# Using Microsoft Word

Paragraph Formatting

Every time you press the full-stop key in a document, you are telling Word that you are finishing one sentence and starting a new one. Similarly, if you press the **[Enter]** key, you are telling Word that you are finishing a paragraph and starting a new one. The difference is you can always see the full-stop at the end of a sentence. You can't normally see the end of a paragraph. Paragraph endings are marked by a character that is usually hidden. You can however, display these and many other hidden characters. Being able to see these hidden characters can sometimes be a useful way to find the cause of problems with the way your document looks.

Exercise 1.   Displaying Hidden Characters

1) Open the *Word 2003* document.

2) Click the **Show/Hide** icon ¶ on the toolbar.
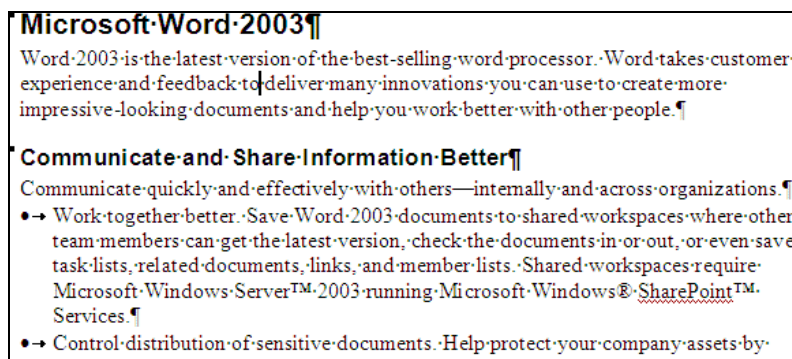
Paragraph endings will be indicated by the ¶ symbol. You will also see other hidden characters shown, such as tabs and blank spaces.

3) Click the icon again to turn off hidden characters.

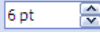| Note	Any changes to paragraph formatting will affect the entire paragraph. Only character formatting options will affect parts of a paragraph. This means that if you want to format a paragraph, you don't have to select the entire paragraph first. Simply selecting part of the paragraph or even just clicking inside the paragraph will be enough.

Paragraph Spacing Options

You can use the paragraph spacing options to adjust the amount of space before paragraphs, after paragraphs and between each line in a paragraph.

Exercise 2.   Adjusting Paragraph Spacing

1) Click in the first paragraph of the document (not the heading).

2) From the **Format** menu select **Paragraph**. You can also right-click on the paragraph and choose **Paragraph** from the shortcut menu. The Paragraph formatting dialog will appear.
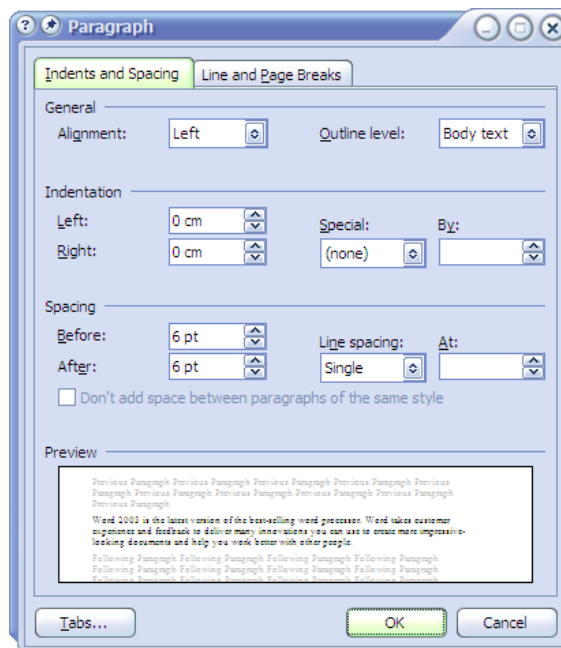

3) In the **Spacing** section you can adjust the paragraph spacing options. Click on the up arrow next to the **Before** option until the box shows *6pt* like the example above.

4) Do the same for the **After** option so that there will be 6 points of blank space before and after the paragraph.

5) Click **OK** to make the change. There will now be additional space before and after the paragraph.

6) Increase the spacing after the paragraph to *18 points*.

7) Change all of the paragraphs with the dot points so that they each have *12 points* of space after the paragraph and *6 points* of space before.

Note	Instead of always typing blank lines in a document; it is often better to use paragraph spacing to create space instead. Blank lines that serve no purpose other than creating space can make it harder to work with text, especially when you begin working with styles.

Exercise 3.   Adjusting Line Spacing

1) Click in the first paragraph (*Word 2003 is the latest version...*).

2) Display the **Paragraph** formatting options.
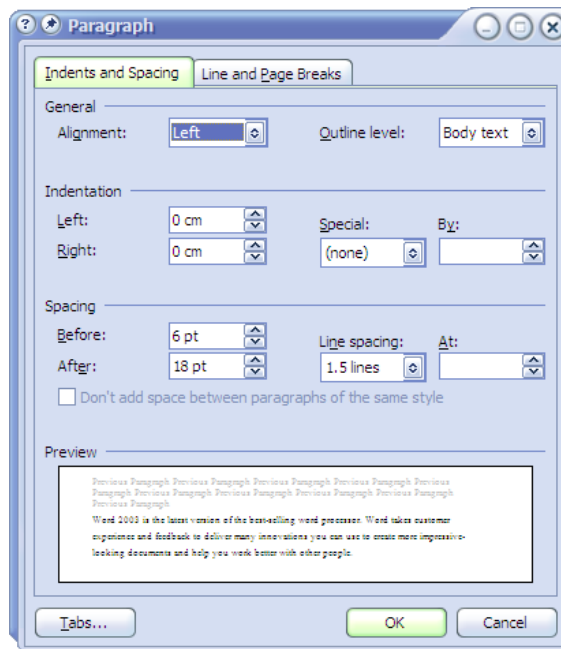
3) Change the **Line Spacing** option to *1.5 Lines*.

4) Click **OK** when done. The lines of test will have more space between them. This can also be done using keyboard and toolbar shortcuts.

5) Press **[Ctrl] [2]**. This will change the paragraph to double line spacing.

6) Press **[Ctrl] [1]**. This will change the paragraph to single line spacing.

7) Press **[Ctrl] [5]**. This will change the paragraph to 1.5 line spacing.

8) Click the arrow next to the **Line Spacing** icon on the toolbar. A list of line spacing options will appear.

9) Click on *1.0* to change the spacing to single line spacing.

10) Save changes to the document.
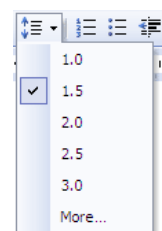
Alignment and Indentation

You will have seen that the paragraph formatting dialog also contains options for aligning text and indenting text. In both cases, the formatting can be changed in the dialog box itself, or by using additional shortcuts.

Exercise 4.   Changing Paragraph Alignment

1) Click in the first paragraph on the page under the main heading.

2) Display the **Paragraph** formatting dialog.

3) You will see a drop-down list next the **Alignment**. Select *Centered* from the list.

4) Click **OK** to make the change. The text in that paragraph will be lined up horizontally with the centre of the page.
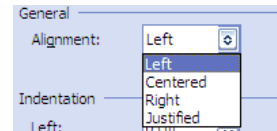
You can also change the alignment options using shortcuts.

5) Change the paragraph to *Right* alignment by clicking the icon ≡ or by pressing **[Ctrl] [R]**. The text in the paragraph will be arranged to the right of the page so that it lines up with the right page margin.

6) Change the paragraph to *Centered* alignment by clicking the ≡ icon or by pressing **[Ctrl] [E]** (The **[Ctrl] [C]** shortcut is already allocated to copying).

7) Change the paragraph to *Justified* by clicking the icon ≡ or by pressing **[Ctrl] [J]**. The text in the paragraph will be evenly spaced so that both sides of the paragraph will line up with the left and right page margins.

8) Change the paragraph back to *Left* alignment by clicking the icon ≡ or by pressing **[Ctrl] [L]**. The text in the paragraph will be arranged to the left of the page so that it lines up with the left page margin.

Note   The alignment icons will always show which alignment is being used for the currently selected paragraph. You can also tell which way your text is aligned when you move your mouse pointer over the text; the following example shows how the pointer looks when it's over left aligned text. I≡

Exercise 5.   Changing Indentation Options

1) Make sure the insertion point is still in the first paragraph of the document.

2) Click the **Increase Indent** icon ⊯ on the toolbar (or press **[Alt] [Shift] [→]**). The paragraph will be indented by a small amount (a little over a cm).

3) Click the **Decrease Indent** icon ⊯ (or press **[Alt] [Shift] [←]**) to return the paragraph to its normal position. These shortcuts can indent a paragraph from the left of the page but additional options are available elsewhere.

4) Display the **Paragraph** formatting options. Note the Indentation options in the middle section.
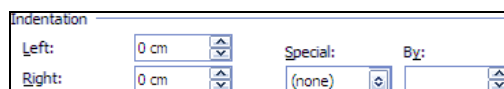
The **Left** and **Right** options allow you to change how much the paragraph is indented from the left page margin and right page margin. The remaining options affect only the first line of the paragraph. The **Special** option allows you to choose a *First Line* indent (so the first line is indented more than the rest of the paragraph) or a *Hanging* indent (so the first line is indented less than the rest of the paragraph). The **By** option specifies how far the first line will be indented by.

5) Change the Indentation options so that they appear the same as the example below.
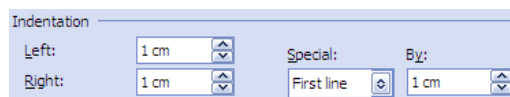
The left and right sides of the paragraph will be indented 1cm from the page margins. The first line of the paragraph will be intended by a further 1cm.

6) Click the **Undo** icon ↺ ▾ or press **[Ctrl] [Z]** to return the margins to their previous state.

These margin changes can also be made more directly by using the markers on the ruler. If you look at the horizontal ruler at the top of the document, you will notice several markers on each end of the ruler. These can be used to adjust indents for the selected paragraph(s) by using your mouse.
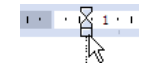
Adjusts the first
line indent

Right indent
marker

Adjusts the left
indent for all
but the first line
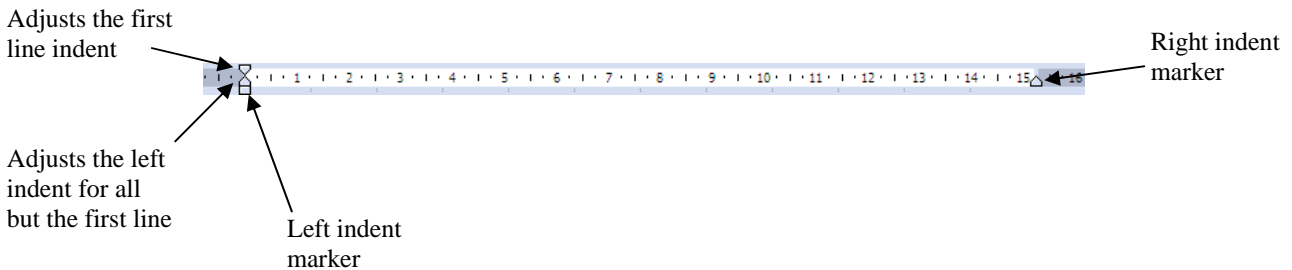
Left indent
marker

7) Make sure the first paragraph is still selected.

8) Move your mouse over the **Right Indent** marker △ on the ruler and drag it about *1cm* to the left.

9) Move your mouse over the **Left Indent** marker □ on the ruler and drag it to the right approximately ½ a cm. The first line and hanging indent markers will also move. Notice that when you drag the marker, it moves in small steps, which can make it hard to get it to exactly the position you want.
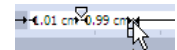
10) Hold down the **[Alt]** key and drag the **Left Indent** marker so that it is exactly on the *½cm* mark. Holding down **[Alt]** while dragging allows you to be more precise with measurements.
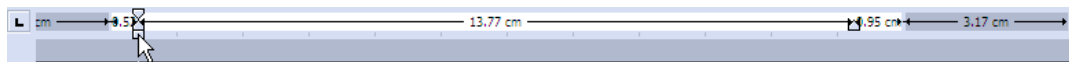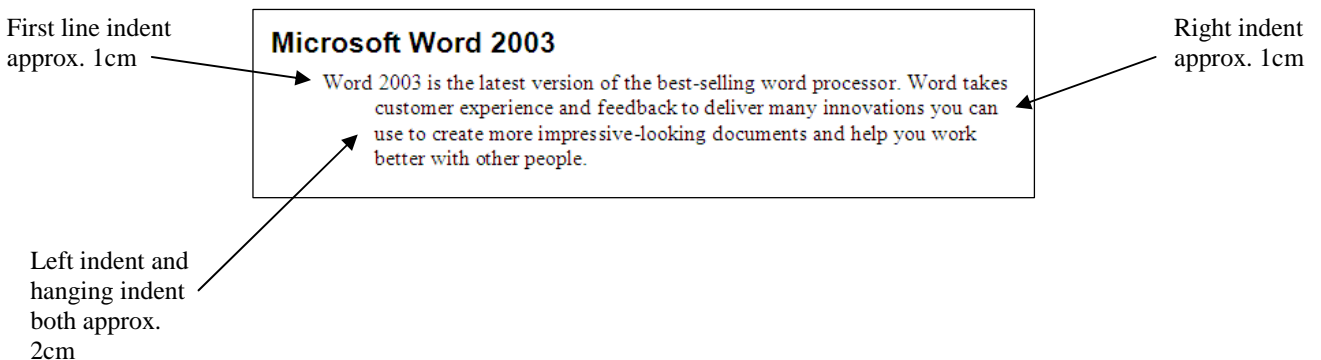
11) Drag the **First Line Indent** marker ▽ so that it is on the *1cm* mark. You can do it with or without the **[Alt]** key.

12) Drag the **Hanging Indent** marker △ so that it is on the *2cm* mark. A **Hanging Indent** is created when the first line is indented less than the rest of the paragraph.

Your paragraph should end up looking similar to the one below.

First line indent
approx. 1cm

Right indent
approx. 1cm

Microsoft Word 2003

Word 2003 is the latest version of the best-selling word processor. Word takes
customer experience and feedback to deliver many innovations you can
use to create more impressive-looking documents and help you work
better with other people.

Left indent and
hanging indent
both approx.
2cm

Exercise 6.   Page Breaks and Other Breaks

Page breaks allow you to specify where a new page will begin in a document. You can create page breaks by manually inserting a break where you need one. You can also specify breaks in your paragraph formatting so that a particular paragraph, such as a heading, will always begin on a new page.

1) Scroll down to the *Access Additional Productivity Resources* heading and place your insertion point at the beginning of the word *Access*.

2) From the Insert menu choose Break.
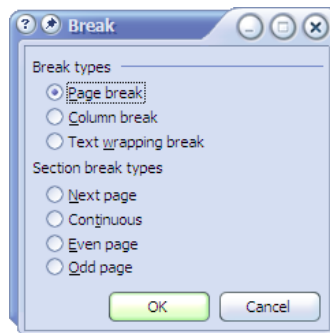
3) Make sure the **Page Break** option is selected and click **OK** (or press **[Enter]**). A page break will be inserted before the heading.

4) Click the **Show/Hide** icon ¶ on the toolbar to display hidden characters.

5) Scroll to the previous page to see the page break indicated.
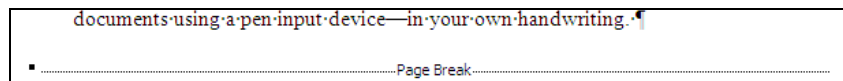
6) Click the icon again to hide hidden characters.

7) Click the Undo icon 🔄 or press **[Ctrl] [Z]** to remove the page break. We will try some other methods for adding a page break.

8) Make sure your insertion point is still in front of the heading and press **[Ctrl] [Enter]**. This is a shortcut for manually adding a page break.

9) Undo once again to remove the page break. Now we will try adding a page break using the paragraph formatting options.

10) Right-click on the heading or go to the **Format** menu and then choose **Paragraph**.

11) Make sure the **Line and Page Breaks** tab is selected at the top of the Paragraph options.
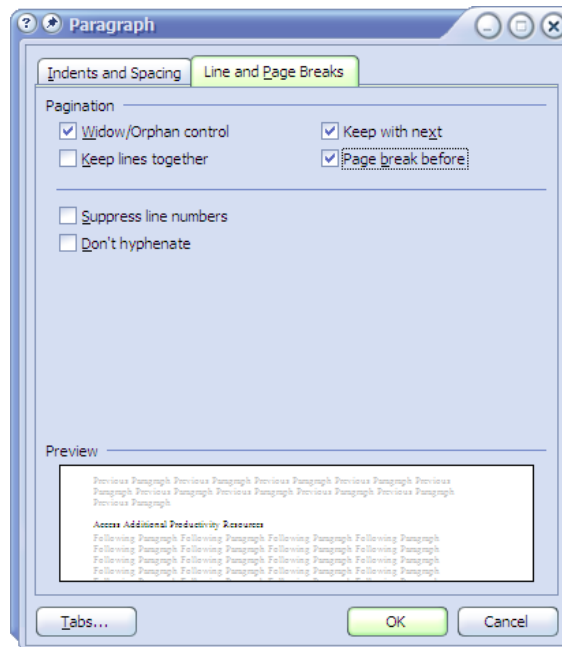
12) Click the **Page break before** option and click **OK**. Since this page break is part of the paragraph formatting, this paragraph will now always begin on a new page, even when text is re-arranged in the document. For headings, this is often better than putting in a manual page break as we did before.

13) Use the Paragraph formatting option to place a page break before each of the following headings in the document.

- Capture and Reuse Information

- Word 2003 System Requirements

Tip	If you want to create a new line without starting a new paragraph, you can insert a line break by pressing [Shift] [Enter]. The new line will retain the paragraph formatting because it will still be a part of the same paragraph.

Page Headers & Footers
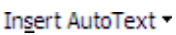
Headers and footers allow you to have similar information, such as page numbers or document titles, repeated at the top or bottom of every page. For example, on this particular page, the header that is repeated on every page shows *Using Microsoft Word* and *Paragraph Formatting*. The footer at the bottom of each page shows the filename of this document and the page numbers in the document.

Exercise 7.   Adding Headers & Footers

1) Make sure the *Word 2003* document is still open.

2) From the **View** menu select **Header and Footer**. A blank header and footer will be added to the page and the **Header and Footer** toolbar will appear.
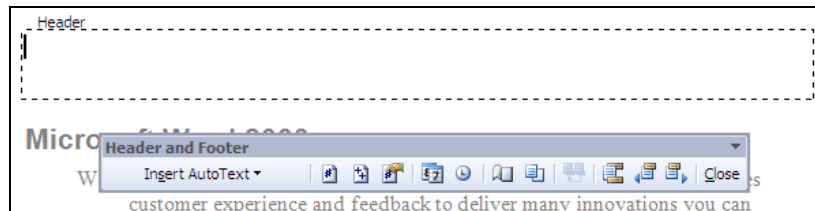

The toolbar contains the following icons.

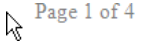|	
Insert AutoText ▾	Choose from options such as inserting filename and author name.
	Insert page number.
	Insert total number of pages.
	Format the page number.
	Insert the current date. Updates every time the document opens.
	Insert the current time. Updates every time the document opens.
	Display the page setup options.
	Hide/Display text on the page while you work on Headers and Footers.
	If your document has section breaks, this icon links the header of the current section with the one from the previous section.
	Switch between viewing the page header and page footer.
	View the previous section's header/footer.
	View the next section's header/footer.
Close	Finish editing the header and footer.

3) Make sure your insertion point is at the left of the page header.

4) Type *Microsoft Word 2003*.

5) Click the **Switch Between Header and Footer** icon on the toolbar. You will be taken to the footer at the bottom of the page.

6) Click the **Insert AutoText** button on the toolbar and then click the **Filename** option from the list.

7) The filename will be inserted in the left part of the footer. If you rename the file, the filename will update in the footer the next time you open the document.

8) Press **[Tab]** to move to the middle section of the document.

9) Press **[Tab]** a second time to move to the right section of the footer.

10) Type *Page* followed by a space.

11) Click the **Insert Page Number** icon on the toolbar and then add another space.

12) Type *of* followed by a space.

13) Click on the **Insert Number of Pages** icon on the toolbar.

14) Click **Close** on the toolbar to finish editing the header and footer.
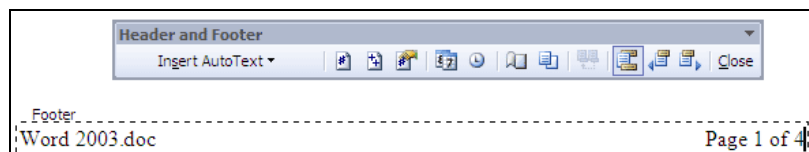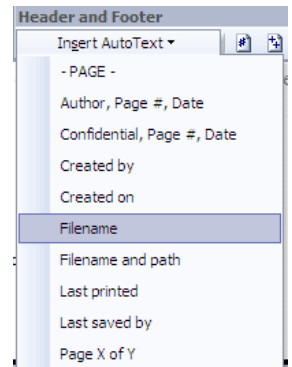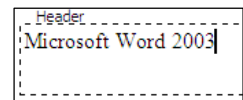
Exercise 8.   Modifying the Page Number Format

1) Move your mouse over the footer at the bottom of the page.

2) Double-click to edit the footer. When you have already created a header and footer, this is easier than going to the **View** menu to edit them.

3) When the **Header and Footer** toolbar appears, click the **Format Page Number** icon.
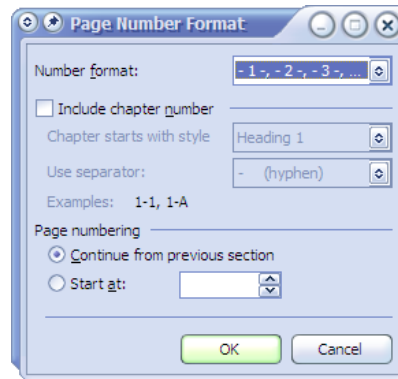
4) Change the number format to the option shown above and click **OK**.

Page - 1 - of 4

5) Move your mouse over an area of the page outside the footer area and double-click. This is a quick way to end header and footer editing.

Page - 1 - of 4

6) Save changes and close the document.

7) Open the document called *Paragraphs Exercise* and follow the instructions in the document to practice paragraph formatting.

8) Save and close the document when you are done.
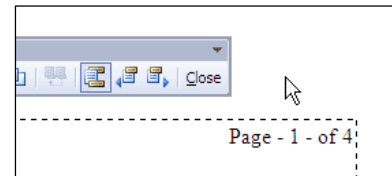
Shortcuts Covered in This Section

Alt Shift →	Increase paragraph indent (or increase level – covered later on).
Alt Shift ←	Decrease paragraph indent (or decrease level – covered later on).
Ctrl 1	Single line spacing.
Ctrl 2	Double line spacing.
Ctrl 5	1.5 line spacing.
Ctrl E	Centre align paragraphs.
Ctrl Enter	Insert a page break.
Ctrl J	Justify aligns paragraphs.
Ctrl L	Left align paragraphs.
Ctrl R	Right align paragraphs.
Shift Enter	Insert a line break in a paragraph.