

Formatting paragraphs



Justified text has a straight edge at both the left and the right margins (apart from the final line in a paragraph). This is done by adjusting the spacing between words.

The Mini Toolbar gives you the ability to switch centering On and Off, adjust the left indent or create a bulleted list. For most paragraph-level attributes, however, you'll use the Paragraph section of the Home tab.

Alignment

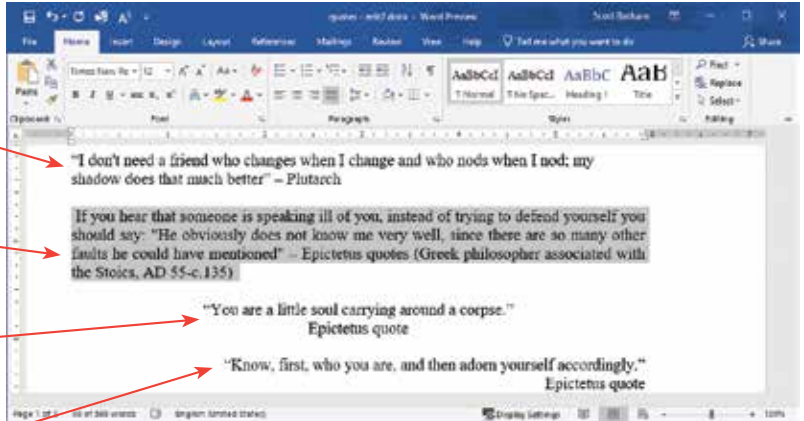
- 1 If you want to change just one paragraph then simply click anywhere within it. To change multiple paragraphs, select them using any of the techniques seen earlier
- 2 Click on one of the alignment icons to choose left, centered, right, or justified alignment. There is an example of each type illustrated below

Left (normal)

Justified

Centered

Right



- 3 To see more paragraph controls, click the small open dialog icon in the lower-right corner of this section. The dialog that appears has two tabbed pages: "Indents and Spacing" and "Line and Page Breaks". These give you accurate control over attributes such as line spacing, indentation, and hyphenation



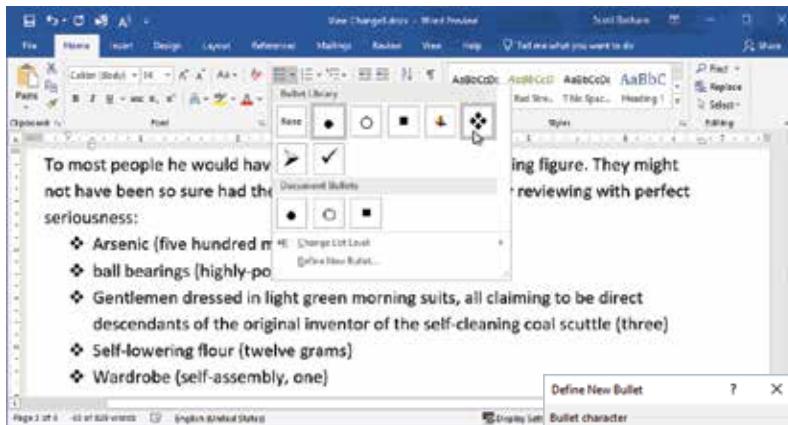
Remember that a heading is regarded by Word as a single-line paragraph.

- 4 Click OK in the dialog to view the changes to the text, or Cancel to discard any changes you made while in the dialog

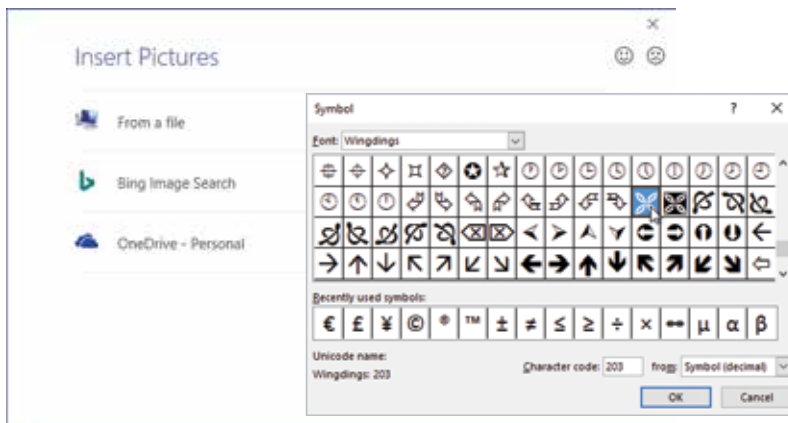
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Bulleted lists

- 1 Enter the text for your list, pressing the Return key after each item. Select this text
- 2 Open the Bullets pop-up menu in the Paragraph area of the Home tab



- 3 Choose the bullet type. If you don't like any of those displayed then choose Define New Bullet. From this dialog you can select any symbol or picture



A quick way to create a bulleted list is to type an asterisk at the beginning of the first line. Word will automatically change this to a bullet, and format this and all subsequent lines for you. When you have finished, leave the next line blank and just press Return. Word will then switch off the bulleted effect.



From the Define New Bullet dialog you can choose any image or character from a font for your bullet. Many fonts, such as Wingdings and Dingbats, are pictorial – this makes them a good source for bullets.

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Numbered lists



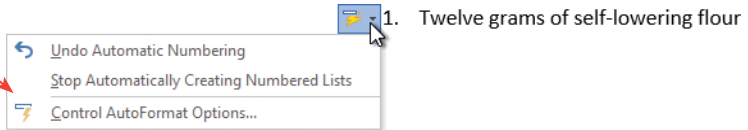
If you choose Control AutoFormat Options you will call up a dialog with settings for this plus many other automatic features.

1

If you enter a new line of text beginning with a "1." then Word will automatically start to create a numbered list for you. When you press Return the next numbered line will be created for you automatically, and so on until you press Return twice to indicate the end of the list

2

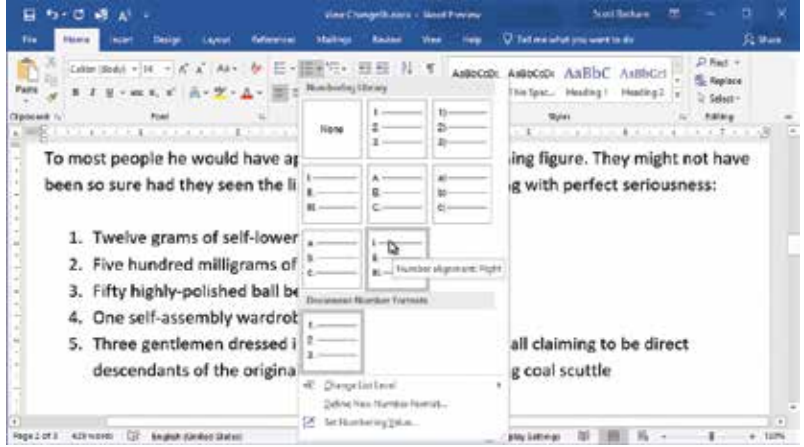
This behavior may not always be what you want. If it is not, then click on the AutoCorrect icon that appears by your text. You can then undo the automatic numbering just for this example, or disable the feature for future lists



From the Numbering pop-up menu choose Define New Number Format to fully customize the style, format and alignment.

3

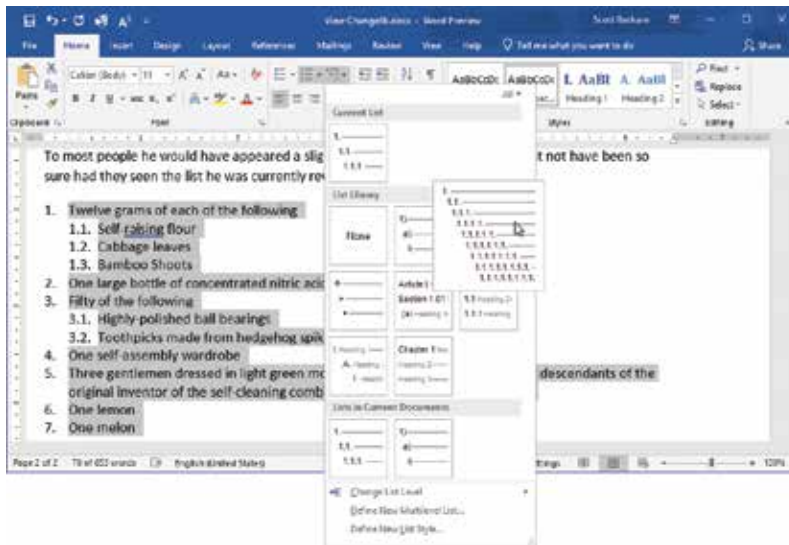
Another way to create a numbered list is to enter your text with no numbers, then select it in the normal way and open the Numbering pop-up menu in the Paragraph section of the Home tab. As you hover over the different format options you'll see a preview of how your text will look if you chose that option



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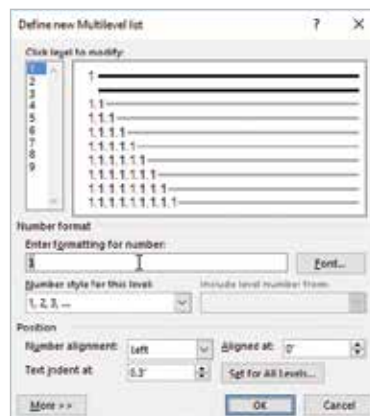
Multilevel lists

- 1 Create the text for your list. Press the Tab key at the beginning of a line once for each level of indent
- 2 Open the Multilevel pop-up menu in the Paragraph section and select the desired style




- 3 If you want to choose your own custom settings then select Define New Multilevel List

- 4 By clicking the Font button in this dialog you can control the appearance of the number at each level of the list, separately from the main text



You can use the Change List Level option in the Multilevel pop-up menu to move an item to a higher or lower level. Alternatively, click at the beginning of a line and use Tab to move right or Shift + Tab to move left.



You can also sort lists as text (alphabetic), numbers or by date. To do this, first select the list then click the  sort icon in the Paragraph area of the Home tab.