Format a paragraph

A paragraph is a group of sentences that center around one main idea or meaning. We use paragraphs to write letters or articles. In Microsoft Word, we can format a paragraph changing its text alignment, indentation, borders and shading. Let's see how we do this!

Align text

It is sometimes necessary to use different alignments in order to make the text look better.

You can align a paragraph/ text to the left or right, you can center it or justify it. To do this, in the Home tab, go to Paragraph section.

Click on the paragraph you want to format and click one of the align buttons in the Paragraph group. Or press Ctrl and L, E, R or J as above.

You need to select your text first in order to apply any format.
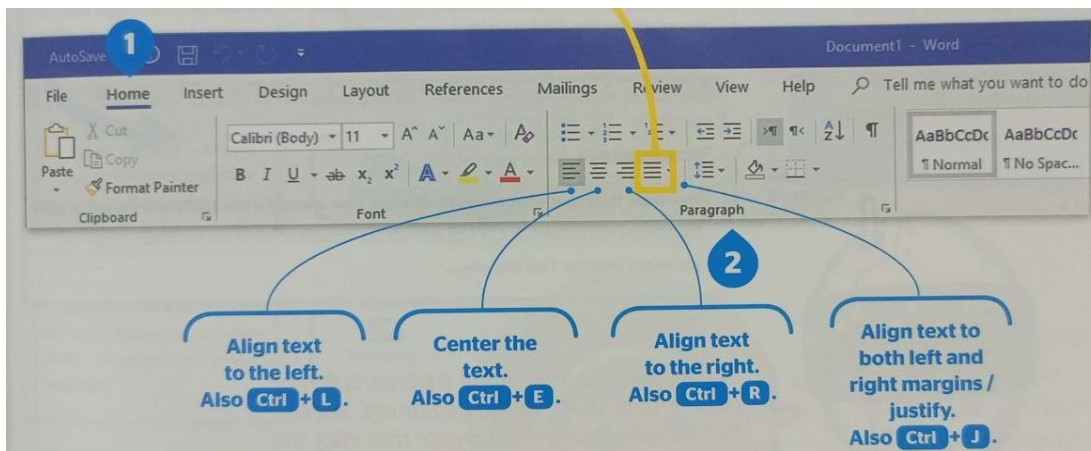
Before computers, we used to type our text on typewriters. Typewriters first appeared in the 14" century, but they were mass produced only when a market was found for them.

Paragraph indentation

Paragraph indentation determines the distance of the paragraph from either the left or the right margin.

To change the indentation of a paragraph click the Indent Increase or Decrease button, in the Paragraph group.

Click the Add or Remove Space Before Paragraph options to add or remove more space before the selected paragraph.

Line and Paragraph Spacing

Line Spacing is the distance between the lines of a text. Sometimes you may want to have more or less space between the lines.

Paragraph Spacing is the distance between the paragraphs of a text.

To change the distance between the lines in a paragraph:
➢ Click the Line Spacing button in the Paragraph group.
➢ In the drop down list, click the spacing you want.

Sometimes the first line of a paragraph has some empty space at the beginning. We call this an indented line. To create this, click the beginning of the paragraph and press Tab
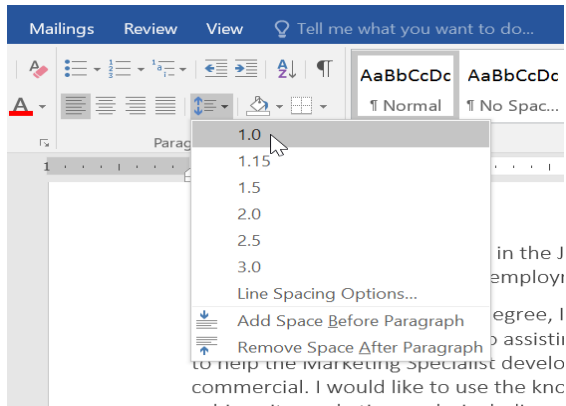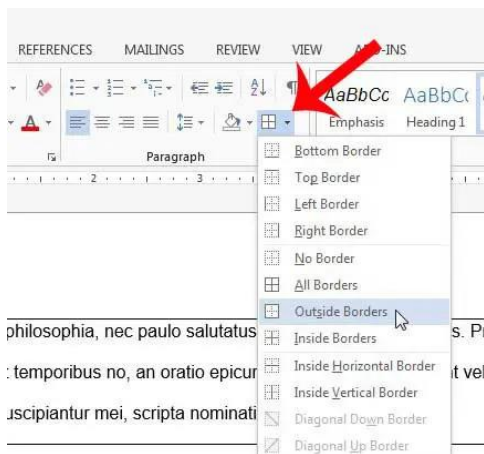
Borders and Shading
Borders and shading make texts look better, make them easier to read and can give emphasis to certain parts. You can add borders to a single word, phrase, paragraph or even to a whole text.

To add shade (color) to a paragraph/ text:
➢ Select the paragraph or text you want.
➢ Click the small arrow next to the Fill button. 0
➢ Click the color you want (e.g. Light Blue).

To add a border:
➢ Select the word/phrase/paragraph/ text you want.
➢ Click the small arrow next to the Border button.
➢ Click the type of the border you want.

If you have selected more than one paragraph, you can also add horizontal borders between paragraphs

Images–advanced formatting

An article that contains only text is very boring. To make it more attractive, you can add some pictures. Let's remember how to insert a picture into a document and then learn how to modify it.

To insert a picture, use the Illustrations group in the Insert tab. You can insert a picture from a file or from the web.
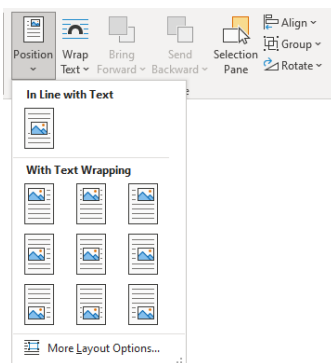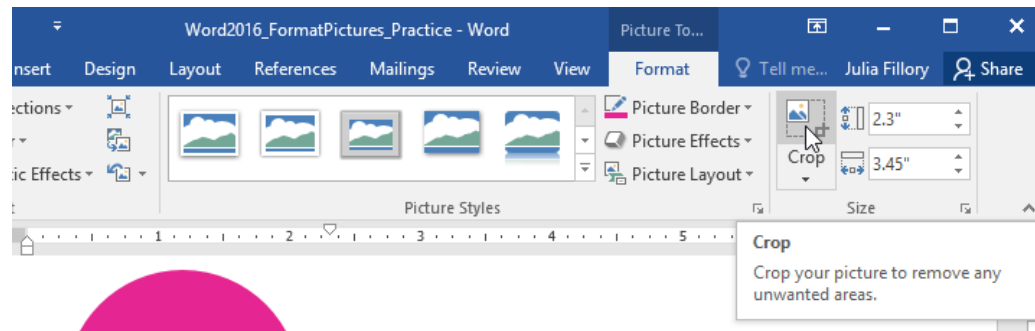
Position

Choose where you want the picture to be on the page. Click the arrow and try all the options to see how the picture and the text can fit together

Remove Background

Removes the background of the picture and keeps only the main subject

With the Color and Artistic Effects tools you can easily play around with the color and brightness. You have hundreds of possible combinations.

Picture styles group

You can change the outline of a picture or create a shadow with a new picture style. Try them all!

Now it's time to learn how to change the position and size of the picture:

> Use the Arrange group to select the best place on the page for your picture.

> If the picture is very big and you only want a small part of it, you can remove anything that you don't want by using the Crop tool.

Wrap Text

You can control how the text appears around the picture. Click the arrow and see the options
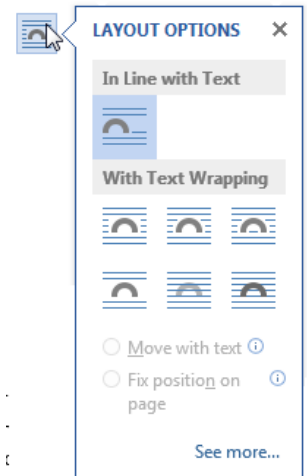
Spelling and grammar check

Sometimes, as you type in Microsoft Word, some words are automatically underlined with a red, wavy line. This happens for two reasons:

1. The word you typed is incorrect or misspelled.
2. The word you typed doesn't exist in the program's dictionary.

   He buys a pair of shoes. > He buys a pair of shoes.

The blue underline shows that the word is spelled correctly but not used correctly in the context of the sentence:

   We even watched a cool 3D movies. > We even watched some cool 3D movies

To check your mistakes:
➢ On the Review tab, in the Proofing group, click Check Document (or press F7 on your keyboard).
➢ The Editor window 2 will appear.

Ignore Once Ignores the specific word and continues checking the spelling.

Ignore All Ignores this word everywhere in your document.

Add to Dictionary If you are sure the word is correct, make the program's dictionary better by adding it.

An easy way to check a spelling error, as you type, is to right click the misspelled word. You can see the suggested corrections in bold and you can click on the word you want.

Thesaurus

The Thesaurus is like a dictionary but it gives you a list of synonyms when you look up a specific word. To start the Thesaurus, on the Review tab, in the Proofing group click Thesaurus. The Thesaurus will appear on the right side of the screen. You can also put the cursor on a word and press Shift+F7 to find its synonyms, or right-click a word and select Synonyms from the pop-up menu.

To use the Thesaurus:
➢ Type a word in the search box.
➢ Click the search icon 2 or press Enter to start the search.
➢ All synonyms will show up in a list. 3 Nouns are marked with (n.), verbs with (v.), adjectives with (adj), adverbs with (adv.) and prepositions with (prep.).

Remember that in most programs you can do a lot of work using just the keyboard. It's much faster than using the mouse!

Print

It's nice to see your article on the screen but sometimes you may need it printed on paper. Just press Ctrl+P and Enter. The printer will print your document in a few seconds.

If you need more options when printing:

On the File tab, click Print, or press Share on the screen but sometimes paper. Just press Ctrl+P

On the right side of the screen, you can see the Print Preview 2 (how your document will appear on paper).

On the left side of the screen, you can change the different Settings.

Choose a printer from the Printer list. The printer can be directly connected to your computer (local printer) or shared with other computers of your network (network printer).

If you want more than one copy, type the number of Copies you want or use the arrows to select the number you want.

Click the arrows under the preview to check another page.

Move the zoom slider to see more details of your document.

If your document is 5 pages long and you want to print 10 copies, you will need 5x1050 sheets of paper.