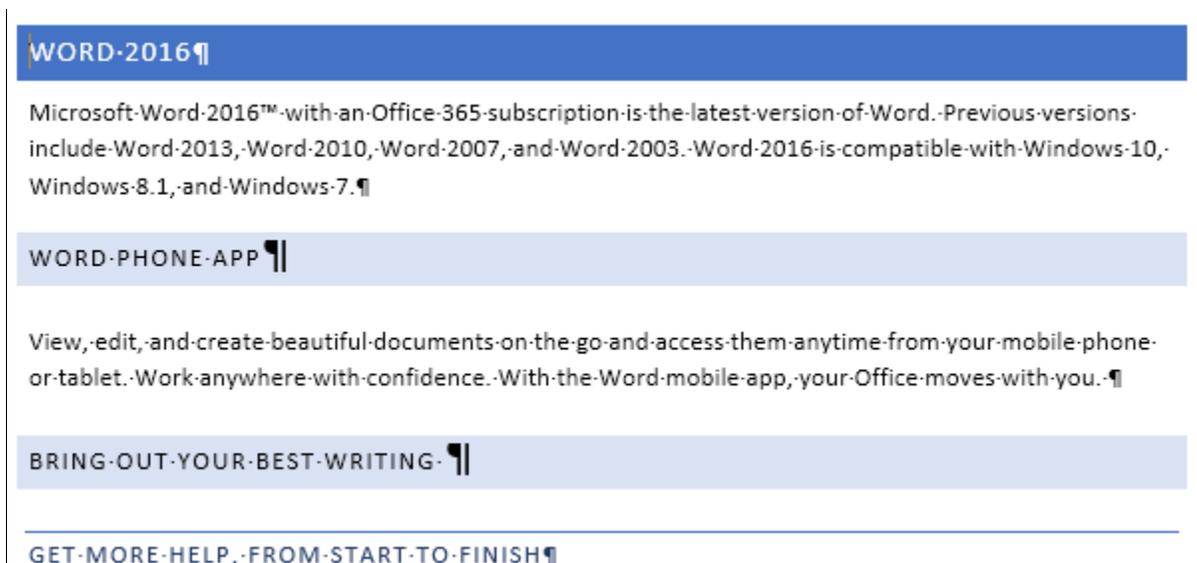# Using Microsoft Word

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_2016* document.

2) Click the **Show/Hide** icon ¶ on the ribbon.

WORD·2016¶

Microsoft·Word·2016™·with·an·Office·365·subscription·is·the·latest·version·of·Word.·Previous·versions· include·Word·2013,·Word·2010,·Word·2007,·and·Word·2003.·Word·2016·is·compatible·with·Windows·10,· Windows·8.1,·and·Windows·7.¶

WORD·PHONE·APP¶

View,·edit,·and·create·beautiful·documents·on·the·go·and·access·them·anytime·from·your·mobile·phone· or·tablet.·Work·anywhere·with·confidence.·With·the·Word·mobile·app,·your·Office·moves·with·you.·¶

BRING·OUT·YOUR·BEST·WRITING·¶

GET·MORE·HELP,·FROM·START·TO·FINISH¶

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 (after the heading).

2) Click the **Paragraph** dialog box icon in the ribbon as shown to below.
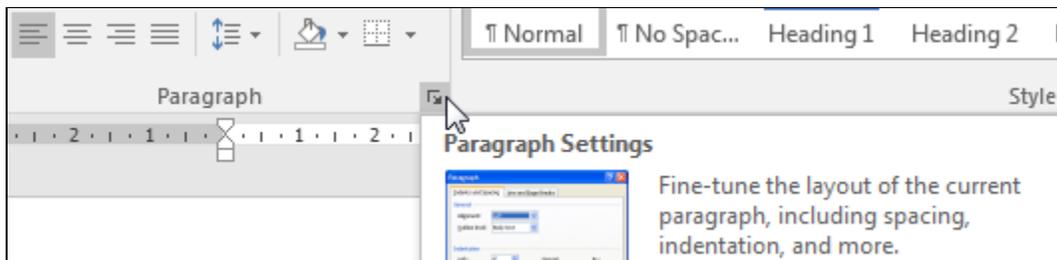
You can also right-click on the paragraph and choose ☰¶   Paragraph... from the shortcut menu. The **Paragraph** dialog will appear.
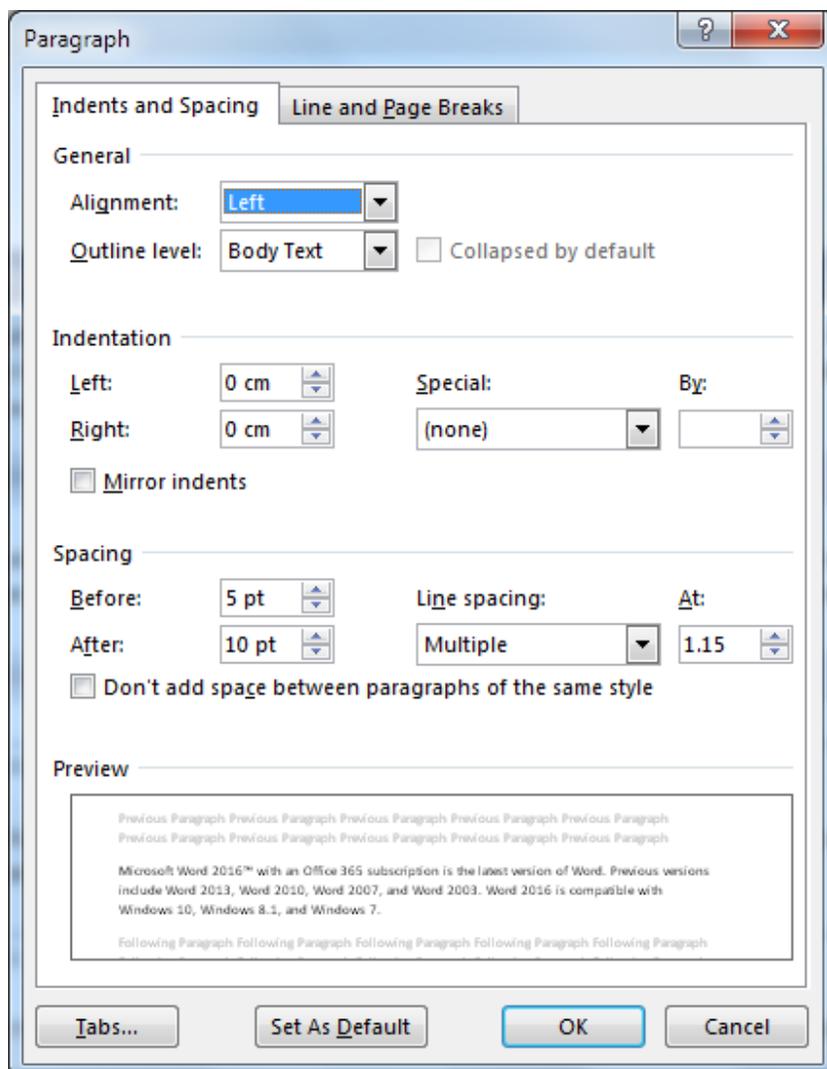
3) In the **Spacing** section you can adjust the paragraph spacing options. Click on the up arrow next to the **Before** option until the box shows *12pt*. 12 pt

4) Do the same for the **After** option so that there will be 12 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 under the "Bring out your best writing" heading so that they each have *18 points* of space after the paragraph and *12 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 cause problems later, especially when you begin working with styles.

Exercise 3. Adjusting Line Spacing

1) Click in the first paragraph under the first heading.

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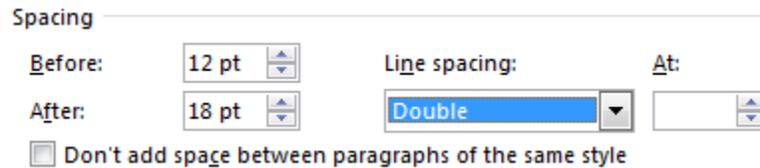
3) Change the **Line Spacing** option to *double*.

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

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

6) Press **[Ctrl] [2]**. This will change the paragraph to double 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 ribbon. 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.
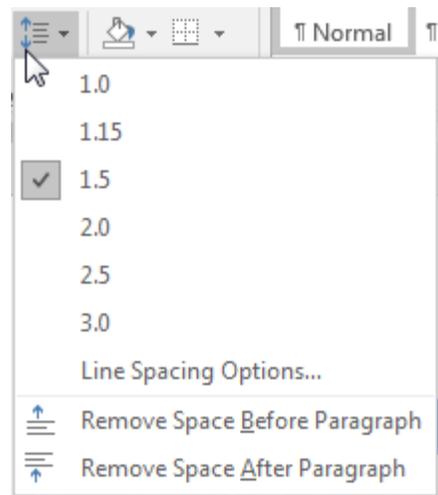
Alignment and Indentation

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.

Display the **Paragraph** formatting dialog.

2) You will see a drop-down list next the **Alignment**. Select *Centered* from the list.
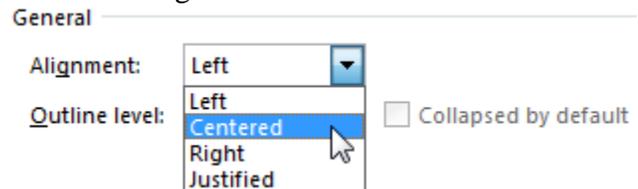
3) Click **OK** to make the change. The text in that paragraph will be lined up horizontally with the centre of the page.

You can also change the alignment options using shortcuts.

4) 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.

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

6) 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.

7) 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.

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. The paragraph will be indented by a small amount (a little over a cm).

3) Click the **Decrease Indent** icon ⇤☰ 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.
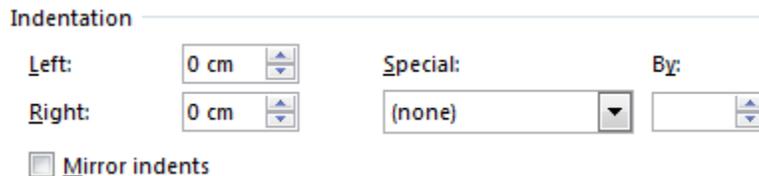
The **Left** and **Right** options allow you to change how much the paragraph is indented from the left page margin and right page margin. The remaining options affect only the first line of the paragraph. The **Special** option allows you to choose a *First Line* indent (so the first line is indented 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.
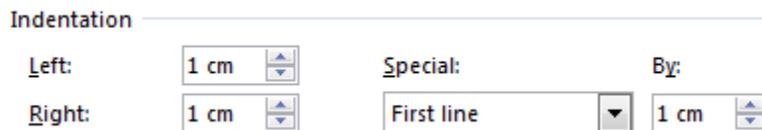
The left and right sides of the paragraph will be indented 1cm from the page margins. The first line of the paragraph will be intended by a further 1cm.

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.

7) If the rulers are not visible on your document, click the **View** tab on the ribbon and then turn on the **Ruler** option. ☑ 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.

8) Make sure the first paragraph is still selected.

Adjusts the first line indent

Right indent marker

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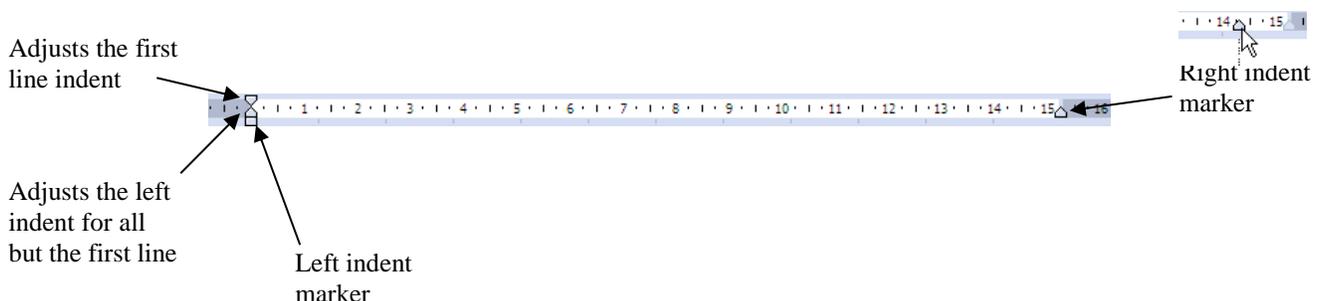
Left indent marker

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

10) 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 sometimes make it hard to get it to exactly the position you want.
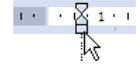
11) Hold down the **[Alt]** key and drag the **Left Indent** marker so that it is exactly on the *½cm* mark. Holding down **[Alt]** while dragging allows you to be more precise with measurements.

12) Drag the **First Line Indent** marker ▽ so that it is on the *1cm* mark. You can do it with or without the **[Alt]** key.

13) 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.

Right indent approx. 1cm

First line indent approx. 1cm

Microsoft Word 2010

Word 2010 offers the best of all worlds: it includes enhanced features to create professional-quality documents, easier ways to work together with people, and almost-anywhere access to your files.
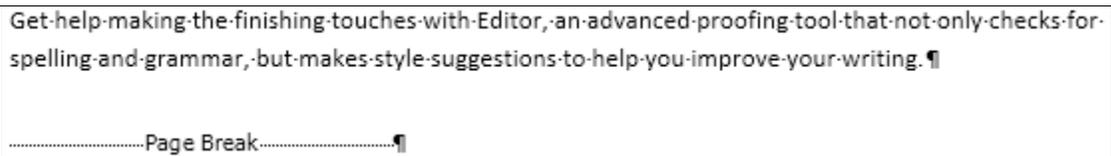
Left indent and hanging indent both approx. 2cm

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 *Collaborate with anyone, anywhere* heading and place your insertion point at the beginning of the word *Collaborate*.

2) From the Insert tab click Page Break.

                  Cover Page ▾
                  Blank Page
                  Page Break
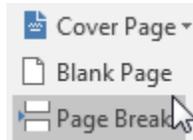
3) Click the Show/Hide icon ¶ on the Home ribbon tab to display hidden characters.

4) Scroll to the previous page to see the page break indicated.

Get·help·making·the·finishing·touches·with·Editor,·an·advanced·proofing·tool·that·not·only·checks·for·
spelling·and·grammar,·but·makes·style·suggestions·to·help·you·improve·your·writing.¶

·····················Page·Break····················¶

5) Click the ¶ icon again to hide hidden characters.

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

7) 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.

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

9) Click the Undo icon ↺ or press [Ctrl] [Z] to remove the page break.

10) Display the **Paragraph** format dialog.

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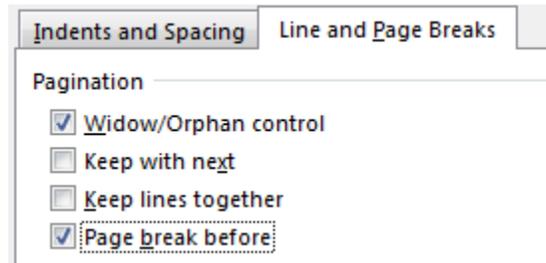
12) Click the **Page break before** option and click **OK**. Since this page break is part of the paragraph formatting, this paragraph will now always begin on a new page, even when text is re-arranged in the document. For headings, this is often better than putting in a manual page break as we did before.

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

Remember you can use the **[F4]** shortcut to repeat rather than open the Paragraph options for each one.

| 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 2016* and *6 - Paragraph Formatting*. The footer at the bottom of each page shows the copyright information and page numbers.
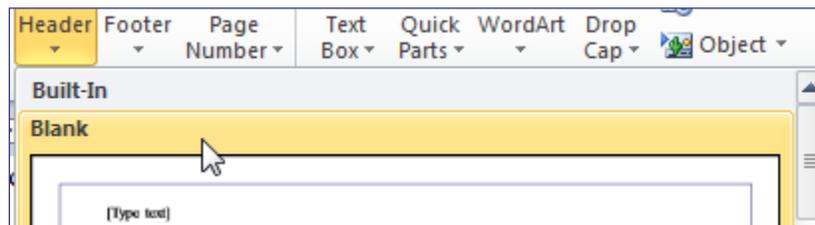
Exercise 7. Adding Headers & Footers

1) Make sure the *Word_2016* document is still open.

2) From the **Insert** ribbon tab click the **Header** icon. A list of header templates will appear.
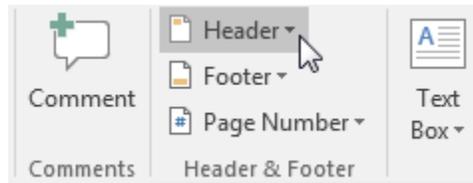
3) Click the first option (Blank).

A blank header will appear at the top of the page with a placeholder available for you to type text in to.

The words *Type here* show where your text will appear. Notice that while you are editing the header, a new **Design** tab appears on the ribbon. Under this tab you will see many icons for working with Headers and Footers, including several that can add useful elements like dates and page numbers.

4) Type *Microsoft Word 2016*. The text you type should appear where *Type here* was previously.
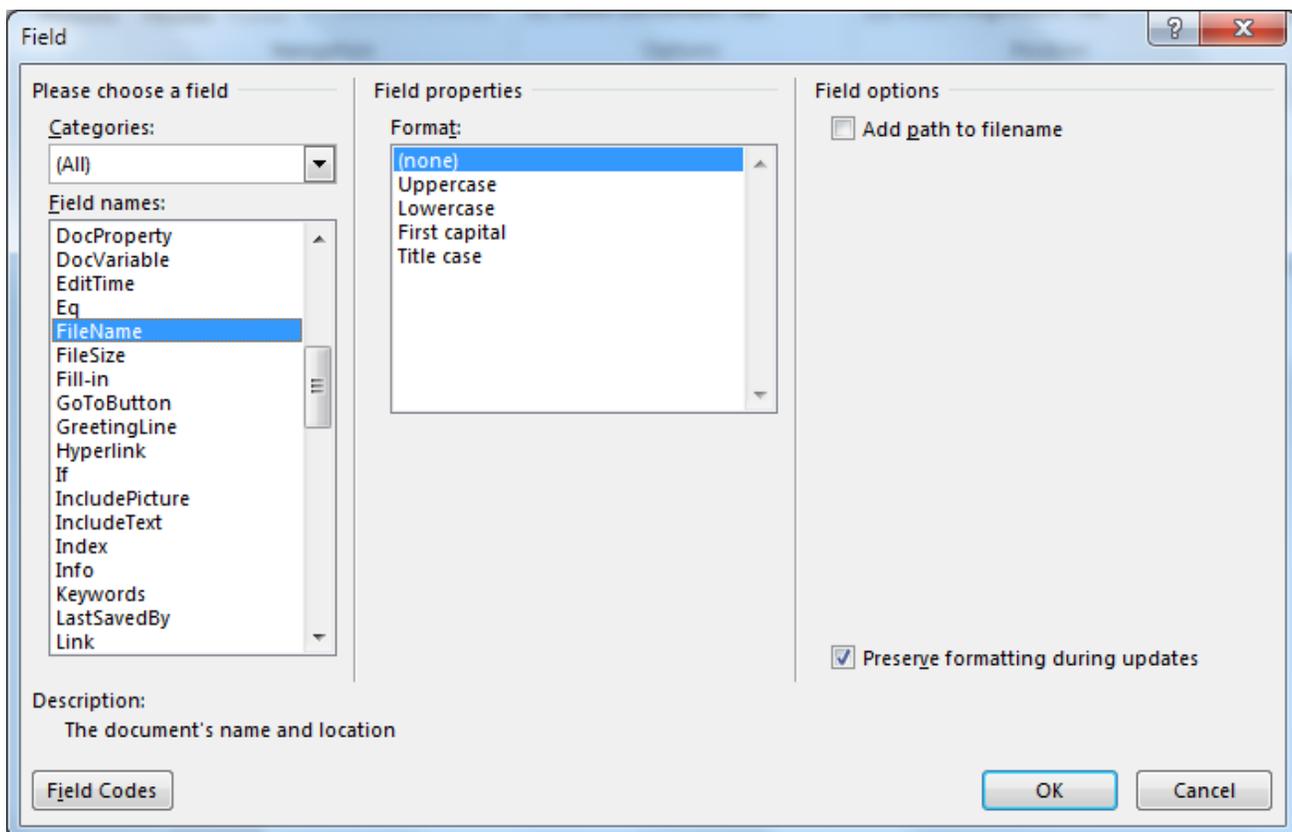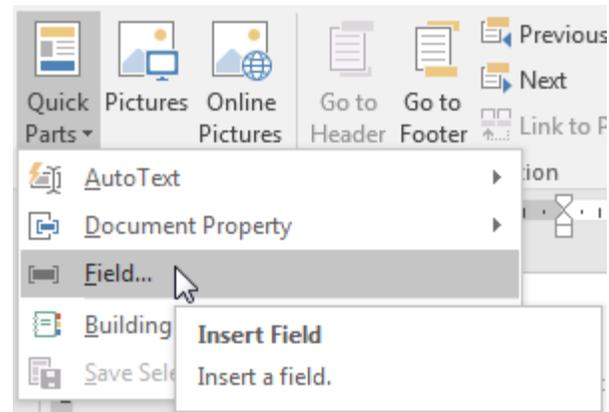
5) Click the **Go to Footer** icon on the **Navigation** ribbon group. You will be taken to the footer at the bottom of the page.
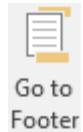
6) Click the **Quick Parts** icon on the Insert group of the ribbon.

7) When the list of AutoText options appears, click on ▭ Field…. The Field dialog will appear.

8) From the list of field types on the left choose FileName. The options in the middle allow you to select how the filename will appear for the selected field (in this instance it provides options for upper and lower case). The option on the right lets you choose whether or not you want the filename to include the location of the file.

Field

Please choose a field

Categories:
(All)

Field names:
DocProperty
DocVariable
EditTime
Eq
FileName
FileSize
Fill-in
GoToButton
GreetingLine
Hyperlink
If
IncludePicture
IncludeText
Index
Info
Keywords
LastSavedBy
Link

Field properties

Format:
(none)
Uppercase
Lowercase
First capital
Title case

Field options

☐ Add path to filename

☑ Preserve formatting during updates

Description:
    The document's name and location

[Field Codes]   [OK]   [Cancel]

9) Click **OK** to insert the filename.

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.

10) Press the **[Tab]** key on your keyboard to move to the middle section of the document.
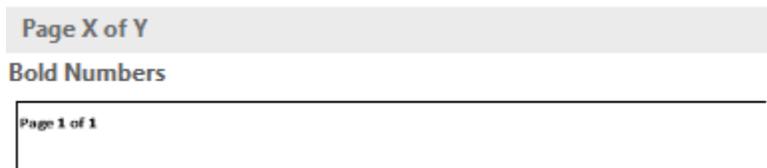
11) Press the **[Tab]** key a second time to move to the right section of the footer.

12) Click the **Page Number** icon on the ribbon.

13) From the menu which appears select <u>Current Position</u>.
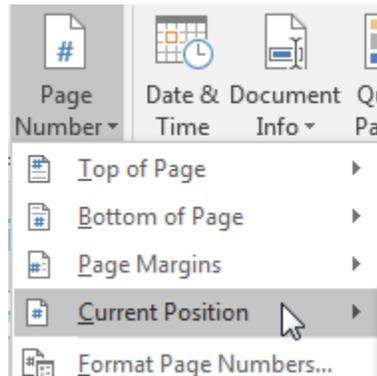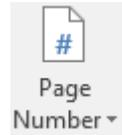
14) Scroll through the list of formats and click Page X of Y.

The right section of your footer should now show the page number on each page as well as the total number of pages.

15) Scroll down through the pages to see the page number on each page in your footer.

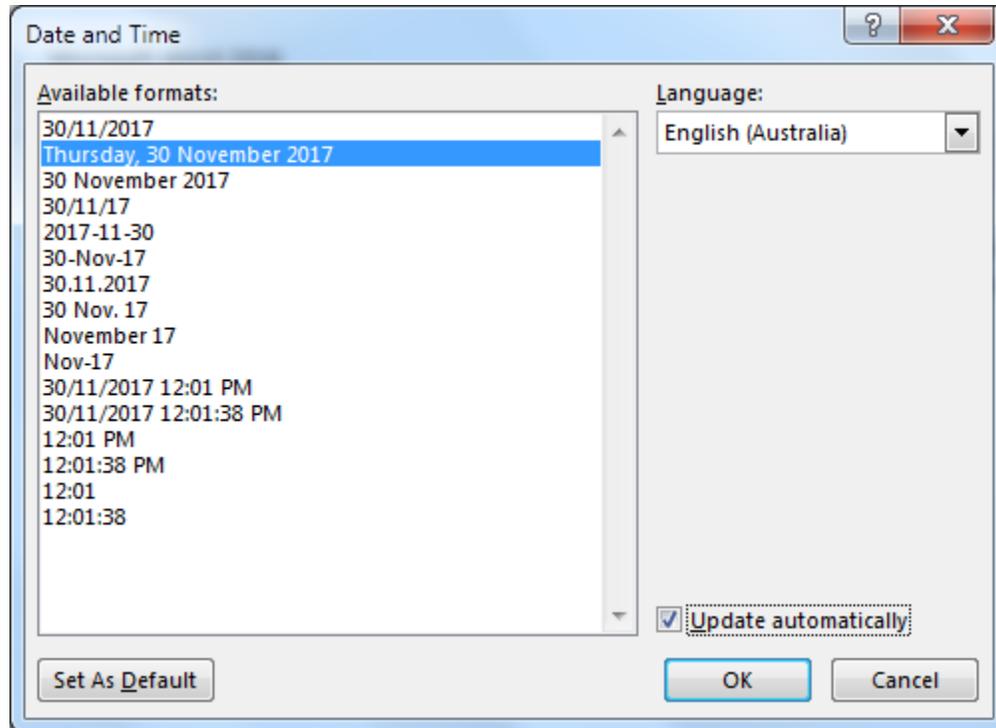The finished header and footer should look similar to the example below.
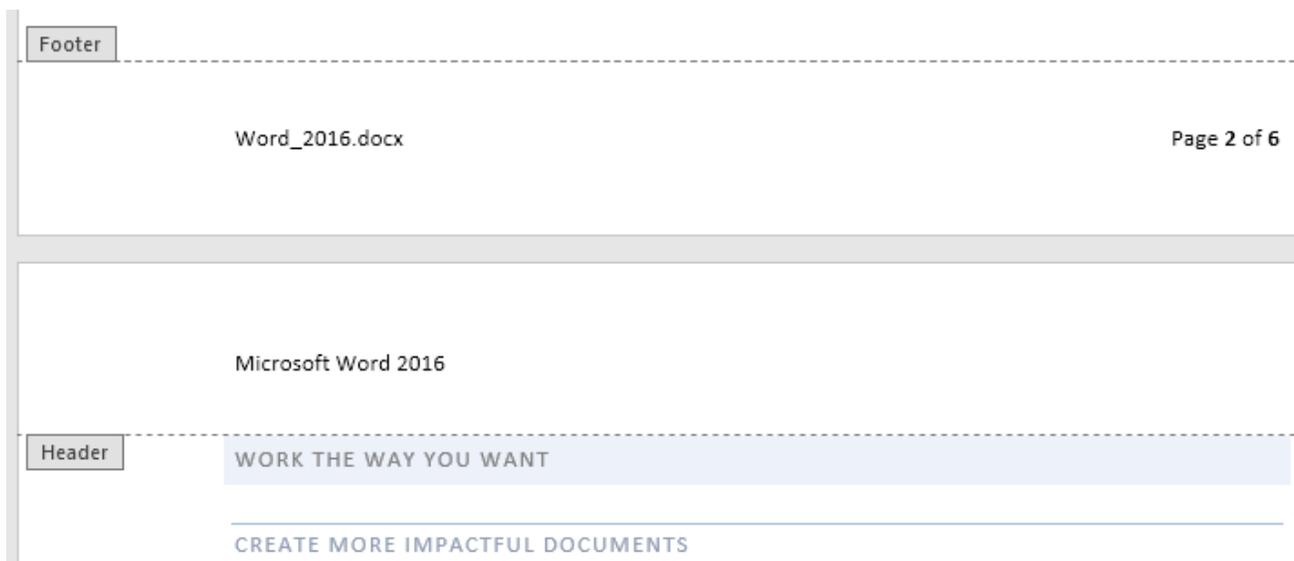
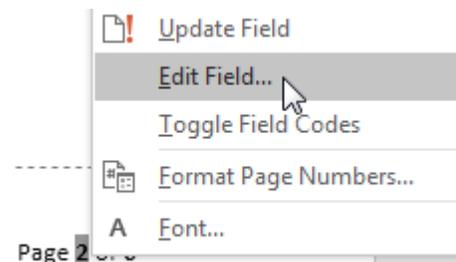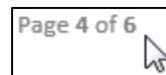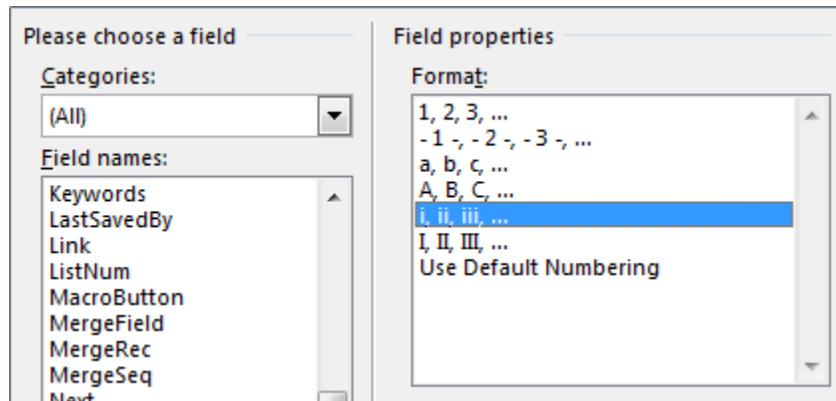16) Click the **Close Header and Footer** icon to return to regular page editing.
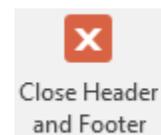
Exercise 8. Modifying the Header and Footer

1) Select the **Insert** tab on the Ribbon.

2) Click the Header icon and then choose ⬜ Edit Header from the bottom of the menu.

3) Click after the text *Microsoft Word 2016*.

4) Press the **[Tab]** key twice to move to the right side of the header.

5) Click the **Date & Time** icon from the Insert group on the ribbon.

Date and Time

Available formats:

30/11/2017
Thursday, 30 November 2017
30 November 2017
30/11/17
2017-11-30
30-Nov-17
30.11.2017
30 Nov. 17
November 17
Nov-17
30/11/2017 12:01 PM
30/11/2017 12:01:38 PM
12:01 PM
12:01:38 PM
12:01
12:01:38

Language:

English (Australia)

☑ Update automatically

Set As Default   OK   Cancel

6) Select the second date format in the list.

7) Check the **Update Automatically** box. This will ensure that the date will update each time you open the document.

8) Click **OK** to add the date.

Page 4 of 6

9) Click the **Close Header and Footer** icon.

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

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

12) Right-click on the page number and select **Edit Field**.

⬜! Update Field

Edit Field...

Toggle Field Codes

#⬚ Format Page Numbers...

A Font...

Page 2

Please choose a field

Categories:

(All)

Field names:

Keywords
LastSavedBy
Link
ListNum
MacroButton
MergeField
MergeRec
MergeSeq
Next

Field properties

Format:

1, 2, 3, …
- 1 -, - 2 -, - 3 -, …
a, b, c, …
A, B, C, …
i, ii, iii, …
I, II, III, …
Use Default Numbering

13) Change the number format to the roman numerals option shown above and click **OK**.

14) Change the total number of pages to roman numerals in the same way.

15) 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.

Word_2016.docx   Page ii of 6

Microsoft Word 2016   Thursday, 30 November 2017

16) Save changes and close the document.

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

18) Save and close the document when you are done.

Shortcuts Covered in This Section

Ctrl 1	Single line spacing.
Ctrl 2	Double line spacing.
Ctrl 5	1.5 line spacing.
Ctrl E	Centre align paragraphs.
Ctrl J	Justify aligns paragraphs.
Ctrl L	Left align paragraphs.
Ctrl R	Right align paragraphs.
Ctrl Enter	Insert a page break.
Shift Enter	Insert a line break in a paragraph.