

Chapter 4

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.

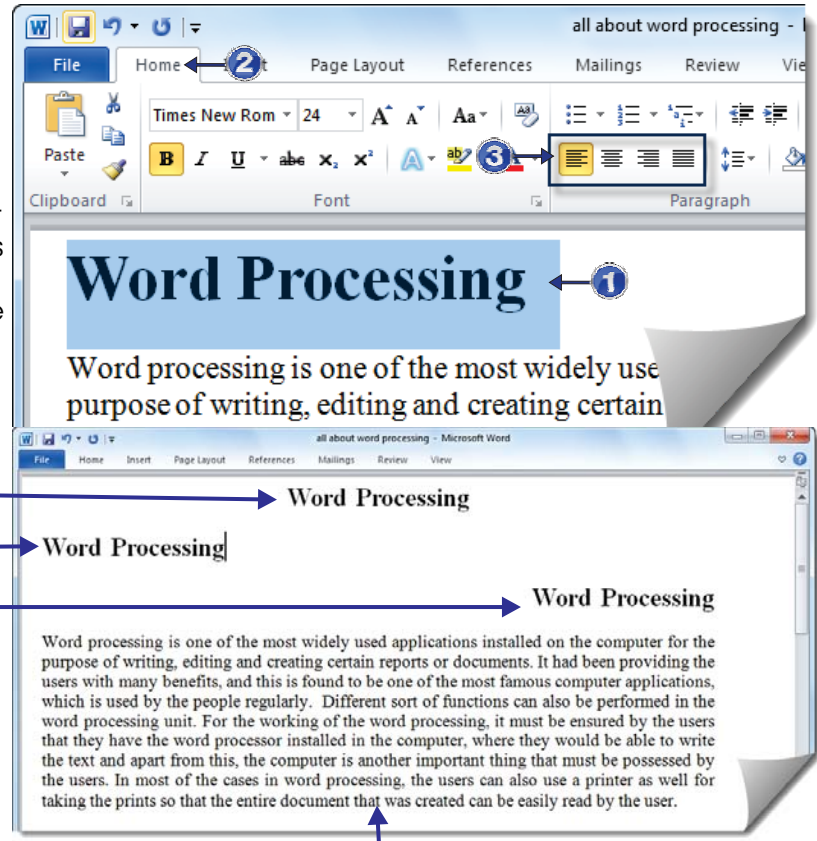
- 4 Click anywhere outside the selection to continue working.

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

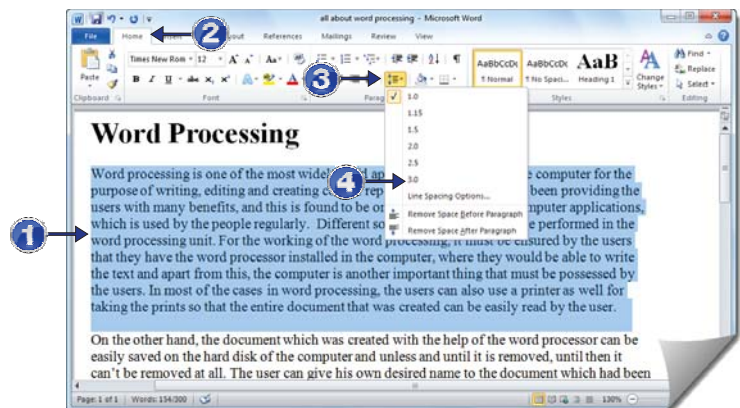


Setting Line Space Within a Paragraph

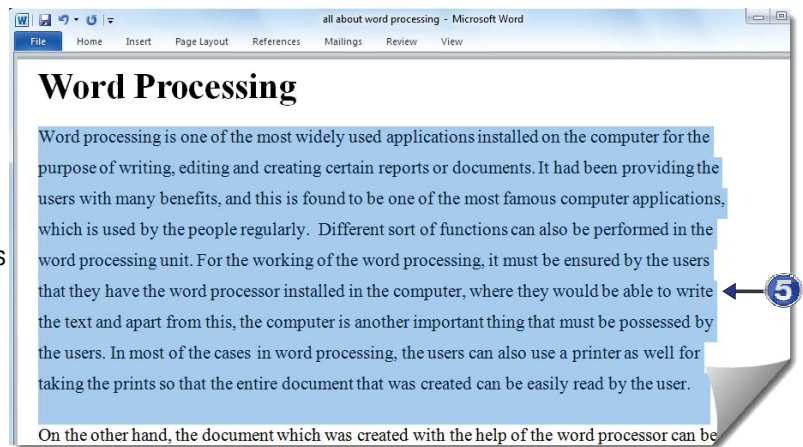
It is helpful to set spaces between the lines in your documents. You can change the amount of spaces Word places between the lines of text within a paragraph. Word 2010 uses a different default line spacing than Word 2003 and other earlier Word versions.

Set Line Space Within a Paragraph

- 1 Select at least two lines of text to which 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.



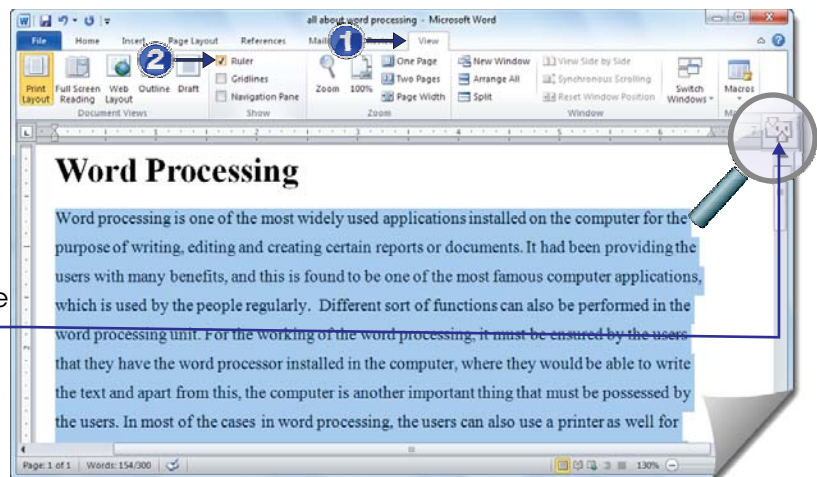
Hiding or Displaying Ruler

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.
 - You can click the Ruler icon (📏) to hide or display the ruler.



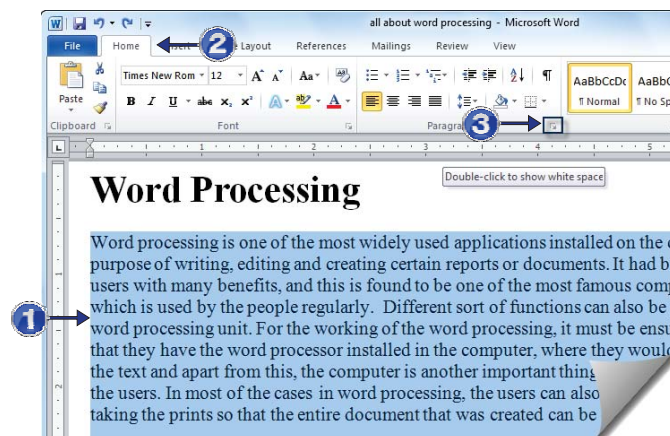
Indenting Paragraphs

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.



- 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.

- 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.

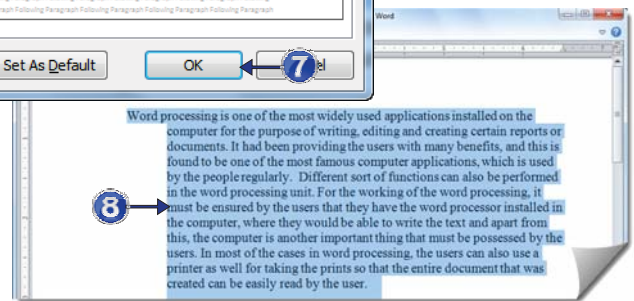
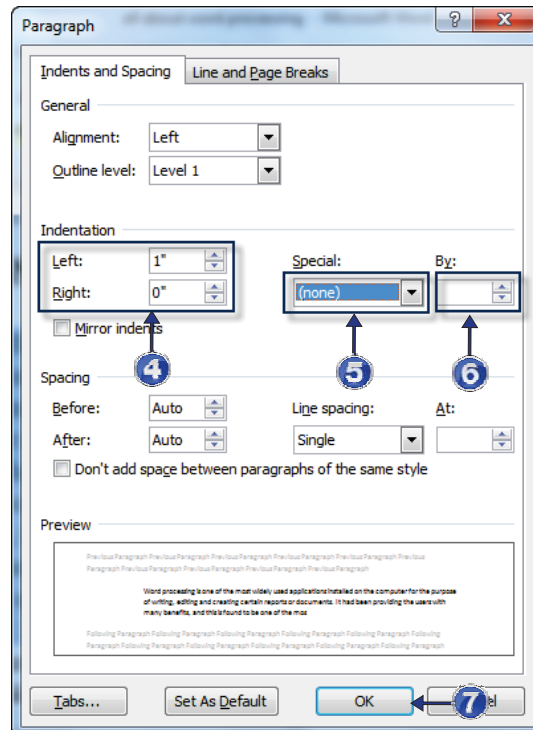
- Click the By: pull-up or pull-down arrow to set the amount of the first line or hanging indent.

The effects of your settings appear.

- Click OK.

Word applies your settings to the selected paragraph.

- Click anywhere outside the selection to continue working.



Creating a Bulleted or Numbered List

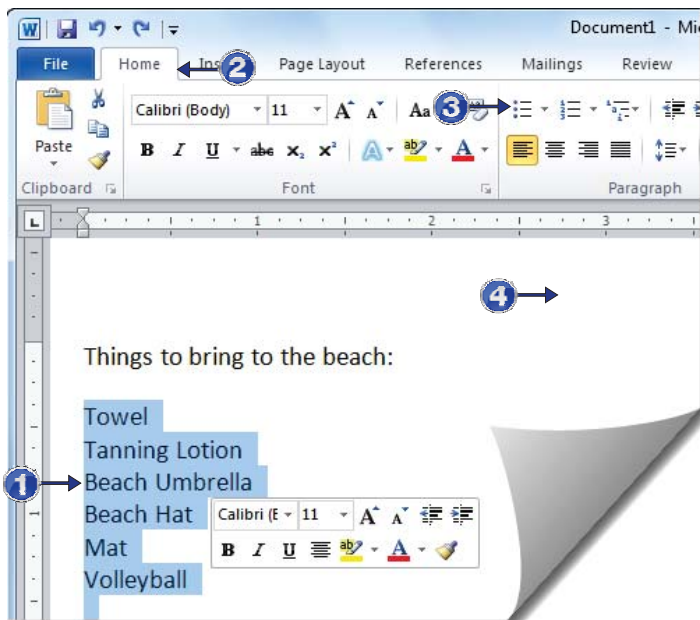
You can use bullets or numbers to call attention to lists that you present in your documents. Use numbers when the items in your list follow a particular order. And bullets when the items in your list do not follow any particular order.

Create A List From Existing Text

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

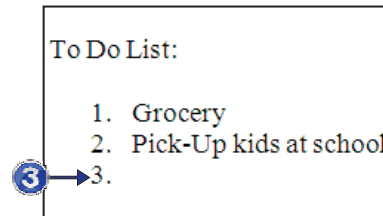
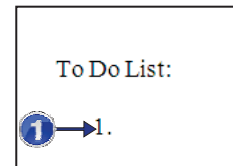
Word applies numbers or bullets to the selection.

- You can find the Bullets icon (•) on the Mini Toolbar.
- 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.



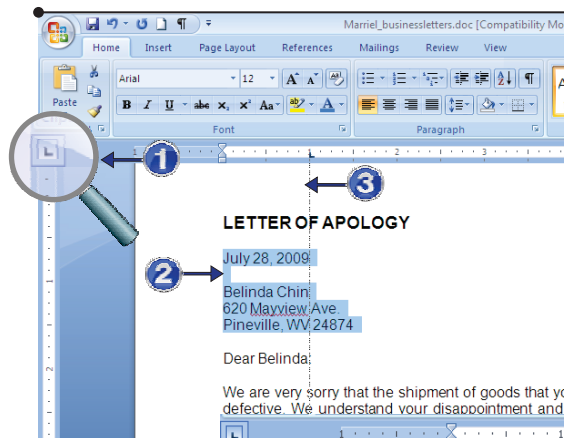
Setting Tabs

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.

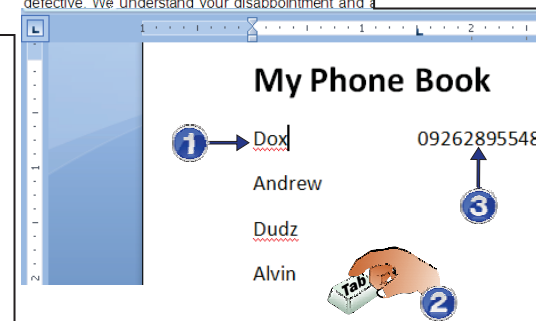
Add A Tab

- 1 Click until the type of tab you want to add appears.
 Left tab Right tab
 Center tab Decimal tab
 Bar tab
- 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.



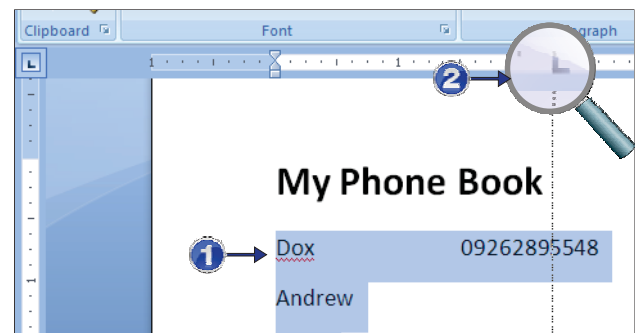
Use A Tab

- 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

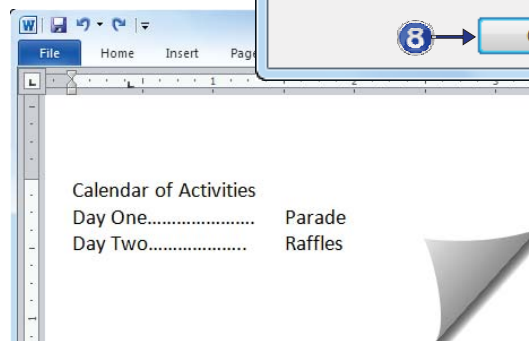
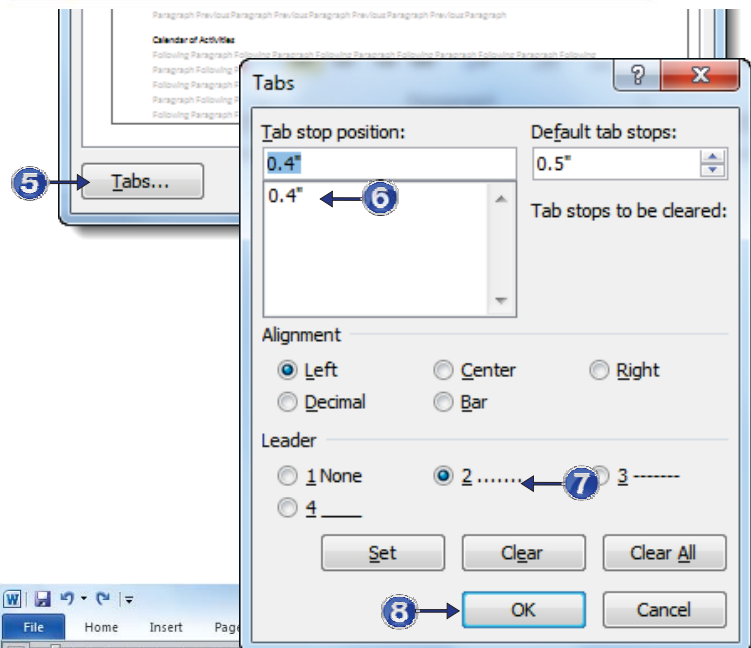
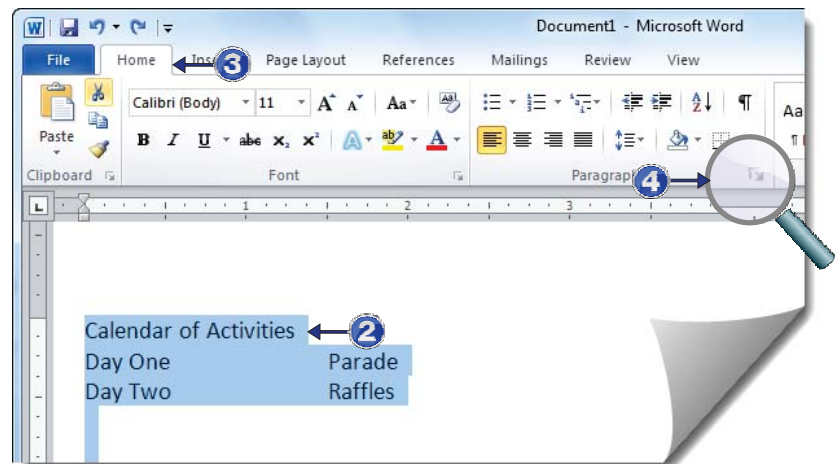
- 1 Click the line using the tab or select the lines of text affected by the tab.
- 2 Drag the tab to the left or right.
 - A vertical line marks its position as you drag.
 - When you click and drag a tab, the text moves with the tab.



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.



Formatting Paragraph

Chapter Test

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A. Multiple Choice: *Using the answer sheet provided below shade the letter of the correct answer.*

1. You have to click the _____ to specify the number of inches to indent in your paragraph.
 - a. Number Icon
 - b. Indention Box
 - c. Paragraph Icon
 - d. Alignment Option
2. What happens after dragging the tab to the left or right in formatting a paragraph?
 - a. Word automatically formats the entry.
 - b. A vertical line marks position as you drag
 - c. Word applies the setting to the selected paragraph.
 - d. Word adds leading a character from the last character.
3. It enhances the appearance of the document.
 - a. Line spacing icon
 - b. Text alignment
 - c. Page icon
 - d. Center tab
4. It helps the reader to follow information across page.
 - a. Leader tabs
 - b. Space bar
 - c. Number icon
 - d. Ruler
5. The following are steps in creating a bulleted or numbered list except
 - a. Click the Numbering Icon
 - b. Click the Ruler
 - c. Select the text
 - d. Click the Home Tab
6. It ensures that information lines up properly within a column.
 - a. Space Bar
 - b. Tabs
 - c. Enter Key
 - d. Numbering Icon
7. You were working on a project in your school computer lab. Your teacher told you to indent the first line of your paragraph. What is the best thing to do?
 - a. Click the Alignment Option
 - b. Click the Ruler
 - c. Click the Numbering Icon
 - d. Click the Indention box
8. Teacher Jovit assigned the class to write a paragraph about your best friend. He instructed you on the double space rule. How are you going to set the line space in your paragraph?
 - a. Select the lines of text, click the Home Tab and click the Line Spacing icon
 - b. Select the lines of text, click View Tab and click the ruler.
 - c. Select the lines of text, click the Home Tab and click the Paragraph icon
 - d. Select the lines of text, click the Home Tab and click the Alignment option.
9. Aligning the text in a paragraph is useful in organizing a document. Which is the first step in changing text alignment?
 - a. Click the home tab
 - b. Select the text
 - c. Click alignment option
 - d. Click anywhere outside the selection
10. Which can be done in formatting paragraph?
 - a. Change text alignment
 - b. Create bulleted or numbered list
 - c. Hide or display ruler
 - d. Substitute word or phrase

Name: _____

Grade/Section: _____ **Date:** _____

A B C D

1 ○ ○ ○ ○

2 ○ ○ ○ ○

3 ○ ○ ○ ○

4 ○ ○ ○ ○

5 ○ ○ ○ ○

6 ○ ○ ○ ○

7 ○ ○ ○ ○

8 ○ ○ ○ ○

9 ○ ○ ○ ○

10 ○ ○ ○ ○

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Chapter Test

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B. True or False: Shade A if the statement is correct or shade B if not, in the answer sheet provided below.

1. Word automatically displays the auto correct options button to undo or stop automatic numbering as the spacebar or tab is pressed.
2. The basic step in changing text alignment is selecting the text.
3. The center icon aligns text with the right margin.
4. The justifying icon aligns text with the right margin.
5. Ruler can be used to indent paragraph or set tabs in the document.
6. Upon clicking the line spacing icon, word applies the line spacing to the selected text.
7. Word 2010 uses a different default line spacing than word 2003.
8. The bullet icons will appear on the mini-toolbar when the numbering icon is clicked.
9. Word places tabs every 15 inch across the page between the left and right margins.
10. When you click the number icon, the text moves with it.

■		Name: _____		■	
		Grade/Section: _____		Date: _____	
		A B			
		1 ○ ○			
		2 ○ ○			
		3 ○ ○			
		4 ○ ○			
■		5 ○ ○		■	
		6 ○ ○			
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