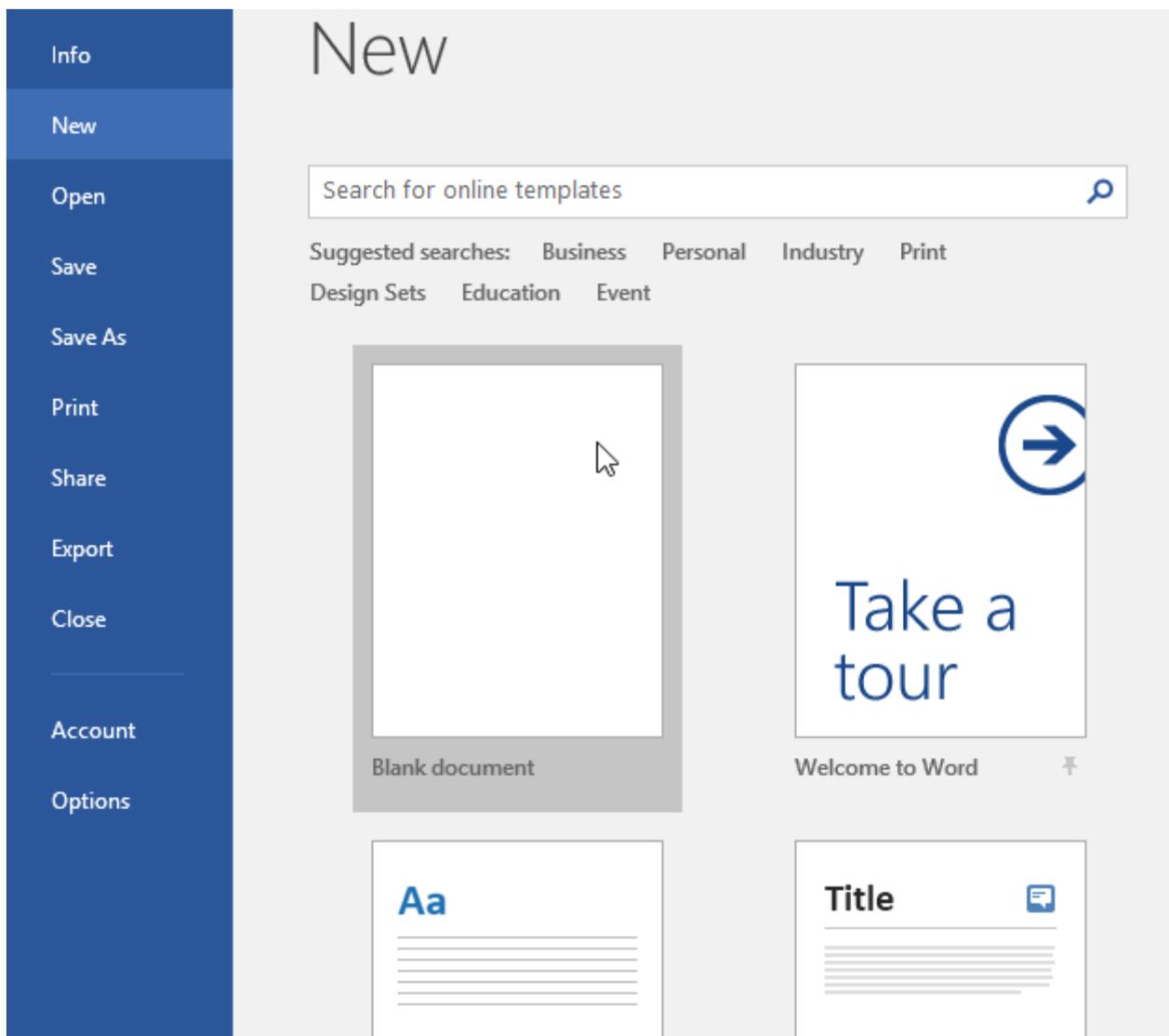


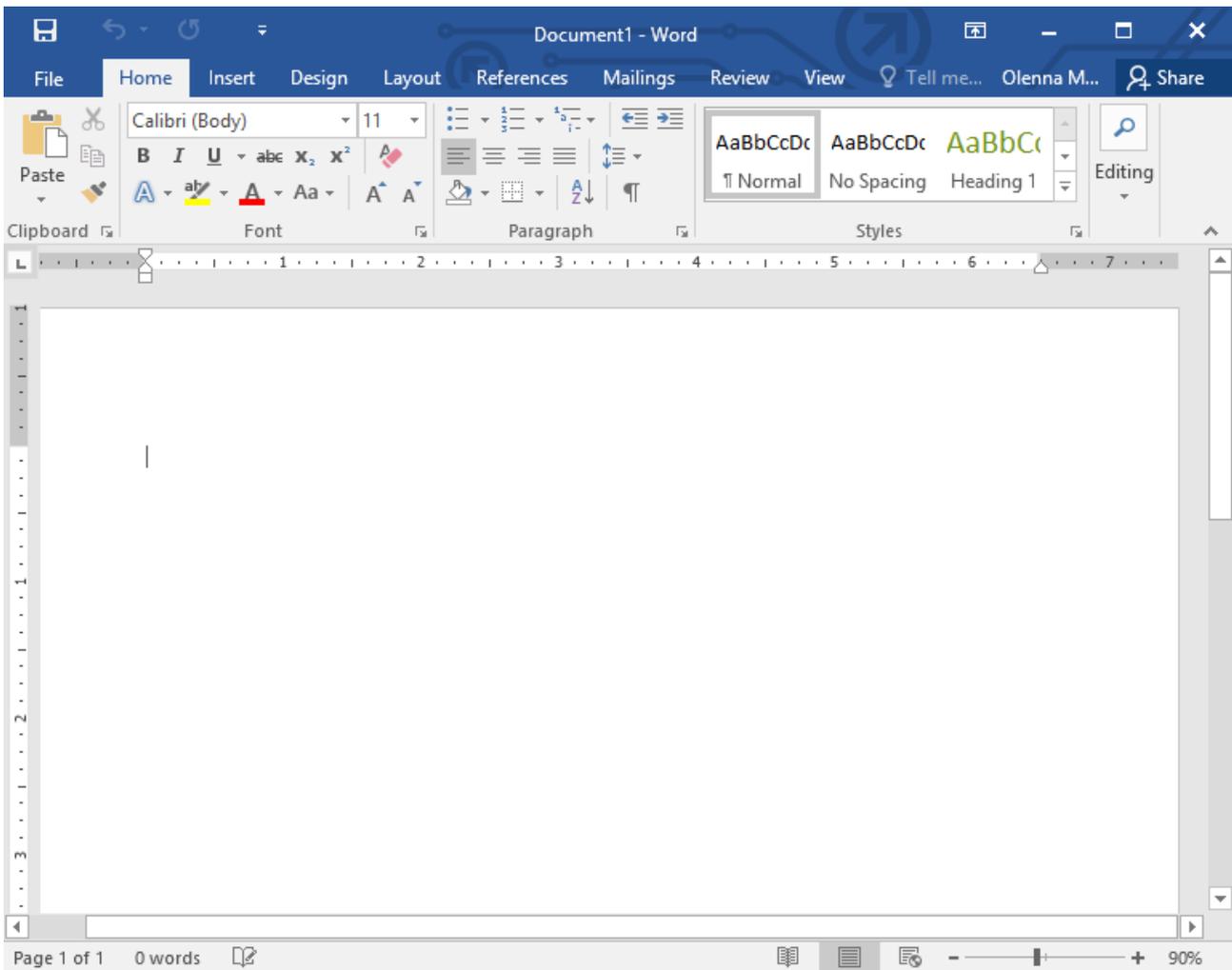
Introduction

Microsoft Word is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

The Word interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.



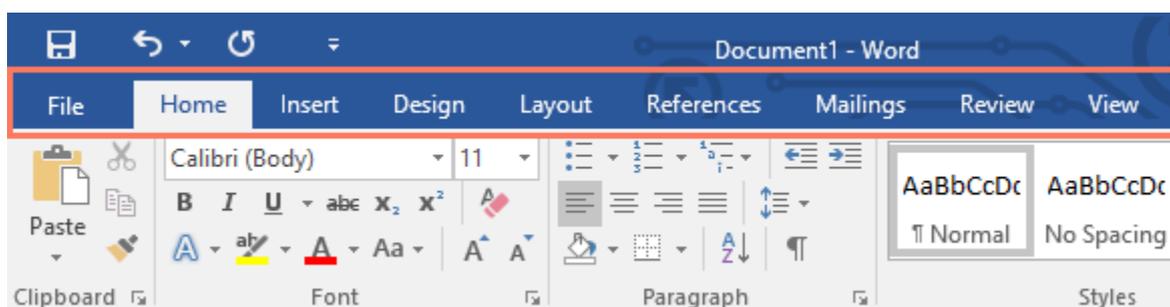


Working with the Word environment

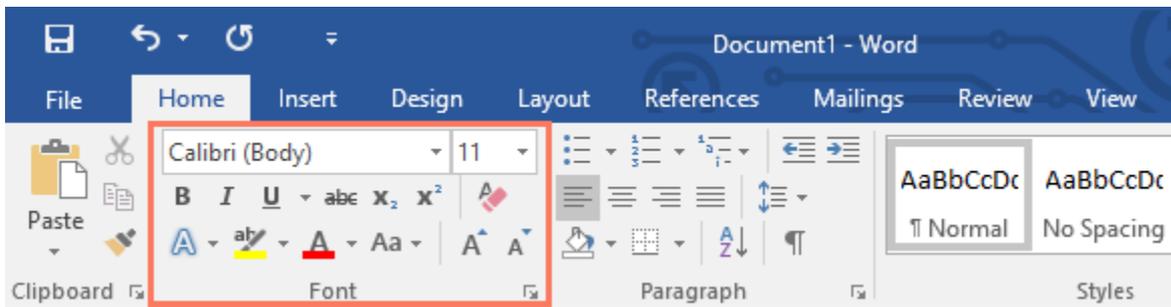
All recent versions of Word include the **Ribbon** and the **Quick Access Toolbar**, where you'll find commands to perform common tasks in Word, as well as **Backstage view**.

The Ribbon

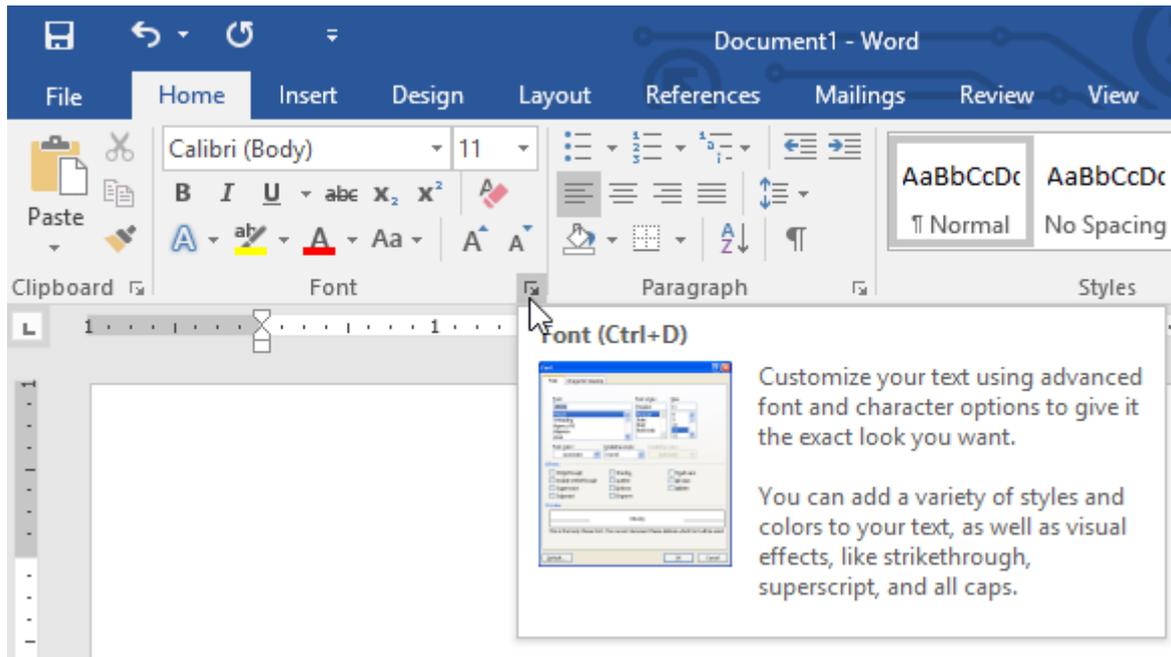
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

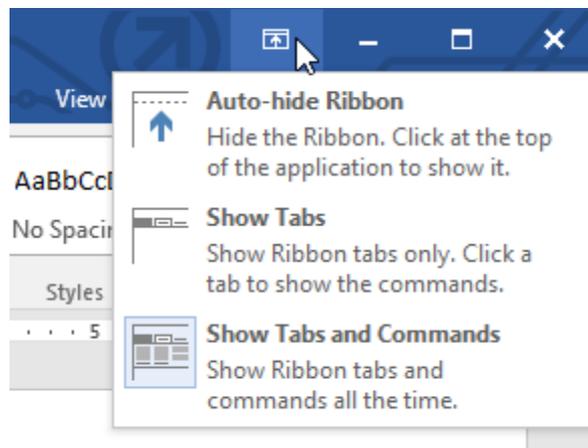


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:



- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.

- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

The Quick Access Toolbar

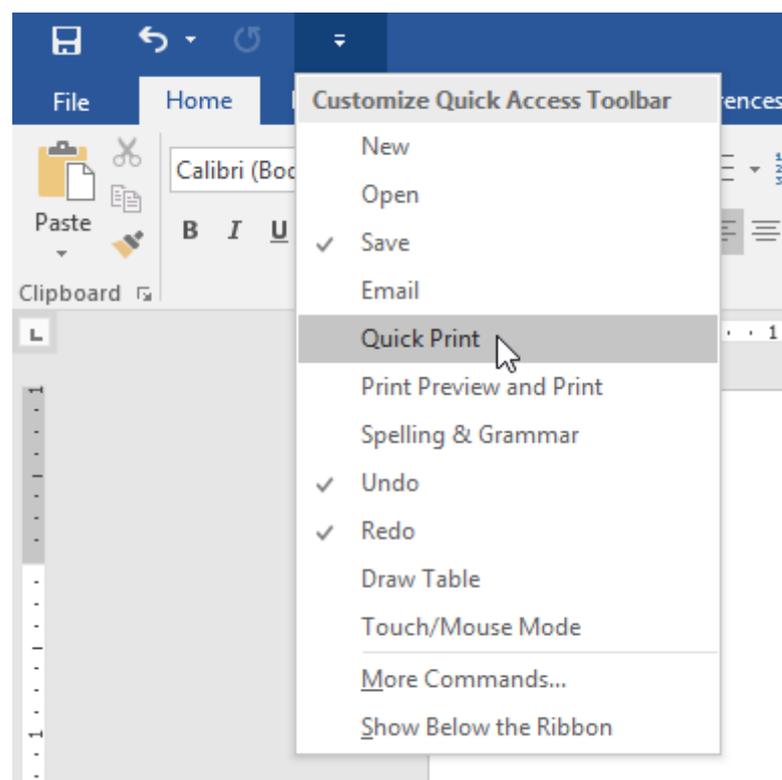
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

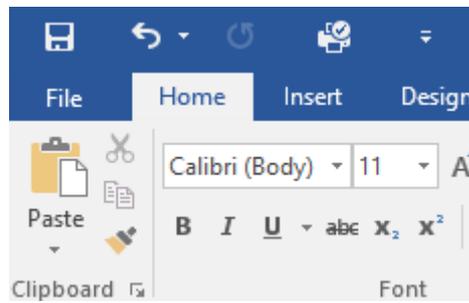
1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



2. Select the **command** you want to add from the menu.



3. The command will be **added** to the Quick Access Toolbar.

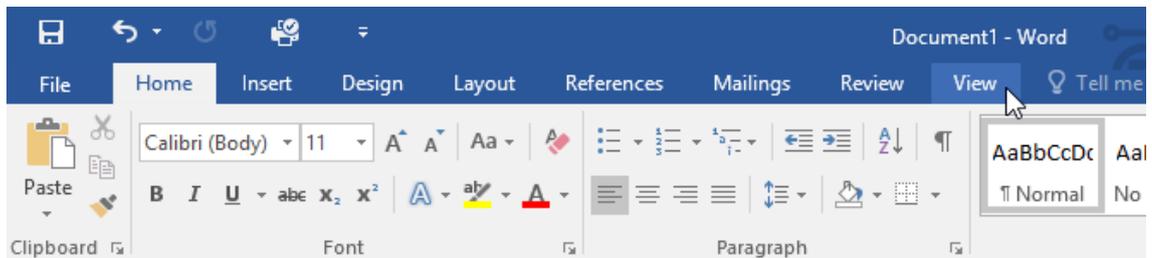


The Ruler

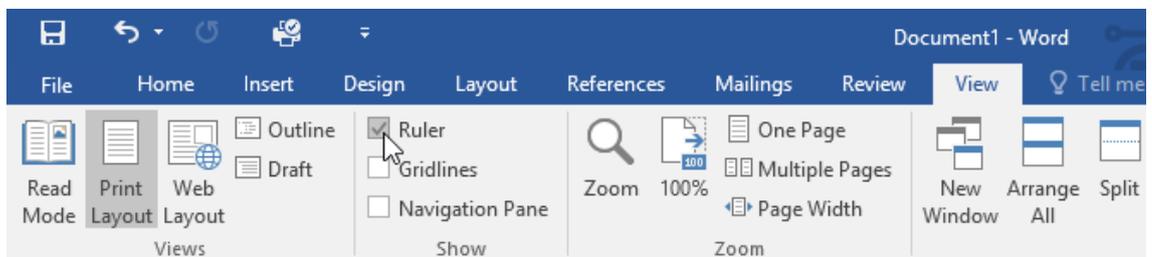
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

1. Click the **View** tab.



2. Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.

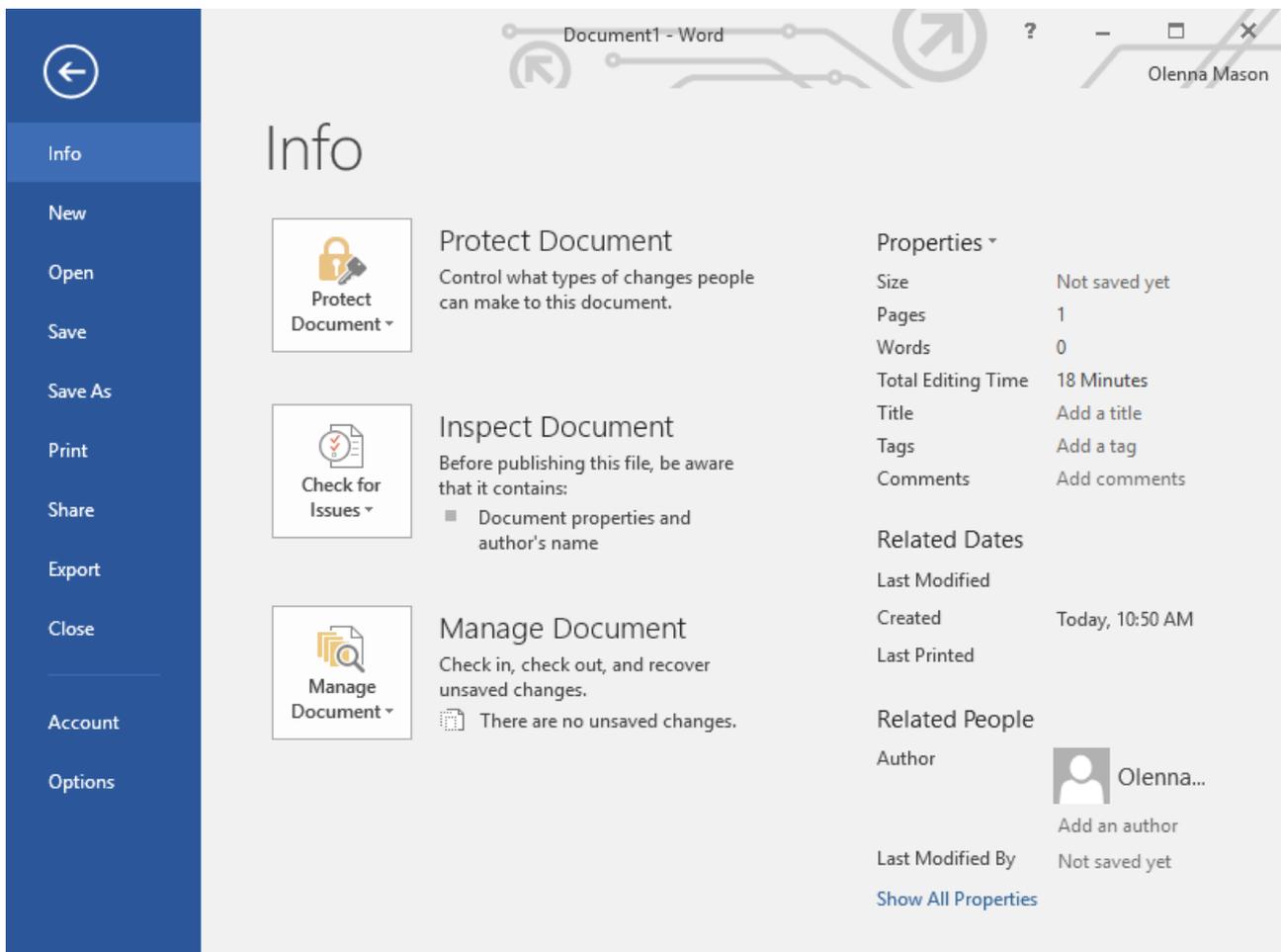


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



Document views and zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

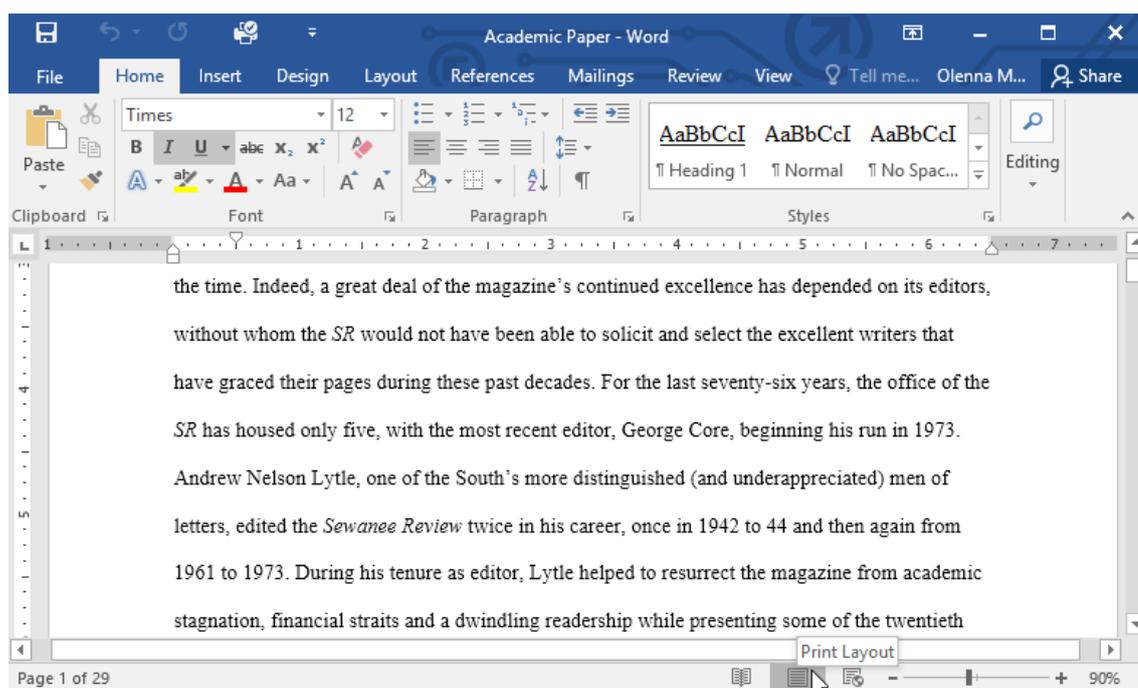
Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

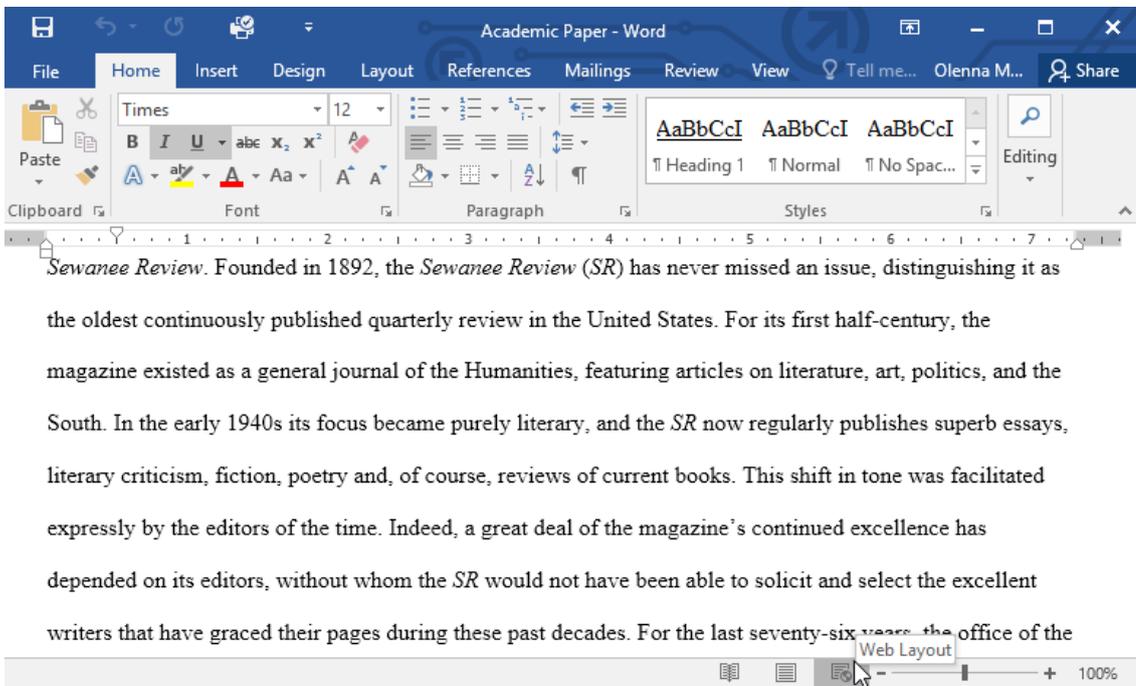
- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.

without whom the *SR* would not have been able to solicit and select the excellent writers that have graced their pages during these past decades. For the last seventy-six years, the office of the *SR* has housed only five, with the most recent editor, George Core, beginning his run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the twentieth century's finest critics, writers and poets.

- **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.



- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **-** **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

rs of the time. Indeed, a great deal of the magazine's
ed on its editors, without whom the SR would not have
e excellent writers that have graced their pages during



Saving and Sharing Documents

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

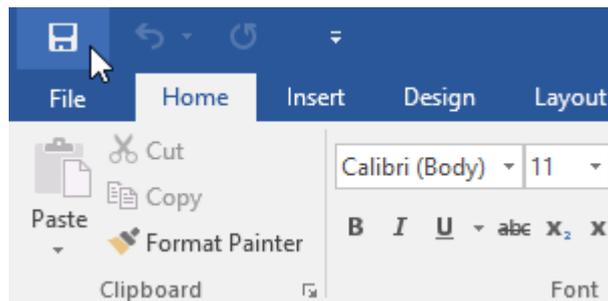
- **Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

- **Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

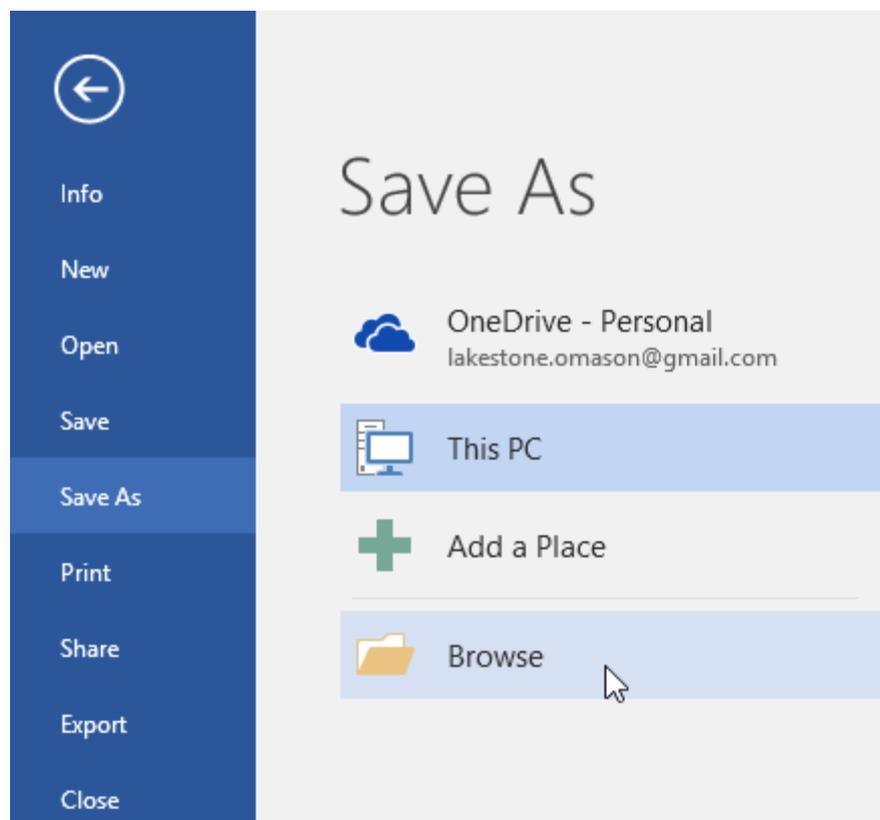
To save a document:

It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

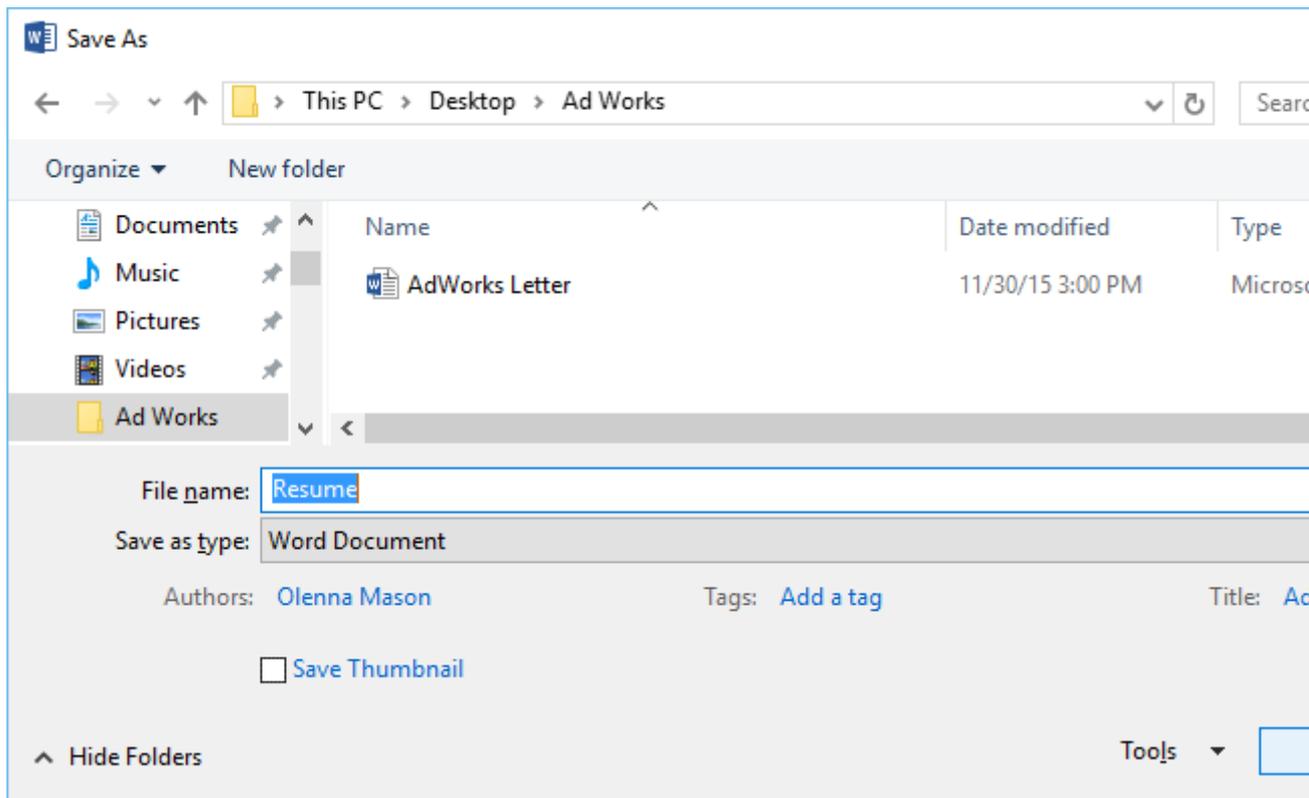
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. You can also click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.



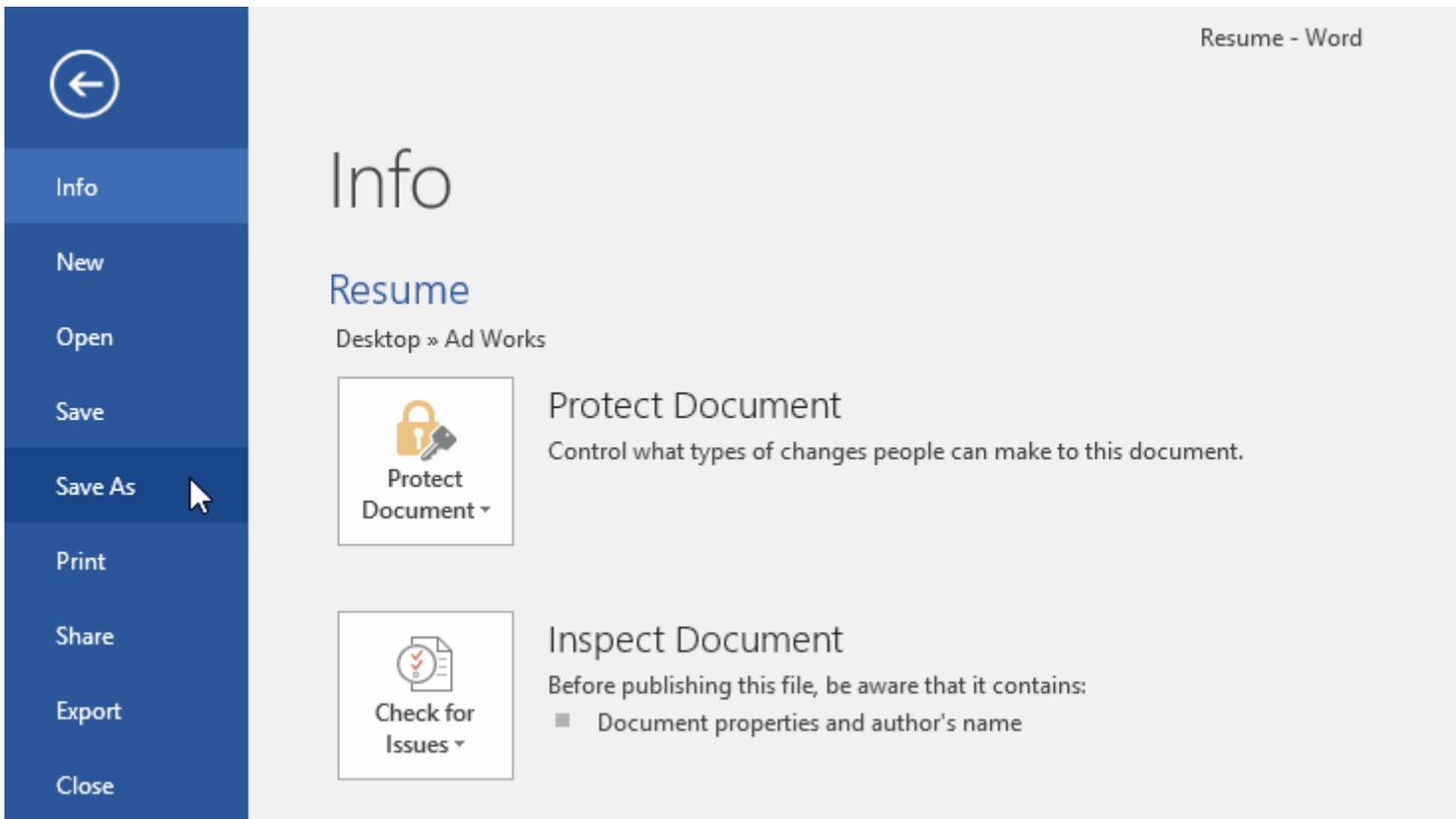
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



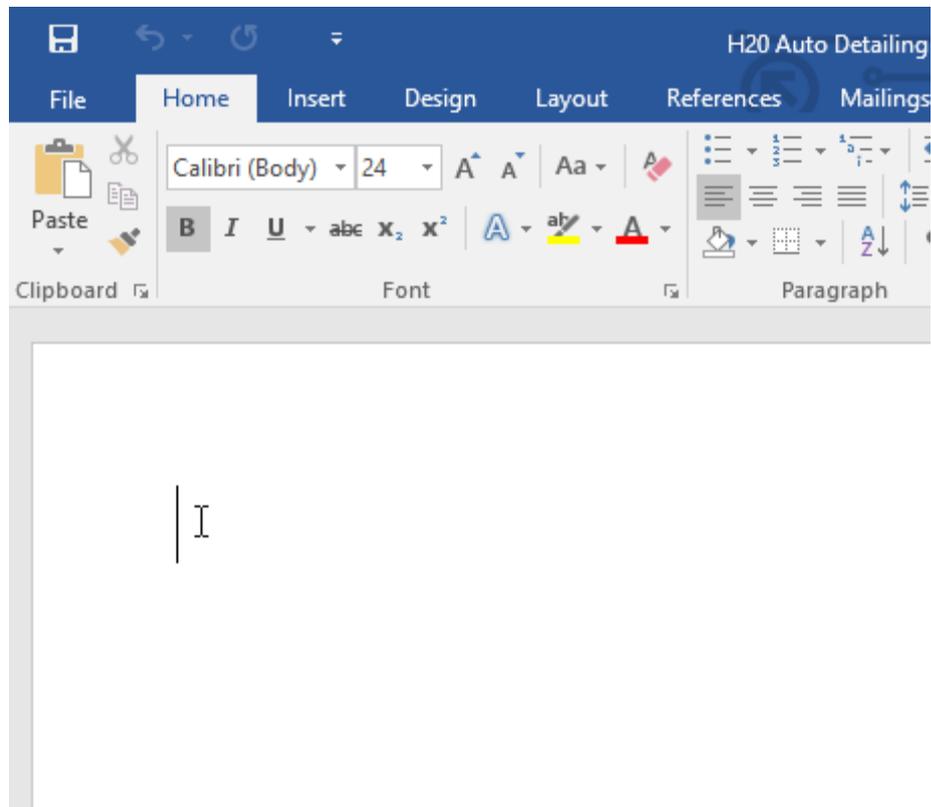
The screenshot shows the Microsoft Word ribbon with the 'Info' tab selected. The ribbon is divided into sections: 'Info', 'New', 'Open', 'Save', 'Save As', 'Print', 'Share', 'Export', and 'Close'. The 'Save As' option is highlighted with a mouse cursor. The main area of the ribbon is titled 'Info' and contains a 'Resume' section. Below 'Resume', the path 'Desktop » Ad Works' is shown. There are two main options: 'Protect Document' and 'Inspect Document'. The 'Protect Document' option includes an icon of a padlock and a key, and the text 'Control what types of changes people can make to this document.' The 'Inspect Document' option includes an icon of a document with a checkmark and a list, and the text 'Before publishing this file, be aware that it contains:' followed by a bullet point: 'Document properties and author's name'.

Text Basics

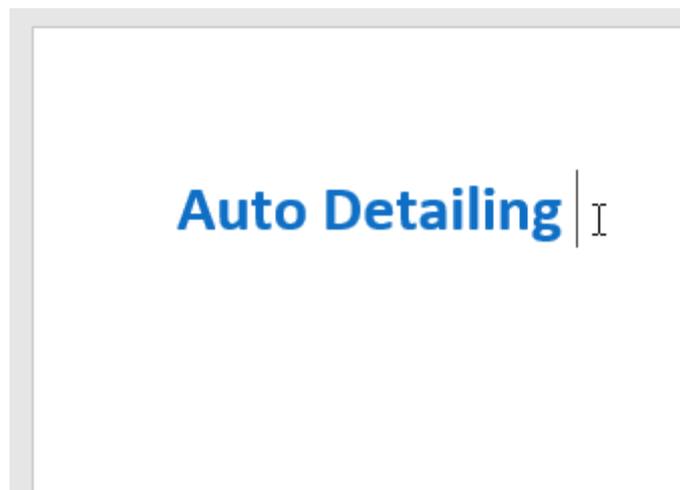
Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

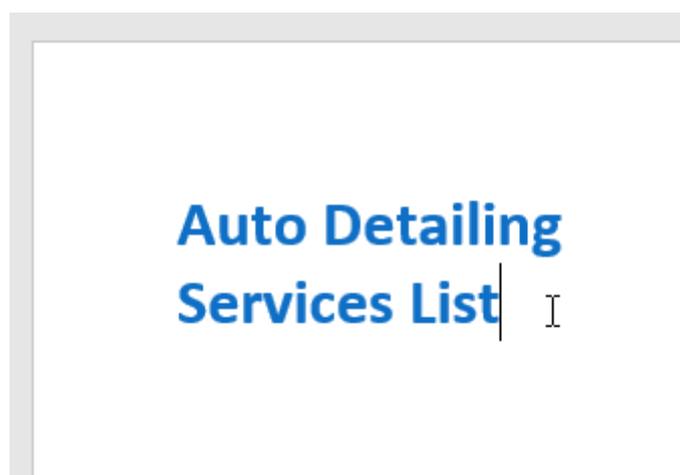
- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



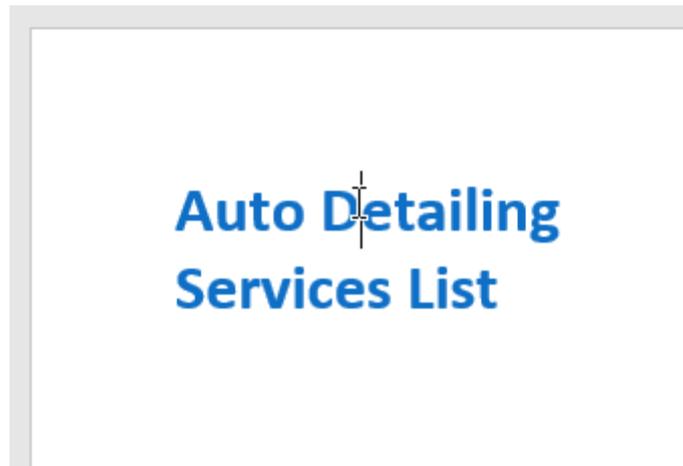
- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.



- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.



- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



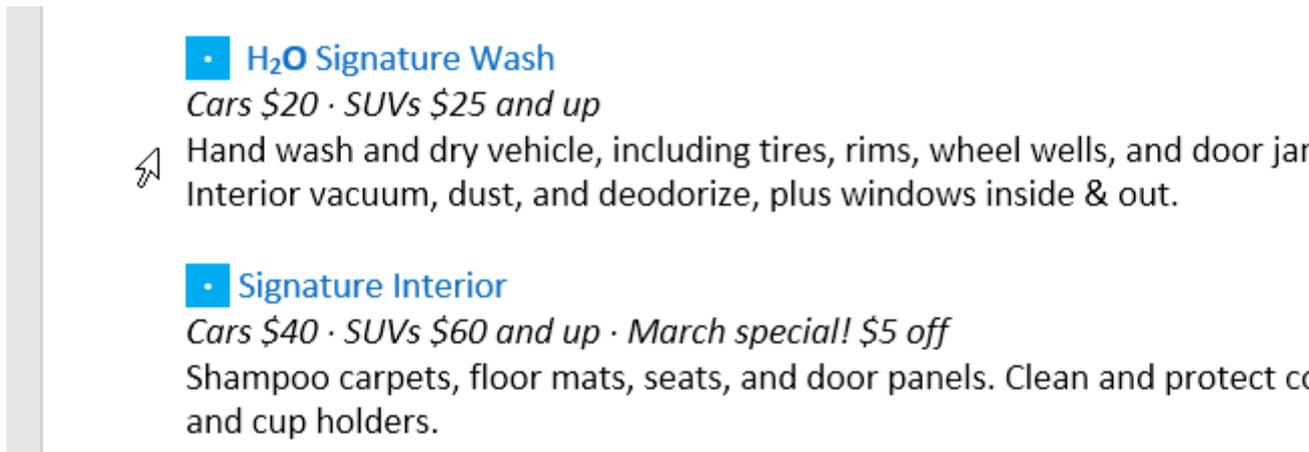
• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

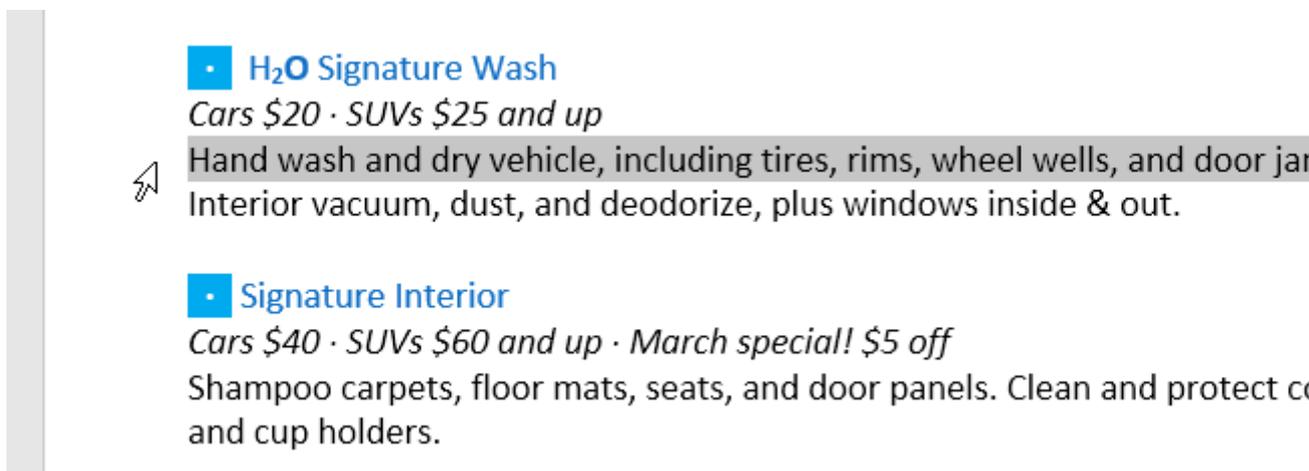
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

To select multiple lines of text:

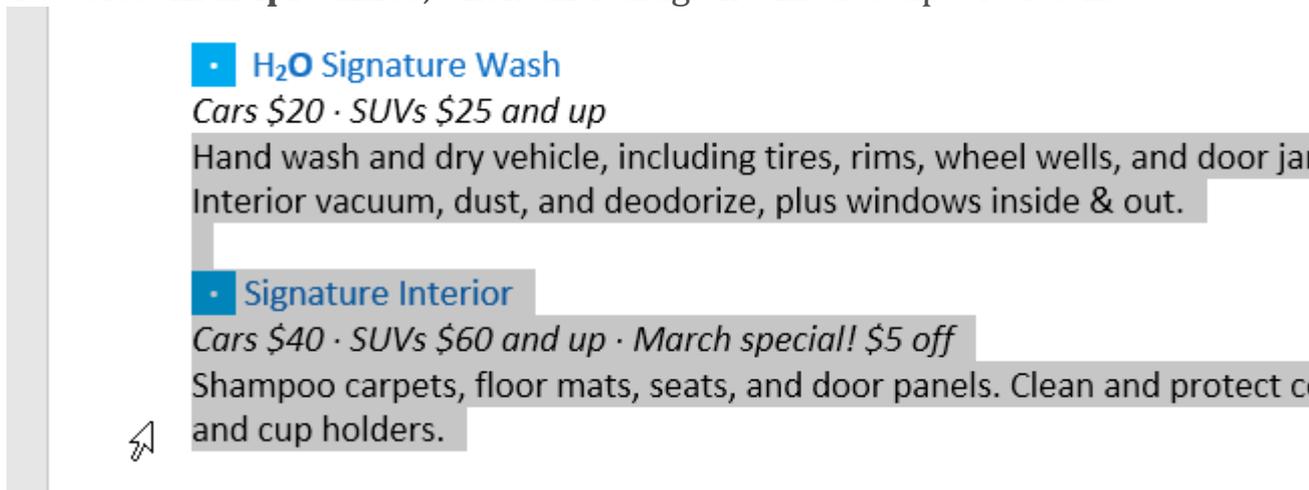
1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.



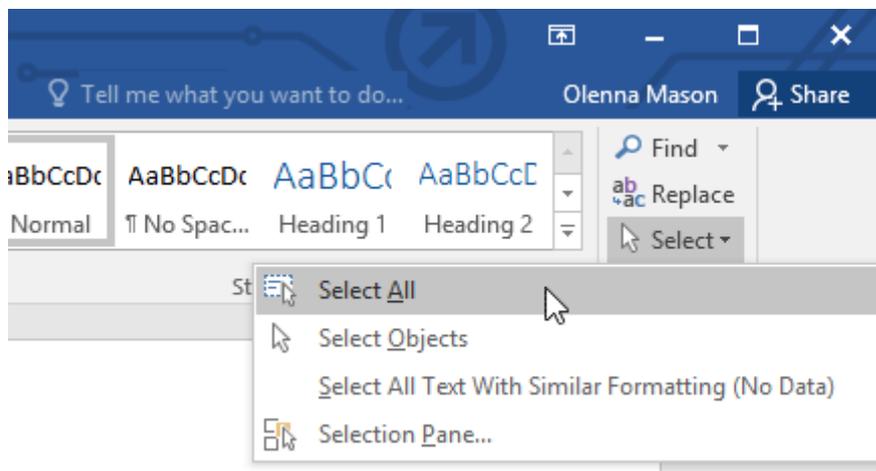
2. Click the mouse. The line will be selected.



3. To select **multiple lines**, click and drag the mouse up or down.



4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. You can also press **Ctrl+A** on your keyboard.



Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

To delete text:

There are several ways to **delete**, or remove, text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

To copy and paste text:

1. Select the **text** you want to copy.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

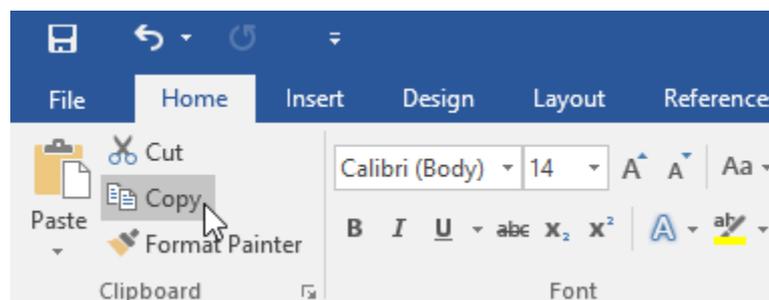
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

• Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the **Copy** command on the **Home** tab. You can also press **Ctrl+C** on your keyboard.



3. Place the insertion point where you want the text to appear.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

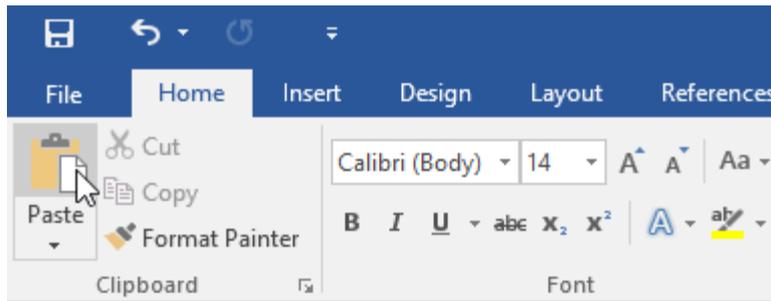
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

• Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

4. Click the **Paste** command on the Home tab. You can also press **Ctrl+V** on your keyboard.



5. The text will appear.

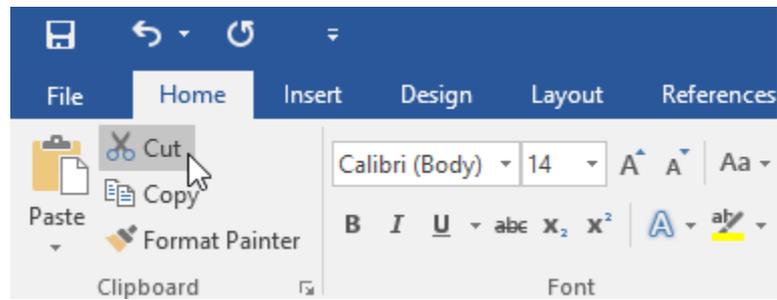
- **H₂O Signature Wash**
Cars \$20 · SUVs \$25 and up
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.
- **H₂O Signature Interior**
Cars \$40 · SUVs \$60 and up · March special! \$5 off
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

To cut and paste text:

- 1.
2. Select the **text** you want to cut.

- **H₂O Signature Wash**
Cars \$20 · SUVs \$25 and up
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.
- **Signature Interior**
Cars \$40 · SUVs \$60 and up · March special! \$5 off
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

3. Click the **Cut** command on the **Home** tab. You can also press **Ctrl+X** on your keyboard.



4. Place your insertion point where you want the text to appear.

• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

| I

• **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

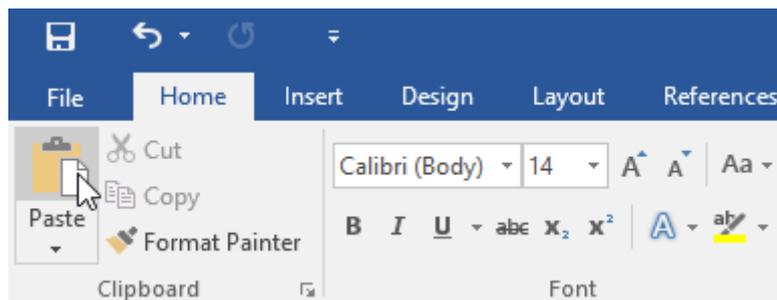
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

• **Leather Cleaning & Conditioning**

Cars \$20 · SUVs \$40 and up · March special! \$5 off

Includes seats and door panels.

5. Click the **Paste** command on the **Home** tab. You can also press **Ctrl+V** on your keyboard.



6. The text will appear.

• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

• **H₂O Signature Detail**

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff. 🛠️

• **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

1. Select the **text** you want to move.

• **Paint Correction & Protection**

Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | [Just leave the details to us](#)

2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

Paint Correction & Protection
Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us



3. Release the mouse, and the text will appear.

Paint Correction & Protection
Call for pricing · March special! 10% off

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

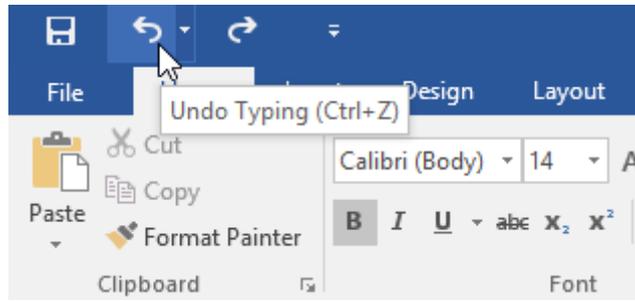
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

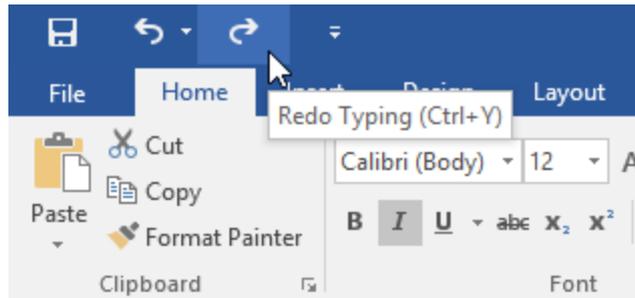
Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. You can also press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find it with the **Symbol** command.

To insert a symbol:

1. Place the insertion point where you want the symbol to appear.

Schedule your appointment today!

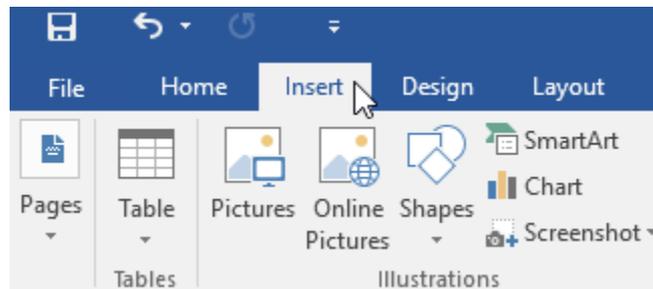
Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

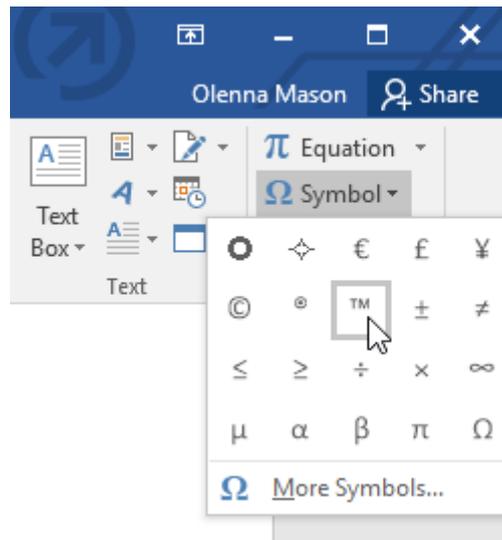
[H₂O Mobile Wash & Valet](#) | Just leave the details to us|I

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

2. Click the **Insert** tab.



3. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols...**



4. The symbol will appear in the document.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

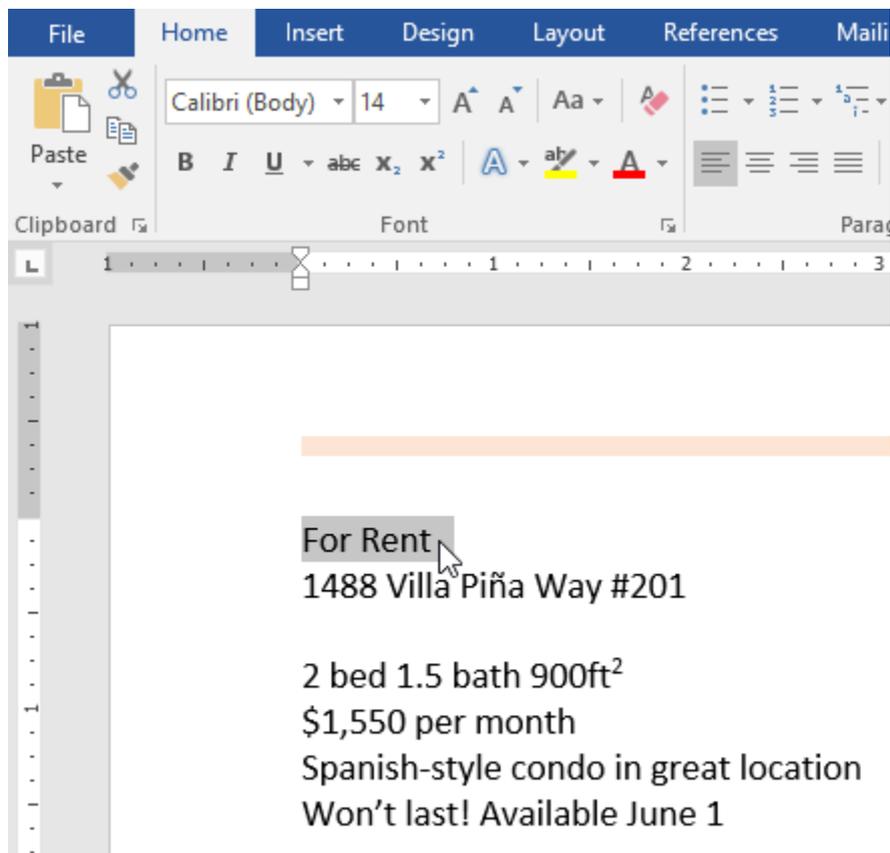
[H₂O Mobile Wash & Valet](#) | Just leave the details to us™|I

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

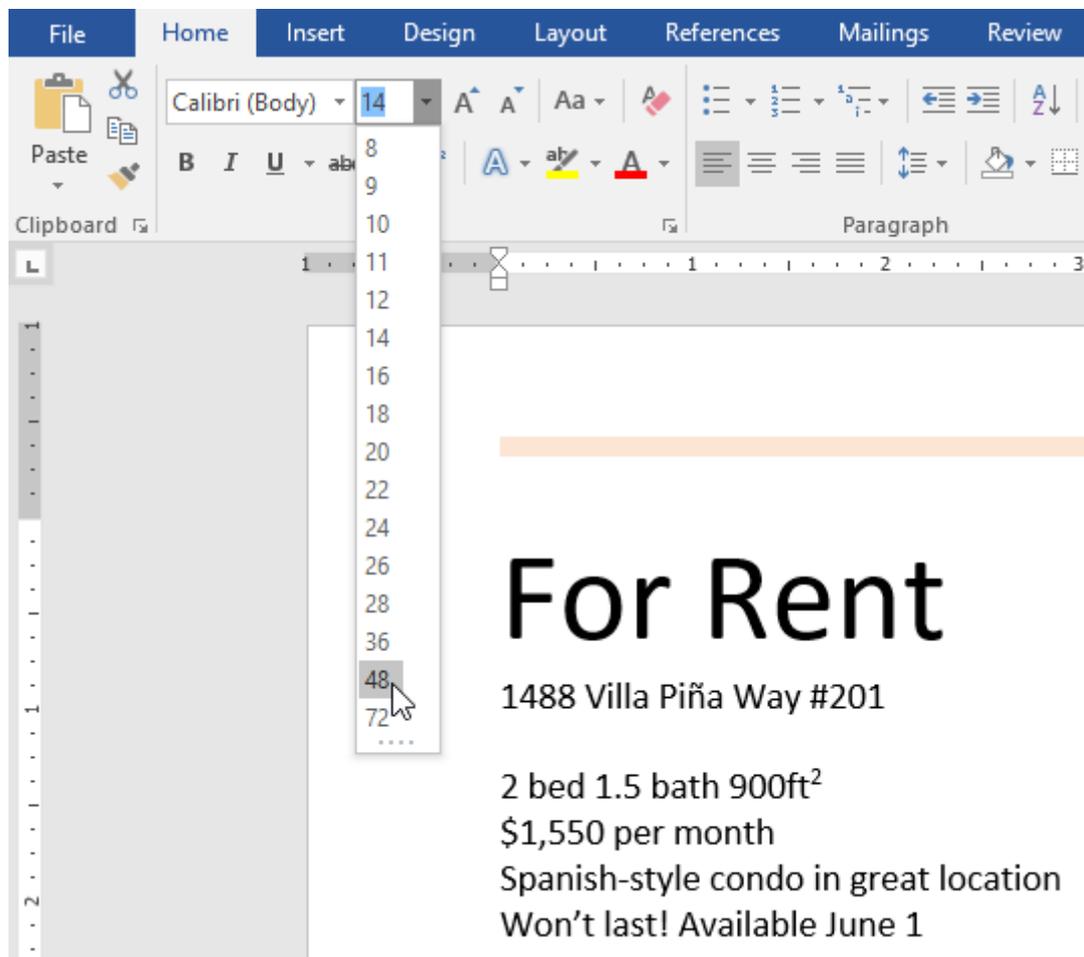
Formatting Text

To change the font size:

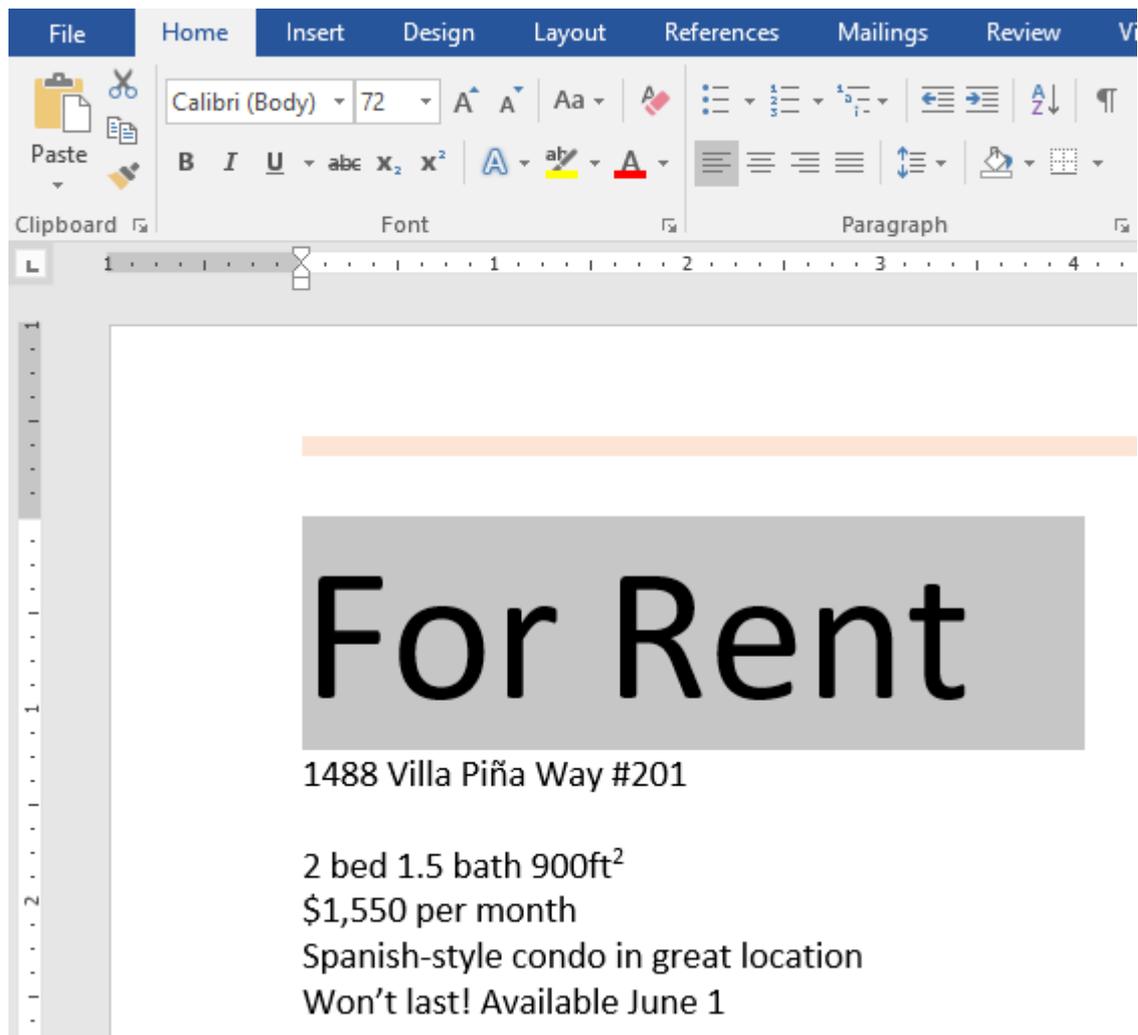
1. Select the text you want to modify.



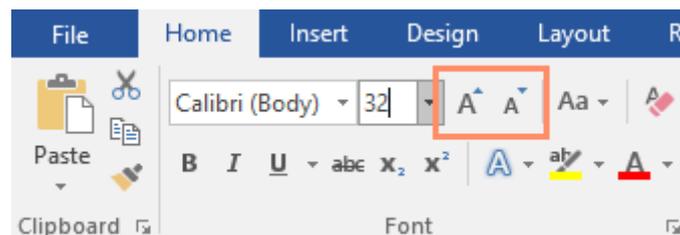
2. On the **Home** tab, click the Font Size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font Size box and **type** the desired size, then press **Enter**.



3. The font size will change in the document.



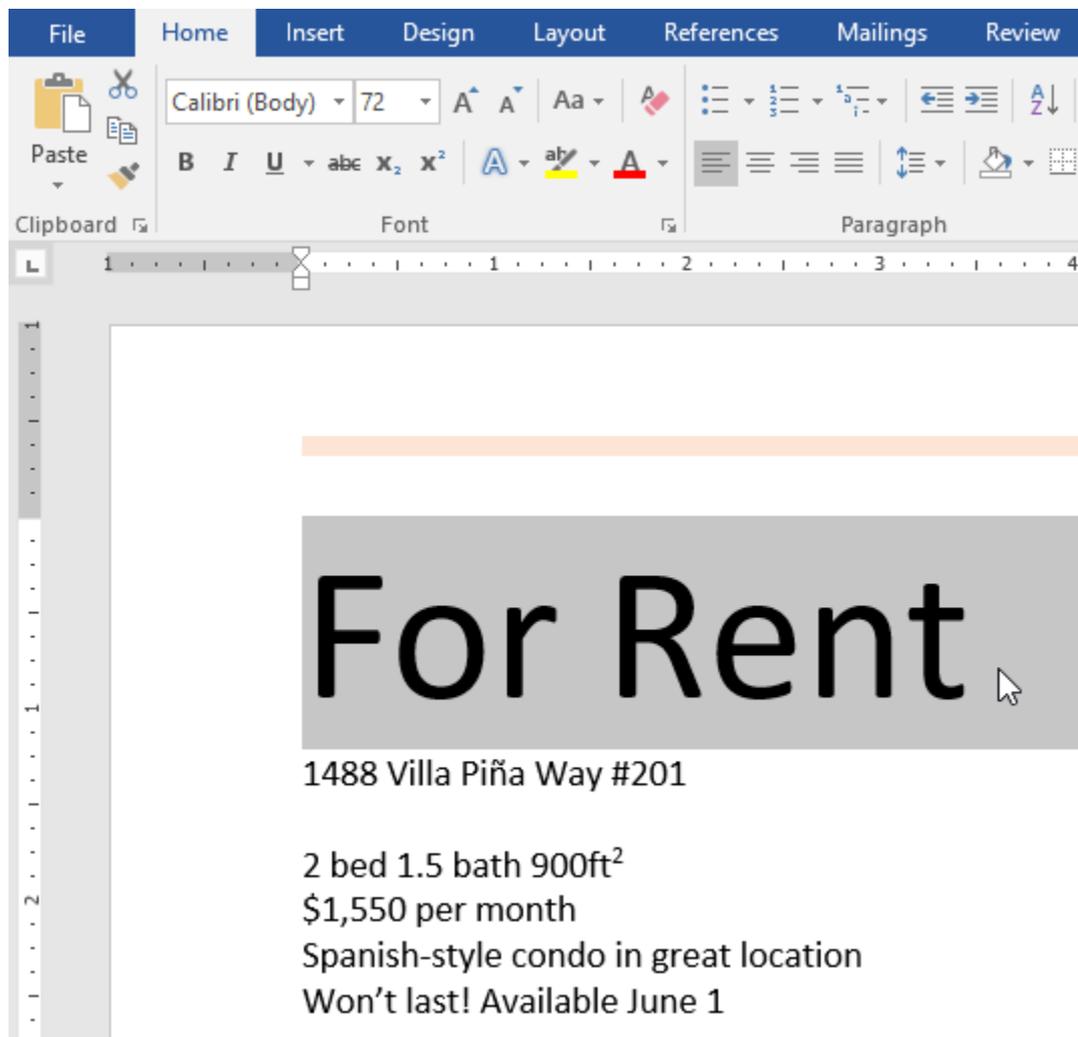
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



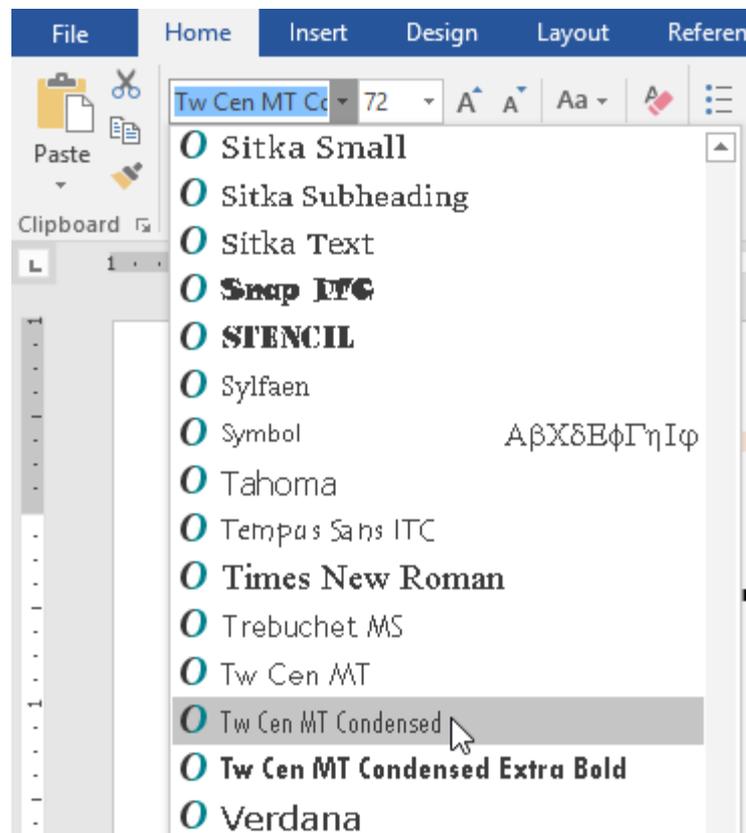
To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

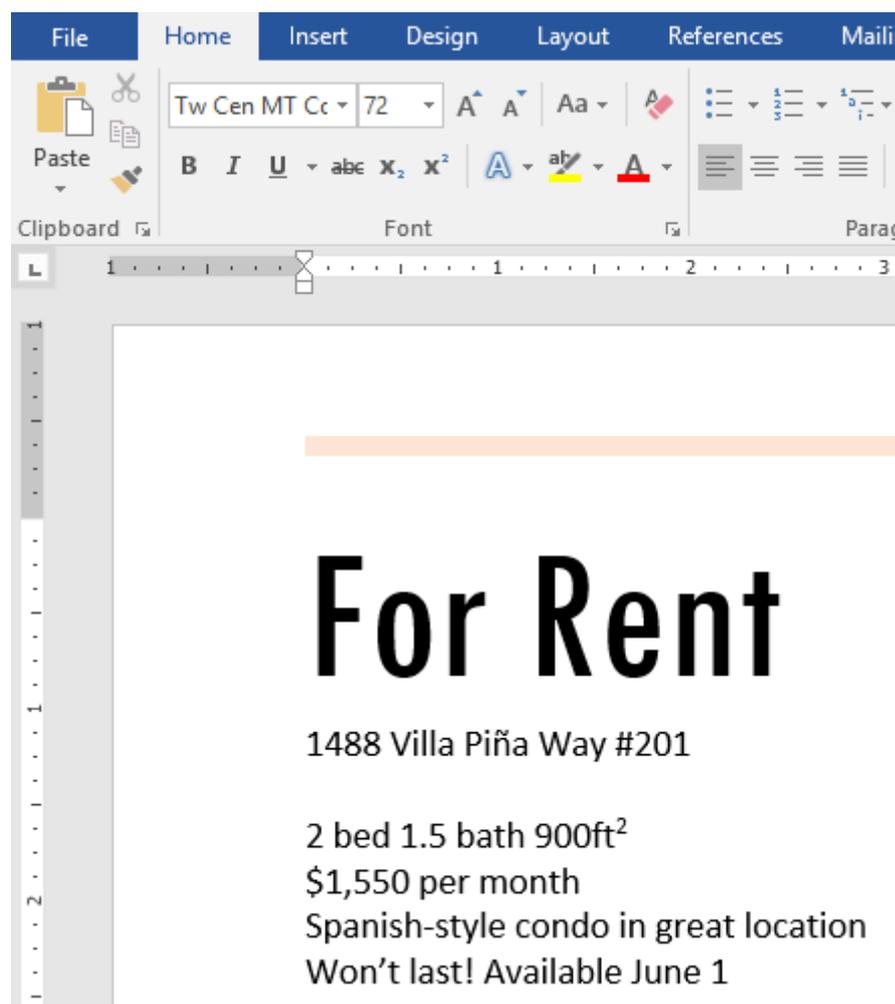
1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Select the font style you want to use.



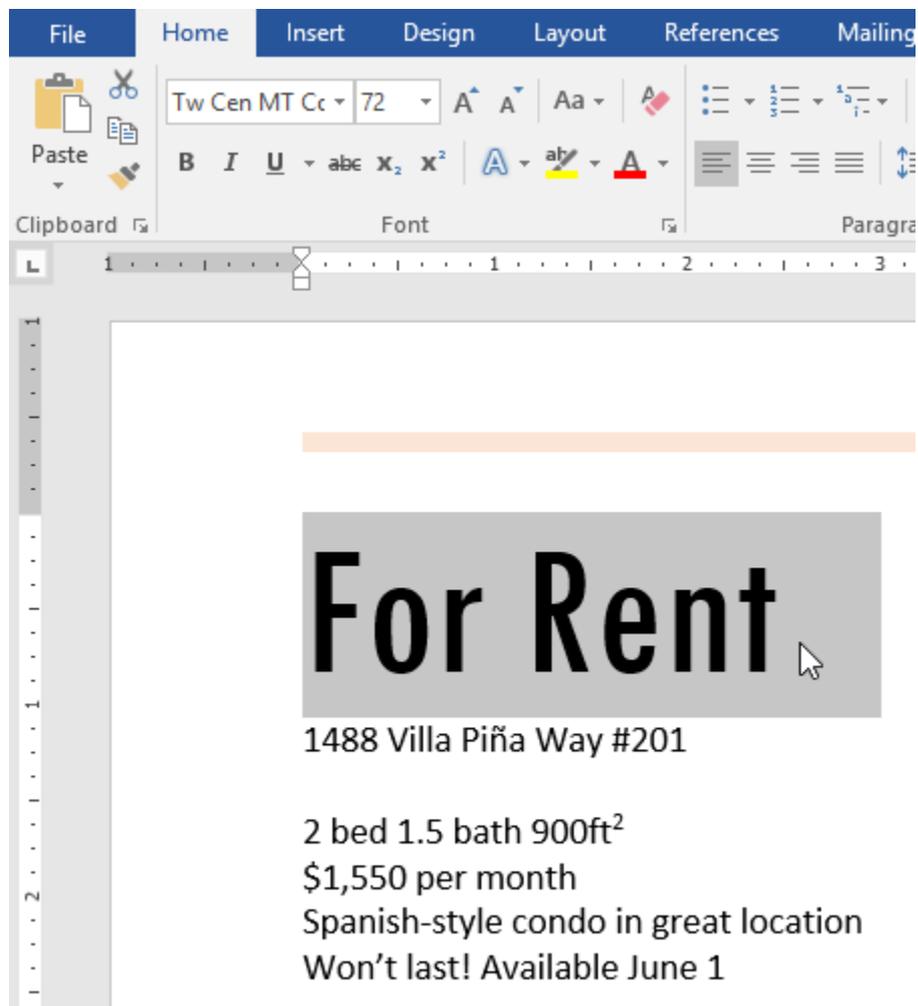
4. The font will change in the document.



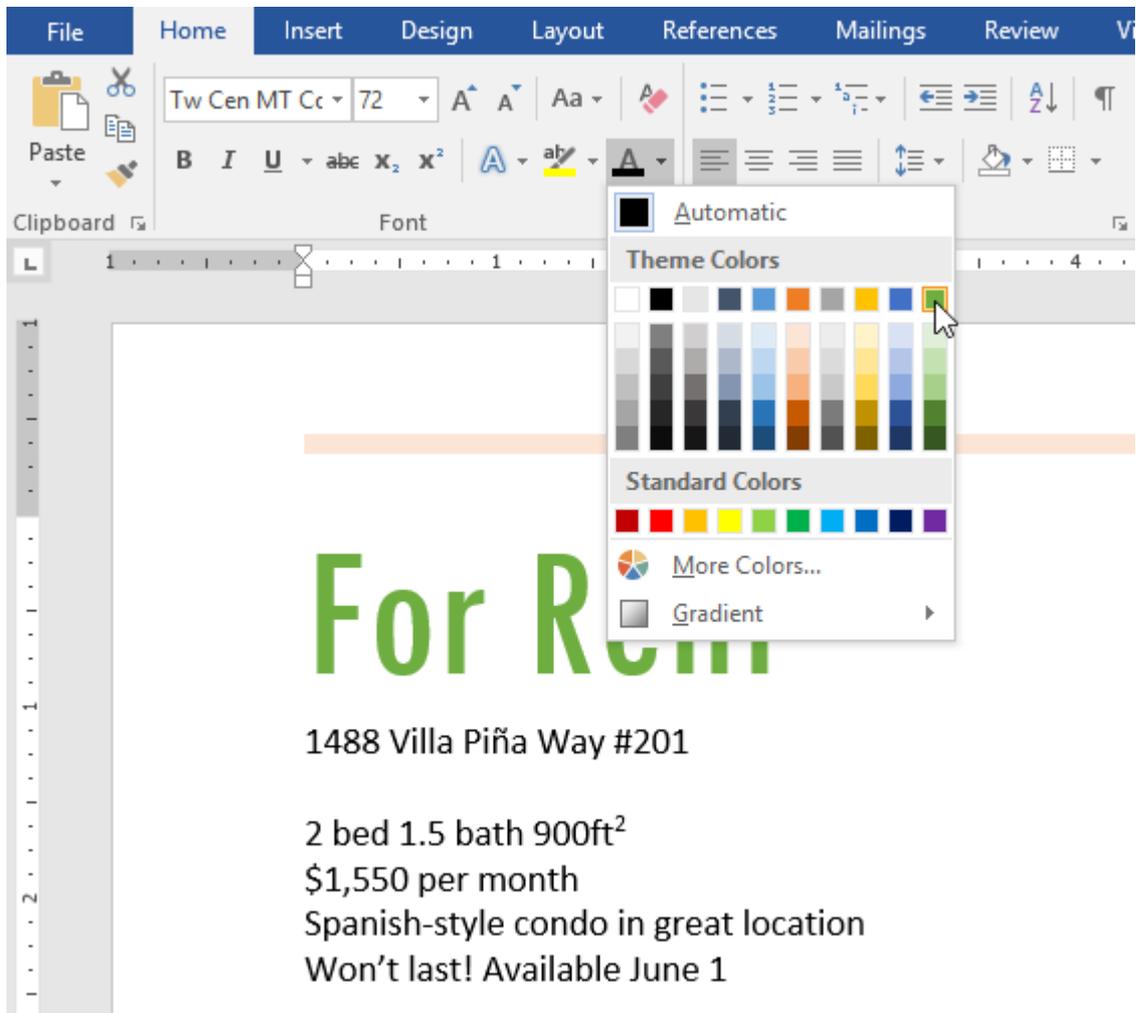
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

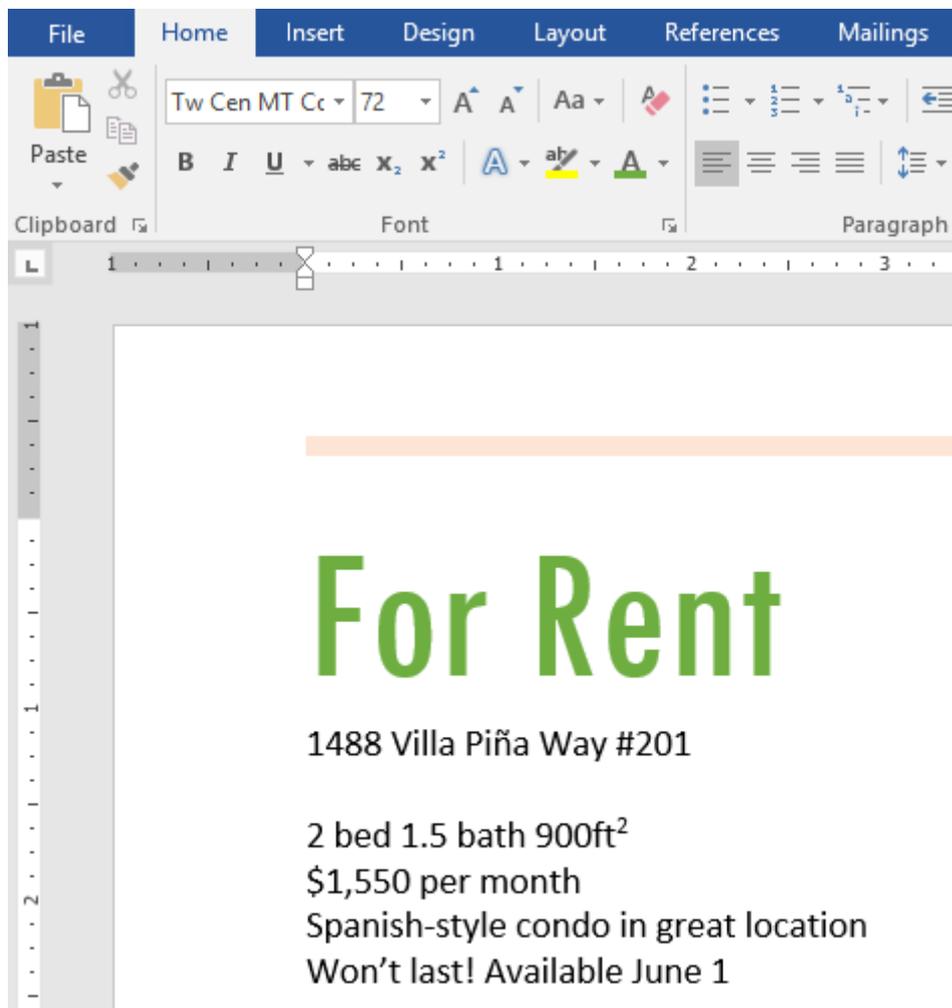
1. Select the text you want to modify.



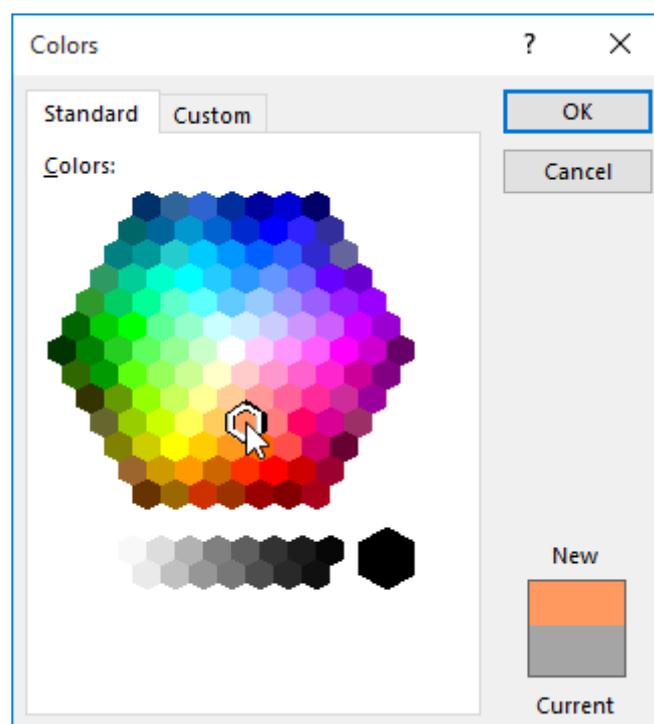
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



3. Select the font color you want to use. The font color will change in the document.



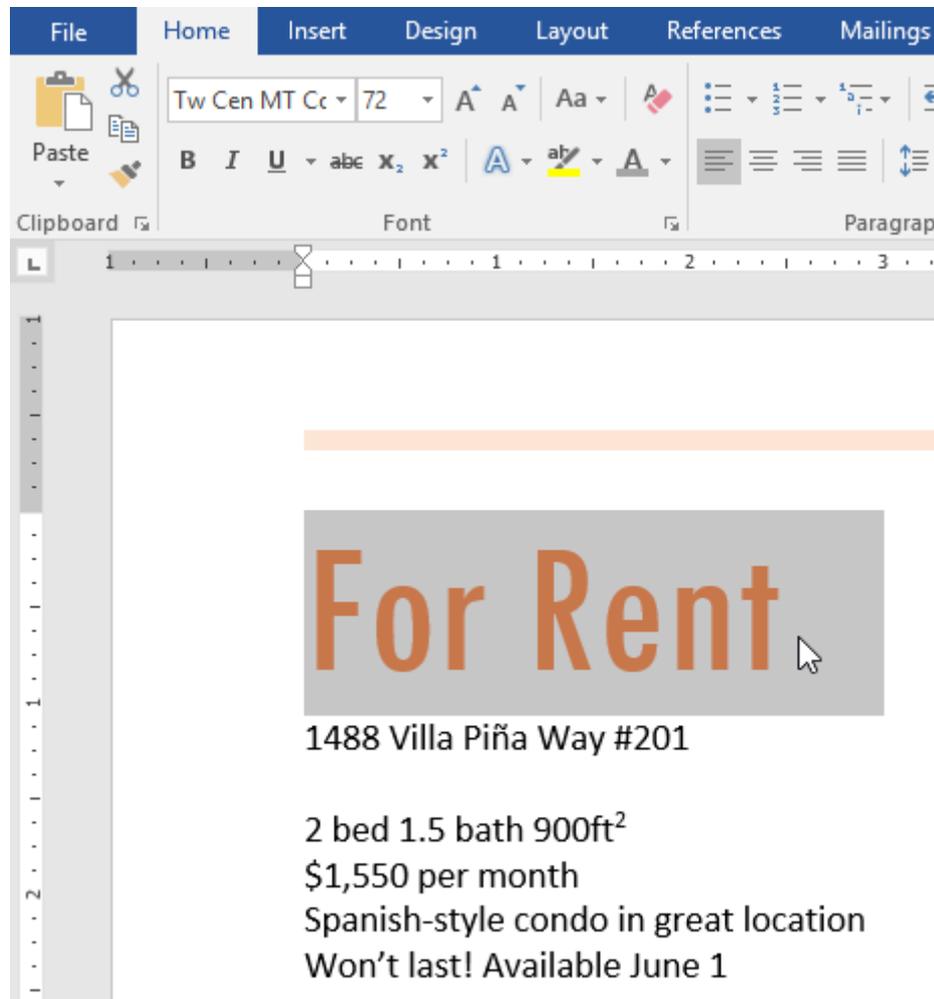
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



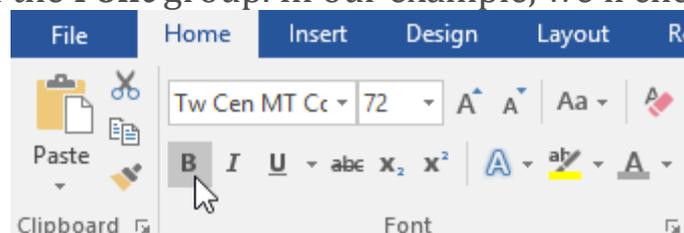
To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

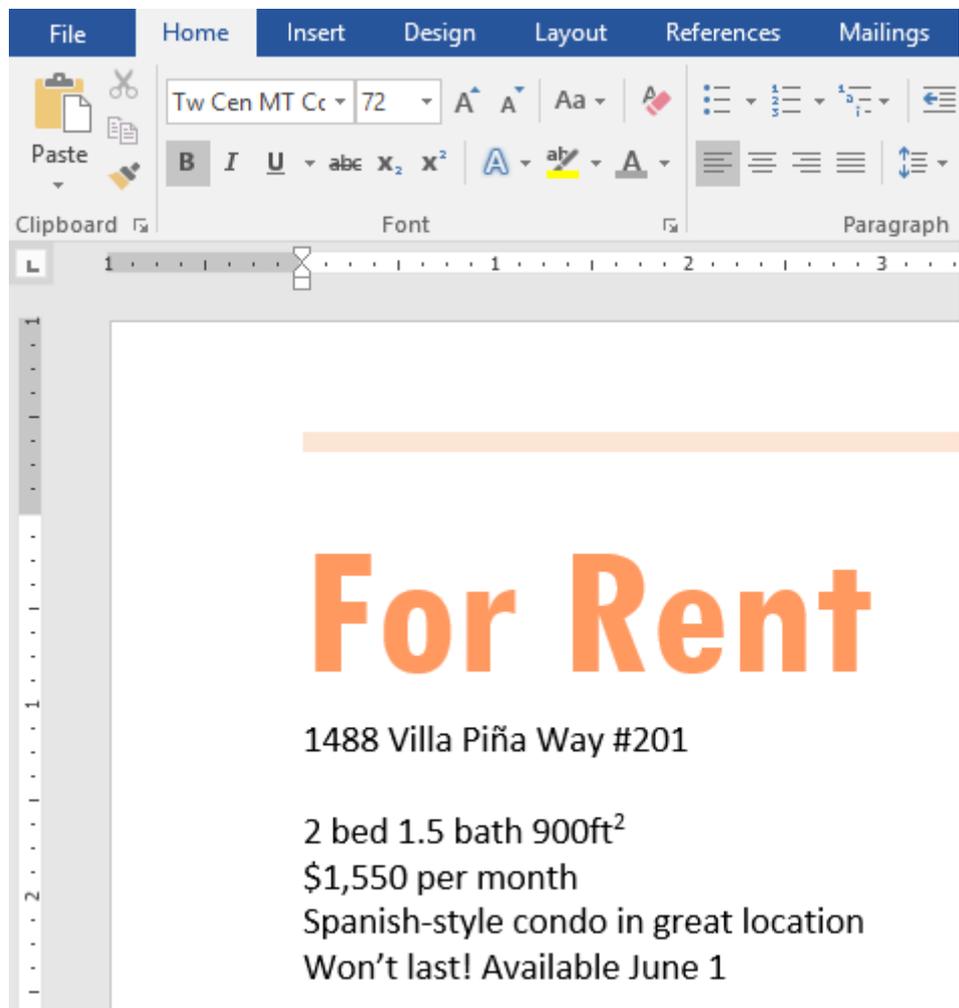
1. Select the text you want to modify.



2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.



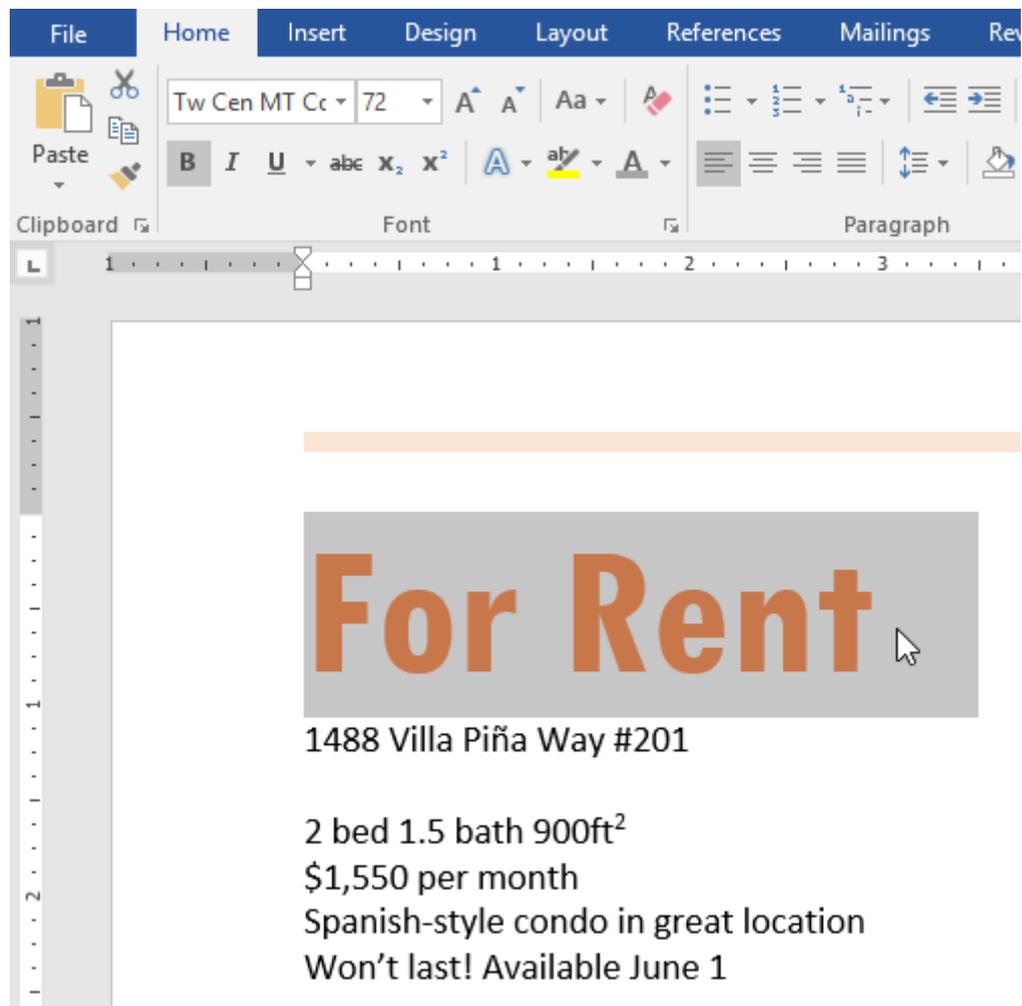
3. The selected text will be modified in the document.



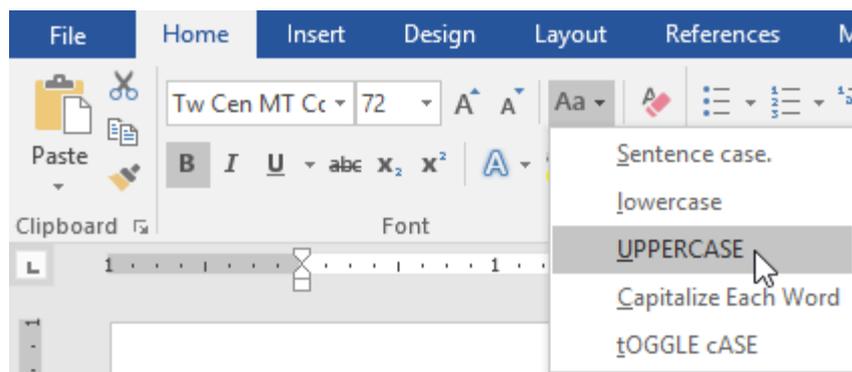
To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

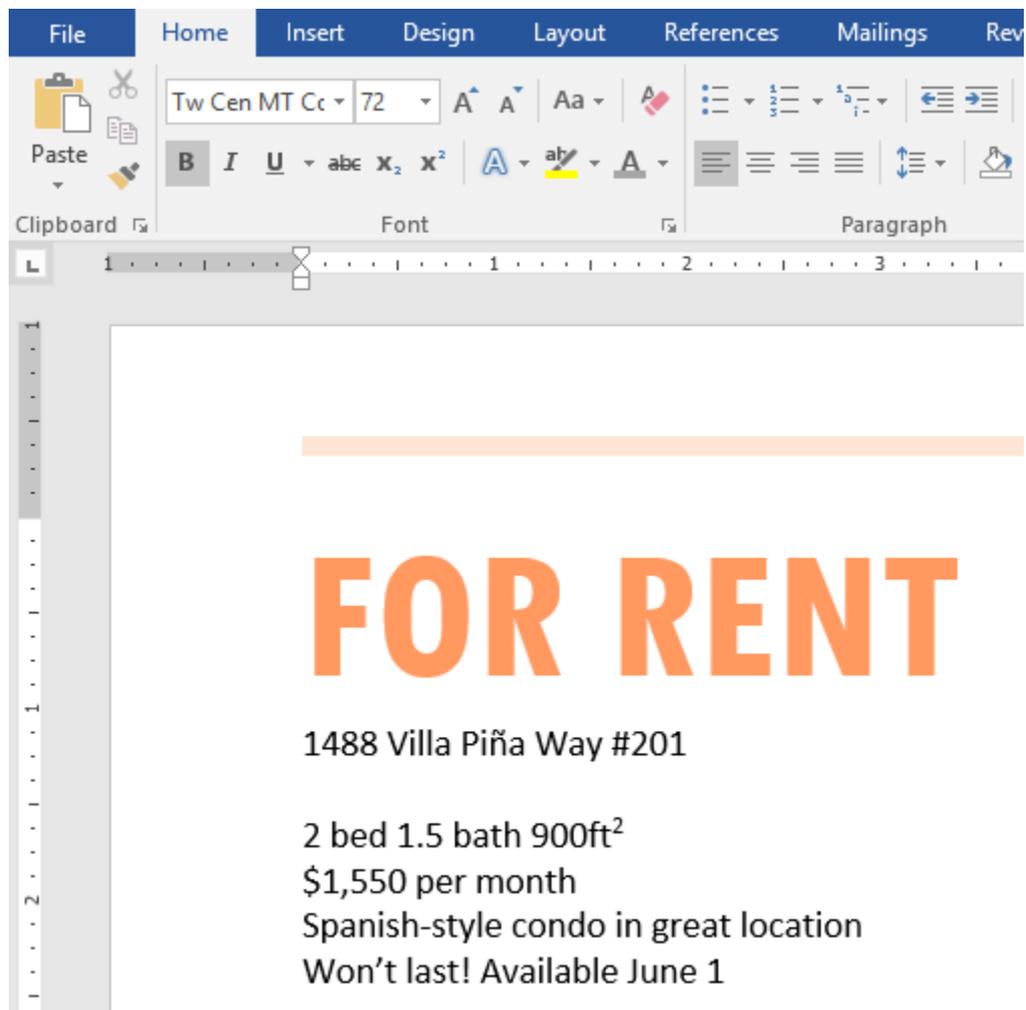
1. Select the text you want to modify.



2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



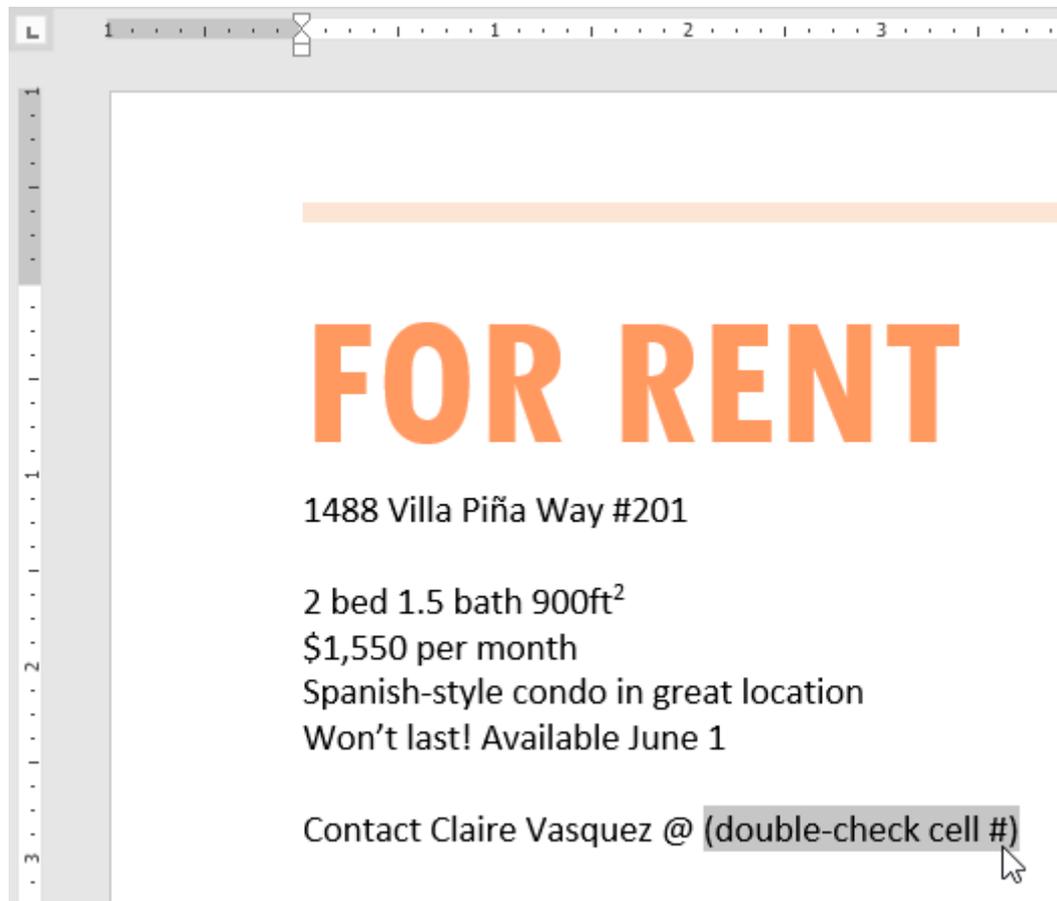
4. The text case will be changed in the document.



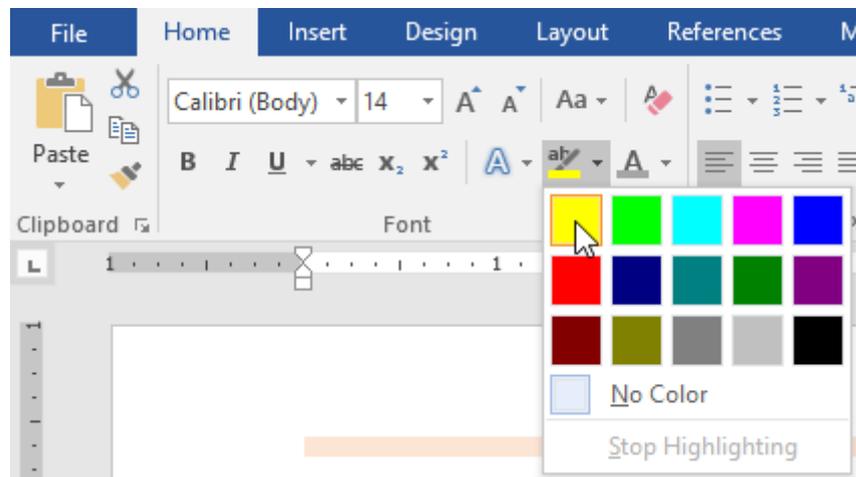
To highlight text:

Highlighting can be a useful tool for marking important text in your document.

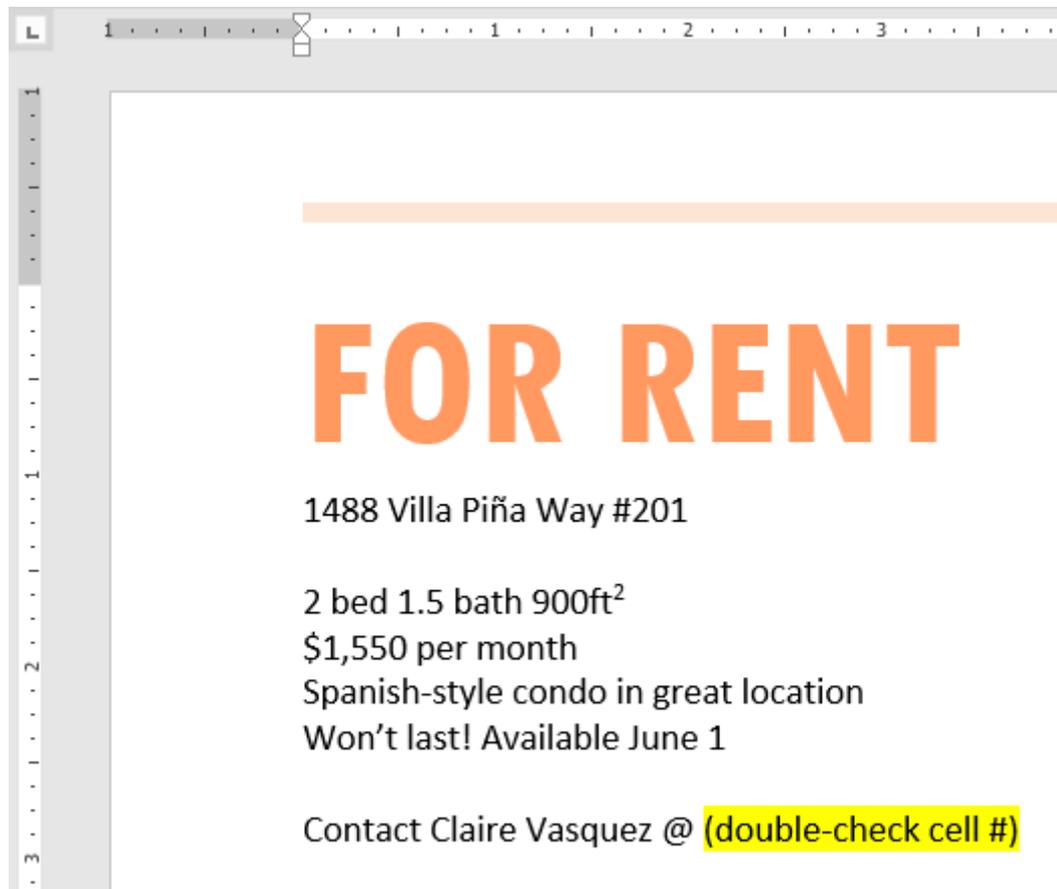
1. Select the text you want to highlight.



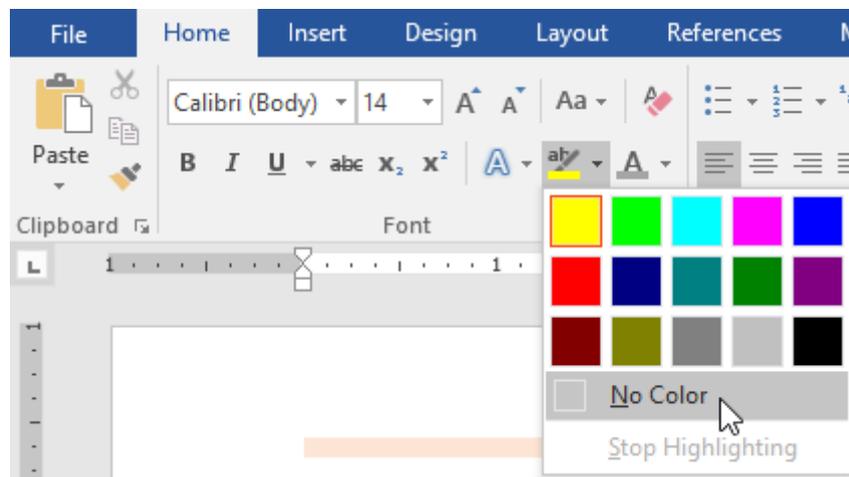
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.



If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over the lines you want to highlight.

To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.



FOR RENT

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

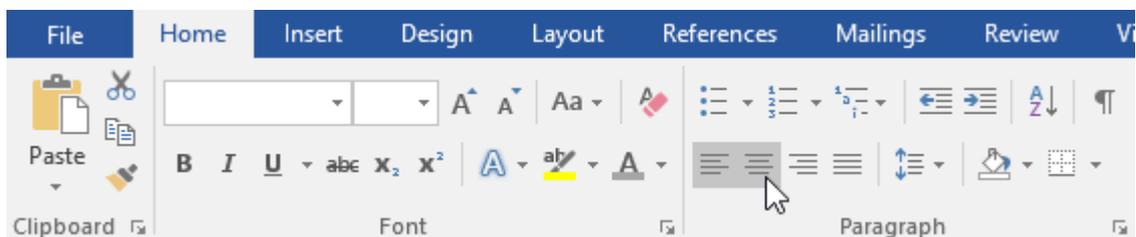
\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)

2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



3. The text will be realigned in the document.

FOR RENT

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ [\(double-check cell #\)](#)

Line and Paragraph Spacing

Line spacing

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office

To format line spacing:

1. Select the text you want to format.

Dear Ms. Jackson:

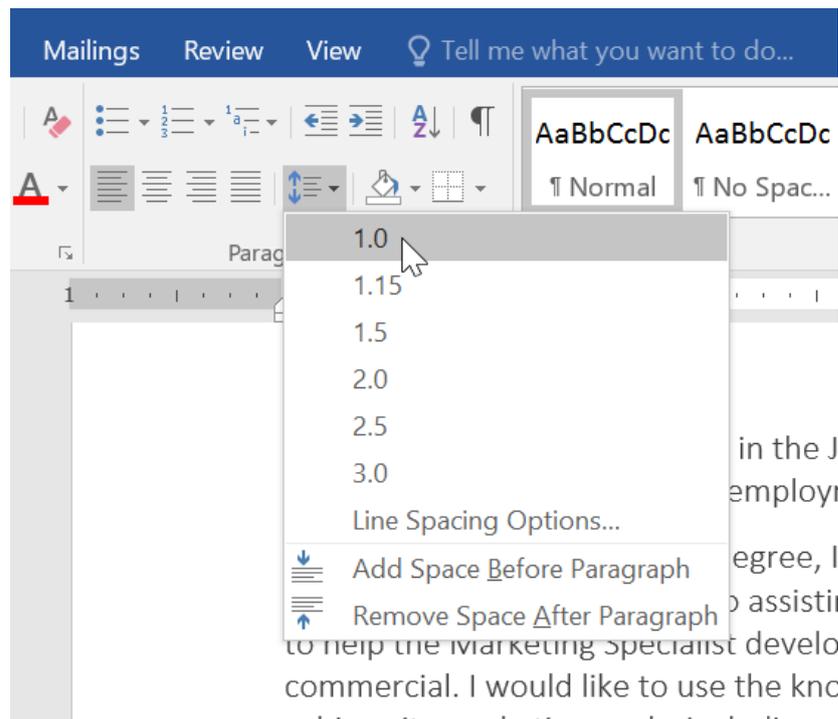
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.



3. The line spacing will change in the document.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

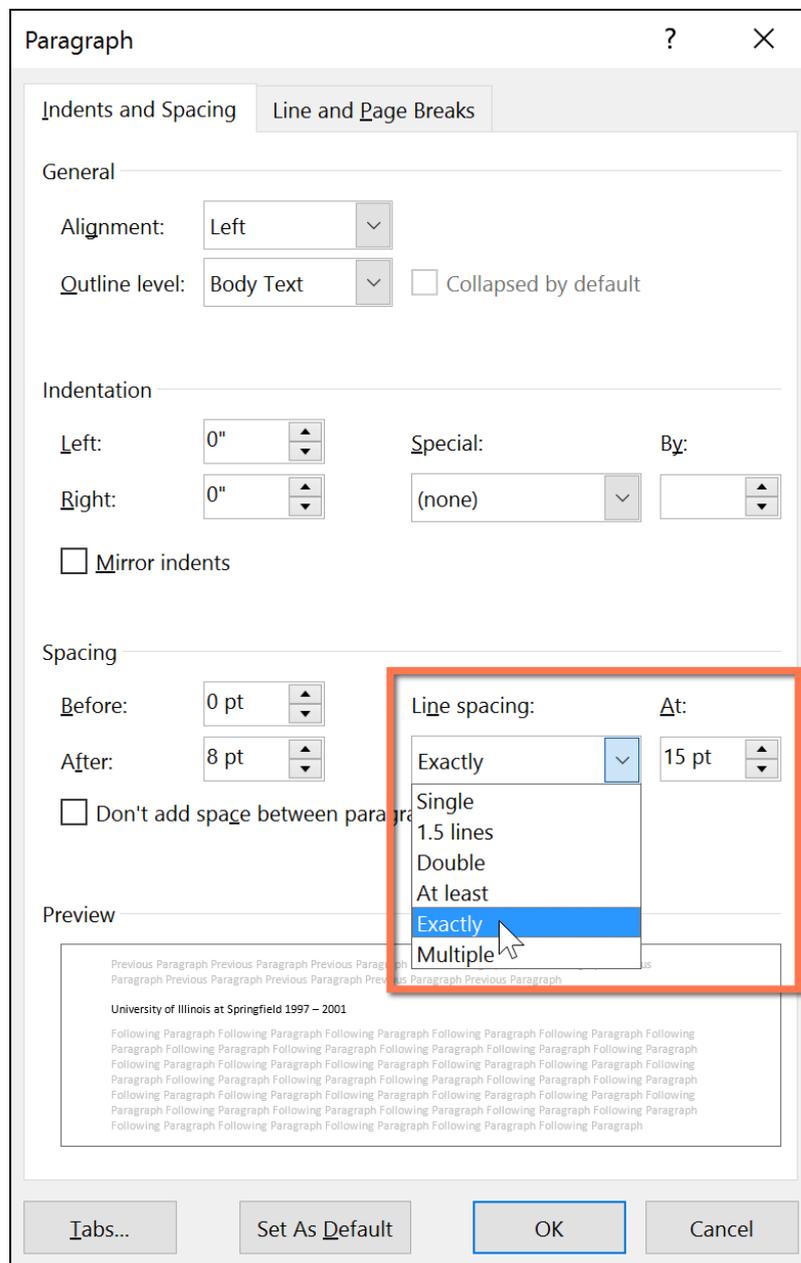
Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adjusting line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.

- **Exactly:** When you choose this option, the line spacing is **measured in points**, just like font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- **At least:** Like the the **Exactly** option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like **0.9**.



Paragraph spacing

Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

To format paragraph spacing:

In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

1. Select the paragraph or paragraphs you want to format.

Dear Ms. Jackson:

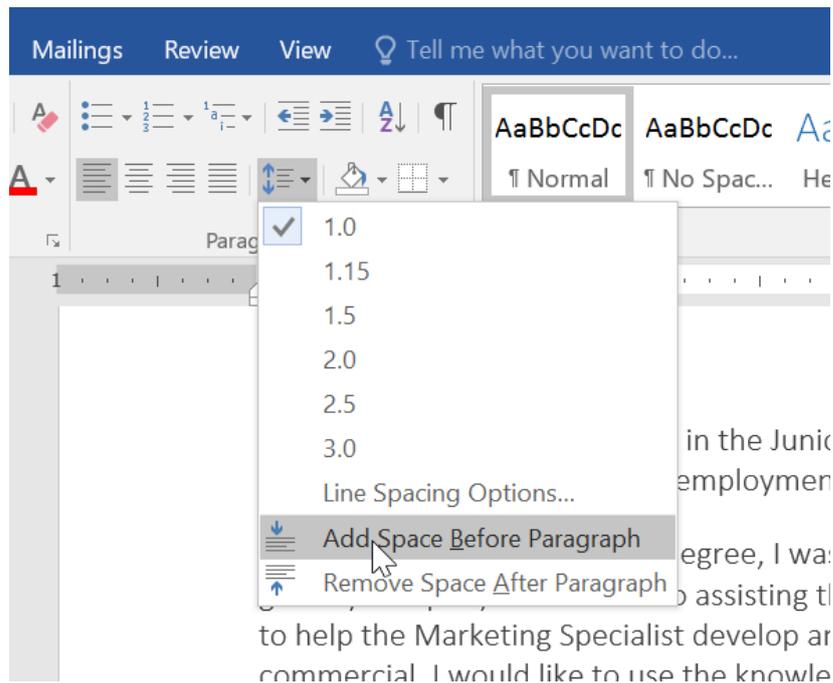
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

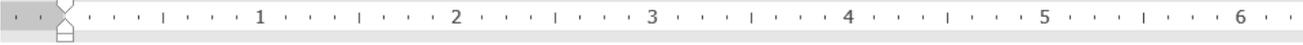
Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. In our example, we'll select **Add Space Before Paragraph**.



3. The paragraph spacing will change in the document.



Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and believe that my education and employment background are well suited for the position.

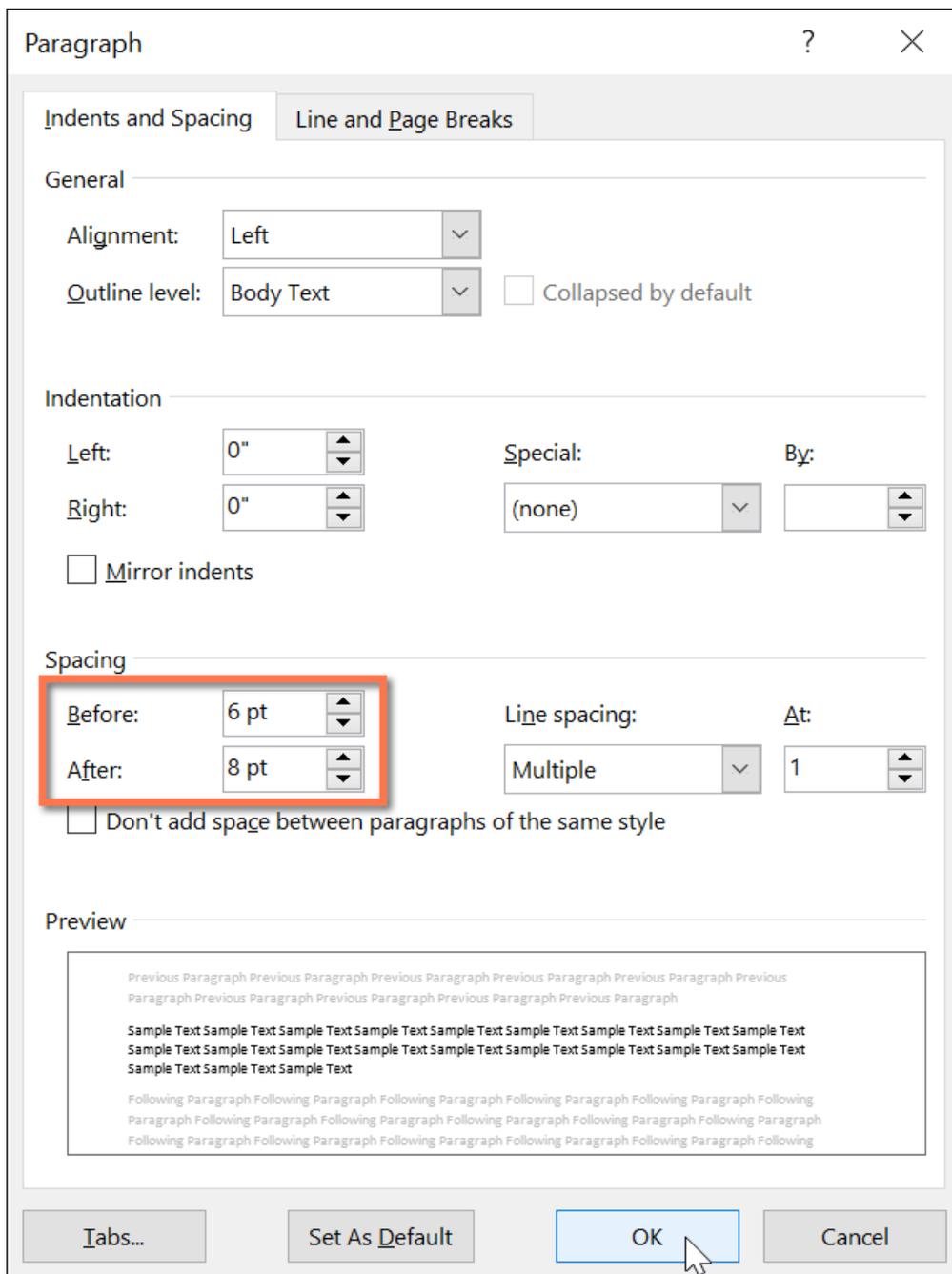
While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

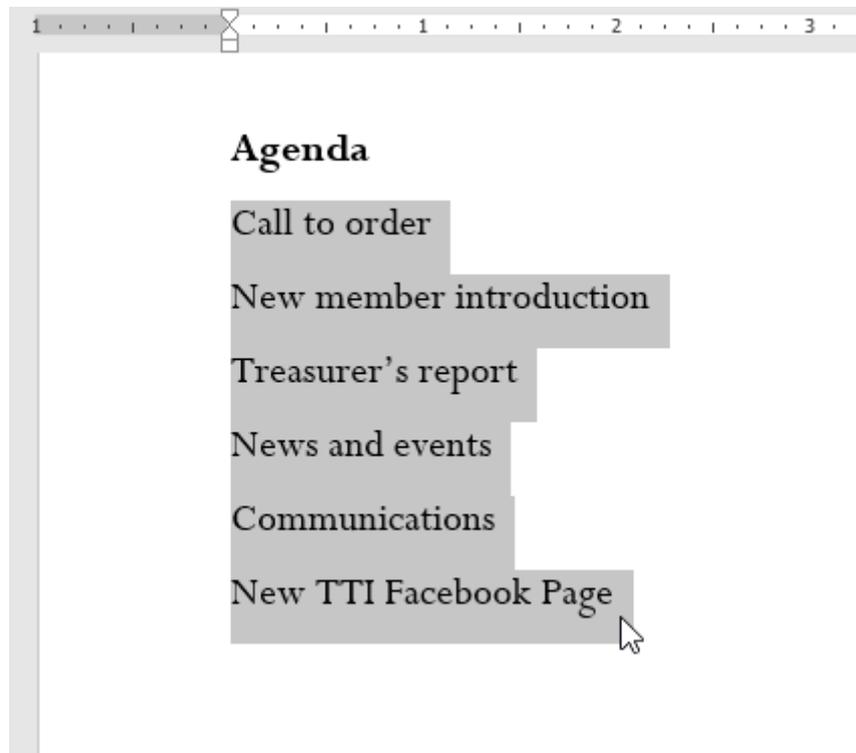
Adrienne Patel

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

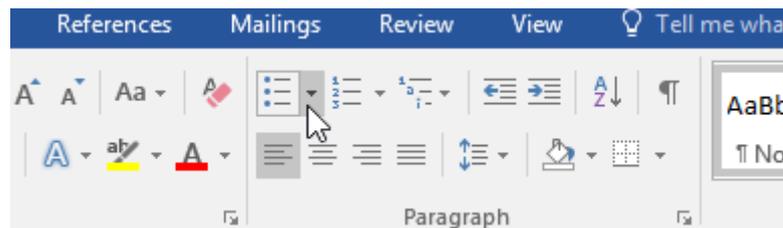


To create a bulleted list:

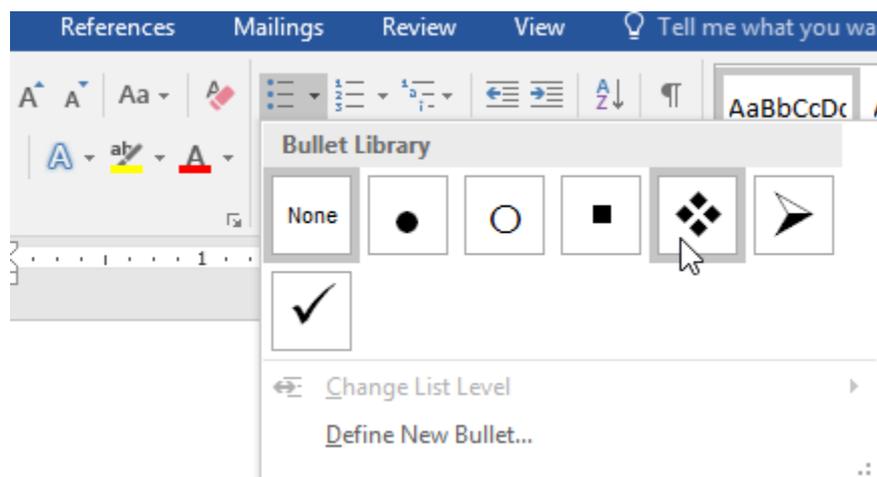
1. Select the text you want to format as a list.



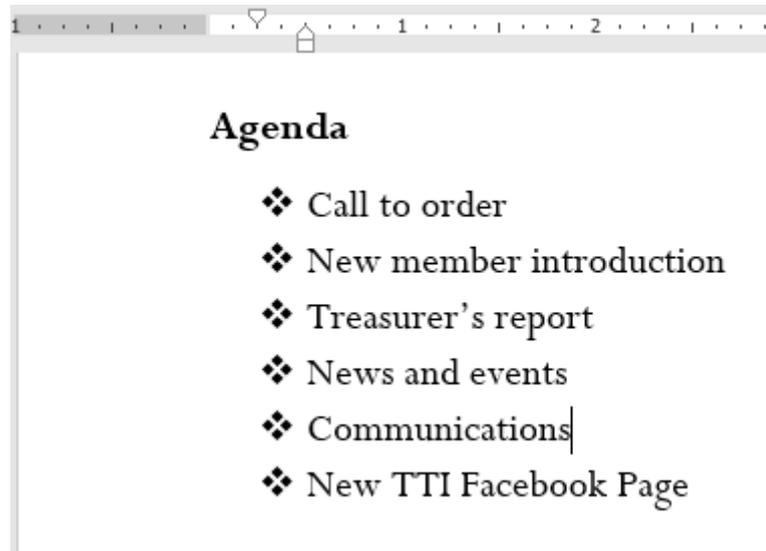
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.



3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.

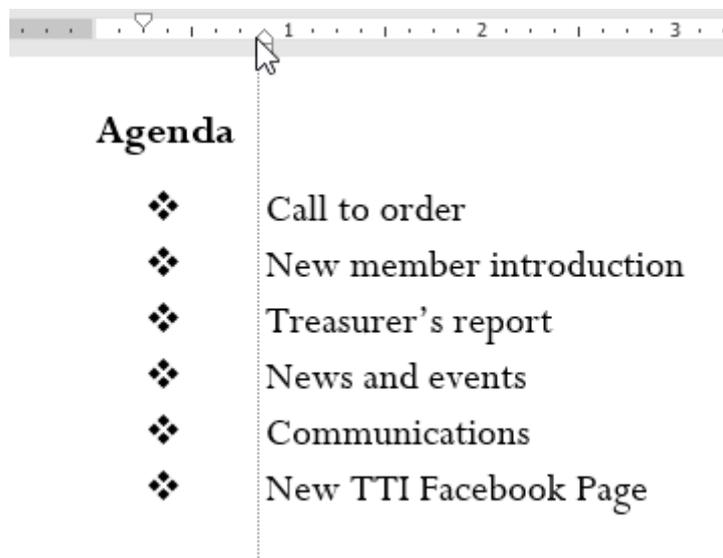


4. The text will be formatted as a bulleted list.



Options for working with lists

- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.
- When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the Ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

1. Select the text you want to format as a list.



Farewell dinner preparation

Book venue (San Francisco Radix Gardens)

Contact vendors

Book San Diego Quintessential Quartet

Book Moment of Melody Children's Choir

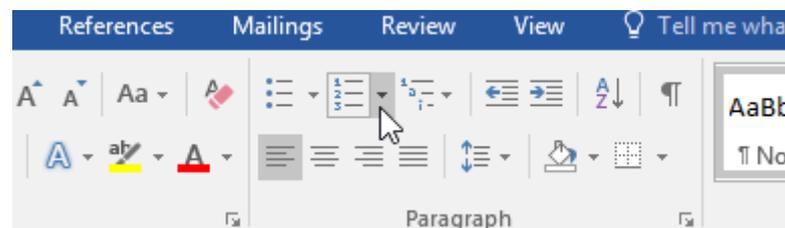
Send invitations

Approve location set up

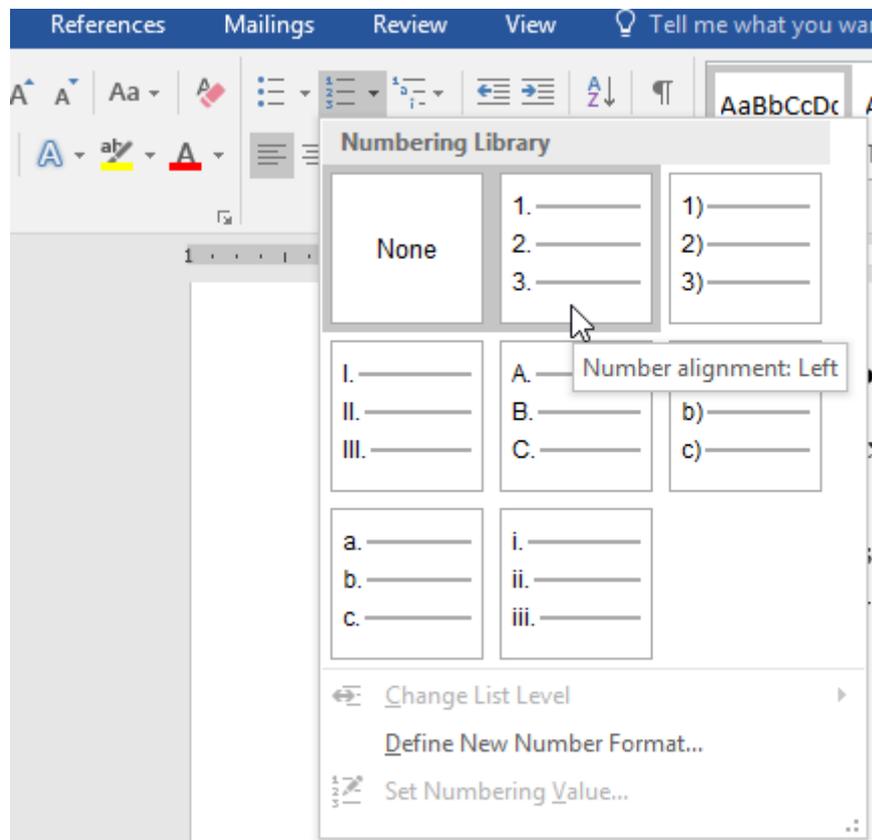
Arrange seating placards

Setup podium

2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



4. The text will format as a numbered list.



Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations
6. Approve location set up
7. Arrange seating placards
8. Setup podium

To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

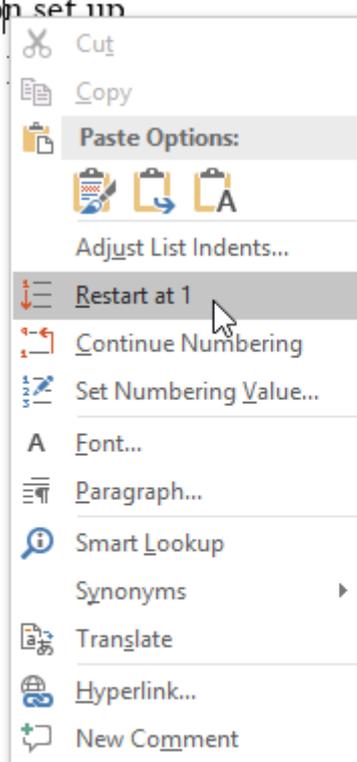
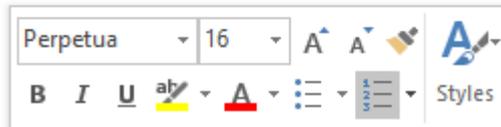
1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium



2. The list numbering will restart.

Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

1. Approve location set up
2. Arrange seating placards
3. Setup podium

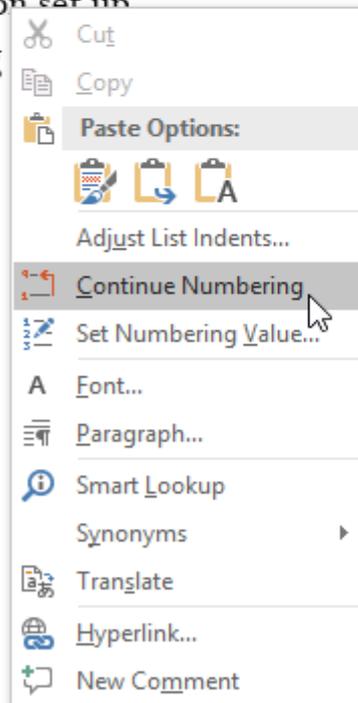
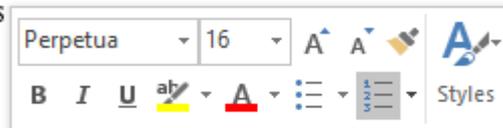
You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

1. Approve location set up
2. Arrange seating
3. Setup podium



Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

To use a symbol as a bullet:

1. Select an existing list you want to format.

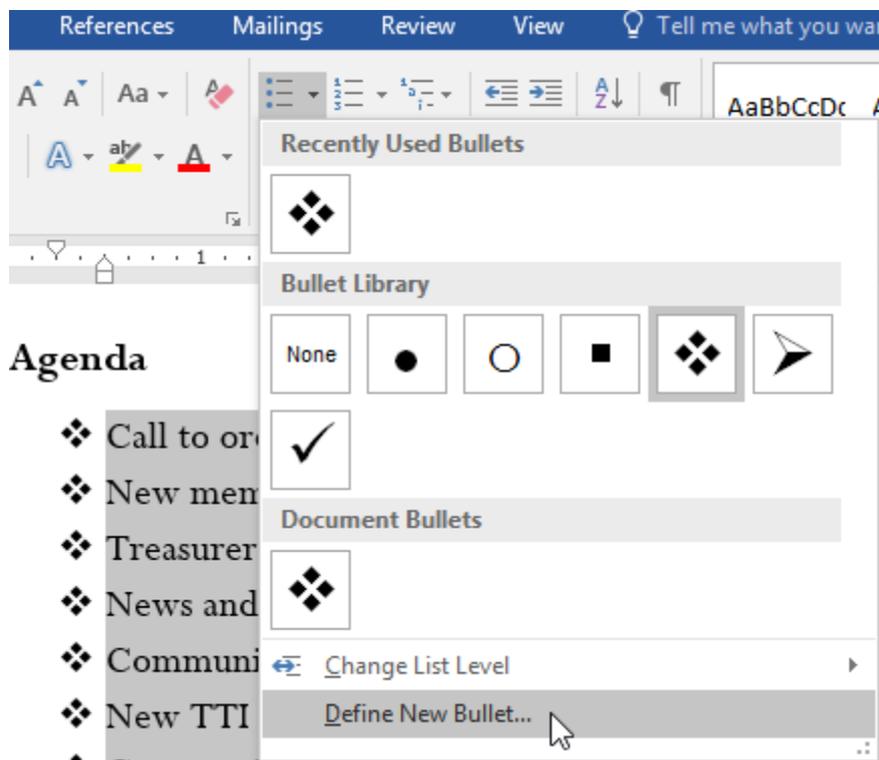


Agenda

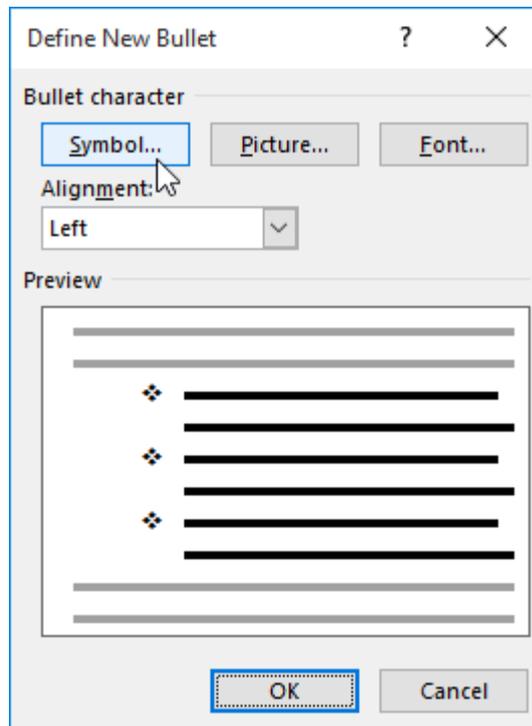
- ❖ Call to order
- ❖ New member introduction
- ❖ Treasurer's report
- ❖ News and events
- ❖ Communications
- ❖ New TTI Facebook Page
- ❖ Community Service
- ❖ Fundraising
- ❖ Chair's Report
- ❖ Adjournment

Additional Notes:

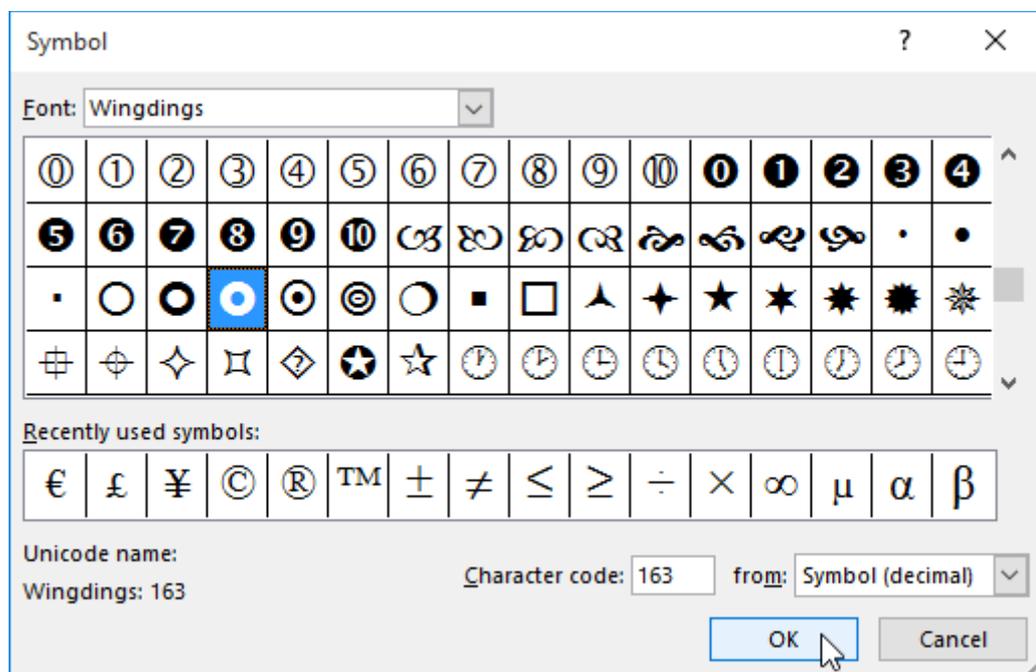
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



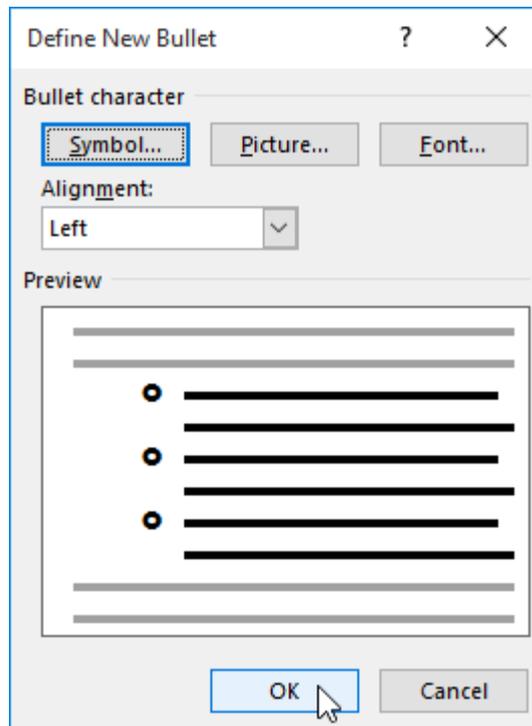
3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.



4. The **Symbol** dialog box will appear.
5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click **OK**.



7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



8. The symbol will appear in the list.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

To change the bullet color:

1. Select an existing list you want to format.

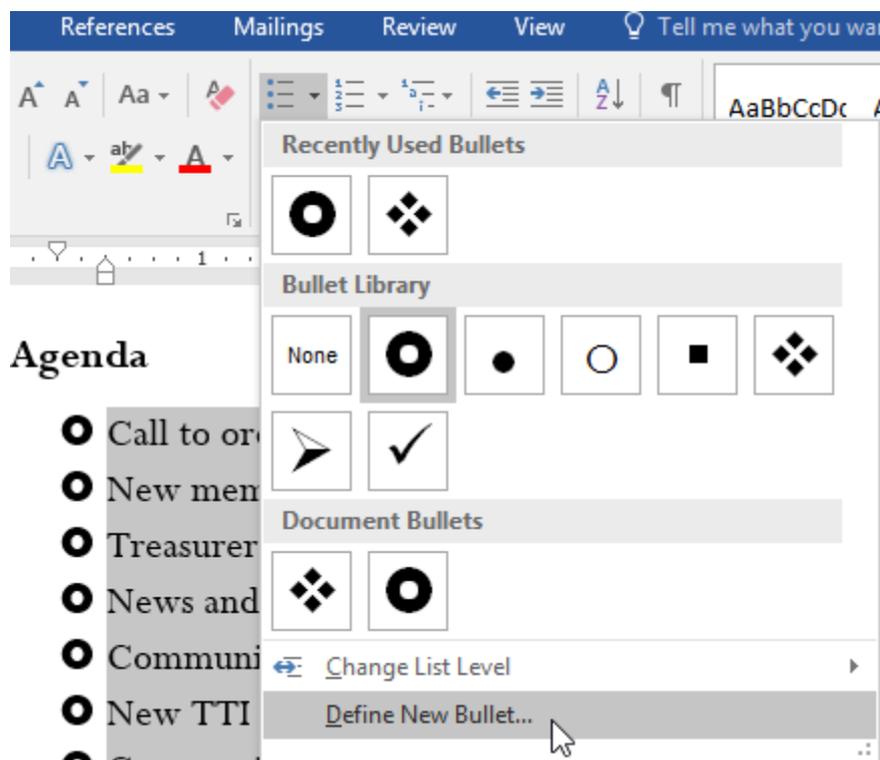


Agenda

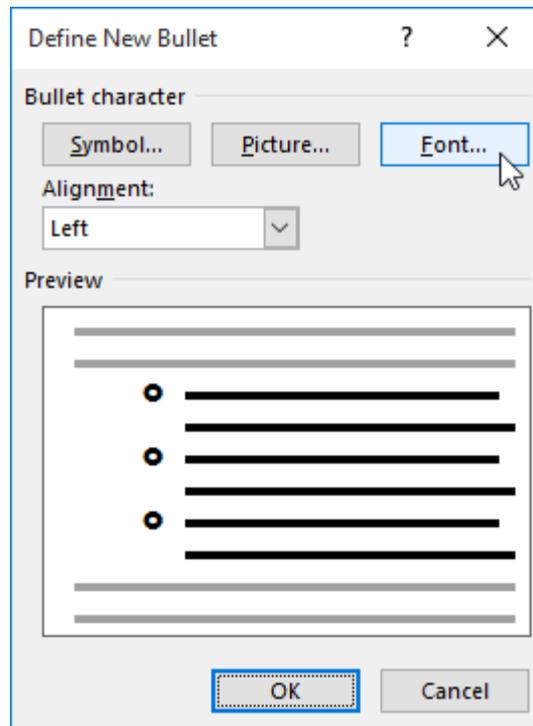
- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

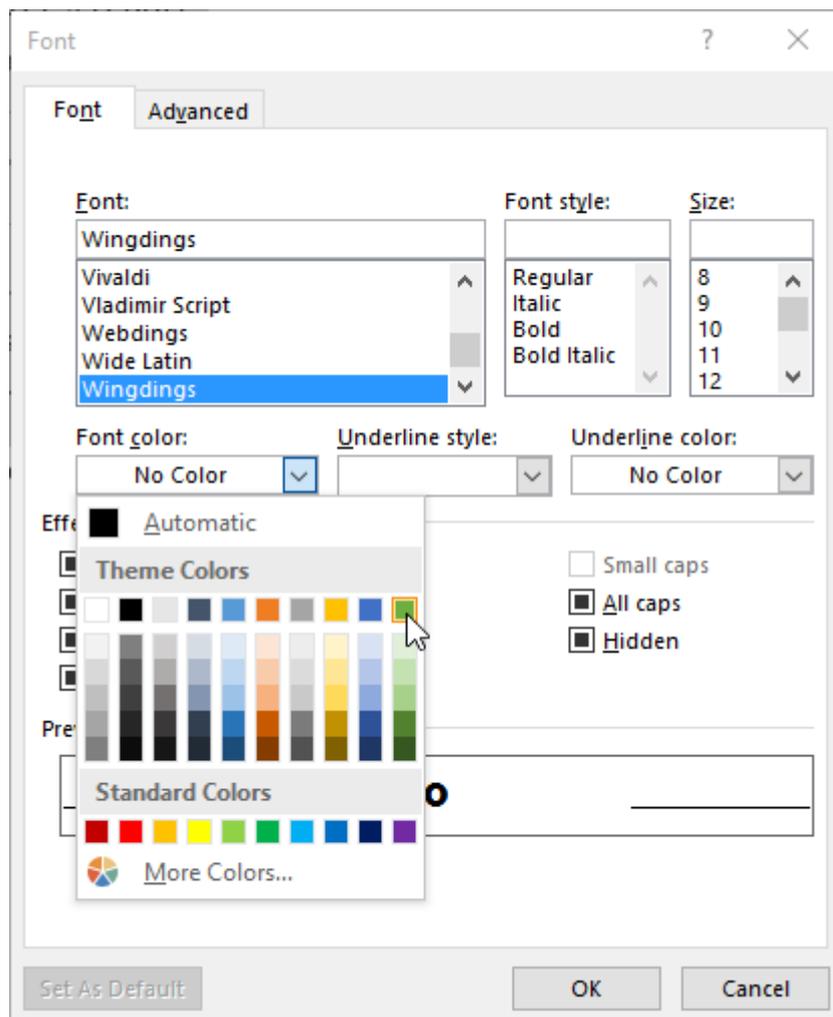
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



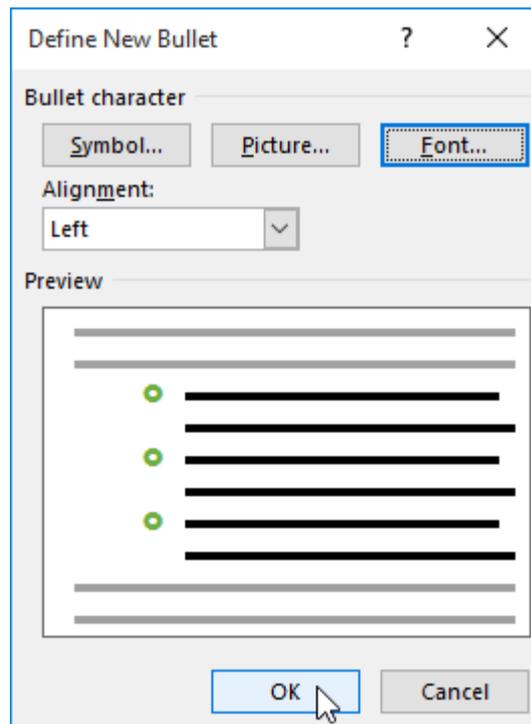
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.
5. Select the desired color, then click **OK**.



6. The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



7. The bullet color will change in the list.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
 - Farewell dinner
 - Oak Park Dedication
 - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service
 - J Pelham Urban Garden
 - Volunteer service day – Grove Memorial
 - Montrose Arboretum education project

To create a multilevel list:

1. Place the **insertion point** at the beginning of the line you want to move.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- |Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level.

- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line, then press the **Tab** key until the desired level is reached.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
 - ○ Farewell dinner
 - Oak Park Dedication
 - International Arborists Association
- Communications
- New TTI Facebook Page
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- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



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- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and clicking the **Increase Indent** or **Decrease Indent** commands.

