Monday	Word 1	50.95	Room E330
Tuesday	Spreadsheets 1	56.50	Room E255
Wednesday	Access 1	50.95	Room E330
Thursday	PowerPoint	52.00	Room M40

6. Click  to turn on Show/Hide. A Tab is shown as → while Enter is shown as ¶. These characters do not print but offer a useful diagnostic tool at times. Click again to turn off.
7. Save as **Format Ex15**.

NOTE: Any type of Tab can be placed anywhere on the Ruler and will align the text accordingly.

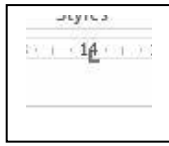
NOTE: For precise measurements, enter the value in the Tab stop position: box in the Tab dialog box through the menu (see exercise below).

Exercise 16

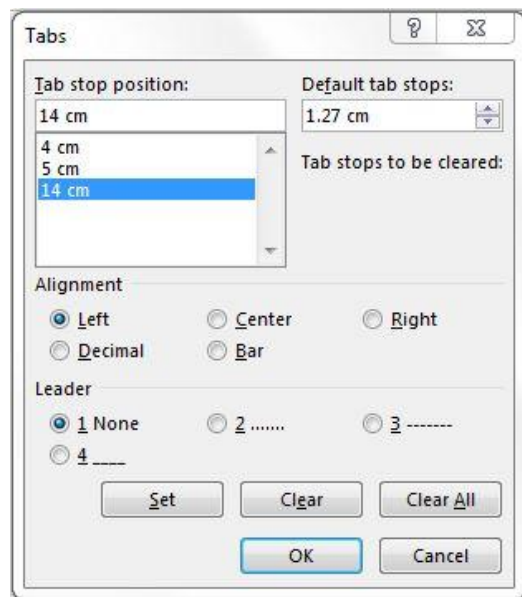
This exercise looks at setting **Tabs with Leaders**

This can only be done through the Tabs dialog box.

1. Start a new document.
2. Click on the ruler to create a tab.



3. Double click on the newly created tab to bring up the Tab dialog box.



4. Type 14 in the 'Tab stop position:' box (you do not need to enter cm).
5. Select Right for Alignment and No 2 option for Leader, click on Set and OK.
6. Start at the margin and type the display below, pressing the Tab key to create leader dots. Press Enter after each line and repeat.

Concrete	\$12,550
Steel	\$10,460
Aluminium.....	\$8,970

7. Press Enter several times below the text.
8. Bring up the Tab dialog box by double clicking on a tab.
9. Press Clear All to clear all previous Tabs.
10. Now set the following Tabs through the menu: at position 4cm, a Left Tab, No Leader dot (None) and at position 14cm, a Right Tab, option 4 line. Remember to Set each Tab before typing in the new value. When finished, press OK.
11. Type the text at the margin, press Tab once then press Tab again to create the line.

Last name: _____

First name: _____

Date of birth: _____

12. Enter several times below the text.
13. Bring up the Tab dialog box by double clicking on a tab.
14. Press Clear All to clear all previous tabs.
15. Set the following Tab through the dialog box: at position 14cm, a Right Tab, option 4.
16. Press Set then OK.

17. Type in the first two lines as shown below - press the space bar twice after the colon prior to pressing the Tab key.

This display is a little more complicated. After these lines, we change the settings.

18. With the cursor on the next line, create two more Tabs through the dialog box:
7.5cm, Right, option 4 and 8.5cm, Left, None. Remember to Set each individual Tab.
19. Type 'Signature:' then press spacebar twice. Press Tab and continue to create the line.
20. Select the three lines and apply Spacing After of 6pts.

Report compiled by: _____

Position: _____

Signature: _____ Date: _____

21. Save as **Format Ex16**.

My Notes

A series of horizontal dotted lines for writing notes.