

CHAPTER FIVE: FORMATTING PARAGRAPHS

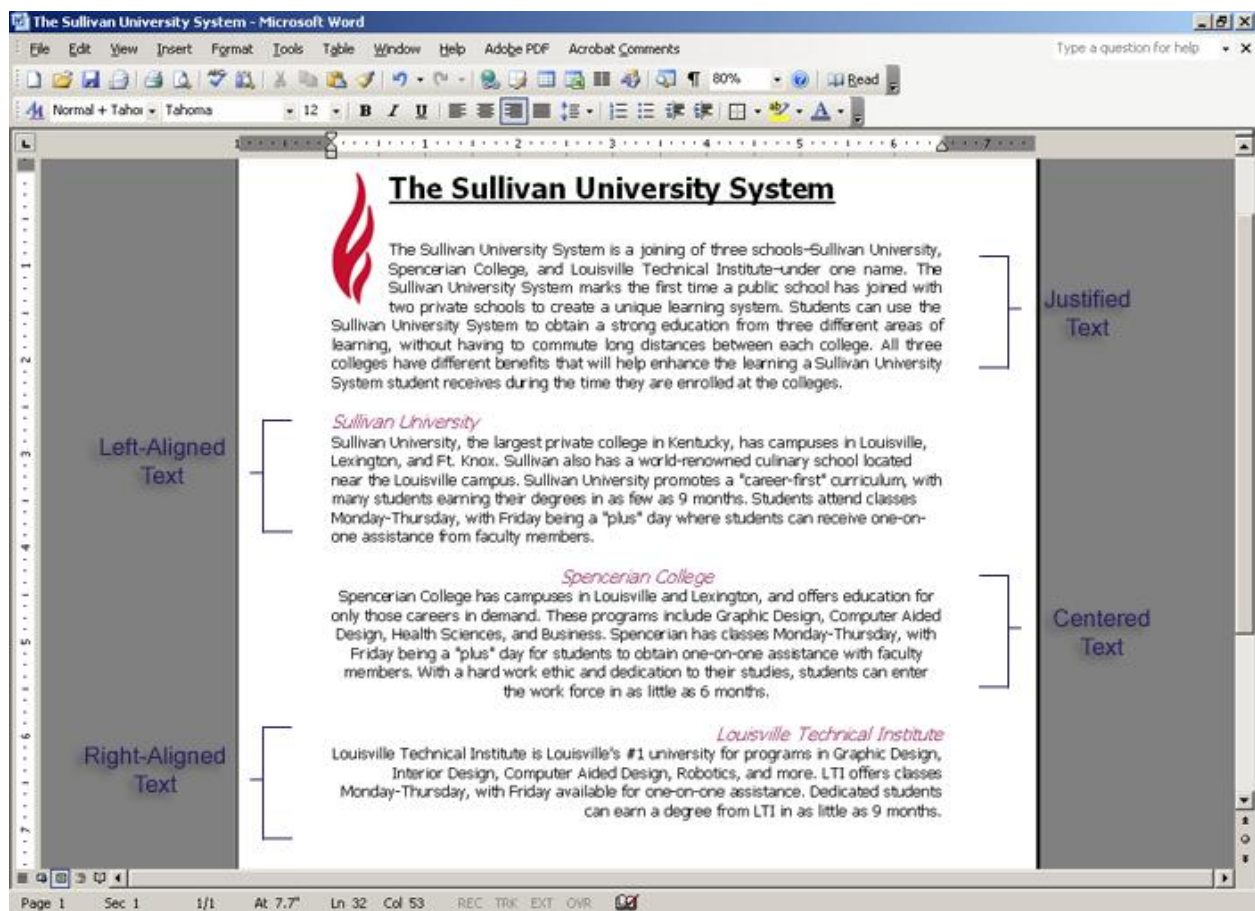
In addition to formatting text, you can also make many modifications to paragraphs to change the way your document looks.

This Chapter Will Include:

- Aligning Text
- Modifying Paragraphs
- Using Tabs
- Using Indents
- Adding Borders and Shading
- Adding Bullets and Numbers To Lists

Aligning Text

There are four different text alignment options in Microsoft Word: **Left Align**, **Center**, **Right Align**, and **Justify**.



Left-Aligned Text – aligns text with the left margin

Centered Text – aligns from the center outward; the left and right margins are left uneven

Right-Aligned Text – aligns text with the right margin

Justified Text – aligns text with both the left and right margins

To align text, follow these steps:

1. Place the cursor anywhere in the paragraph you wish to align.
2. On the **Formatting toolbar**, find the **alignment buttons**.
3. Choose the alignment option you want by clicking on it.
4. By default, the entire paragraph containing the cursor will align.

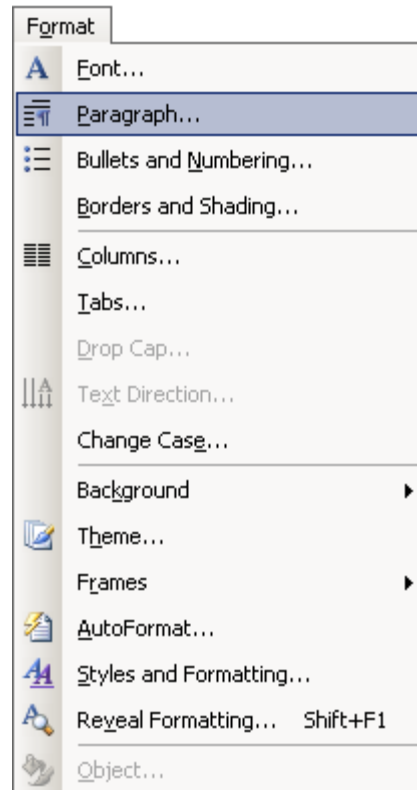
A **paragraph** in Microsoft Word is defined as any portion of text separated from surrounding text by at least one **hard return**. A hard return is designed by pressing the **Enter** key at the end of a line. In addition, you cannot align half a paragraph one way and the other half another way; Word will automatically correct the paragraph so that it is uniform.

Modifying Paragraphs

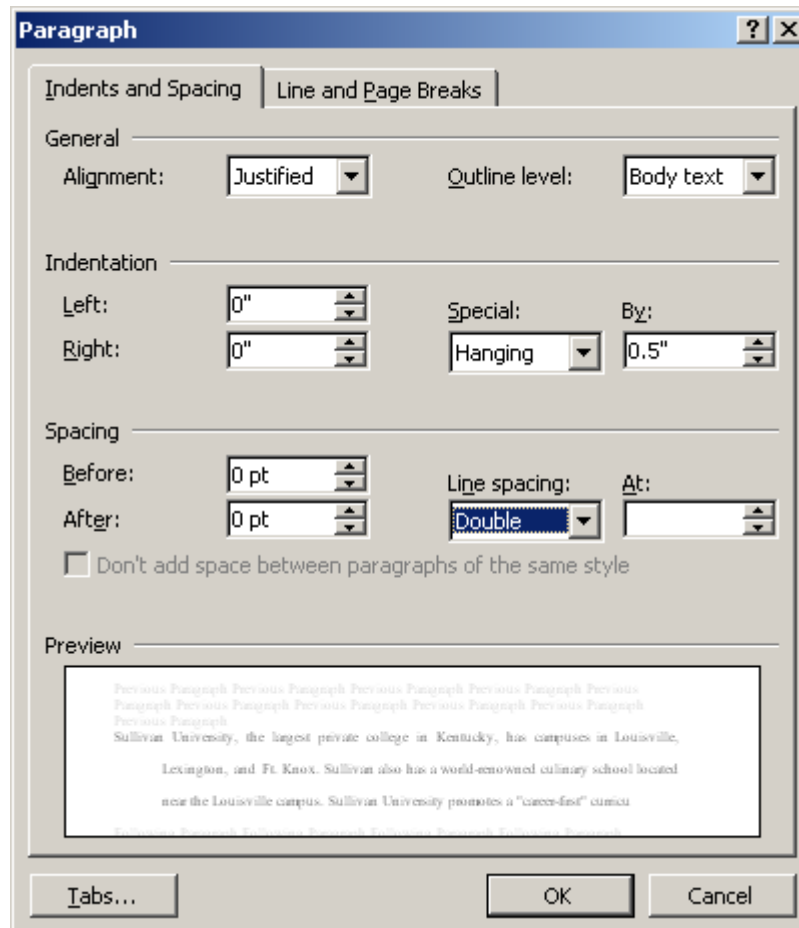
Under the **Paragraphs** feature, you can change the spacing between lines and the indentation of a paragraph. You can also change the alignment in this window.

To modify paragraphs, follow these steps:

1. Select the paragraph you wish to modify.
2. Click **Format** on the Menu toolbar and select **Paragraph**.



3. In the **Paragraph Dialog Box**, make sure the **Indents and Spacing** tab is selected. There are a number of things you can modify here. Note that the Preview box reflects the changes you have made to the paragraph.
 - a. **General**: changes the alignment of text in the paragraph
 - b. **Indentation**: modifies the way the paragraph is indented. **Left** and **Right** change how much space is between the paragraph and the left and right margins. **Special** adds unique types of indents to the paragraph. **By** changes the width of the indent. You will read more about indenting paragraphs later.
 - c. **Spacing**: changes the amount of spacing in and around the paragraph. **Before** and **After** add spacing in front of and following the start and end of the paragraph. **Line Spacing** changes the spacing between lines in the paragraph.
 - i. You can also change the spacing of a paragraph by selecting the **drop-down arrow** next to the **Line Spacing** button on the **Formatting toolbar** and choosing the appropriate spacing.
4. When you have made your changes, click **OK**.










Using Tabs

Tabs can be used to specifically change the alignment of paragraphs or individual lines. Every tab is controlled by a **tab stop** which begins the indentation. You can insert a tab stop by pressing the **Tab** button on the keyboard. By default, tab stops are set to 0.5 inch and left aligned. However, you can specify different tabs using the **Tabs box**.



By clicking on the Tab box, you can switch through the different tabs available. There are five different tabs and two types of indentations available through the tab box. Here are their names and functions:

Tab Name	Symbol	Function
Left Tab		Shifts text towards the right side of the page
Center Tab		Centers text around the tab
Right Tab		Shifts text towards the left side of the page
Decimal Tab		Aligns numbers around a fixed decimal point
Bar Tab		Inserts a vertical line in the document
First Line Indent		Indents the first line only
Hanging Indent		Indents all lines except the first one

Note: The **First Line Indent** and the **Hanging Indent** can also be accessed through the **Paragraph Dialog Box** mentioned above. You will read more about indents in the next section.

To set tabs, follow these steps:

1. Place your cursor anywhere in the paragraph that you want to indent.
2. Scroll through the **Tab box** until you reach the tab you want to use.
3. On the **horizontal ruler**, click the mouse in the **light gray area** directly beneath the number on the ruler where you want the tab to be.
4. To change the location of the tab, simply click and drag the tab on the horizontal ruler until it is where you want it.
5. Press the **Tab** button and your paragraph should align itself with the tab you have set.
6. To remove a tab, simply click and drag it off the ruler.

Using Indents

Indents show a designated distance between the selected paragraph and the left or right margin. You can change indents using the **Formatting toolbar**, the **Paragraph Dialog Box**, or the **horizontal ruler**.

To use the Formatting toolbar, follow these steps:

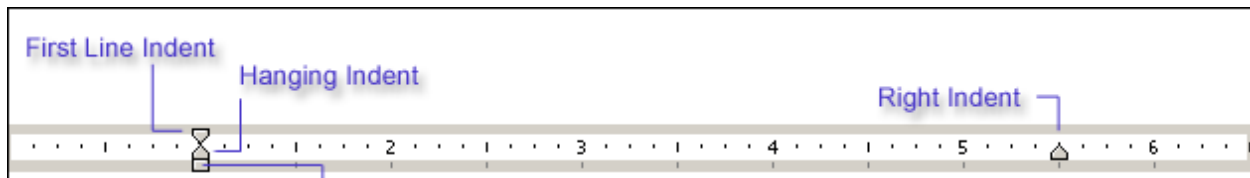
1. Place your cursor anywhere in the paragraph you want to indent.
2. On the Formatting toolbar, find the **Increase Indent** button and click it once. This indents the paragraph 0.5 inches, provided the default has not been modified.
3. You can decrease the indent by clicking the **Decrease Indent** button.
4. Both the Increase and Decrease Indent buttons can be used as many times as necessary.

To use the Paragraph Dialog Box, follow these steps:

1. Place your cursor anywhere in the paragraph you want to indent.
2. Click **Format** on the Menu toolbar and select **Paragraph**.
3. In the **Paragraph Dialog Box**, make sure the **Indents and Spacing** tab is selected.
4. Under **Indentation**, you can designate an exact indent between the paragraph and the left or right margins. You can also change the default indent space from 0.5" to a different number. To add a special type of indent, click the **Special** drop-down box and choose the indent you want.

To use the horizontal ruler, follow these steps:

1. Place your cursor anywhere in the paragraph that you want to indent.
2. Every Word document has default indents on the left and right side of the horizontal ruler. Click and drag these default indents until they are where you want them.
3. To indent an entire paragraph, click the **Left indent** symbol and drag it across the horizontal ruler.
4. To remove an indent, simply click and drag it off the ruler.



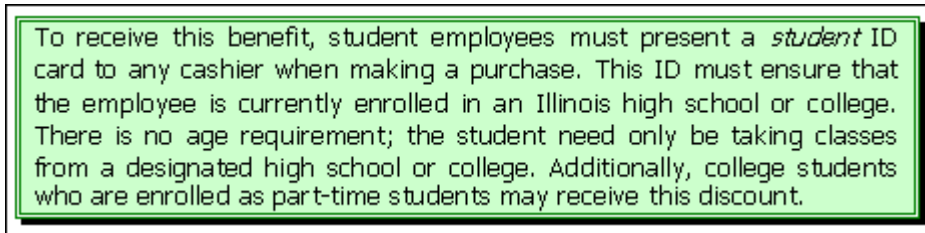
After meeting with you in January and reviewing your complaints, Palindromes, Inc. has decided to award every student employee a discount to be used at select stores in the state of Illinois. This discount will take 20% off any purchases made in the following stores: Paradoxical Solutions, Paradigmatic Renovations, Antonyms Anonymous, and Synonomic Stationary.

To receive this benefit, student employees must present a *student* ID card to any cashier when making a purchase. This ID must ensure that the employee is currently enrolled in an Illinois high school or college. There is no age requirement; the student need only be taking classes from a designated high school or college. Additionally, college students who are enrolled as part-time students may receive this discount.

Thank you for your concerns. We are always looking for ways to improve Palindromes, Inc. and its related stores, including Paradoxical Solutions, Paradigmatic Renovations, Antonyms Anonymous, and Synonomic Stationary.

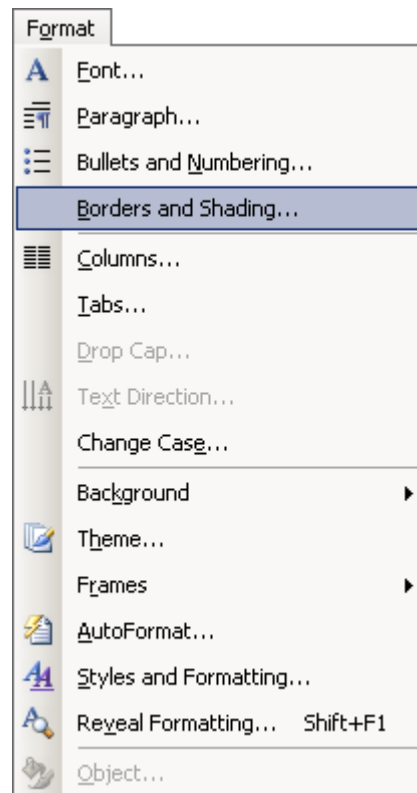
Adding Borders and Shading

You can add borders and background colors to paragraphs to add emphasis or draw attention to a certain part of your document.

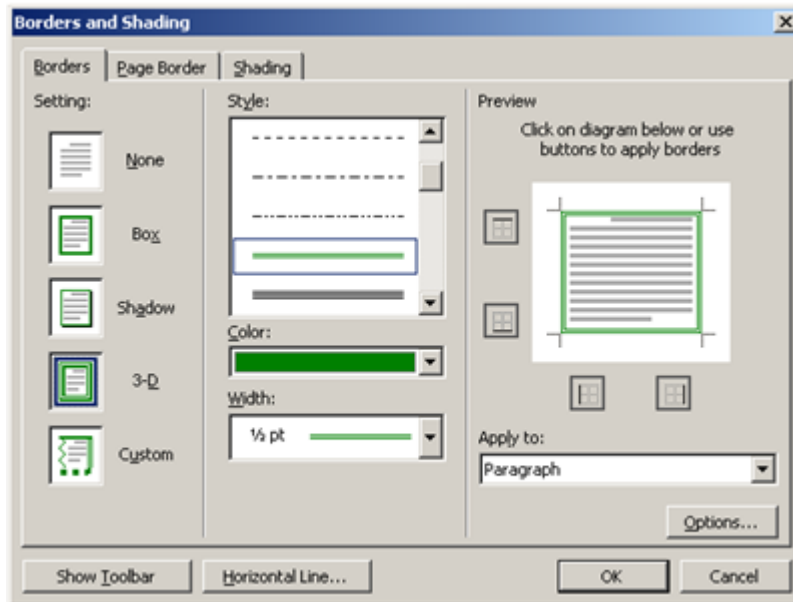


To add a border to a paragraph, follow these steps:

1. Place the cursor in the paragraph you want to apply the border to.
2. Click on **Format** in the **Menu toolbar** and select **Borders and Shading**.



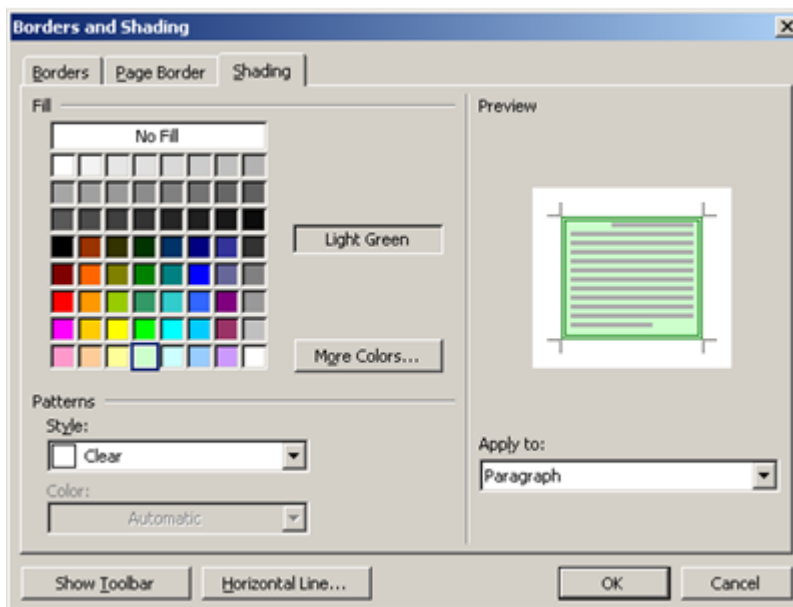
3. In the **Borders and Shading Dialog Box**, make sure the **Borders** tab is selected. There are a number of things you can change here:
 - a. **Setting**: specifies which border style you want
 - b. **Style**: specifies how you want the border to look
 - c. **Color**: specifies the color of the border
 - d. **Width**: specifies how wide you want the border to be



4. Note that the **Preview** box displays what your paragraph will look like when the changes are applied.
5. Click **OK** to save the changes. You should now have a border around your paragraph.

To add shading to your paragraph, follow these steps:

1. Place the cursor in the paragraph you want to apply the border to.
2. Click on **Format** in the **Menu toolbar** and select **Borders and Shading**.
3. Make sure the **Shading** tab is selected.



4. Choose a color from the list. For additional colors, click the **More Colors** button.
5. Click **OK**.

Adding Bullets and Numbers to Lists

You can create bulleted and numbered lists in Microsoft Word using the **Bullets and Numbering** feature. These lists can be customized to look any way you want them; for example, you can change the standard bullet icon to your own picture or change the default indentation of the lists.

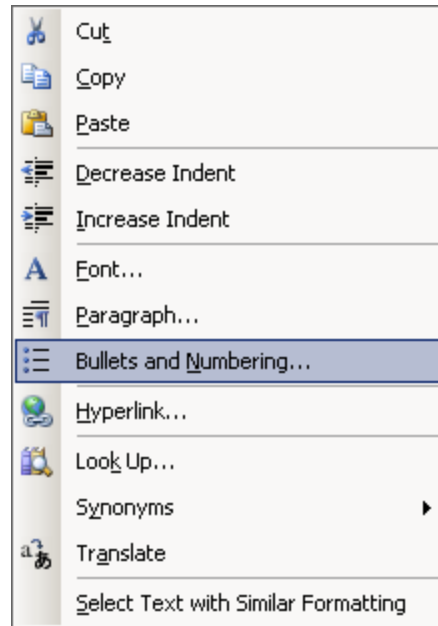
To create a bulleted list, follow these steps:

1. To begin a list with bullets and designate that you are creating a list, type the asterisk (*) key and then a line of text. Press **Enter**.
2. The asterisk should have changed into a black bullet, and your text should now be indented.
3. To create a sublevel of text, press the **Tab** key. Your bullet will indent even further and change so that it is clear this is a sublevel.

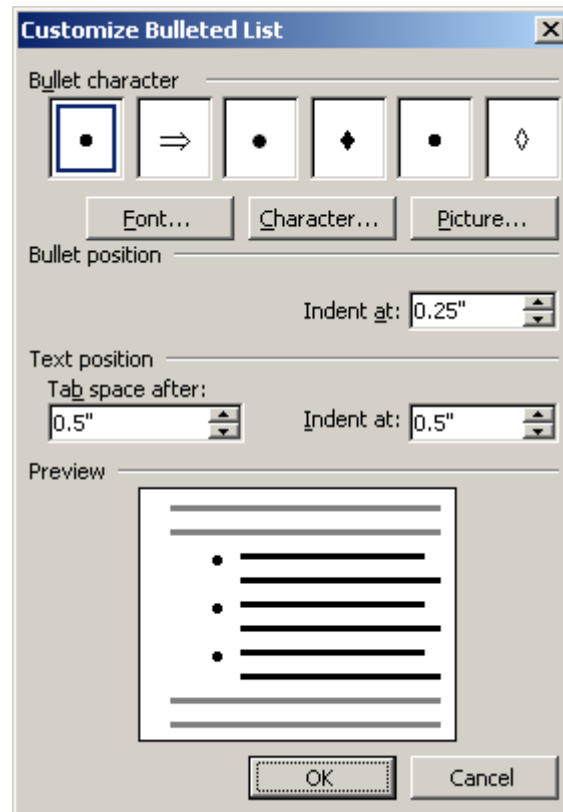
Outline for English Paper:

- King Lear's historical background
- In-depth analysis of the characters:
 - King Lear - is he going mad? Or is he just arrogant?
 - Cordelia - is she a Christ figure? Or is she just as stubborn as her father?
 - The Fool - does he predict the events of the play? Or does he simply talk nonsense?
- The use of disguises, particularly looking at Edgar and Kent
- How different characters view...
 - The gods and divine justice
 - Nature and natural vs. unnatural

4. To change the bullet icons, select the bulleted text and right-click. When a menu appears, select **Bullets and Numbering**.
 - a. Alternatively, you can click on **Format** in the **Menu toolbar** and select **Bullets and Numbering**.



5. In the **Bullets and Numbering Dialog Box**, make sure the **Bulleted** tab is selected. You can change the look of your bullets by choosing any of the ones in this window.
6. To change the bullets to a customized picture, make sure the bullet form you are using is selected in the Bulleted tab and click **Customize** in the lower-right corner of the window.
7. In the **Customize Bulleted List Dialog Box**, you can do a couple of things.
 - a. **Font**: opens the **Font Dialog Box** for customizing the font of the bullet
 - b. **Character**: allows you to choose from the symbols available in Microsoft Word
 - c. **Picture**: opens the **Picture Bullet Dialog Box**, allowing you to choose from a wide range of images available
 - d. **Bullet Position**: changes the default indentation of each bullet
 - e. **Text Position**: changes the default indentation of the text. You can also use the **Tabs** and **Indents** tools to change the position of bullets and text



8. When you are done customizing, click **OK** to close the Customize Bulleted List Dialog Box. You should now see the changes you made to your list.

Outline for English Paper:

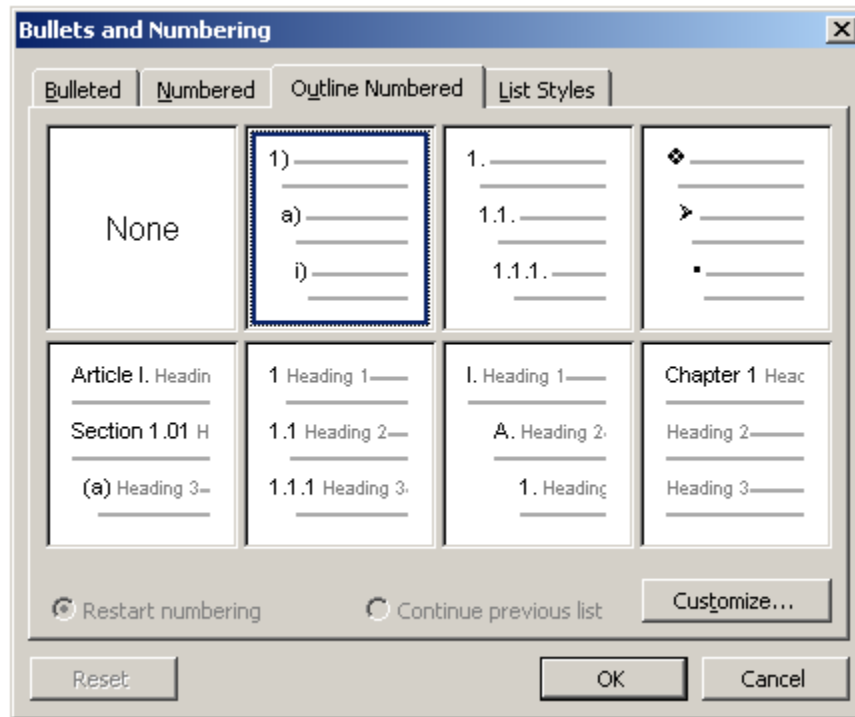
- King Lear's historical background
- In-depth analysis of the characters:
 - King Lear - is he going mad? Or is he just arrogant?
 - Cordelia - is she a Christ figure? Or is she just as stubborn as her father?
 - The Fool - does he predict the events of the play? Or does he simply talk nonsense?
- The use of disguises, particularly looking at Edgar and Kent
- How different characters view...
 - The gods and divine justice
 - Nature and natural vs. unnatural

In this example, note that the sublevels of bullets have different images from the main levels. This can be done using a combination of **CTRL + highlighting text** previously discussed in Chapter Three.

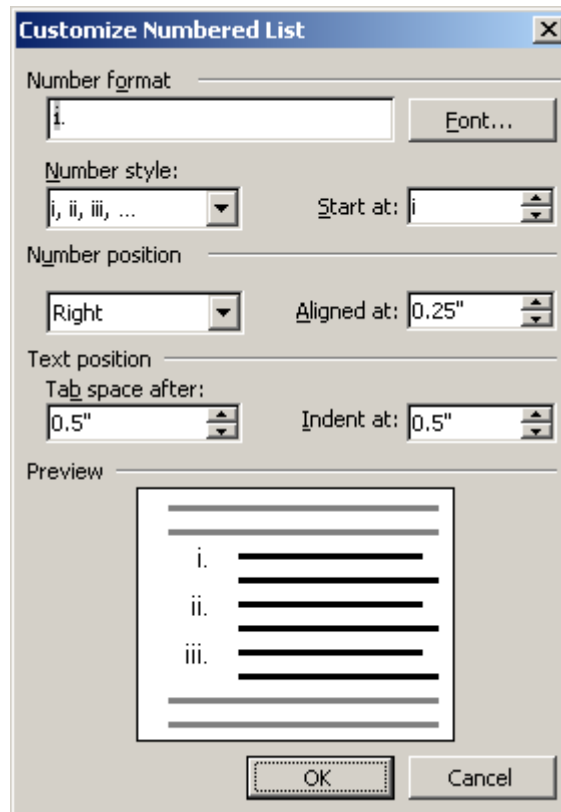
To create a numbered list, follow these steps:

1. Begin by typing the number 1 at the beginning of a line. Type some text and press enter.
2. Your line should have indented to show that you are using a numbered list.

3. To create a sublevel in your outline, press the **Tab** key. This should indent the line even further, as well as changing the number at the beginning of the line to a lowercase letter.
4. To customize the look of your outline, highlight the entire text and right-click. When a menu appears, select **Bullets and Numbering**.
 - a. Alternatively, you can click on **Format** in the **Menu toolbar** and select **Bullets and Numbering**.
5. In the **Bullets and Numbering Dialog Box**, make sure the **Numbered** tab is selected.



6. To customize further, click **Customize** in the lower-right corner. In the **Customize Numbered List Dialog Box** that opens, you can change the format your list appears in, including the number style and indentation.
7. When you are finished, click **OK**.



To create an outlined list, follow these steps:

1. Begin as if you were creating a numbered list. When you have your list, open the **Bullets and Numbering Dialog Box** and make sure the **Numbered Outline** tab is selected.
2. Click **Customize** to make more changes to the outline. When you are finished, click **OK**.

Outline for English Paper:

- 1) King Lear's historical background
- 2) In-depth analysis of the characters:
 - a) King Lear - is he going mad? Or is he just arrogant?
 - b) Cordelia - is she a Christ figure? Or is she just as stubborn as her father?
 - c) The Fool - does he predict the events of the play? Or does he simply talk nonsense?
- 3) The use of disguises, particularly looking at Edgar and Kent
- 4) How different characters view...
 - a) The gods and divine justice
 - b) Nature and natural vs. unnatural