

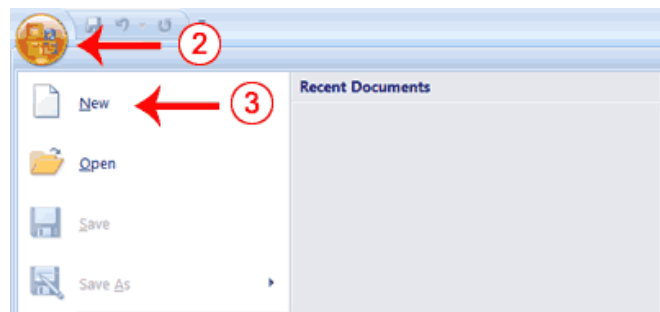
Lesson 4: Formatting Paragraphs and Working with Styles

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once.

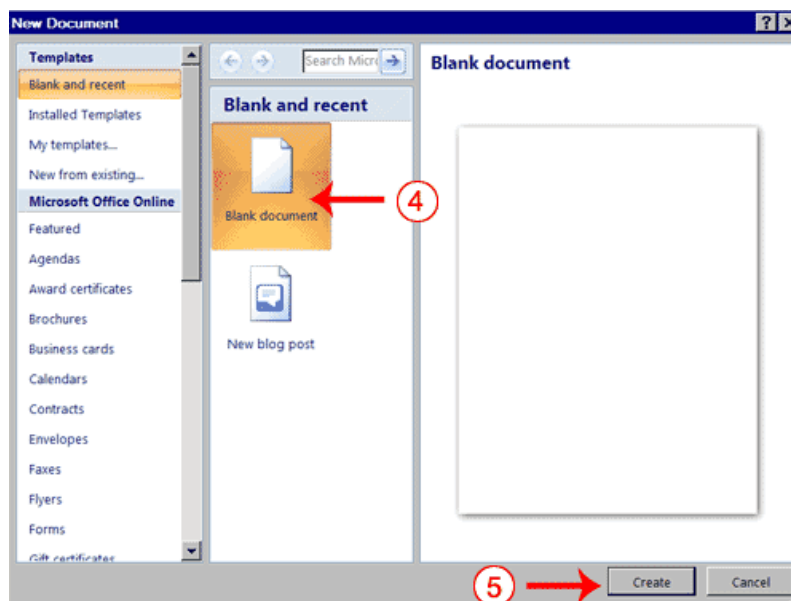
Open a Blank Document

To begin a new Word project, you start by opening a new document.

Open a Blank Document

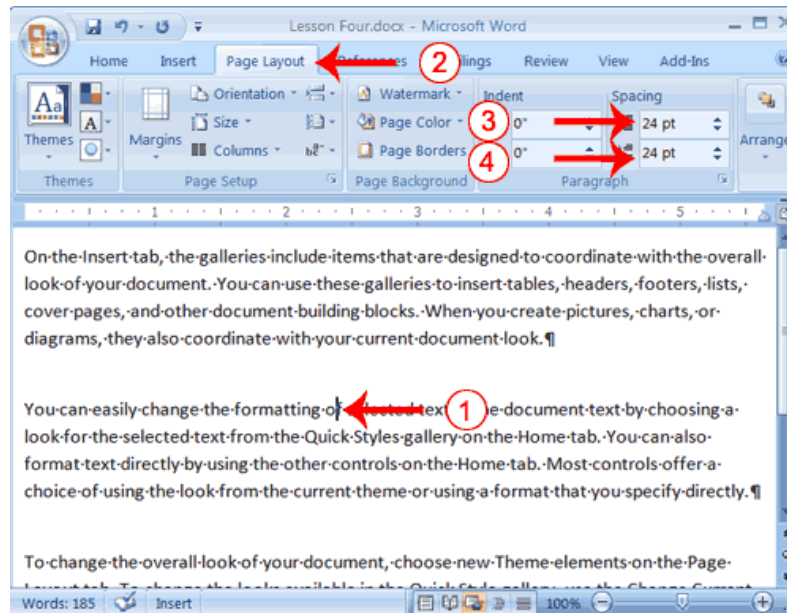


1. Open Word 2007.
2. Click the Microsoft Office button. A menu appears.
3. Click New. The New Document dialog box appears.
4. Click Blank Document.
5. Click Create. A new blank document opens.



Add Space Before or After Paragraphs

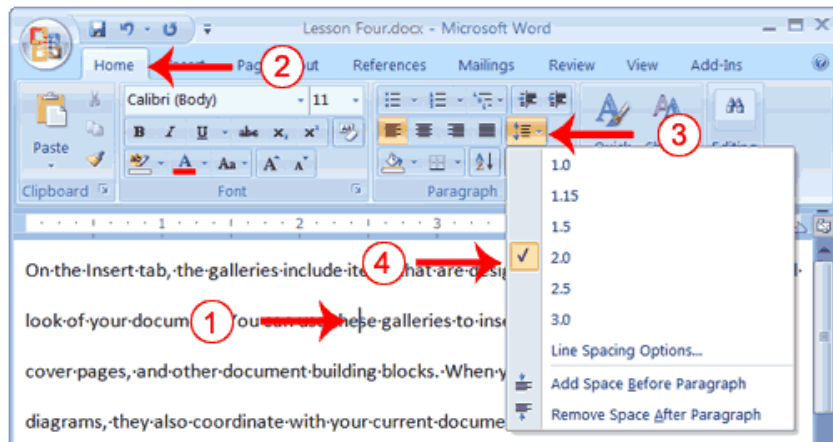
When creating a document, space is often used to clearly identify where each paragraph begins and ends. By default, Word may place slightly more space between paragraphs than it does between lines in a paragraph. You can increase or decrease the amount of space that appears before and after paragraphs by entering amounts in the **Before** and **After** fields in the Paragraph section of the **Page Layout** tab. Use the up arrows next to the Before and After fields to increase the amount of space before or after each paragraph; use the down arrows to decrease the amount of space before or after each paragraph.




1. Place your cursor.
2. Choose the Page Layout tab. The default spacing appears in the Spacing Before field.
3. Click the up arrow next to the Spacing Before field to increase the space before the paragraph.
4. Click the up arrow next to the Spacing after field to increase the amount of space after the paragraph.

Change Line Spacing

Line spacing sets the amount of space between lines within a paragraph. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the single-space amount (double space).

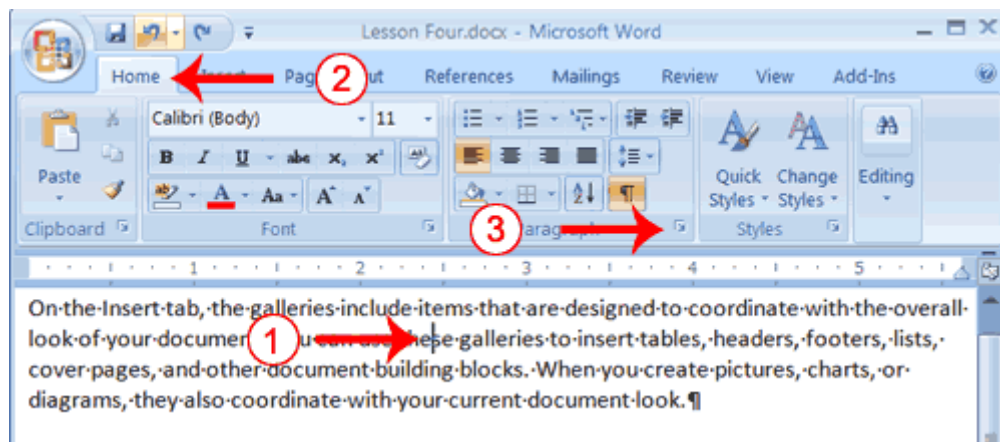


1. Choose the Home tab.
2. Click the Line Spacing button  in the Paragraph group. A menu of options appears.
3. Click 2.0 to double-space the first paragraph.

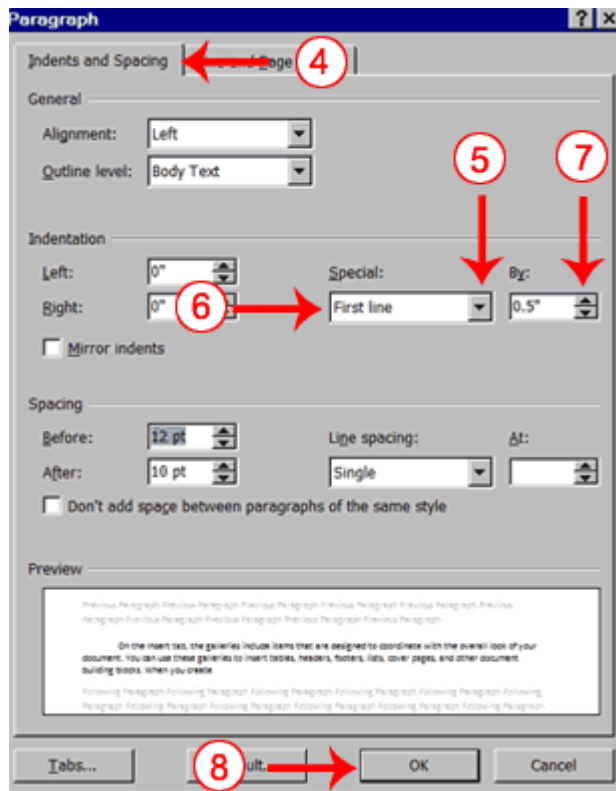
Create a First-Line Indent

Some people and organizations delineate the start of a new paragraph by indenting the first line. If you want to indent the first line of your paragraphs, you can use the **Paragraph dialog** box to set the amount by which you want to indent. In the **Special Field** of the Paragraph dialog box, you tell Word you want to indent the first line by choosing **First Line** from the menu options. In the **By** field, you tell Word the amount.

Create a First-line Indent



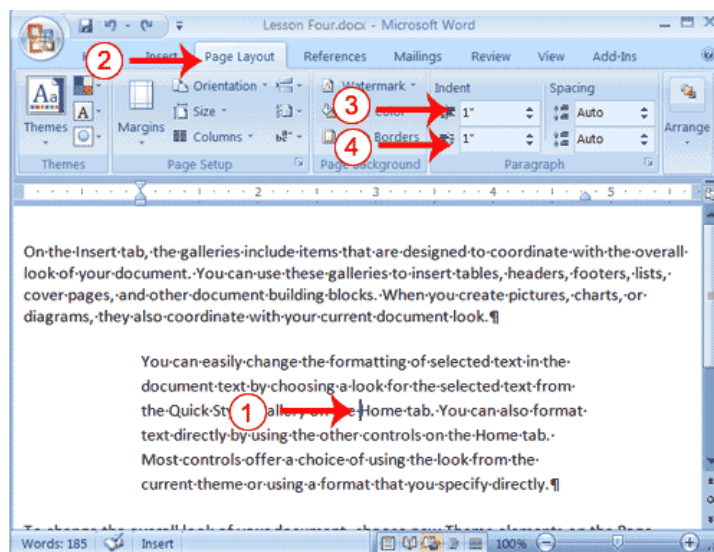
1. Place your cursor anywhere within the paragraph
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box appears.



4. Choose the Indents and Spacing tab.
5. Click to open the drop-down menu on the Special field.
6. Click First Line.
7. Enter 0.5" in the (By) field.
8. Click OK. The first line of your paragraph is now indented half an inch.

Indent Paragraphs

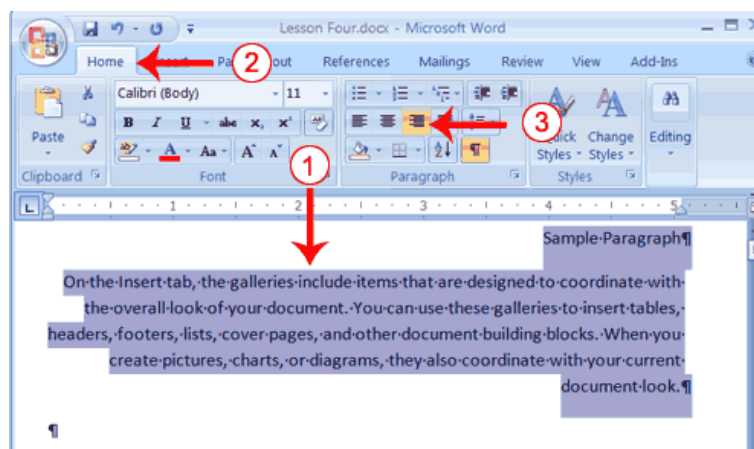
Indentation allows you to indent your paragraph from the left and/or right margin.







1. Place your cursor anywhere in the second paragraph.
2. Choose the Page Layout tab.
3. Type 1" in the Indent Left field or use the up or down arrows to set the field value to 1".
4. Type 1" in the Indent Right field or use the up or down arrows to set the field value to 1".
Your paragraph is now indented one inch from both the left and right margins, as in the example.

Align Paragraphs

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and Justified text is flush with both the left and right margins.



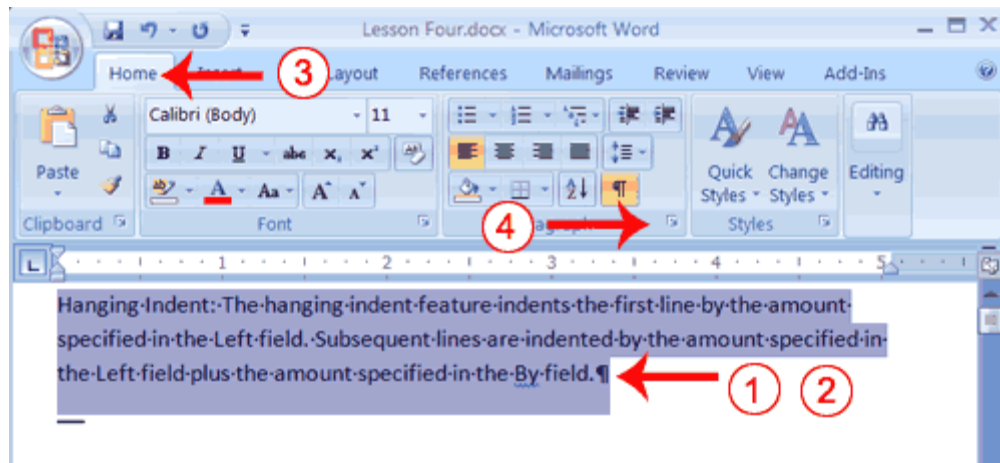
1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-right button     in the Paragraph group.

Alternate Method—Right-Justify with Keys

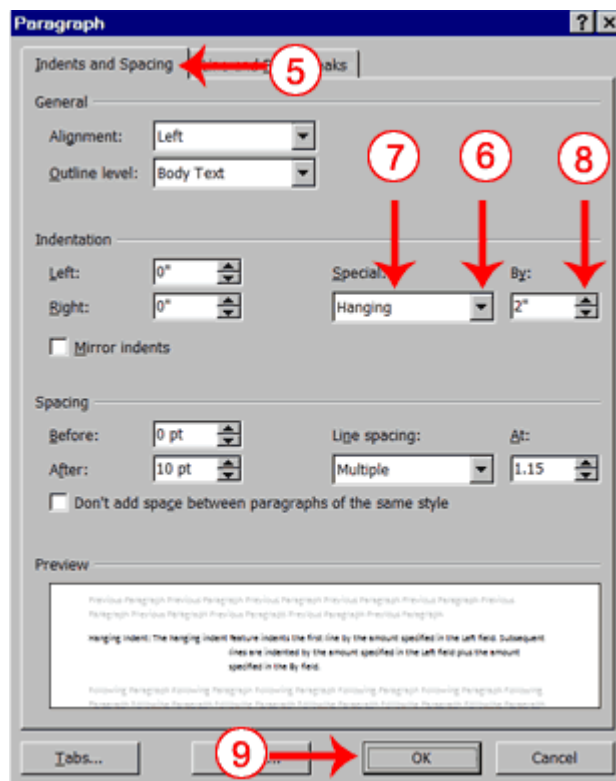
1. Press Ctrl+r. The paragraph is now right-aligned.
2. Press Ctrl+l. The paragraph is now left-aligned.
3. Press Ctrl+e. The paragraph is now centered.
4. Press Ctrl+j. The paragraph is now justified.

Create a Hanging Indent

The hanging indent feature indents each line except the first line by the amount specified in the (By) field, as shown in the example.



1. Select the paragraph you just typed.
2. Choose the Home tab.
3. Click the launcher in the Paragraph group. The Paragraph dialog box appears.

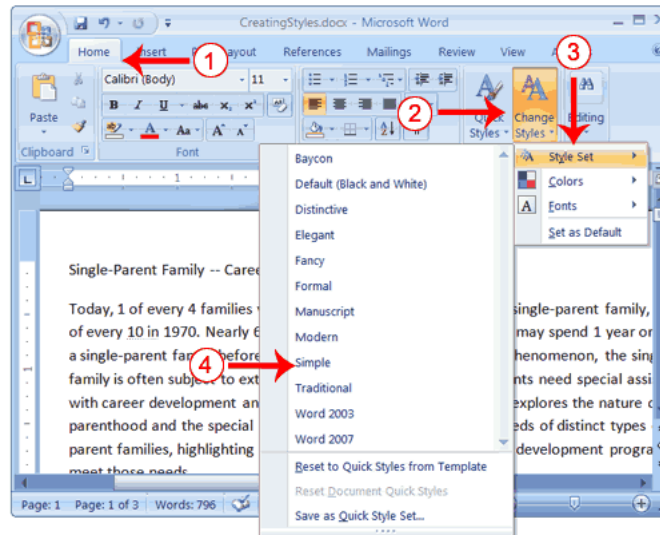


5. Choose the Indents and Spacing tab.
6. In the Special field, click to open the pull-down menu.
7. Click Hanging.
8. In the By box, type 2".
9. Click OK.

Choose a Style Set

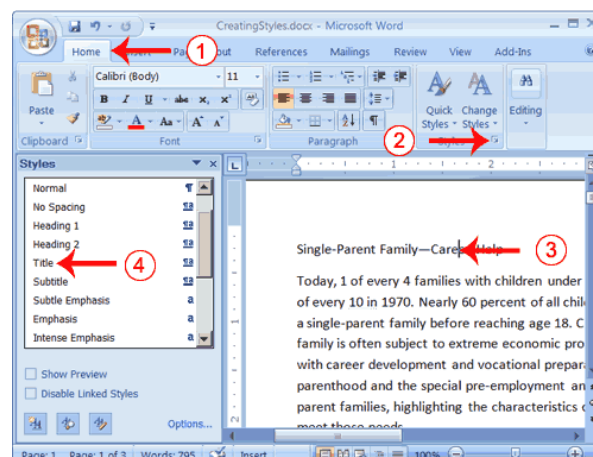
When working with Word, you can use styles to quickly format your documents. A style is a set of formats consisting of such things as fonts, font colors, font sizes, and paragraph formats. Word 2007 supplies you with predesigned style sets that contain styles for titles, subtitles, quotes, headings, lists and more.


Choose a Style Set



1. Choose the Home tab.
2. Click Change Styles in the Styles group. A menu appears.
3. Click Style Set. A menu appears. You can choose from any of the styles listed on the menu.

Apply the Title Style



1. Choose the Home tab.
2. Click the launcher in the Styles Group. The Styles pane appears. You can drag it to the side of the Word window to dock it. To close the Styles pane, click the Close button  in the upper right corner of the pane.

3. Click anywhere in the paragraph.
4. Click Title in the Styles pane. Word 2007 applies the Title style to the paragraph.

Apply Headings

1. Click anywhere in the paragraph.
2. In the Style box, click Heading 1. Word reformats the paragraph.
3. Repeat steps 1 and 2 in the following paragraphs:
 - Types of Single Parents
 - Career Development Needs of Single Parents
 - Career Development Programs

Apply Subheadings

1. Click anywhere in the paragraph
2. In the Style box, click Heading 2. Word reformats the paragraph.

Alternate Method -- Apply Styles with the Ribbon

You can also choose styles by selecting the option you want from the Styles group on the Ribbon. First you must place your cursor in the paragraph to which you want to apply the style. Then you click the More button in the Styles group to see all of the styles in the currently selected set.

Add a frame to the page

You can put a frame to the page by these steps:

1. Choose layout tab.
2. Press in the border page icon

