

# Paragraph Formatting

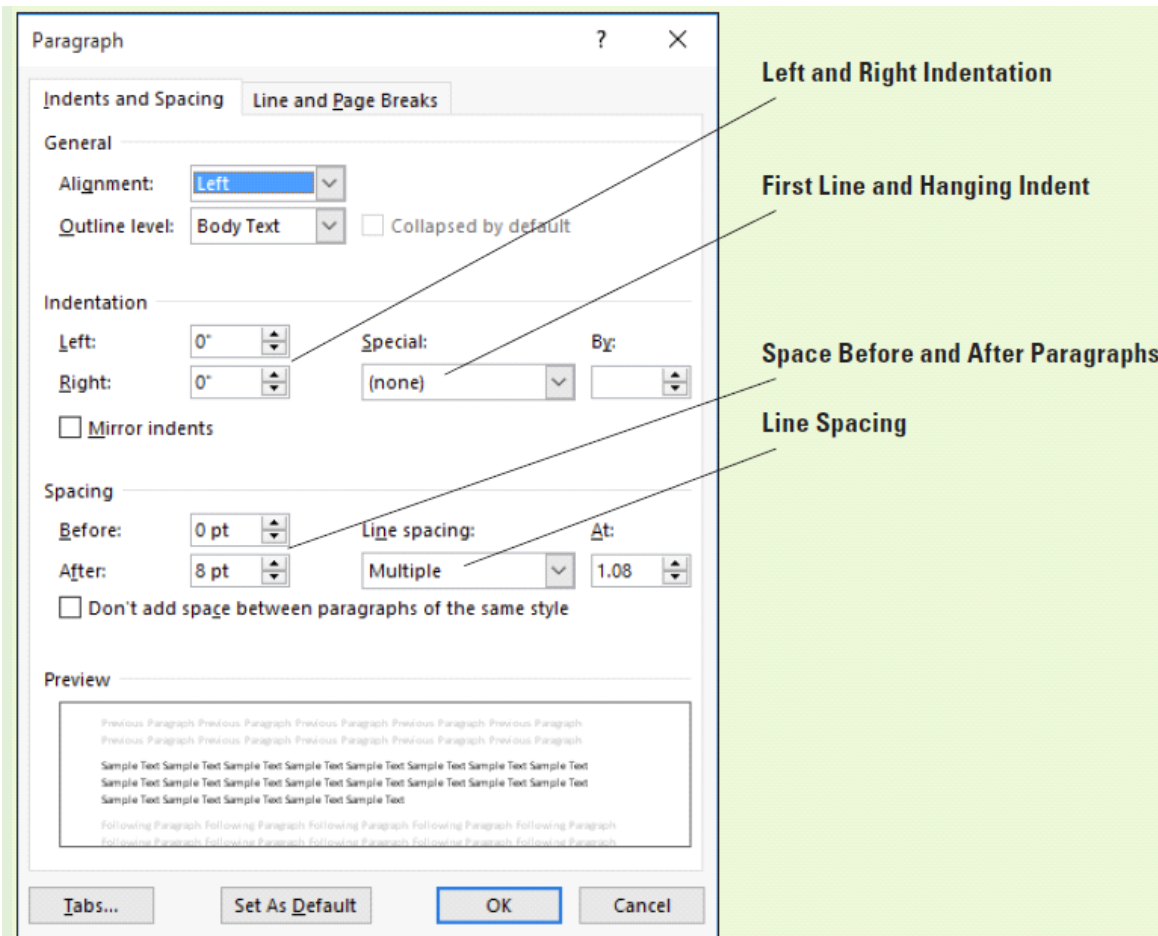
## Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Setting Line Spacing in Text and Between Paragraphs	Set line and paragraph spacing and indentation.	2.2.3
Creating and Formatting a Bulleted List	Create a numbered or bulleted list.	3.3.1
Creating and Formatting a Numbered List	Change bullet characters or number formats for a list level.	3.3.2
	Define a custom bullet character or number format.	3.3.3
	Increase or decrease list levels.	3.3.4
	Restart or continue list numbering.	3.3.5
	Set starting number value.	3.3.6

## Software Orientation

### The Indents and Spacing Tab in the Paragraph Dialog Box

The Paragraph dialog box contains Word's commands for changing paragraph alignment, indentation, and spacing. The Indents and Spacing tab of the Paragraph dialog box is shown in Figure 4-1. Use this figure as a reference throughout this lesson as well as the rest of this book.



**Figure 4-1**  
**Indents and Spacing tab of the Paragraph dialog box**

## Formatting Paragraphs






Paragraph formatting is an essential part of creating effective, professional-looking documents in Word. When a document is formatted properly and the text is attractively spaced and positioned, the reader can focus on the content. Word’s paragraph formatting feature enables you to set values for paragraph alignment, indentation, and spacing between paragraphs. Word’s formatting features also enable you to remove paragraph formatting altogether.

## Setting Indents

You can use indents to set paragraphs off from other text in your documents. Word documents can include first-line indents, hanging indents, and negative indents. The commands for indenting paragraphs are available in the Paragraph command group on the Home tab, as well as in the Paragraph command group of the Layout tab. Both command groups have dialog box launchers that give you access to additional commands. In this exercise, you learn to set indents using the dialog box and the ruler.

An indent is a blank space inserted between text and the left or right margin. A first-line indent inserts blank space between the left margin and the first line of the paragraph

(one-half inch is the default setting for this indent). A hanging indent, common in legal documents and bibliography pages, begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are then indented from the left margin. A negative indent extends paragraph text into the left margin. You can indent paragraphs from the left margin, the right margin, or both, and you can set the sizes of indents using Word's paragraph-formatting tools. You can also drag the markers on the ruler to set indents. Table 4-1 shows the various indent markers as they appear on the ruler.

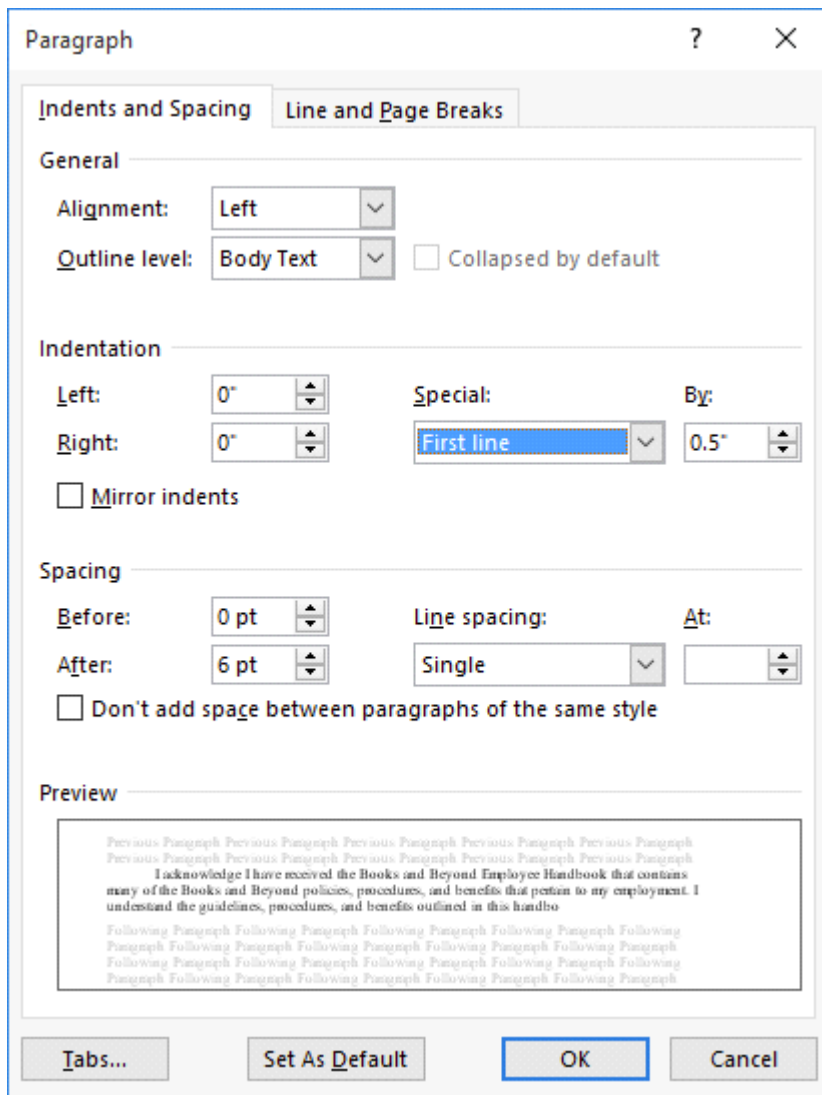
Indent Option	Associated Marker on the Ruler
First-line indent	
Hanging indent	
Left indent	
Right indent	
Negative indent	

**Table 4-1**  
**Types of indents on the Ruler**

### Step by step Set First-Line Indents

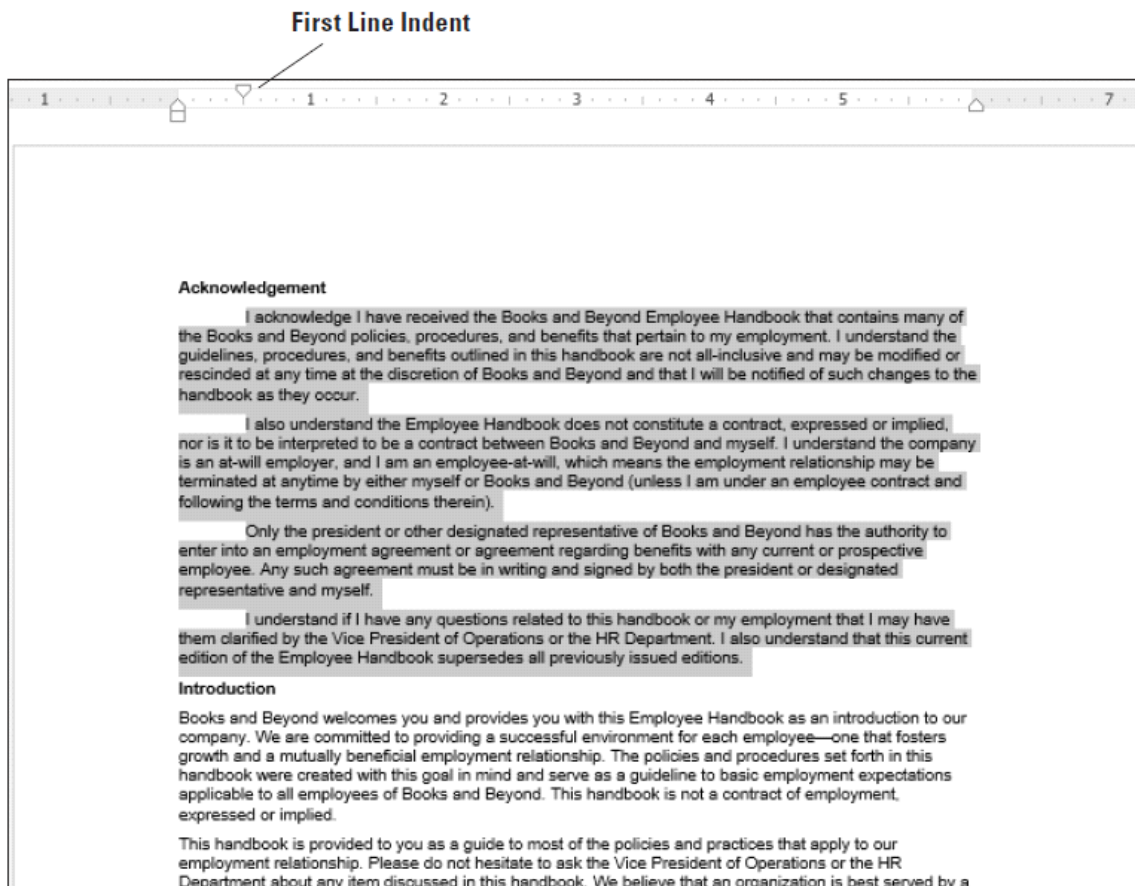
**GET READY.** Before you begin these steps, be sure to launch Microsoft Word.

1. On the Recent screen, click [Open Other Documents](#). The Open screen appears.
2. Connect your flash drive to one of the USB ports on your computer.
3. Click [This PC](#).
4. Click the [Browse](#) button. Use the vertical scroll bar to scroll down and locate the data files for this lesson on your flash drive. Double-click the lesson folder to open it.
5. Locate and open the file named **Books Beyond**.
6. Click the [View](#) tab. Then, in the Show group, select the Ruler checkbox.
7. Select the four paragraphs under *Acknowledgement*.
8. On the Home tab, in the Paragraph group, click the dialog box launcher located in the bottom right corner of the group. Verify that the Indents and Spacing tab is the active tab.
9. In the Indentation section of this tab, change the Special selection by clicking the drop-down arrow and selecting [First line](#). The By box lists 0.5 inches by default, as shown in Figure 4-2.



**Figure 4-2**  
**Paragraph dialog box**

10. Click **OK**. The first line of each paragraph is indented 0.5 inches from the left margin.
11. Figure 4-3 displays the ruler and the paragraphs with the first-line indent you just set.



**Figure 4-3**  
**Ruler with first-line indent marker on paragraphs**

12. Select the four paragraphs under *Introduction*.
13. On the horizontal ruler, click and drag the First-line indent marker to 0.5 inches.



**Troubleshooting**

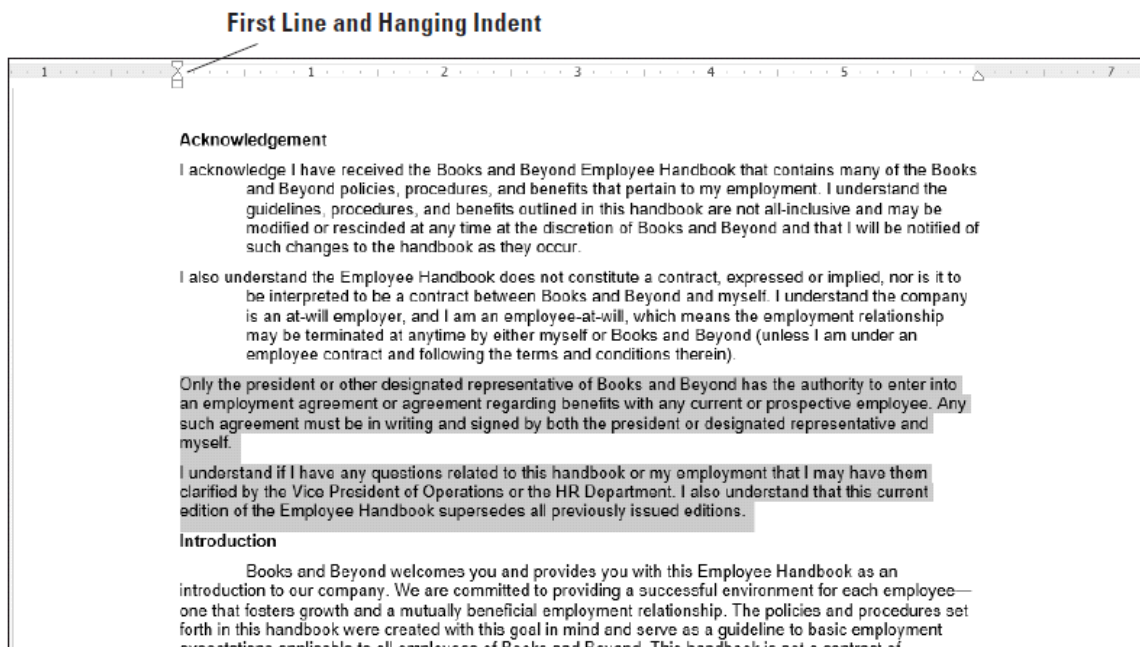
Click the View tab and choose Ruler from the Show command group.

14. Select all the paragraphs under the *General Performance Expectation Guidelines*.
15. On the Layout tab, in the Paragraph group, launch the Paragraph dialog box, and change the Special selection to **First line** by clicking the **drop-down arrow**. Click **OK** to accept the default setting of 0.5 inches.
16. Select both paragraphs under the *Equal Employment Opportunity and Diversity*.
17. Right-click the selected paragraphs and, on the context menu that appears, select **Paragraph**—this is another way to open the Paragraph dialog box.
18. Change the Special selection to **First line**. Click **OK**. Using a shortcut method, you can also access the *Paragraph* dialog box.
19. **SAVE** the document as **B&B First Line Indent** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

**GET READY. USE** the document that is open from the previous exercise.

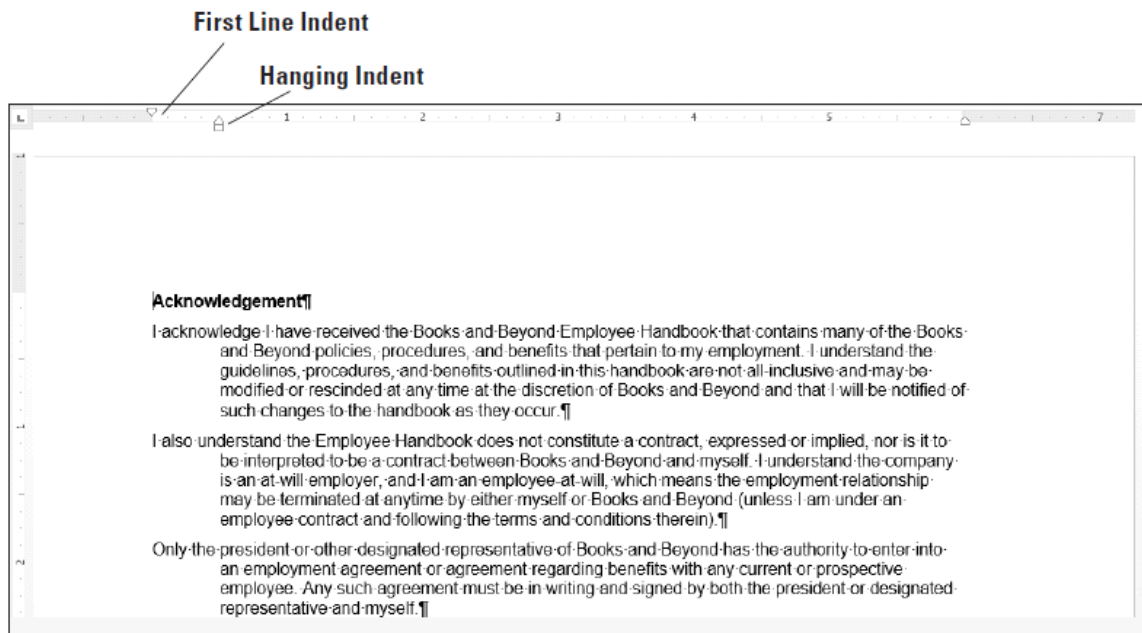
1. Select the first two paragraphs under the heading *Acknowledgement*.
2. On the Home tab, launch the Paragraph dialog box and change the Special selection from First Line to **Hanging**. Click **OK**. The first line of both paragraphs begins at the left margin whereas the remaining paragraphs are indented 0.5 inches from the left margin.
3. Under the same heading, select the last two paragraphs. On the horizontal ruler, click and drag the **first-line indent** marker so that it aligns with the left margin. You need to reposition the first-line indent marker so that it doesn't move when you begin dragging the hanging indent marker. Your markers on the ruler should match Figure 4-4.



**Figure 4-4**

### Markers on ruler aligned

4. Click and drag the **hanging indent** marker to **0.5** inches. You have now repositioned the marker using the ruler, and both paragraphs have hanging indents. Your document should look similar to the one shown in Figure 4-5.



**Figure 4-5**  
**Sample document with hanging indent**

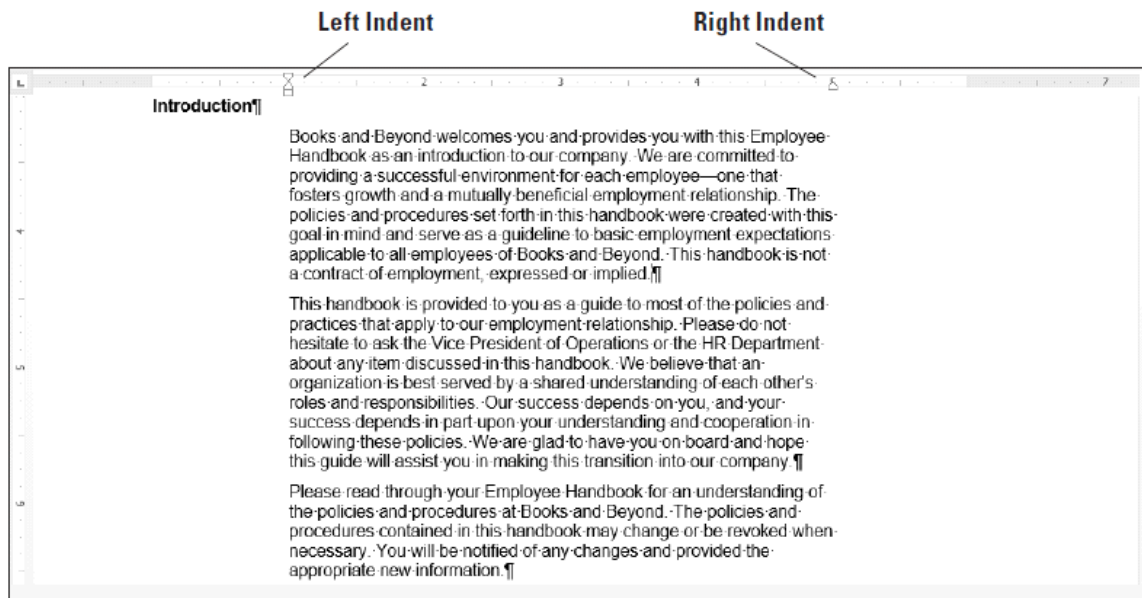
5. **SAVE** the document as **B&B Hanging Indent** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### **Step by step**      **Set Left and Right Indents**

**GET READY. USE** the document that is open from the previous exercise.

1. Select the four paragraphs under *Introduction*.
2. Open the *Paragraph* dialog box from the Home tab.
3. Under the Special group, select **(none)**. Click **OK**. Notice the paragraphs are left aligned.
4. Select the first two paragraphs under *Introduction*.
5. Right-click and click **Paragraph** to open the dialog box. In the Indentation group, change the left and right indents to **1** inch by clicking the up arrow. Click **OK**.
6. Select the last two paragraphs under the same heading.
7. On the Layout tab, in the Paragraph group, click the up arrow next to **Indent Left** to indent the left side of the paragraph to **1** inch on the ruler.
8. Click the up arrow next to **Indent Right** to indent the right side of the paragraph to **1** inch on the ruler. Notice that paragraphs are one inch from the left and right margins (see Figure 4-6).



**Figure 4-6**  
**Sample document displaying**  
**left and right indents**

9. **SAVE** the document as **B&B Left&Right Indent** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

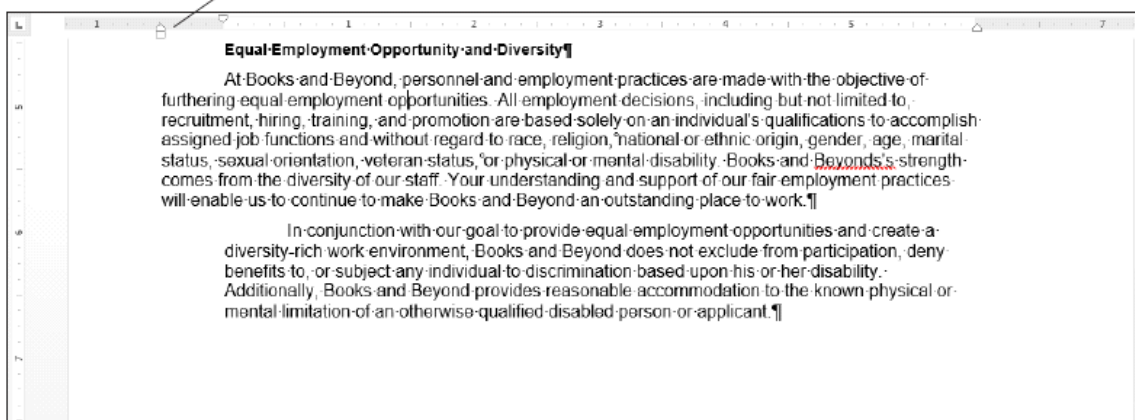
### Step by step Set Negative Indents

**GET READY. USE** the document that is open from the previous exercise.

1. Under the *Equal Employment Opportunity and Diversity* heading, select both paragraphs.
2. Launch the *Paragraph* dialog box from the Home tab. Under the Special group, select **(none)**. Click **OK**.
3. Select the first paragraph under the heading.
4. In the Layout tab, in the Paragraph group, click the down arrow next to **Indent Left** to indent the left side of the paragraph to **-0.5** inch on the ruler as shown in Figure 4-7.



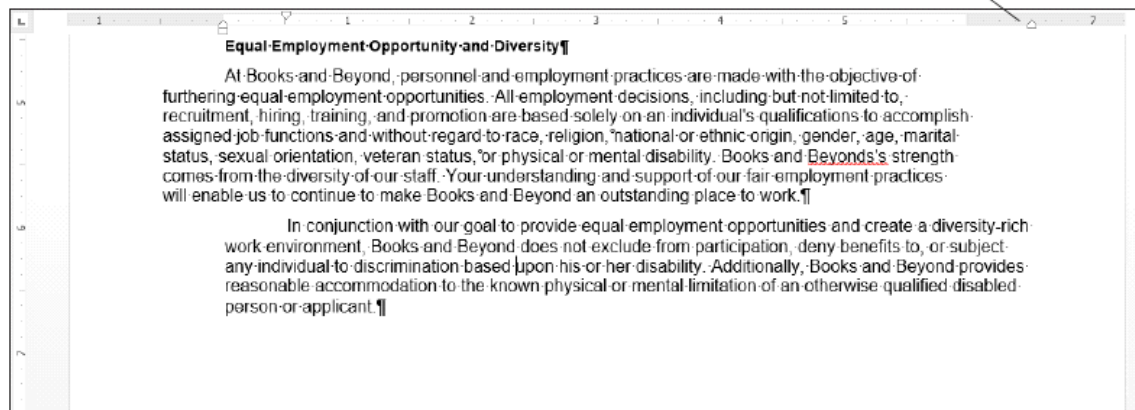
### Negative Left Indent



**Figure 4-7**  
**Sample document**  
**with negative left indent**

5. Position your insertion point anywhere in the last paragraph, and then launch the *Paragraph* dialog box from the *Layout* tab.
6. Under the *Indentation* group, click the down arrow next to **Right** to indent the right side of the paragraph to **-0.5** inch. Click **OK** (see Figure 4-8). When repositioning the indentations, you can select or place the insertion point anywhere in the paragraph. For multiple paragraphs, select them and change the indents.

### Negative Right Indent



**Figure 4-8**  
**Sample document with**  
**negative right indent**

7. **SAVE** the document as **B&B Negative Indent** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.

### Take Note

Changing paragraph indents can be completed by using the Ruler or launching the Paragraph dialog box found on the Home or Layout tab.

# Setting Line Spacing in Text and Between Paragraphs

In Word, you can determine how much space separates lines of text, and you also can set the spacing between paragraphs. By default, Word sets line spacing (the space between each line of text) to 1.08. Line spacing is paragraph based and can be customized by specifying a point size. Paragraph spacing, which affects the space above and below paragraphs, is set to 8 points after each paragraph by default. The higher the point size is, the greater the space between paragraphs. In this exercise, you learn to set both line and paragraph spacing.

## Setting Line Spacing

Line spacing is the amount of space between the lines of text in a paragraph. In this exercise, you learn to set line spacing using a number of Word paragraph formatting tools.

Line spacing options are available on the Home and Layout tabs in the Paragraph group by using the Line and Paragraph Spacing button. You can also access the line spacing options through the Indents and Spacing tab of the Paragraph dialog box. In addition, the Design tab includes Paragraph Spacing settings. Table 4-2 provides additional information regarding line spacing options and descriptions.

Option	Keyboard Shortcut	Description
Single	Ctrl+1	Accommodates the largest letter in a line, plus a small amount of extra space.
1.5	Ctrl+5	One-and-one-half times the amount of space used in single spacing.
Double	Ctrl+2	Twice the amount of space used in single spacing.
At least		Sets the spacing at the minimum amount needed to fit the largest font on the line.
Exactly		Sets the spacing at a fixed amount that Word does not adjust.
Multiple		Sets the spacing at an amount that is increased or decreased from single spacing by a percentage that you specify. Setting the line spacing to 1.3, for example, increases the space by 30%.
No Paragraph Spacing		The Built-in Before and After spacing is set to 0 pt. and the line spacing is set to 1.

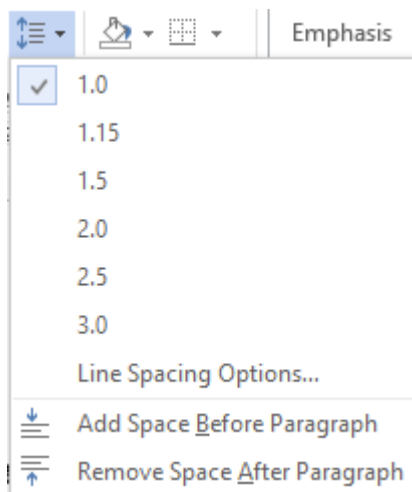
Compact	The Built-in Before spacing is set to 0 pt., After is set to 4 pt., and the line space is set to 1.
Tight	The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing 1.15.
Open	The Built-in Before spacing is set to 0 pt., After to 10 pt., and line spacing 1.15.
Relaxed	The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing to 1.5.
Double	The Built-in Before spacing is set to 0 pt., After 8 pt., and line spacing 2.

**Table 4-2**  
**Line spacing options**

### Step by step Set Line Spacing in a Paragraph

**GET READY. OPEN** the **Books Beyond** document from the lesson folder.

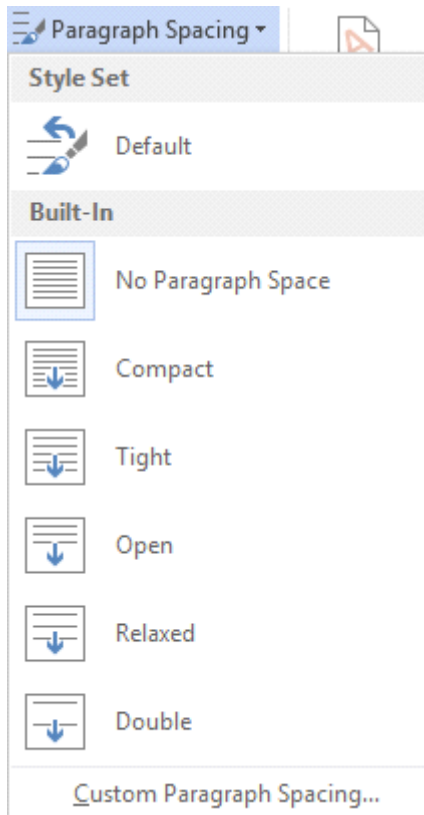
1. Place the insertion point in the first paragraph under the Acknowledgement heading.
2. On the Home tab, in the Paragraph group, click the **Line and Paragraph Spacing** button to display the Line Spacing menu and options to add and remove spacing before and after paragraphs (see Figure 4-9).



**Figure 4-9**  
**Line Spacing menu**

3. Select **2.0** to double-space the text.
4. Place the insertion point in the second paragraph.
5. In the Paragraph group, launch the dialog box.
6. In the Spacing group, change the Line spacing by clicking the **drop-down arrow** and selecting **Double**. Click **OK**. The paragraph is now double-spaced.
7. Place the insertion point in the third paragraph.
8. Press **Ctrl+2** to double-space the paragraph.

- Click the **Design** tab and, in the Document Formatting group, click the **Paragraph Spacing** button to display the menu as shown in Figure 4-10.



**Figure 4-10**  
**Paragraph Spacing menu**

- Select **Double**. Notice that the remaining document is double-spaced. This feature in Word 2016 changes spacing for the entire document to include new paragraphs.

**Take Note**

When using the Document Formatting group to apply paragraph spacing, you do not have to select the paragraphs to use one of the built-in formatting commands.

- SAVE** the document as **B&B Double Spacing** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### **Step by step**      **Modify Line Spacing in a Paragraph**

**GET READY. USE** the document that is open from the previous exercise.

- Select the four paragraphs under *Acknowledgement*.
- Return to the **Line and Paragraph Spacing** drop-down menu in the Paragraph group on the Home tab. To set more precise spacing measurements, click **Line Spacing Options** to display the Indents and Spacing tab of the *Paragraph* dialog box.
- In the Spacing section, click the **drop-down arrow** and select **Exactly** in the Line

- spacing list. In the At list, click the up arrow until it reads 22 pt.
4. Click **OK**. The line spacing is increased.
  5. **SAVE** the document as **B&B Exact Spacing** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.

### Setting Paragraph Spacing

Paragraphs are usually separated by a blank line in Word documents. When you press the Enter key at the end of a paragraph, Word adds the designated space above or below the paragraph. By default, the spacing after a paragraph is set to 8 points and the spacing before paragraphs is set to zero, but you can change these settings for a single paragraph or for an entire document. In this exercise, you learn to set paragraph spacing.

To increase or decrease paragraph spacing, use the Before and After spin boxes in the Indents and Spacing tab of the Paragraph dialog box. You can also change the paragraph spacing in the Paragraph group on the Home tab by opening the *Line and Paragraph Spacing* menu and selecting Add Space Before Paragraph or Remove Space After Paragraph.

### Step by step Set Spacing around a Paragraph

**GET READY. OPEN** the **Books Beyond** document from the lesson folder.

1. Select the entire document.
2. On the Home tab, in the Paragraph group, click the arrow in the lower-right corner of the group to display the *Paragraph* dialog box. The Indents and Spacing tab is the active tab.
3. In the Spacing section, click the up arrow next to Before until it reads 24 pt.
4. Click the up arrow next to After until it reads 24 pt. Review the preview area and notice the increase of spacing in the document.
5. Click **OK**. Notice the spacing between the paragraphs.
6. With the entire document still selected, click the **drop-down arrow** next to the Line and Paragraph Spacing button in the Paragraph group to display the Line Spacing menu.
7. Click **Remove Space Before Paragraph**.
8. Repeat step 6, and then click **Remove Space After Paragraph**. The spacing before and after have been removed from the document.
9. Place the insertion point in the heading, *Acknowledgement*.
10. Click the Layout tab, and then in the Paragraph group, click the up arrow and increase the Spacing After to 12 pt.
11. Use the Format Painter and repeat step 10 for each heading, *Introduction*, *General Performance Expectation Guidelines*, and *Equal Employment Opportunity and Diversity*.
12. Use multi-selection to select the paragraphs under each heading and change the

Spacing After to 6 pt.

13. **SAVE** the document as **B&B Spacing Before&After** in the lesson folder on your flash drive, and then **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.

# Creating and Formatting a Bulleted List

Bulleted lists are an effective way to format lists of items that don't have to appear in any specific order. (Use numbered lists for items in a set order.) Items in a bulleted list are marked by small icons—dots, diamonds, and so on. In Word, you can create bulleted lists from scratch, change existing lines of text into a bulleted list, choose from a number of bullet styles, create levels within a bulleted list, and insert a symbol or picture as a bullet.

## Creating a Bulleted List

By creating and formatting a bulleted list, you can draw attention to major points in a document. In this exercise, you learn to create, format, and modify such a list.

### Step by step Create a Bulleted List

**GET READY. OPEN** *Alarm* from the data files for this lesson.

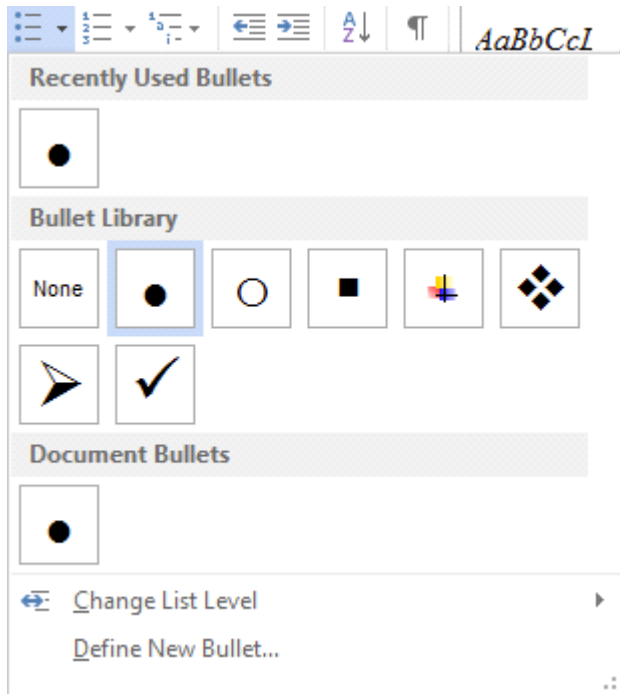
1. Select the two paragraphs below the phrase *Please keep in mind:*.
2. On the Home tab, in the Paragraph group, click the **Bullets** button. Notice that solid circles appear before the selected paragraphs.
3. Place the insertion point at the end of the second bulleted paragraph.
4. Press **Enter**. Word automatically continues the bulleted list by supplying the next bulleted line.
5. Beside the new bullet, type *If you do not know your four-digit code and password, please get it from the HR department.*
6. **SAVE** the document as *B&B Alarm* in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### Step by step Change a Bulleted List

**GET READY. USE** the document that is open from the previous exercise.

1. Select the entire bulleted list.
2. To change the format of the bulleted list, click the **drop-down arrow** next to the **Bullets** button to display the menu shown in Figure 4-11. The bulleted items might not match your screen.



**Figure 4-11**  
**Bullet formatting options**

### Take Note

To change a bulleted list to a numbered list (or vice versa), select the list and then click either the *Bullets* button or the *Numbering* button. To remove one of the bullets from the Library, open the *Bullets* drop-down menu; then in the *Bullet Library*, select the bullet and right-click to remove it.

3. Click the hollow circle in the Bullet Library.
4. **SAVE** the document as **B&B Alarm with Hollow Bullets** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

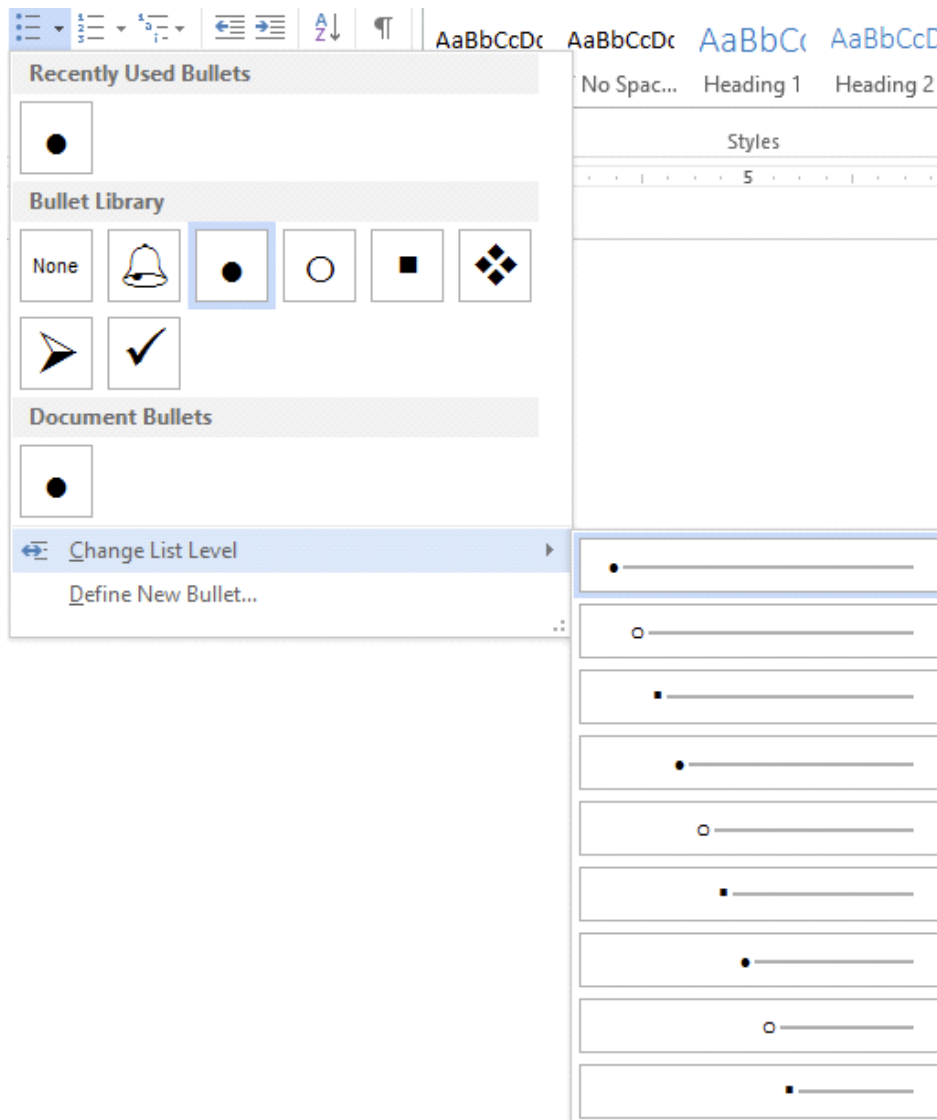
### Step by step **Change a Bullet List Level**

Adding an unordered list such as bullets appears with no rank over the others. Changing the bullet list level can change the appearance of the bullet and indentation.

**GET READY. USE** the document that is open from the previous exercise.

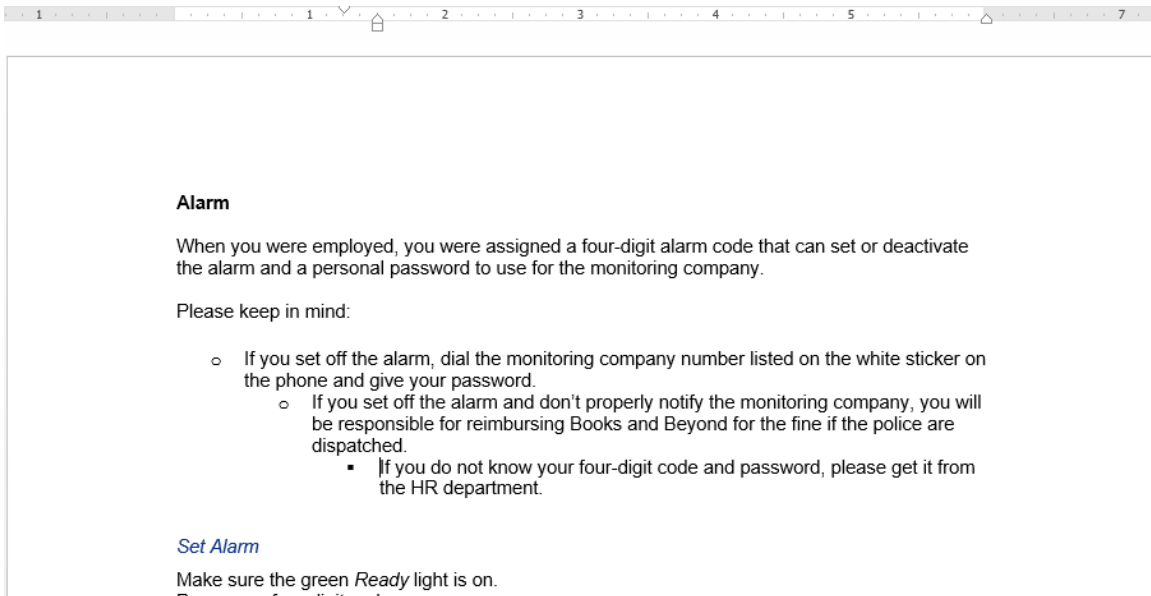
1. Place the insertion point in the second bulleted item.
2. Click the **drop-down arrow** next to the **Bullets** button, point to **Change List Level**, and then note the levels that appear (see Figure 4-12). When you point to the list level, a ScreenTip appears displaying the level.





**Figure 4-12**  
**Change List Level**

3. Click to select **Level 2**. The bullet item is demoted from Level 1 to Level 2. When you increase or decrease levels, the indentation changes—see the markers on the rulers.
4. Place the insertion point in the third bulleted item.
5. Click the **drop-down arrow** next to the Bullets button, and then point to **Change List Level** to produce a menu of list-level options.
6. Click to select **Level 3**. Your document should look similar to the one shown in Figure 4-13.
7. **SAVE** the document as **B&B Alarm with Bullet Levels** in the lesson folder on your flash drive.
8. Select the second and third bulleted items and click the **drop-down arrow** next to the Bullets button. Point to **Change List Level** and promote the selected bullets to **Level 1**. The two selected items now match the first bulleted item.



**Figure 4-13**  
**Sample document**  
**with bullet levels**

9. Click **Undo** to return the bulleted items to second and third level.
10. **SAVE** the document with the same filename in the lesson folder on your flash drive.

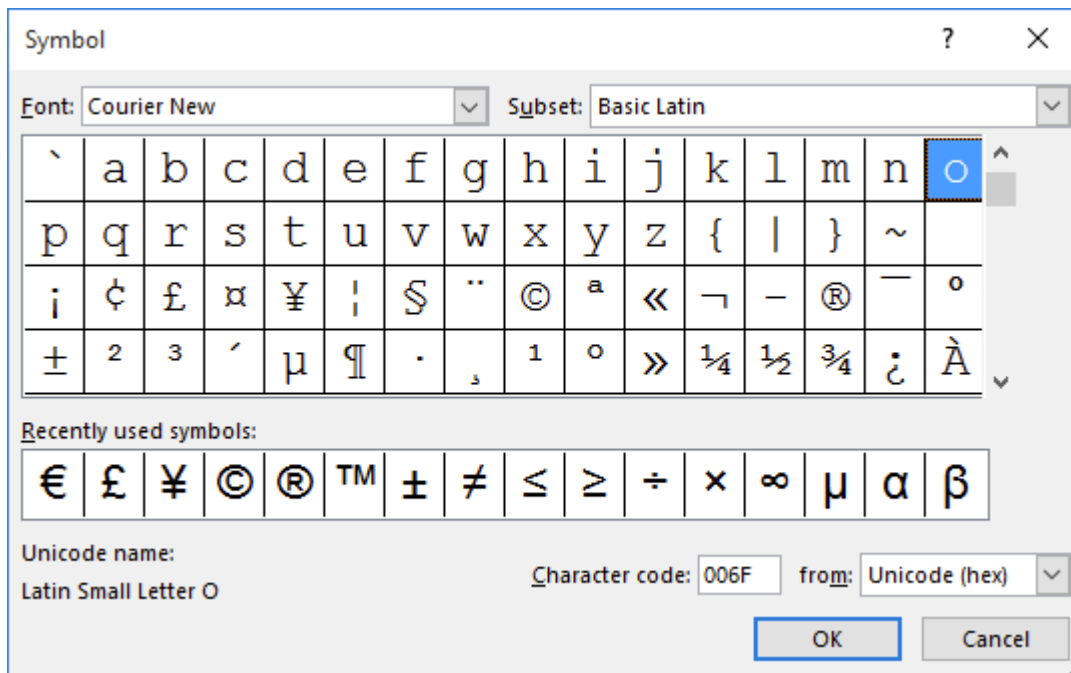
**PAUSE. LEAVE** the document open to use in the next exercise.

### **Step by step**      **Insert Special Character Symbols**

The Define New Bullet dialog box provides options to change the alignment and add new bullet characters, such as symbols or pictures. When you click on either option, a new dialog box appears.

**GET READY. USE** the document that is open from the previous exercise.

1. Select the second and third bulleted items and promote them to the first level, and then select all three bulleted items.
2. Click the **drop-down arrow** next to the Bullets button, and then click **Define New Bullet**.
3. Click the **Symbol** button in the *Define New Bullet* dialog box. The *Symbol* dialog box opens, as shown in Figure 4-14.



**Figure 4-14**  
**Symbol dialog box**

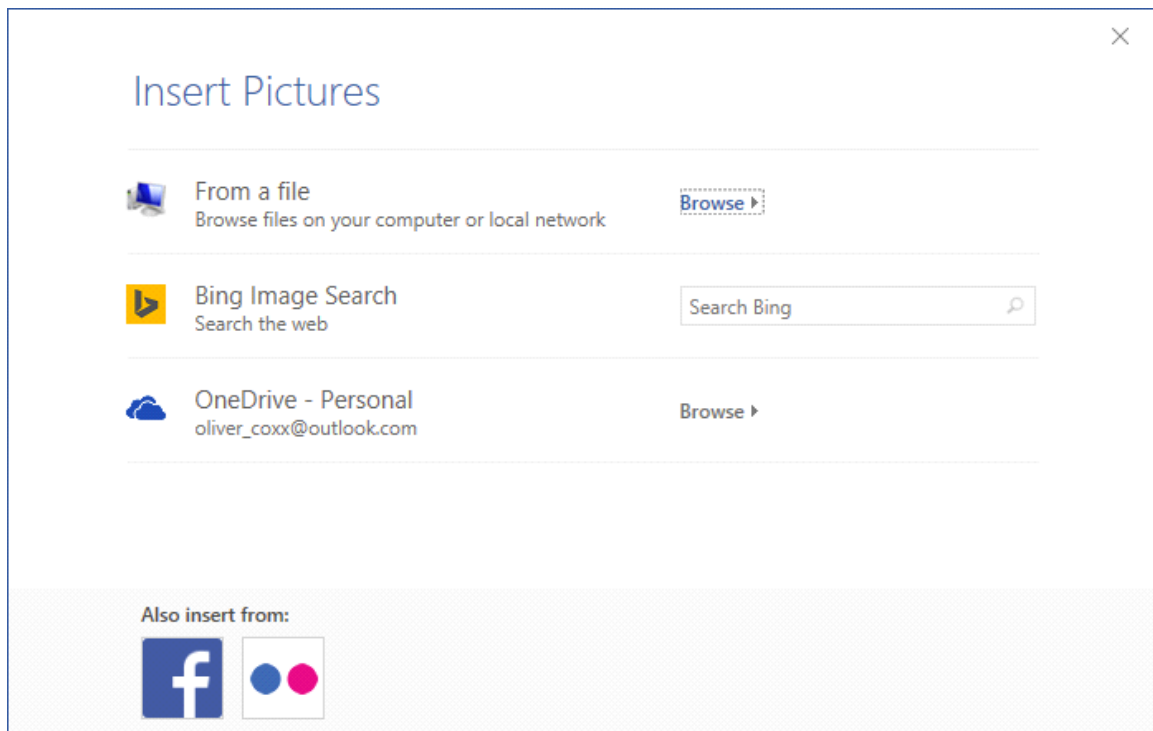
4. Change the Font by clicking the **drop-down arrow**. Scroll down and select **Wingdings**.
5. Select the bell in the first row, sixth column. Click **OK** to close the *Symbol* dialog box.
6. Click **OK** to close the *Define New Bullet* dialog box.
7. **SAVE** the document as **B&B Alarm Update** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### **Step by step**      **Insert a Picture Bullet**

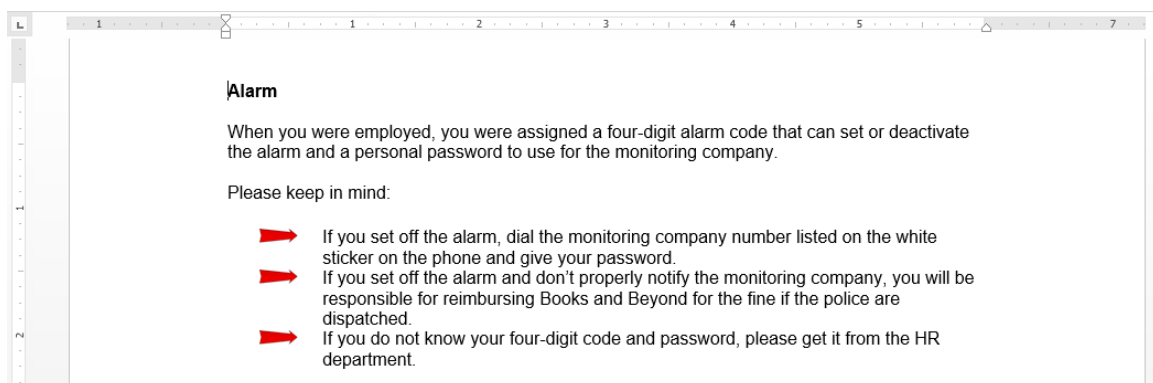
**GET READY. USE** the document that is open from the previous exercise.

1. The three bulleted items are still selected. Click the **drop-down arrow** next to the **Bullets** button, and then click **Define New Bullet**.
2. Click the **Picture** button in the *Define New Bullet* dialog box. The *Insert Pictures* location box opens, as shown in Figure 4-15. Microsoft has provided a new insert picture location screen where you have the option to locate a picture from your computer or network, Bing Image Search, or your OneDrive space.



**Figure 4-15**  
**Insert Pictures location**  
**Logos courtesy of Microsoft and Facebook**

3. Click **From a file**. An Insert picture combo box appears.
4. Browse to your lesson folder, select the **Arrow** file, and click Insert.
5. Click **OK** to close the *Define New Bullet* dialog box. The arrow picture appears in place of the bullets. Notice that the size of the new bullets causes the text to be uneven.
6. Open the *Paragraph* dialog box and configure the three bullets to use a **Hanging Indent** with a value of **0.5"**.
7. Click **OK**. The hanging indent evens up the bullet text, as shown in Figure 4-16.



**Figure 4-16**  
**Arrow picture bullets**

8. **SAVE** the document as **B&B Alarm Update 1** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

### **Step by step**      **Change the Alignment in a Bullet List**

In the previous exercises, you learned to create bullets using the Bullet Library, to create a bullet using symbols, and to insert pictures as bullets. You also changed the levels of the bullets by promoting or demoting the list levels. In this exercise, you learn to adjust the alignment to any type of bullet.

**GET READY. USE** the document that is open from the previous exercise.

- 1.** In the bulleted list, notice the distance between the image and text. Adding a custom bullet allows you to change the alignment.
- 2.** Select the three bullets items.
- 3.** Click the [drop-down arrow](#) next to the Bullets button, and then click [Define New Bullet](#).
- 4.** Under the Alignment group, click the [drop-down arrow](#) and select [Right](#). Notice the space between the image and text in the Preview area.
- 5.** Click [OK](#).
- 6. SAVE** the document as [B&B Alarm Update 2](#) in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

# Creating and Formatting a Numbered List

You can quickly add numbers to existing lines of text to create a list, or Word can automatically create a numbered list as you type.

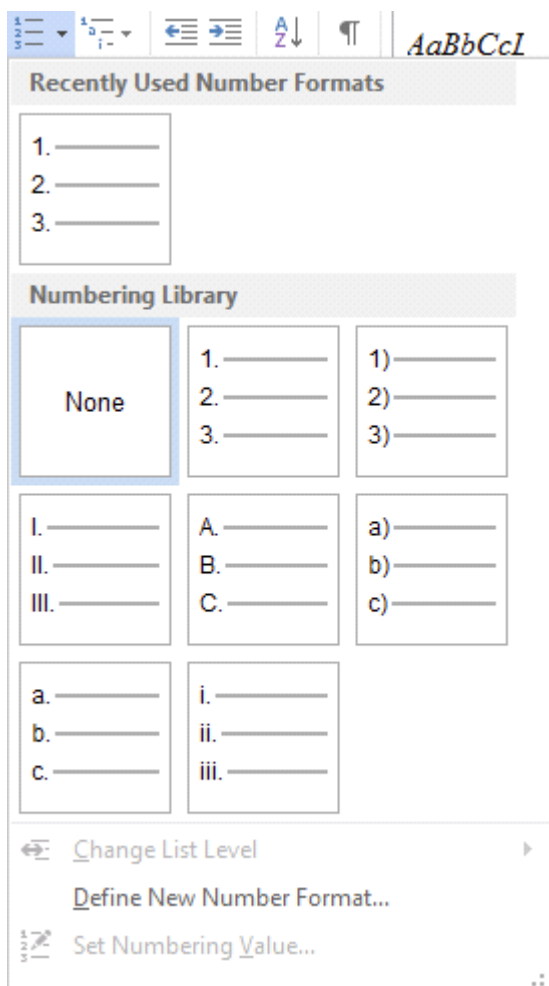
## Creating a Numbered List

In this exercise, you learn how to create and format a numbered list in Word.

### Step by step Create a Numbered List

**GET READY. USE** the document that is open from the previous exercise.

1. Select the four paragraphs under the *Set Alarm* heading.A
2. On the Home tab, in the Paragraph group, click the [drop-down arrow](#) next to the Numbering button to display the Numbering Library shown in Figure 4-17.



**Figure 4-17**

**Numbering formatting options appear in the Numbering Library**

3. Select the option, 1., 2., 3. The paragraphs now appear as an ordered list.
4. Place the insertion point at the end of item number four and press [Enter](#). Notice that Word automatically numbers the next line sequentially.

5. In the new numbered line, type [Leave the premises immediately](#).
6. Select the four paragraphs under the *Deactivate Alarm* heading.
7. On the Home tab, in the Paragraph group, click the [drop-down arrow](#) next to the Numbering button.
8. Select the option, [a.](#), [b.](#), [c.](#), The four paragraphs are numbered and aligned left.
9. **SAVE** the document as **B&B Numbered Alarm List** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

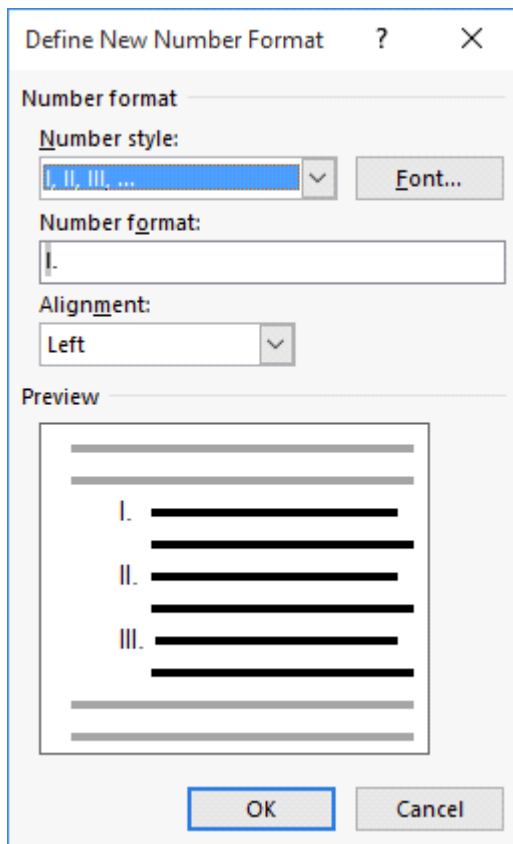
### Step by step      Modify a Numbered List

**GET READY.** USE the document that is open from the previous exercise.

1. Select the numbered list under the *Set Alarm* heading.
2. To change the format of the numbered list, click the [drop-down arrow](#) next to the Numbering button, and then click [Define New Number Format](#). The *Define New Number Format* dialog box appears.
3. Click the [Number style](#) drop-down arrow and select [uppercase roman numerals](#) (see Figure 4-18). The format for the selected text changed to uppercase roman numerals.
4. In the [Alignment](#) drop-down list, set the value to [Right](#).
5. Click the [Font](#) button and select [Arial Black](#), size **12** pt. Review the preview area to see how the numbering will appear. Click [OK](#) to close the *Font* dialog box.
6. Click [OK](#) to close the *Define New Number Format* dialog box.

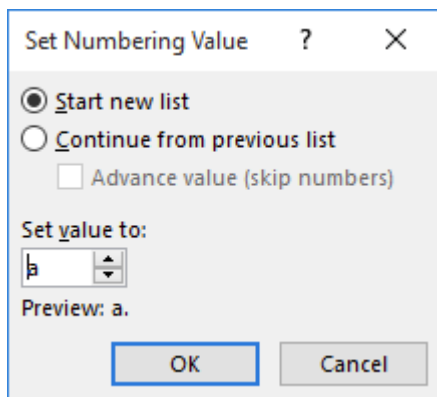
**Take Note**

To change the formatting of list numbers, click any number to select the entire list. If you select the text as well, the formatting of both the text and the numbering change.



**Figure 4-18**  
**Define New Number Format dialog box**

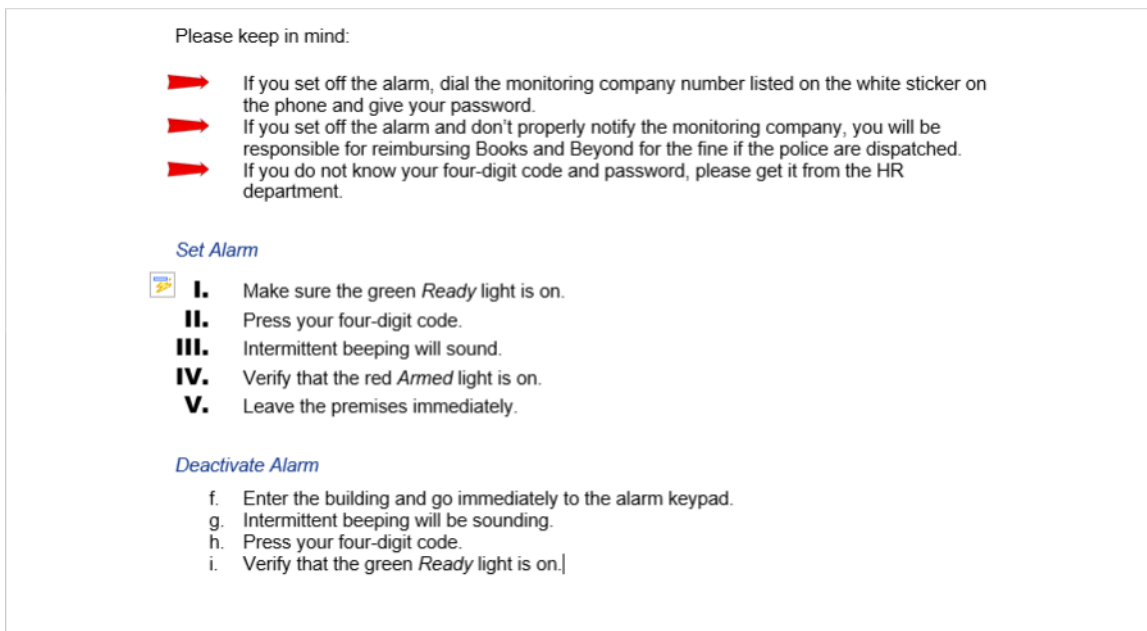
7. Select the numbered list under the *Deactivate Alarm* heading.
8. In this next step you renumber an existing list using the lowercase letters. Click the [drop-down arrow](#) next to the Numbering button, and then click [Set Numbering Value](#). The *Set Numbering Value* dialog box appears as shown in Figure 4-19.



**Figure 4-19**  
**Set Numbering Value dialog box**

9. The Start new list option button is already selected. In the Set value to section, click the up-arrow to [f](#). Click [OK](#). Your document should match Figure 4-20.





**Figure 4-20**  
**Sample document with different modified numbering list**

10. **SAVE** the document as **B&B Numbered Alarm List 1** in the lesson folder on your flash drive.

**PAUSE.** CLOSE the document.

### Setting and Modifying Tabs

Tabs are used to align text or numbers in your document. You can use the ruler to set tabs or, for a more exact setting, use the Tabs dialog box. As you apply custom tabs to selected text, Word applies the tabs to the paragraphs. When you press the Enter key, the tab settings are carried forward into the next paragraph.

#### Take Note

To view tabs as Word sets them, display nonprinting characters, as discussed in Lesson 1.






### Setting Tabs on the Ruler

By default, Word sets left-aligned tab stops every half-inch on the ruler. To set a tab at a different position on the ruler, you can click the tab selector at the left end of the ruler and a ScreenTip will appear showing the type of tabs at the tab selector. Tabs are part of paragraph formatting—the selected text is affected by the setting or modification of a tab. In this exercise, you learn to set tabs on Word's ruler.

Table 4-3 lists the types of tabs available in Word and their descriptions. To view tabs on the ruler, place your insertion point in the paragraph.

After tabs are set, press the *Tab* key; the insertion point moves to the next set position. To move a tab stop to a different position on the ruler, click and drag the tab left or

right to a new position.

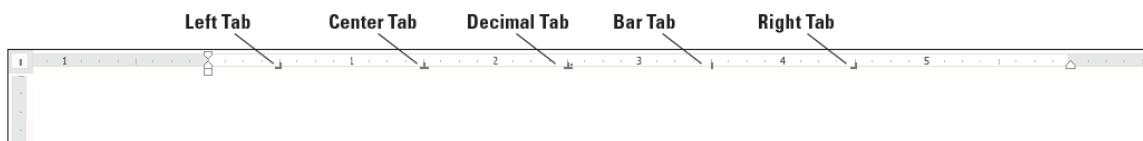
Name	Button	Description
Left tab		Left-aligns text at the tab place indicated on the horizontal ruler
Center tab		Centers text at the place indicated on the horizontal ruler
Right tab		Right-aligns text at the place indicated on the horizontal ruler
Decimal tab		Aligns numbers around a decimal point at the place indicated on the horizontal ruler
Bar tab		Inserts a vertical bar line at the place indicated on the horizontal ruler

**Table 4-3**  
**Tab stops on the ruler**

### Step by step Set Tabs On a Ruler

**GET READY. OPEN *Per Diem*** from the data files for this lesson.

1. On the Home tab in the Paragraph group, click the **Show/Hide (¶)** button to show nonprinting characters.
2. Place the insertion point on the blank line below the *Meals & Incidentals Breakdown* heading.
3. Click the tab selector at the left of the ruler until the Center tab appears. The horizontal ruler is shown in Figure 4-21, displaying the different types of tabs.



**Figure 4-21**  
**The horizontal ruler with tab sets**



#### **Troubleshooting**

If the horizontal ruler is not visible, click the View tab, and then add a check mark by Ruler.

4. Click the ruler at the **2.5-inch** mark to set a Center tab. The Center tab appears as an inverted T.
5. Click the ruler at the **4-inch** mark to set a Center tab. The ruler shows two tab settings.
6. Press **Tab** and type **Chicago**.
7. Press **Tab** and type **New York**.
8. Select the list of words starting with *Breakfast* and ending with *Totals*. When setting tabs, tabs are part of the paragraph formatting—the selected text will be affected by the tab settings after the Tab key is pressed.

9. Click the tab selector until the **Right** tab appears—displays as an reverse *L*.
10. Click the ruler at the **1-inch** mark to set a Right tab.
11. Deselect the list, and place the insertion point in front of each word in the list, and then press **Tab** to align it at the Right tab. When setting a Right tab, press the **Tab** key with existing text or press the **Tab** key, and then type the new text. The text characters are aligned at the right and move to the left.
12. **SAVE** the document as **Per Diem First Draft** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

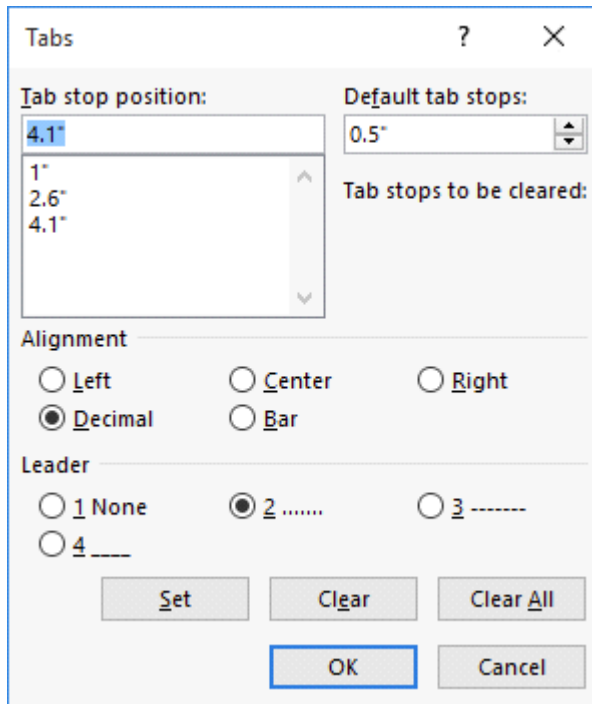
### Using the Tabs Dialog Box

The Tabs dialog box is useful for setting tabs at precise locations on the ruler, clearing all tabs, and setting tab leaders. Tab leaders are symbols such as dotted, dashed, or solid lines that fill the space before a tab. In this exercise, you practice setting tabs and leaders using the Tabs dialog box.

#### Step by step Use the Tabs Dialog Box

**GET READY. USE** the document that is open from the previous exercise.

1. Select the list of words starting with *Breakfast* and continuing to the end of the document.
2. On the Home tab, in the Paragraph group, click the dialog box launcher to launch the *Paragraph* dialog box.
3. Click the **Tabs** button on the bottom left of the Paragraph dialog box to display the *Tabs* dialog box. In the *Tabs* dialog box, you should see the 1" Right tab setting that you set in the previous exercise.
4. In the Tab stop position box, type **2.6**. In the Alignment section, select **Decimal**. In the Leader section, select **2**, and then click **Set**. After specifying values for individual tabs, you must click **Set** to position the tab.
5. In the Tab stop position box, type **4.1**. In the Alignment section, select **Decimal**. In the Leader section, select **2**, and then click **Set**. Setting a leader provides a guide to the next tab setting. Refer to Figure 4-22 and compare with your screen.



**Figure 4-22**  
**Tabs dialog box**

6. Click **OK** to close the *Tabs* dialog box. Notice that nothing happens yet.
7. Place the insertion point after the word *Breakfast* and press **Tab**.
8. Type **\$10.98** and press **Tab**.
9. Type **\$12.50**. Repeat this process for each line, typing the numbers shown in Figure 4-23. Notice how the decimals align properly.

	Chicago	New York
→ Breakfast .....	\$10.98	\$12.50
→ Lunch .....	\$15.01	\$16.54
→ Dinner .....	\$26.78	\$31.45
→ Incidentals .....	\$3.00	\$3.00
→ Totals .....	\$55.77	\$63.49

**Figure 4-23**  
**Tabs and tab leaders**  
**Formatting**

10. **SAVE** the document as **Per Diem Second Draft** in the lesson folder on your flash drive.

**PAUSE. LEAVE** the document open to use in the next exercise.

## Moving Tabs

You can reposition tabs using your mouse pointer by dragging them to new positions on the ruler or by opening the Tabs dialog box.

### Step by step Move Tabs

**GET READY. USE** the document that is open from the previous exercise.

1. Select the block of text beginning with *Breakfast...* and ending with *...\$63.49*. Include the non-printing character (¶) in your selection.
2. Position the mouse pointer at 4.1" on the ruler until you see the Decimal Tab ScreenTip.
3. Click and drag the tab on the ruler to 5". Notice the Decimal Tab setting for the five lines is positioned at 5" on the ruler.
4. With the text still selected, position the mouse pointer at 2.6" on the ruler until you see the Decimal Tab ScreenTip.
5. Click and drag the tab on the ruler to 3". Release the left mouse button. Notice the Decimal Tab setting for the five lines is positioned at 3" on the ruler.
6. Select *Chicago*. Drag the center tab setting and position it at 3" on the ruler. Double-click the center tab on the ruler to open the Tabs dialog box—check the positioning of the tab. *Chicago* should align above the amounts.
7. Select *New York*. Drag the center tab setting and position it at 5" on the ruler. Double-click the center tab on the ruler to open the *Tabs* dialog box—check the positioning of the tab. *New York* should align above the amounts.
8. **SAVE** the document as **Per Diem Final** in the lesson folder on your flash drive.

**STOP. CLOSE** Word

# Knowledge Assessment

## Multiple Choice

Select the best response for the following statements.

1. Which of the following refers to how text is positioned between the top and bottom margins of the page?
  - a. Horizontal alignment
  - b. Vertical alignment
  - c. Justification
  - d. Line spacing
2. Which line spacing command sets the spacing at a fixed amount that Word does not adjust?
  - a. Exactly
  - b. Double
  - c. Multiple
  - d. At least
3. Which of the following occurs when you drag a tab off the ruler?
  - a. The tab moves it to another position.
  - b. The tab turns it into a left-aligned tab.
  - c. The tab is cleared.
  - d. The tab is hidden from view.
4. Bullets can be defined by adding which of the following?
  - a. A symbol
  - b. A box
  - c. A picture
  - d. All of the above
5. Which of the following settings enables you to move all or part of a paragraph outside the document margins?
  - a. Indent
  - b. First-line indent
  - c. Hanging indent
  - d. Negative indent

## True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. Pressing the Enter key indents the first line of a paragraph.
- T F** 2. You can use the ruler to set tabs.
- T F** 3. The Clear Formatting command clears the fonts applied to the selected text only.
- T F** 4. Horizontal alignment refers to the position of text with regard to the top and bottom margins of a document.
- T F** 5. Indents can be changed using the markers on the ruler.

# Projects

## Project 4-1: Formatting an Expense Report

You are employed in the financial department at Blue Yonder Airlines and have been asked to create a document to show expenses for fiscal years 2009–2012.

**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** a blank document.
2. **SAVE** the document as **4-1 Expense Report** in the lesson folder on your flash drive.
3. Type **BLUE YONDER AIRLINES**, and press **Enter**.
4. Type **Expense Report**, and press **Enter**.
5. Set a center tab using the ruler at the 2", 3", 4", and 5" marks. Then at the left margin, press the **Tab** key.
6. Type the following text: at the 2", type **2009**, and press **Tab**; at the 3", type **2010**, and press **Tab**; at the 4", type **2011**, and press **Tab**; and at 5", type **2012**, and press **Enter**.
7. Remove the center tab settings by dragging them off the ruler.
8. Select the paragraph mark, and then change the tab selector to **Decimal**. Set decimal tabs at the 2", 3", 4", and 5" marks.
9. Type the following text and values (and then press **Tab** or **Enter**, as instructed):

Corporate Contracts press Tab	\$316.00 press Tab	\$396.00 press Tab	\$368.00 press Tab	\$393.00 press Enter
Sky Diving press Tab	\$17.00 press Tab	\$17.00 press Tab	\$16.00 press Tab	\$65.00 press Enter
Charter Flights press Tab	\$22.00 press Tab	\$24.00 press Tab	\$24.00 press Tab	\$27.00 press Enter
Flight School press Tab	\$63.00 press Tab	\$61.00 press Tab	\$59.00 press Tab	\$55.00

10. Center the title, **BLUE YONDER AIRLINES**. Change the font size for the title to **26 pt.**, **bold**, and apply the font color **Blue-Gray, Text 2, Darker 50%**.
11. Center the subtitle, **Expense Report**. Change the font size for the subtitle to **18 pt.**, **bold**, and apply the font color **Black, Text 1**.
12. Select the year headings from 2009 to 2012 and set the **bold** and **underline** attributes.
13. Use multi-selection to select **Corporate Contracts**, **Sky Diving**, **Charter Flights**, and **Flight School**, and set the **bold** attribute.
14. Select the **Page Setup** dialog box launcher from the **Layout** tab, and then click the **Layout** tab. In the **Page** group, change the vertical alignment to **Center**. Click **OK** to close the **Page Setup** dialog box.
15. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

**LEAVE** Word open for the next project.

## Project 4-2: Formatting Paragraphs

In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook.

**GET READY. LAUNCH** Word if it is not already running.

1. **OPEN** **Guidelines** from the data files for this lesson.
2. **SAVE** the document as **4-2 Handbook Guidelines** in the lesson folder on your flash drive.
3. In the third paragraph, select the two lines that begin Verbal discussion . . . and Written warning . . . .
4. On the Home tab, in the Paragraph group, click the **drop-down arrow** next to the Bullets button and select the solid circle.
5. Place the insertion point after the second item in the bulleted list and press **Enter**.
6. Type **Termination** as the third bulleted item.
7. Select the five double-spaced paragraphs beginning with abuse, misuse . . . and ending with falsification, misinterpretation . . . .
8. Click the **drop-down arrow** next to the Bullets button and click **Define New Bullet**.
9. Click the **Symbol** button, and then click the **drop-down arrow** in the Font box and select **Wingdings**.
10. Scroll to the top of the Wingdings menu and select the solid diamond (character code 116).
11. Click **OK** to close the Symbol dialog box, and then click **OK** to close the Define New Bullet dialog box.
12. Select the remaining paragraphs beginning with insubordination, willful disregard . . . and ending with engaging in conduct . . . .
13. Click the **drop-down arrow** next to the Bullets button and click **Define New Bullet**.
14. Click the **Picture** button.
15. Click **From a file** and select the **Arrow** picture file.
16. Change the **Alignment** setting to **Right** and click **OK**.
17. Select the first, second, third, and last paragraph in the document. Avoid selecting the bulleted lists.
18. On the Home tab, in the Paragraph group, click the **Justify** button.
19. With the paragraphs still selected, apply the first-line indent by launching the Paragraph dialog box.
20. Under **Special**, click the **drop-down arrow** and select **First Line**.
21. Click **OK** to close the Paragraph dialog box.
22. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

**CLOSE** Word.