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| **Computer Technology**  **Word Lesson 3** | |
| **Quick Styles** | 1. A style is a predesigned format that can be applied to text in a document. The Quick Styles Group is located on the right side of the HOME tab. 2. To apply a style:    1. Position insertion point in paragraph of desired text and make a choice from selections shown.    2. Click the More button in Styles group for more choices.    3. Select desired style. 3. Default formatting of 8 points of spacing after paragraphs and line spacing of 1.08 or any other character formatting can be removed by applying *No Spacing* style. 4. To change to a different Quick Styles set: 5. Click the DESIGN tab. 6. From the Document Formatting group, click the desired style set thumbnail. |
| **Paragraph Spacing** | 1. Word has a default of 8 points of spacing after a paragraph. You can remove this spacing, increase it, or decrease it. 2. Space can also be inserted above a paragraph. 3. Spacing before or after paragraphs is added in points (*72 points = one vertical inch).* 4. Spacing before or after a paragraph is a part of that paragraph and it will be moved, copied, or deleted with the paragraph. 5. To change paragraph spacing: 6. Click PAGE LAYOUT tab and go the Paragraph group. 7. Change spacing with *Spacing Before and/or Spacing After* measurement boxes. **OR** 8. Use the Paragraph group dialog box and enter desired measurements. |
| **Character Formatting** | 1. Text can be bolded, italicized, and underlined with buttons found on the HOME tab Font group or with shortcut commands. This can be done as text is keyed or by selecting it later. 2. Shortcuts:    1. Ctrl + B = Bold    2. Ctrl + I = Italicize    3. Ctrl + U = Underline |
| **Repeat Command** | 1. If you apply formatting to text and then want to apply the same formatting to other text, use the Repeat Command. 2. Press F4 to repeat the previous command or CTRL + Y. |
| **Centering** | To center a document vertically:   1. On the PAGE LAYOUT tab, click the Page Setup Dialog Box launcher, and then click the Layout tab. 2. In the Vertical alignment box, click Center. 3. In the Apply to box, make desired selection. |
| **Paragraph Alignment** | 1. Use the alignment buttons found in the Font group on the HOME tab.  **OR** 2. Use the following shortcut commands:    1. Left = Ctrl + L    2. Right = Ctrl + R    3. Center = Ctrl + E    4. Justify = Ctrl + J 3. To return paragraph alignment to the default, click the Align Left button. 4. All paragraph formatting can be returned to the default by selecting all text and pressing Ctrl + Q |
| **Indenting Text** | 1. **First line indent** *(indenting only the first line of a paragraph).* Methods of indenting the first line:    1. Tab key    2. Drag the first line indent marker on the ruler.    3. Click the Alignment button on the ruler until First Line Indent button displays then click on the ruler at the desired location. 2. **Left indent** methods:    1. Ctrl + M shortcut.    2. Click the Increase Indent button in the Paragraph group on the Home tab.    3. Display Paragraph dialog box, type the desired indent measurement in the *Left* measurement box.    4. Drag the left indent marker on the ruler. 3. **Right indent** methods:    1. Insert a measurement in the *Indent Right* measurement box in the Paragraph group on the PAGE LAYOUT tab.    2. Drag the Right Indent marker on the ruler bar. 4. **Left and right indent** methods:    1. At the Paragraph dialog box, key indent measurement in the Left and Right text boxes.    2. Drag indent markers on ruler. 5. **Hanging indent** methods:    1. Ctrl + T shortcut    2. Display the Paragraph dialog box and from the *Special* list box click *Hanging*.    3. Click the Alignment button on the Ruler until the Hanging Indent button displays. Click the ruler at the desired location. |
| **Paragraph Borders** | To add a border to a paragraph:   1. Make sure the insertion point is to the left of the current paragraph or within the paragraph. 2. From the HOME tab Paragraph group, use options from the Borders button drop-down menu.   To add shading to a paragraph:   1. Place insertion point inside desired paragraph or select desired text. 2. From the HOME tab Paragraph group, use options from the Shading button drop-down menu.   To customize paragraph borders and shading:   1. Click the Borders button drop-down and select Borders and Shading (*located at bottom of drop-down list)*. 2. From the Borders and Shading dialog box, select the Borders tab. 3. Under Setting, click Box. 4. Use the Style box to see border line options. 5. Use the Color box to change the color of the border. 6. Open the Width drop-down list to change the point size of the border. 7. The Preview box shows the Box setting. Each button around the Preview box indicates a selected border. 8. The Options button allows you to change the space between the text and the border. 9. Click the **Shading Tab**to add fill and patterns. 10. Click the None border button to delete a border. |
| **Page Borders** | To add a border to an entire page:   1. Click the DESIGN tab. 2. From the Page Background group, select Page Borders. 3. From the dialog box, click the Page Border tab and make desired choices for line style, color, and width. 4. Use the Art box for decorative borders. 5. Use the Options button to change the space between the text and the border and indicate whether border is around headers or footers. |
| **Reveal Formatting** | 1. Formatting applied to specific text can be displayed in the Reveal Formatting task pane. 2. To open the Reveal Formatting task pane, use the keyboard shortcut Shift + F1. 3. A solid filled triangle precedes *Font and Paragraph* list. 4. A hollow triangle precedes *Section* in the *Formatting of selected text* list. 5. Click a hyperlink and dialog box displays where you can make desired changes. |
| **Multilevel Lists**  **(*Outlines)*** | To create a multilevel list:   1. From the HOME tab in the Paragraph Group, click the Multilevel List icon. 2. Choose an outline style from the List Library. 3. Start typing to begin the list. Press Enter when you finish the line to start a new line. 4. When you want a new list level, press the Tab key and begin typing. 5. Press Enter to return to the previous list level. |