

Lab 2 Activity 2 - Paragraph Formatting and Indentation

Objective - Learn students how to format paragraphs and apply indentation in MS Word 2016.

1. Open MS Word 2016 and create a new document.
2. Write a descriptive paragraph about a memorable day.
3. Apply different font styles, sizes, and colors to emphasize key sentences.
4. Experiment with first-line, hanging, and left/right indentations to structure the paragraph neatly.
5. Use the "Borders and Shading" feature to highlight the entire paragraph.

Solutions:

Task 1:

- Open MS Word from the start menu.

Task 2:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 3:

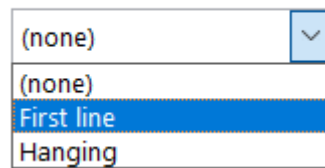
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Task 4:

Highlight the paragraph you want to format.

- To create a First-Line Indentation:
- Go to the Layout tab
- In the Paragraph section, find the Indent options.
- Under Special, select First Line and set it to 0.5". This will indent the first line of the paragraph, creating a neat, traditional indent.

Special:



For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air.

We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 5:

- Go to the **Design** tab in the top menu (in Word 2016).
- In the **Page Background** group, click on **Borders**.
- From the drop-down menu, select **Borders and Shading**.

For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.