

## To format line spacing:

1. Select the text you want to format.

Dear Ms. Jackson:

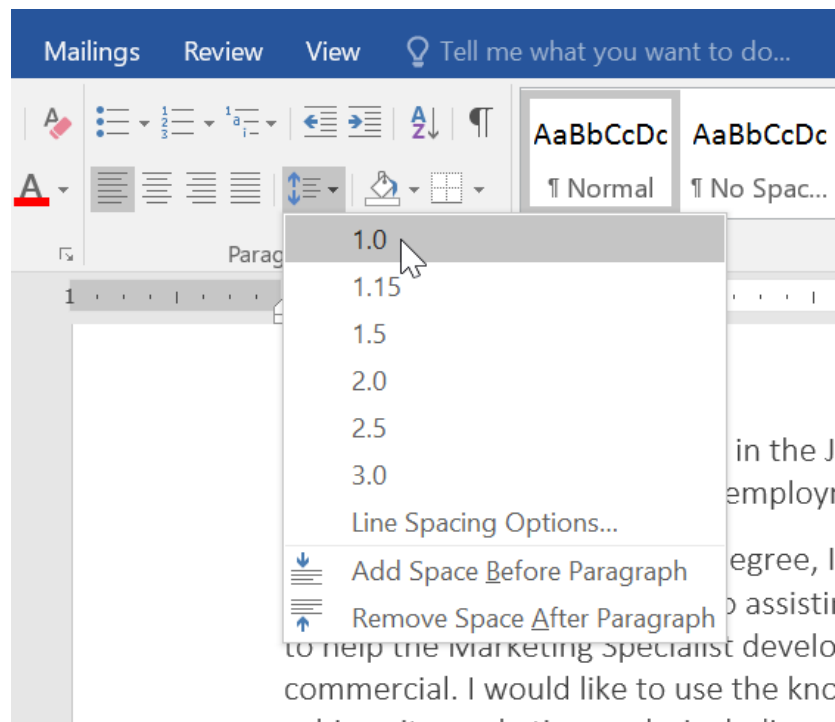
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

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.

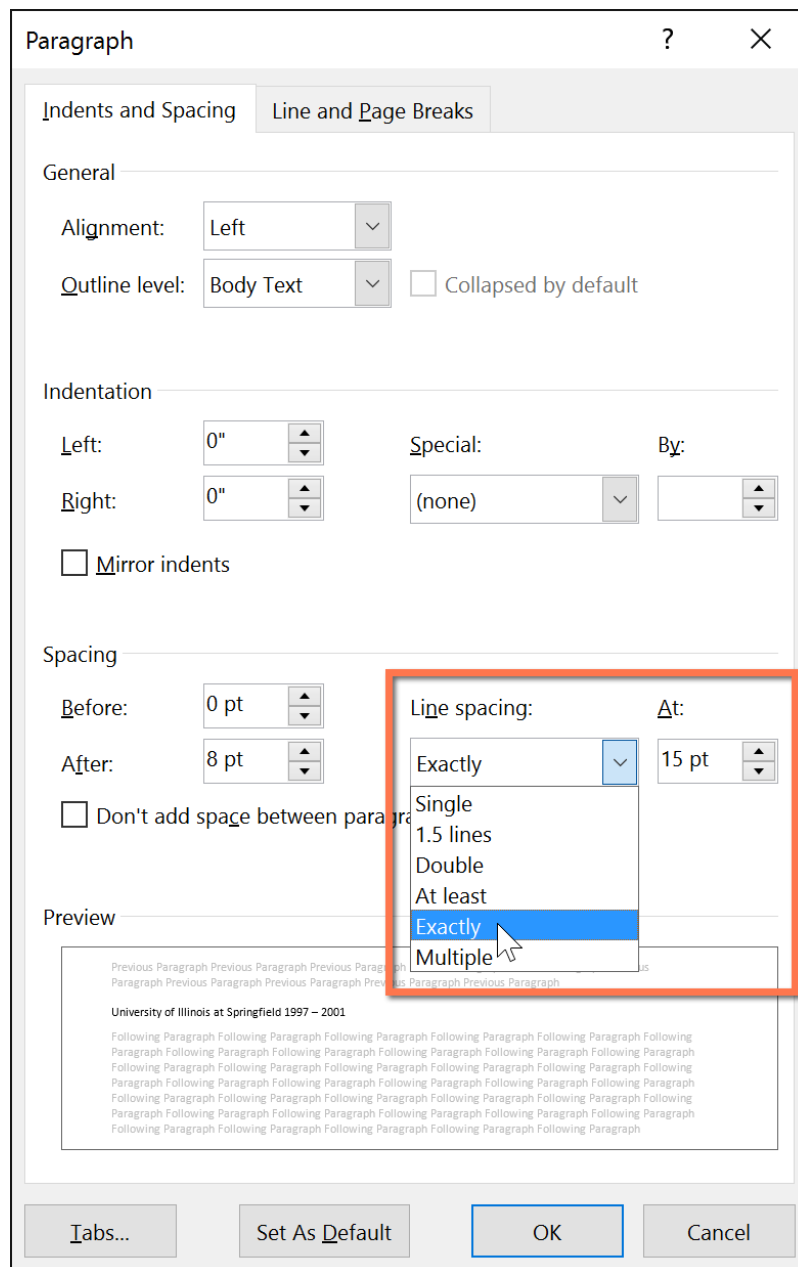
Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

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:

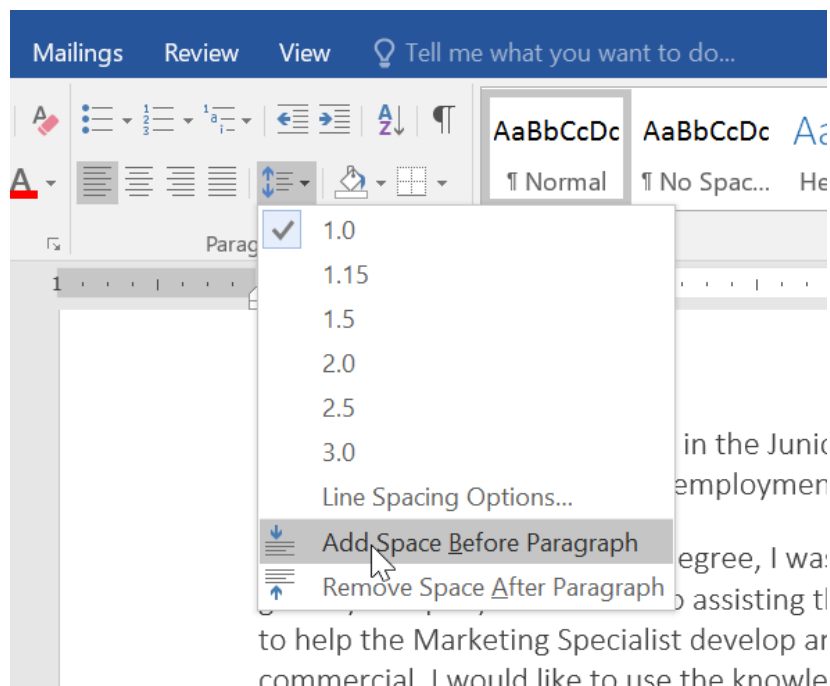
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

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.

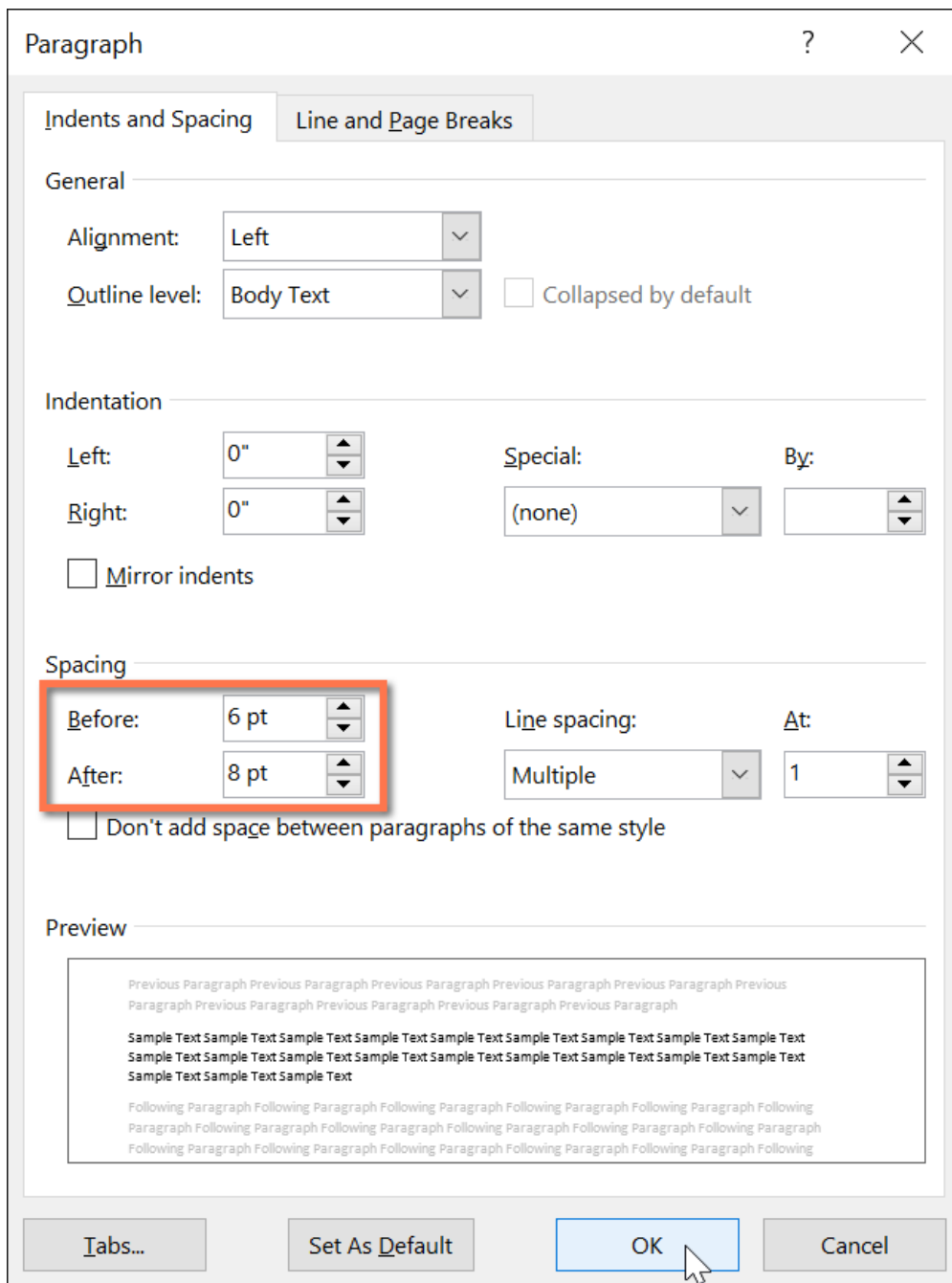
While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the 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,

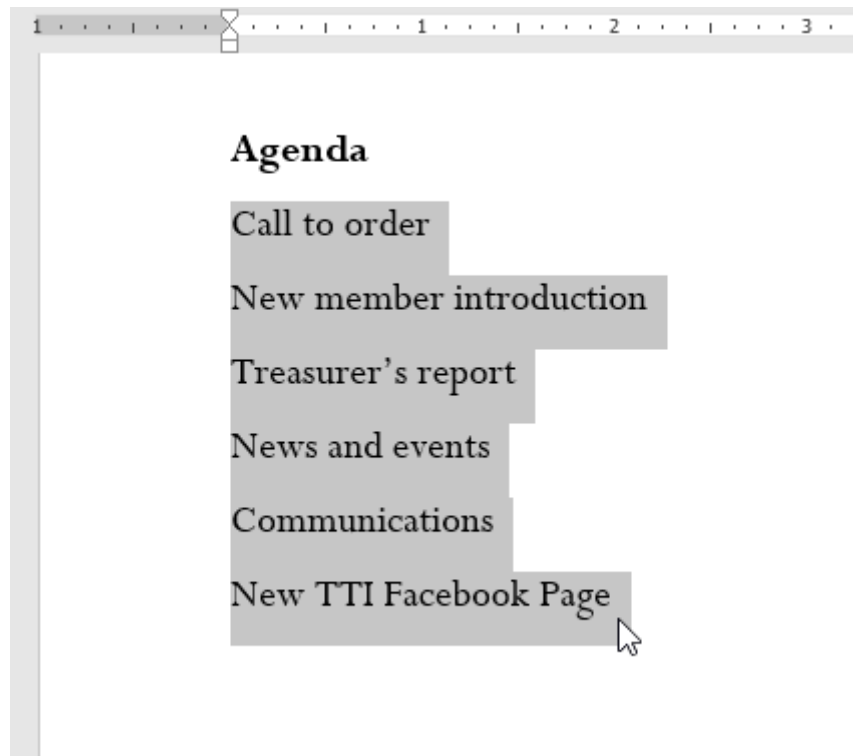
Adrienne Patel

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.

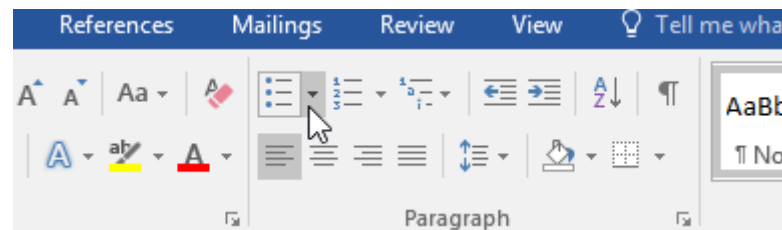


To create a bulleted list:

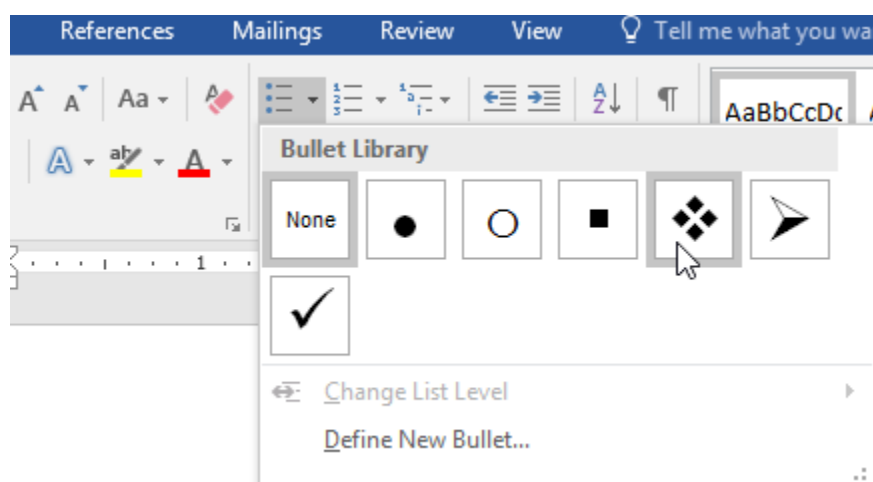
1. Select the text you want to format as a list.



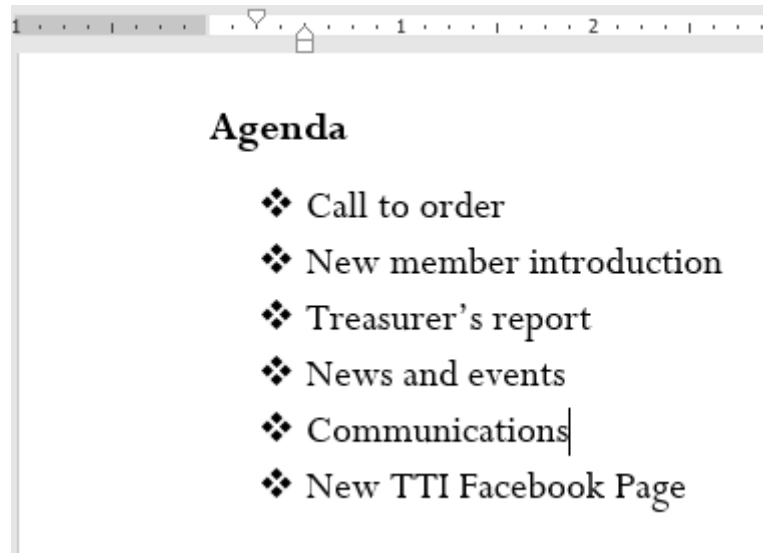
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.



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.

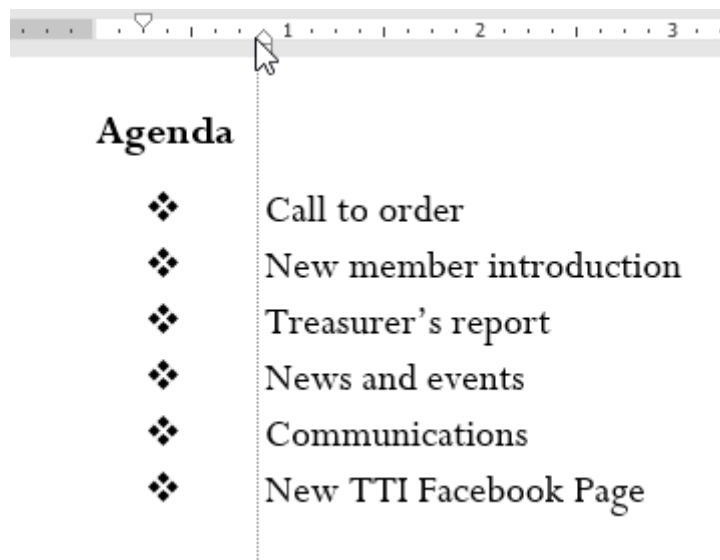


4. The text will be formatted as a bulleted list.



### 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

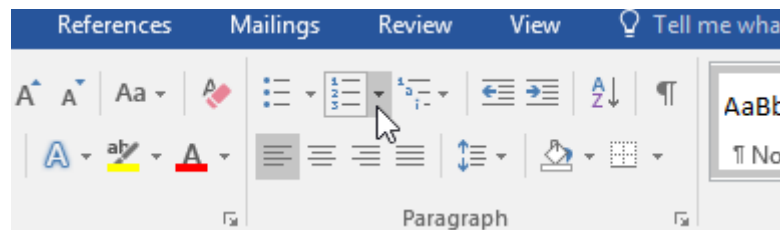
Send invitations

Approve location set up

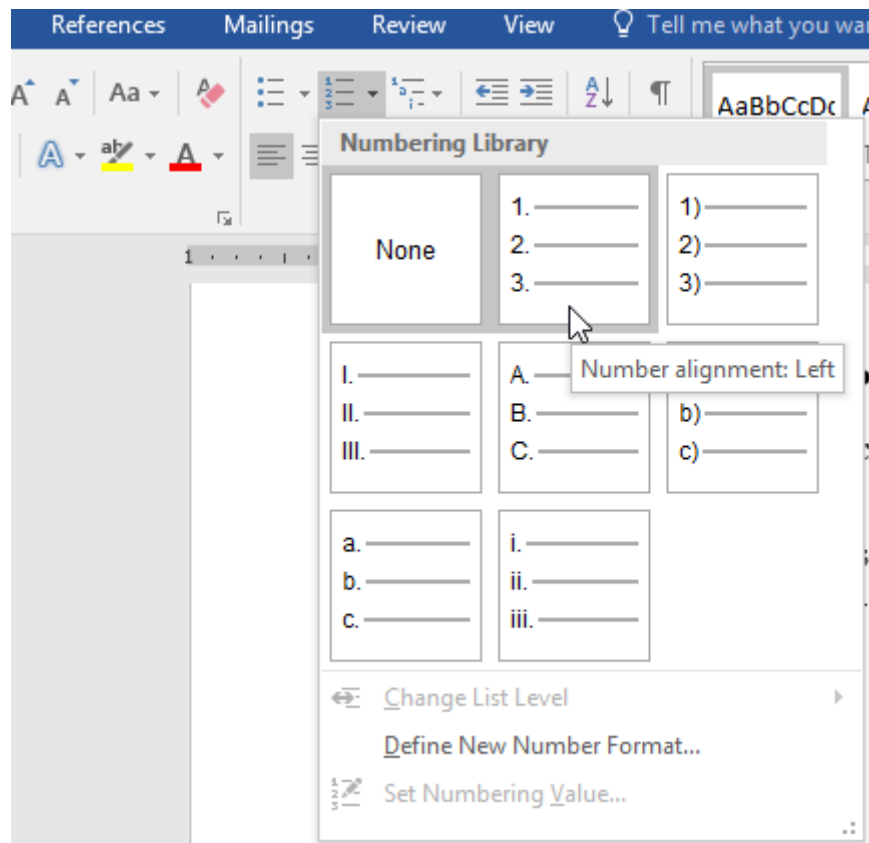
Arrange seating placards

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.

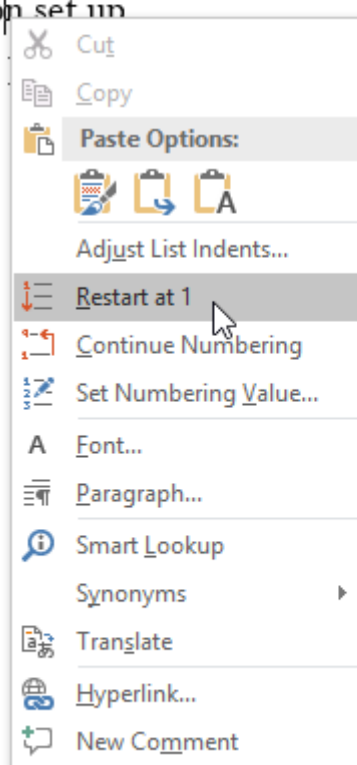
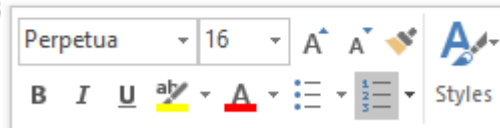
1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

## 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

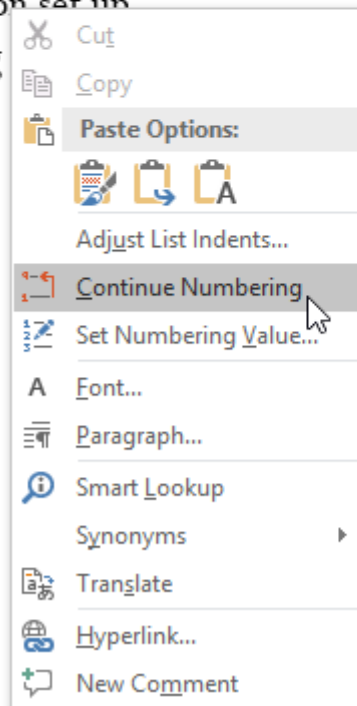
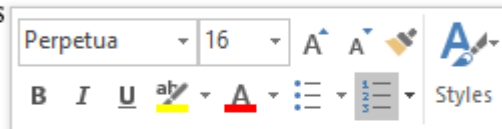
You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

## 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.

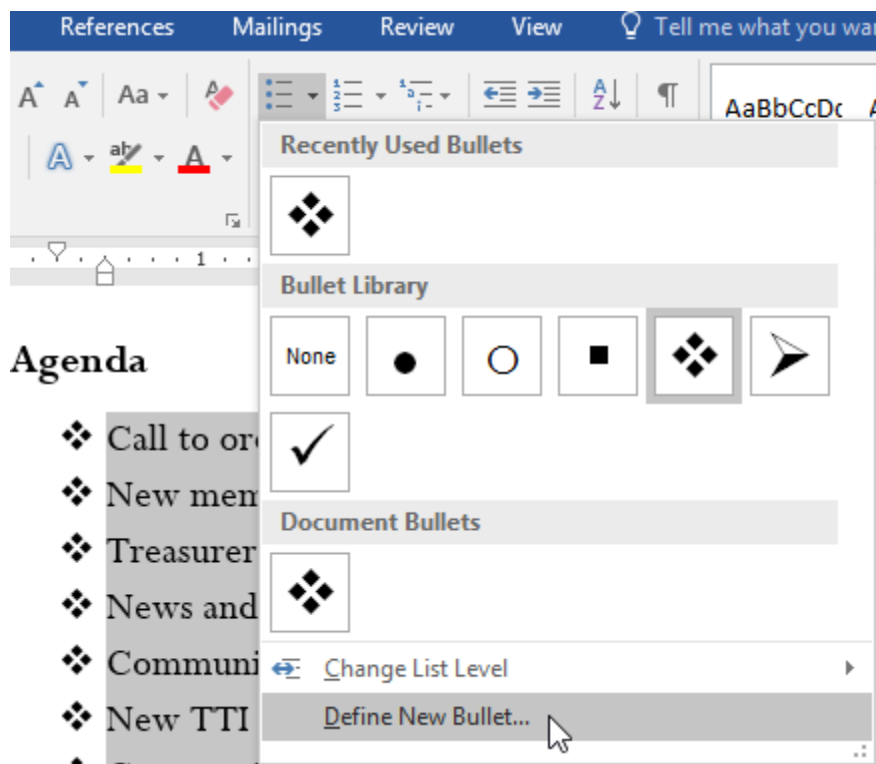


## Agenda

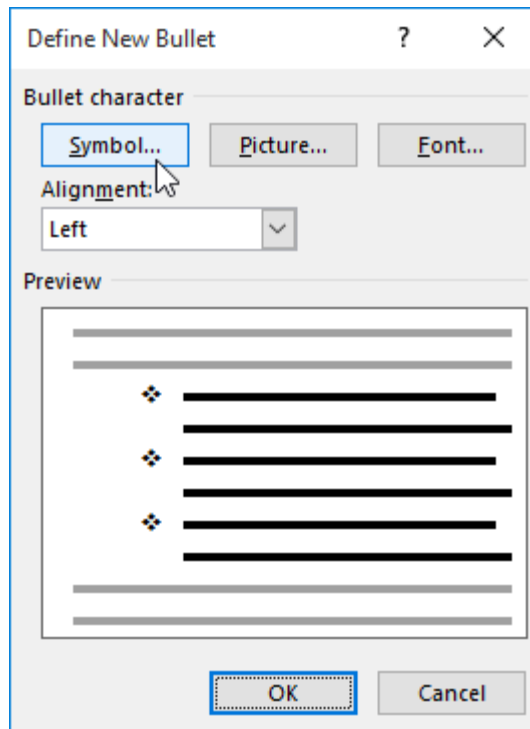
- ❖ Call to order
- ❖ New member introduction
- ❖ Treasurer's report
- ❖ News and events
- ❖ Communications
- ❖ New TTI Facebook Page
- ❖ Community Service
- ❖ Fundraising
- ❖ Chair's Report
- ❖ Adjournment

Additional Notes:

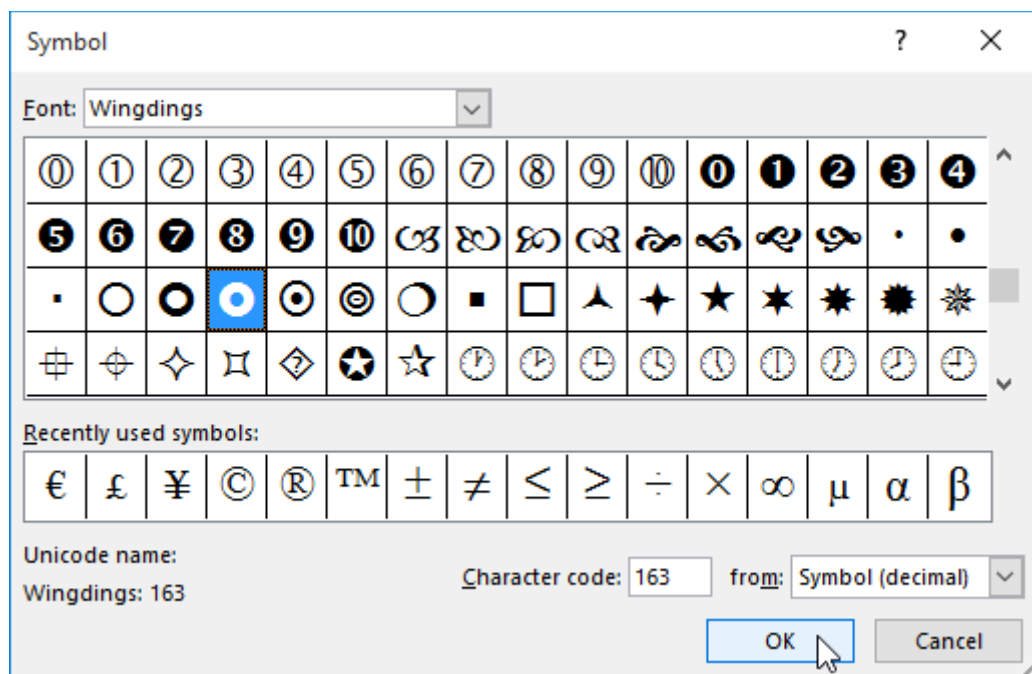
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



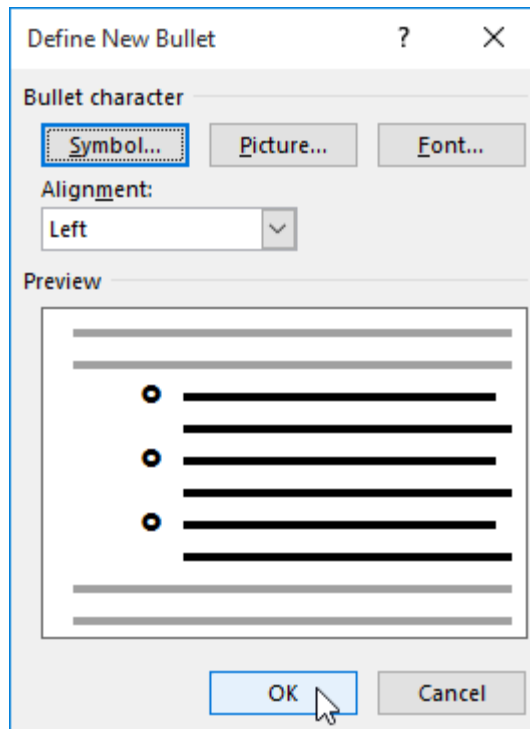
3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.



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.

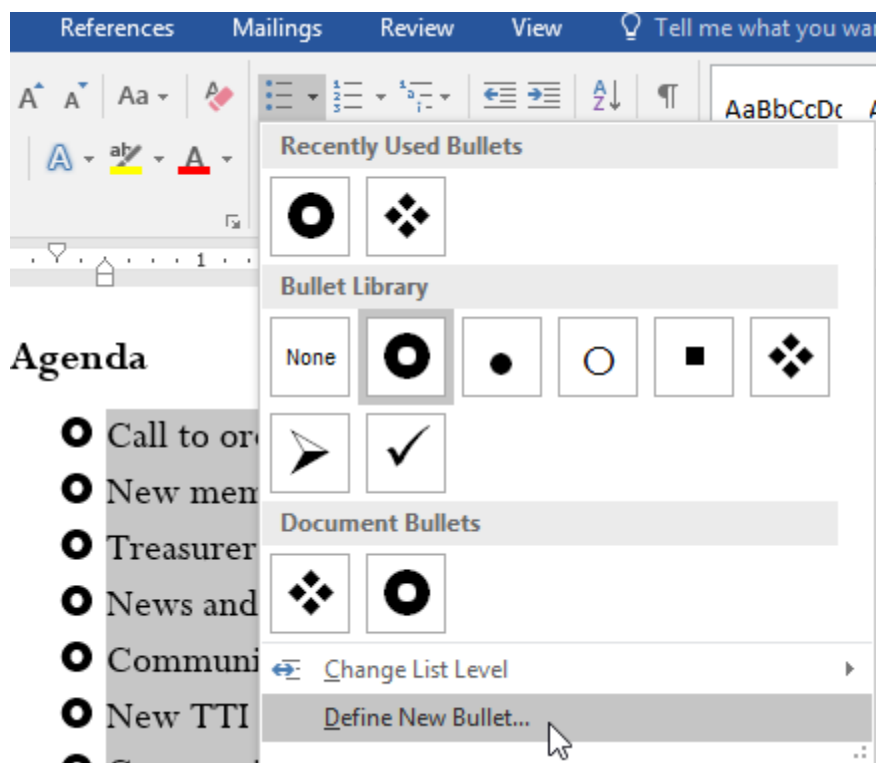


## Agenda

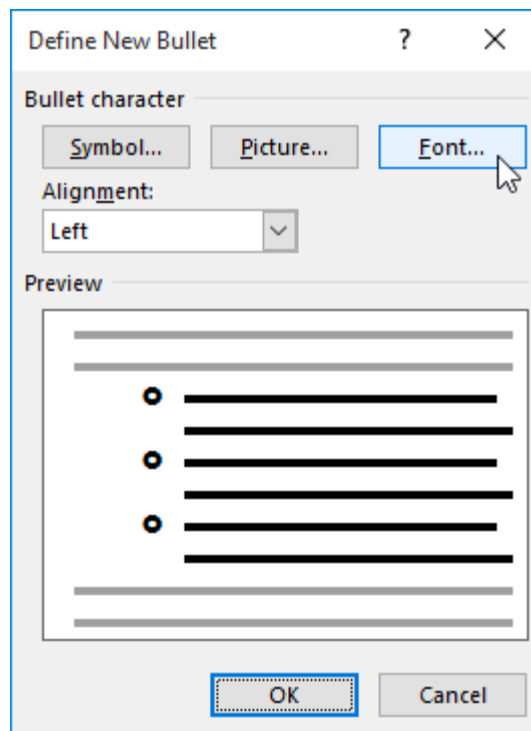
- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

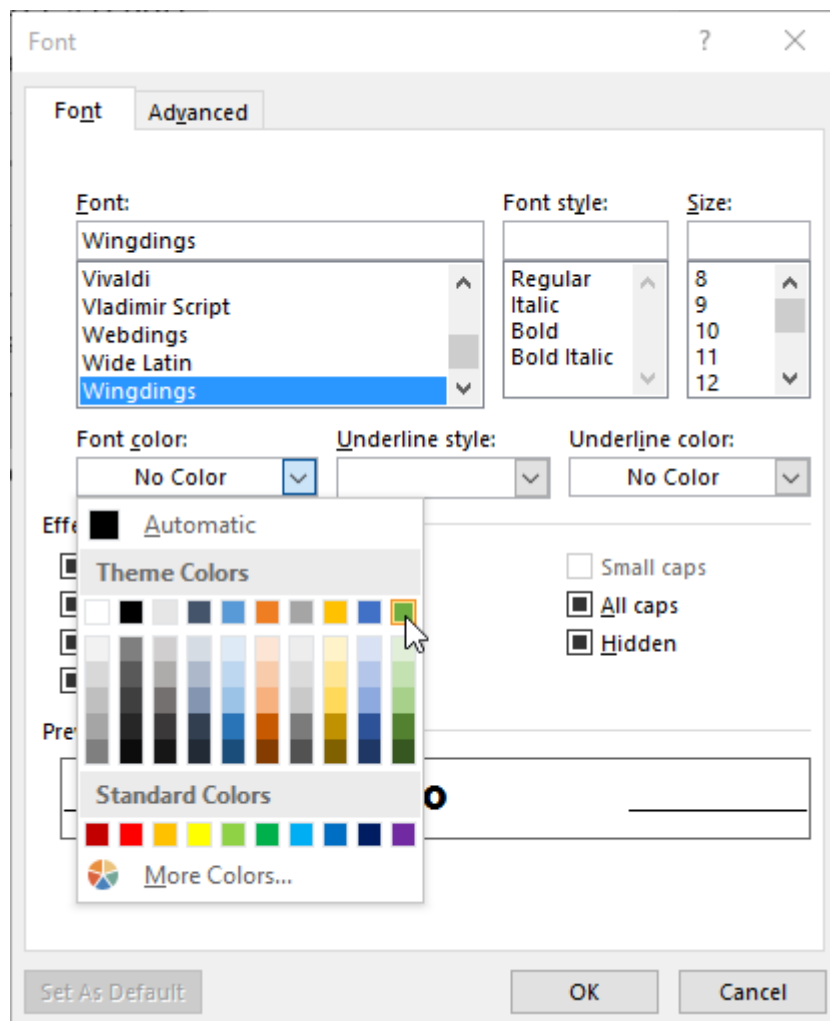
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



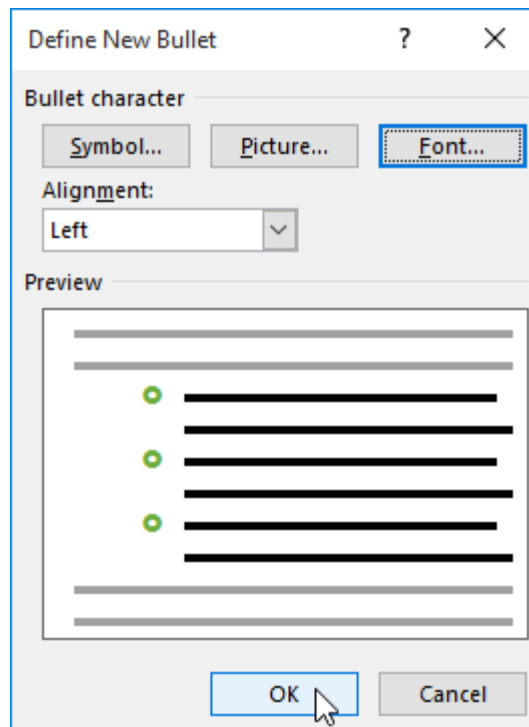
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



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
- Community Service

- 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.



## 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

- 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.

