

Module 2 - Formatting and Customizing Documents

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General Notes

“Notes will only be taken on non-common information, and will be general

- To open page setup:
 1. Open **Layout** tab
 2. Click **Page Setup** dropdown box in the bottom right of the page setup section.
- Display ruler
 1. Open **View** tab
 2. Click **Ruler** checkbox
- Change scrolling to **side to side**
 1. Open **View** tab
 2. Click **side to side**
- Change tab spacing
 1. Open paragraph box
 2. Click tabs
 3. Enter tab spacing in the **Tab Stop Position**
 4. Click **Set**
 5. Click **Okay**
- Change tab stop via ruler
 1. Click the text you want to add a new tab stop for
 2. Click the **Tab Selector** until you have the desired tab
 - Small box on the far left **directly** underneath the ribbon. Looks like a down-left pointing arrow by default.
 3. Click a place on the ruler to set the new tab stop

- Replace - with **en dash**
 1. Open Replace box
 2. Click **More**
 3. Click **Special**
 4. Choose desired char

Q&A

- You'd add wider page margins **to add white space**.
- The paper size default in Microsoft Word is **Letter**.
- If you need to add information outside of the left margin, use **an outdent**.
- You want each page footer to show the current page number as well as the total number of pages, such as 1 of 4, 2 of 4, and so on. You do this by **Selecting the Page Number button, in the Header & Footer group, and then selecting Format Page Numbers**

Chapter Summary

- **2.1** Format a document by customizing margins, page orientation, paper size, vertical alignment, and page movement (p. W2-70).
 - Adjust the **margins** of a document to increase or decrease the **white space** surrounding the text. Adjust the top, bottom, left, and right margins of a document.
 - Change default page settings using the **Page Setup dialog** box.
 - **Landscape** and **Portrait** are the two **page orientation** options.
 - A standard sheet of paper is 8 1/2" x 11". Select other paper sizes or create a custom **paper size**.
 - **Vertical alignment** controls text alignment between the top and bottom margins. By default, text aligns vertically at the top of the document. Other vertical alignment options include center, justified, or bottom.
 - Use horizontal and vertical **rulers** to display the typing area of a document.
 - Change the page movement to **Side to Side** to view and scroll through your document horizontally rather than vertically.

- Use the **Thumbnails** feature to display your document as miniature page icons.
- **2.2** Improve alignment and page layout by setting, using, and editing tab stops in a document (p. W2-74).
 - Five different types of **tab stops** are available: **Left**, **Center**, **Right**, **Decimal**, and **Bar**.
 - Set, modify, or remove tab stops using the ruler or the **Tabs dialog box**.
 - Use the **Tab selector** on the left side of the ruler to select a type of tab stop to set.
 - Add **tab leaders** with tab stops. Three different types of leaders are available: **Dot**, **Dash**, and **Solid underline**.
 - In a Word document, default tab stops are set every 0.5". Customize default tab stops using the Tabs dialog box.
- **2.3** Apply indents to control text alignment (p. W2-78).
 - **Indents** function as temporary margins and enable you to arrange paragraphs horizontally between the margins.
 - Word provides four types of indents: **left**, **right**, **first line**, and **hanging**.
 - Apply, modify, and remove indents with the ruler, *Layout* tab, or *Paragraph* dialog box.
 - Use the **Increase Indent** and **Decrease Indent** buttons to modify indents.
 - An **outdent** is a left or right indent with a negative value, which sets the indent outside of the left or right margin.
- **2.4** Enhance document layout by inserting page numbers, headers, and footers (p. W2-84).
 - Insert a **page number** into the header or footer in various locations or use default tab settings. When you insert a page number, a **page number field** automatically displays the current page number.
 - **Headers** and **footers** are areas above and below a document's top and bottom margins.
 - The **Different First Page** option enables you to remove or have different first page content in the header or footer.
 - Header and footer content is typed once, and it appears on subsequent pages.

- Customize headers and footers with text, page numbers, the date, and other document property fields.
- A variety of built-in header, footer, and page numbering options are available.
- **2.5** Control pagination with page and section breaks (p. W2-91).
 - A **soft page break** occurs when the text automatically flows from the end of one page to the next page.
 - Use **page breaks** to control the ending and beginning of pages in a document. This is referred to as a **hard page break**.
 - Use **section breaks** to format different sections of a document.
 - Word provides four different section break options: **Next Page**, **Continuous**, **Even Page**, and **Odd Page**.
 - Section breaks are visible in a document when the Show/Hide feature is turned on.
- **2.6** Use customized bulleted and numbered lists to effectively present information (p. W2-93).
 - Use **bulleted** and **numbered lists** to emphasize important information.
 - The **Numbering Library** and **Bullet Library** display a variety of numbering and bullet options.
 - Customize lists by using different symbols or pictures as bullets.
 - Use numbering to display an ordered list.
 - Customize lists by changing using **Define New Numbering Format**, **Change List Level**, and **Set Numbering Value**.
 - Use **Multilevel lists** to customize a list using a combination of numbers, letters, or bullets.
- **2.7** Apply styles and themes to improve consistency in document format (p. W2-97).
 - A **style** is a collection of preset formatting applied to selected text.
 - The **Style gallery** is a collection of built-in styles.
 - Existing styles can be modified.
 - A **theme** is a collection of fonts, colors, and effects applied to a document.
- **2.8** Use find and replace to edit a document and use the Resume Assistant to customize a resume. (p. W2-102).

- The **Find** feature in Word searches for specific text or format in a document.
- The **Navigation pane** displays all occurrences of the text for which you are searching.
- The **Replace** feature searches for specific text in a document and replaces it with other text.
- Both **Find and Replace** search for and replace formatting in a document.
- Use the **Go To** feature to go directly to a page, section, line, or other area in your document.
- The **Resume Assistant** connects with LinkedIn and provides assistance in Word when working on a resume.
- **2.9 Improve overall document design and format with borders, shading, horizontal lines, and hyperlinks (p. W2-105).**
 - Apply **borders** and **shading** to text and paragraphs in a document.
 - Word provides a variety of built-in border and shading options. Customize borders and shading using the **Borders and Shading dialog box** or the **Borders** drop-down list.
 - Apply **page borders** to an individual page or all pages in a document.
 - A **horizontal line** is a graphic object.
 - A **hyperlink**, also called a **link**, directs readers to a web page, a different document, a different location in a document, or an email address.
 - An email hyperlink opens Microsoft Outlook and places the recipient's email address in the email message.
 - Customize a link to display a **ScreenTip** that displays text when you place your point on a link and set a **target frame** to control where the link opens.