

## Skill Set 3

# Formatting Paragraphs

By the end of this Skill Set you should be able to:

- Create Page and Paragraph Breaks
- Create Indents and Align Paragraphs
- Apply Line and Paragraph Spacing
- Understand Widows and Orphans
- Create and Modify Section Breaks
- Create Borders and Shading
- Insert Columns
- Set and Align Tabs
- Apply Bullets and Numbering

## Exercise 17 - Page and Paragraph Breaks

### Knowledge:


In certain situations it may be necessary to start a new page, for example to start a new chapter or section. This is known as forcing a new page and is done using a **page break**.

A **paragraph break**, on the other hand, is used to split an existing paragraph into multiple paragraphs.

### Activity:

1. Open the document **Property**.

**Note:** *In this exercise you will divide the document into three pages by inserting page breaks.*

2. Position the cursor in front of the heading **Professional help**, found towards the bottom of page 1.
3. Display the **Insert** tab, and from the **Pages** group, select  **Page Break**.
4. The heading **Professional help** now starts on a new page.
5. Create a second page break in front of the heading **Helping you through the process**.

**Note:** *Page breaks can also be inserted by placing the cursor in the correct position and pressing <Ctrl Enter>.*

6. On page 2, place the cursor in front of **Additionally...** in the **Making an offer** paragraph.

the price, the amount of deposit you prepared to complete. Additionally, price, e.g. furniture and fittings if you are placing an order.

7. Press <Enter> to create a new paragraph. This is known as a paragraph break.

Additionally, state what you understand by the term 'fittings' and ensure that you include a list of fittings if applicable, and ensure

8. Save the document as **property2**.
9. Close the document.


## Exercise 18 - Indentation and Alignment

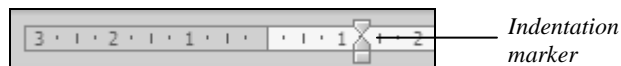
### Knowledge:

An indented paragraph is one where the text is further from the margin than the other paragraphs. There are several types of indents, including **hanging**, **first line**, and **paragraph**.


Alignment refers to where text appears on each line in relation to the margins. There are four types of text alignment: **Left**, **Centred**, **Right** and **Justified** (full). Text is normally left aligned or justified (with straight left and right margins).

### Activity:

1. Open the document **Zoo Promo**.
2. Place the cursor in the first paragraph.
3. To indent the whole of this paragraph, use the **Increase Indent** button, , in the **Paragraph** group on the **Home** tab.
4. Notice on the ruler that the indentation markers have moved.



**Note:** If the ruler is not on view, select the **View** tab and click **Ruler** from the **Show/Hide** group.

5. Click the **Increase Indent** button again to further increase the indentation.
6. Click the **Decrease Indent** button, , once.
7. Move the cursor over the indentation markers and read the **Tooltips** that appear (the top triangle, bottom triangle, and lower rectangle have different uses and display different Tooltips.).

**Note:** The top triangle is the **First Line Indent**, the bottom triangle is a **Hanging Indent**, and the bottom rectangle is the **Left Indent**.

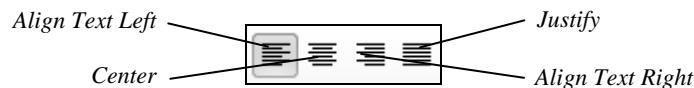
8. Place the cursor in the second paragraph, and then carefully click and drag the **Left Indent** marker right. Notice that a vertical dashed line appears; this helps you to position the indent.
9. Drag the **Left Indent** until it lines up with the first paragraph. The paragraph is indented as before.
10. Place the cursor in paragraph 3. Carefully click on the top triangle, the **First Line Indent** marker, and drag it so it lines up with the first two paragraphs. This is a **First Line Indent**, where only the first line is further right than the remainder of the paragraph.

## Exercise 18 - Continued

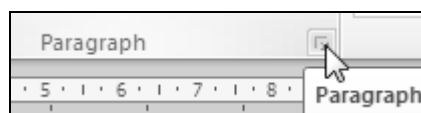
11. Scroll down to page 2 and place the cursor on any line of the bulleted list.
12. Look at the ruler. This is an example of a **Hanging Indent**, and one is always applied when bullets or numbers are added.

**Note:** *The top triangle shows the position of the bullet while the lower triangle shows the position of the text.*

13. Drag the lower triangle to the right a little. The space between the text and the bullet increases.
14. Place the cursor in the first new paragraph on page 2, starting “Why not”, and drag the **Hanging Indent** marker to the right to create a hanging indent.
15. Place the cursor in the second last paragraph on the first page. Examine the **Alignment** buttons in the **Paragraph** group.



16. Click the **Align Text Left** button (or press <Ctrl L>). The text is lined up against the left margin.
17. Click the **Center** button (or press <Ctrl E>). The text is now centred between the margins.
18. Click the **Align Text Right** button (or press <Ctrl R>). The text is lined up against the right margin.
19. Click on the **Paragraph** dialog box launcher.



20. The dialog box has two tabs. The **Indents and Spacing** tab shows detailed information about the **Alignment** and **Indentation** of the selected paragraph.
21. Drop down the **Alignment** menu and select **Left** from the list (notice the **Preview** at the bottom of the dialog box).
22. In the **Indentation** group, increase **Left** to **0.5 cm** using the up spinner, to accurately place your indent.

**Note:** *A **Right** indent can be applied from here. The **First line** and **Hanging** indents are found under **Special**.*

23. Click **OK** when done. Examine the results, and then close the document without saving.


## Exercise 19 - Line and Paragraph Spacing

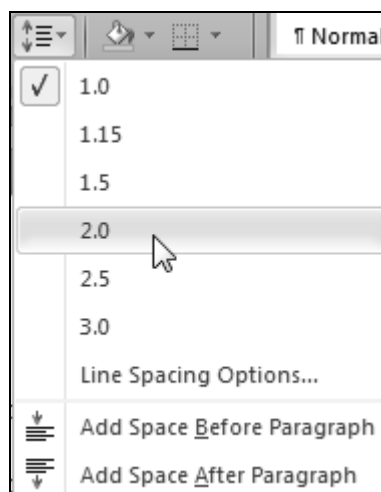
### Knowledge:

The appearance and readability of a document can be improved by changing **Line Spacing** – the space that appears between lines in a paragraph. The spacing before and after a paragraph can also be changed; like fonts, both are measured in **points** (or **pt** for short).

Again, to improve readability and display, you can use a control that prevents *Word* from separating the last line of a paragraph and printing it at the top of a new page (widow), or separating the first line of a new paragraph and leaving it at the bottom of the current page (orphan). By default, the **Widows and Orphans** control is on.

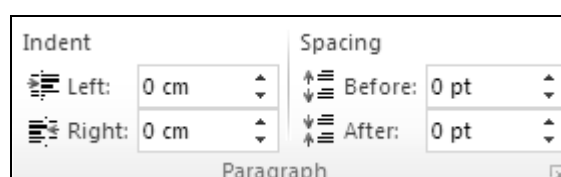
### Activity:

1. Open the file **Explanation**.
2. Select all of the text by clicking and dragging or using <Ctrl A>.
3. Click the **Line and Paragraph Spacing** button, , in the **Paragraph** group. From the drop-down menu that appears, select **2.0**.



**Note:** The space between lines increases. For each line of text, a blank line is shown between lines. Line spacing of **2.0** is also known as **double spacing**.

4. With all of the text still selected, click the **Line and Paragraph Spacing** button and select **1.5**.
5. Display the **Page Layout** tab. The **Paragraph** group contains controls to change the spacing before and after each paragraph.



## Exercise 19 - Continued

6. To increase the spacing before each paragraph, use the arrows to increase the **Before** setting to **24pt**.
7. To create spacing after the paragraphs, increase the **After** setting to **12pt**. All paragraphs will have a **24pt** space before and a **12pt** space after

**Note:** Spacing added after one paragraph and before the next will overlap.

8. Click the **Paragraph** dialog box launcher to open the **Paragraph** dialog box.
9. The dialog box allows settings to be made for **Alignment**, **Indentation** and **Spacing**. Look at the **Spacing** section; it shows the settings which have made in this exercise so far.

Spacing

Before: 24 pt


After: 12 pt

Line spacing: 1.5 lines

At:

Don't add space between paragraphs of the same style

**Note:** The **At least**, **Exactly** and **Multiple** options in the **Line spacing** box prompt for an exact spacing value, e.g. **9pt**, in the **At** box.


10. Select the **Line and Page Breaks** tab.
11. Uncheck the **Widow/Orphan control** and then click **OK**.
12. With all of the text selected, change the paragraph spacing to **18pt** before and **0pt** after.
13. Notice how the last line of a paragraph is at the top of page 2. This is a **widow**.
14. Turn **Widow/Orphan control** back on. There are now two lines at the top of page 2.
15. Display the **Home** tab and justify the text by clicking the **Justify** button in the **Paragraph** group, .
16. The text is now aligned against both margins, with space automatically added between words to pad it out.
17. Save the document as **explanation2** and close it.

## Exercise 20 - Borders and Shading


### Knowledge:

Borders can be created around text to add interest, or applied to the whole page as a finishing touch. Shading can also be added to specific areas of text or paragraphs for emphasis.

### Activity:

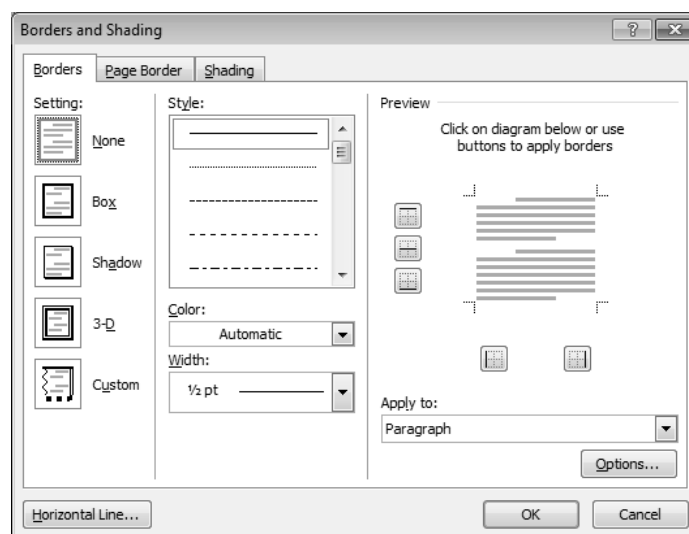
1. Open the document **Business Plan**.
2. Select the two bold title lines, and then click the **Borders**  drop-down arrow. A submenu showing types of borders is displayed.

**Note:** The picture on the **Borders** icon will show the last border used.

3. Select **Outside Borders**. A border is placed around the text.
4. To remove the border, drop down the **Borders** list again and select **No Border**. The border is removed.
5. Drop down the list again and select **Left Border**, and then again to select **Right Border**. The borders that apply will be highlighted in the list.
6. With the text still highlighted, drop down the **Shading** options .
7. Choose a light blue from the colour grid to shade the paragraph background.



8. In the document, select all of the lettered list under **Product Improvements**. From the **Borders** button drop-down, select **Borders and Shading**. The **Borders and Shading** dialog box appears.

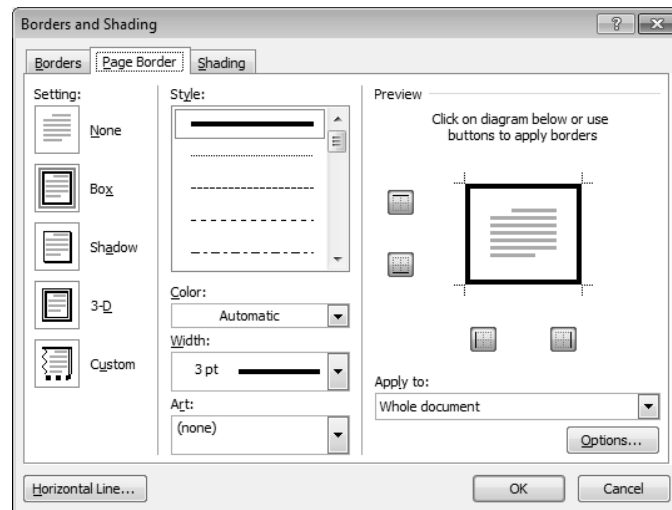


## Exercise 20 - Continued

9. To create a new styled border, choose **Shadow** from the **Setting** group, change the **Color** to red, and set the **Width** of the border to **2 ¼ pt**. Click **OK**.
10. Click away from the selection to see the result.
11. Select the sub title **Product Improvements**, and then display the **Borders and Shading** dialog box again.
12. Click the **Shading** tab. From **Fill**, select a light purple colour. Note that the **Apply to** is **Paragraph**. Click **OK** to apply the shading.

**Note:** To shade only the words (and not the entire line), select the text and move the **Right Indent** to the end of the text.

13. A border can also be placed around a page. It is not usually used in everyday documents, but is decorative and can be used in flyers and information brochures. Open the **Borders and Shading** dialog box.
14. Select the **Page Border** tab. It looks very similar to the **Borders** tab, but the **Apply to** is **Whole document** as you would expect.
15. Select **Box** in the **Setting** group, and change the width of the line to **3pt** and the **Color** to **Automatic**.



16. Click **OK** to apply the border. This looks fine, but is not very exciting. Open the **Borders and Shading** dialog box, and display the **Page Border** tab.
17. Drop down the **Art** option. Examine the alternatives before selecting any one that interests you. Click **OK**.
18. This looks much better. Save the document as **decorative plan** and close it.

**Note:** *Page Borders* can also be accessed from the **Page Layout** tab, within the **Page Background** group.




## Exercise 21 - Columns


### Knowledge:

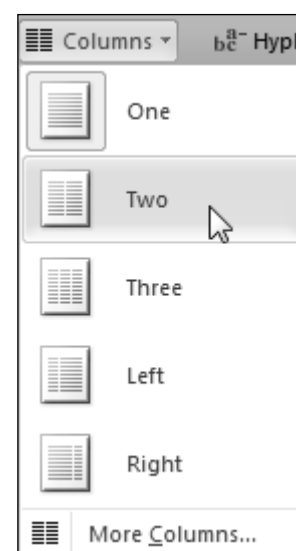
**Columns** can be used to divide a page into vertical sections. Columns can be applied to an entire document or only part of it.

### Activity:

1. Open the document **News**.
2. Select all of the text apart from the title. You are going to organise the text into several columns, similar to how a newspaper is formatted.
3. Select the **Page Layout** tab and click the **Columns** button,  **Columns** ▾, from the **Page Setup** group.

4. Select **Two** from the submenu that appears. The text now appears in two columns – when the text fills the first column, it moves automatically to the second.
5. Again, with the text selected, drop down the **Columns** submenu and select **Three**.


6. From the **Home** tab, click the **Show/Hide** button, , from the **Paragraph** group. This displays non-printing paragraph marks.



**Note:** *Non-printing paragraph and formatting marks help you to see which formatting has been applied to your document. They are not printed out.*

7. Notice the marks that have appeared at the end of lines and between words.



**Note:** *A small dot between words indicated a space. The paragraph mark, , indicates a paragraph break; the end of one paragraph and the start of a new one. We will leave paragraph markers on throughout this guide.*

8. Save the document as **news2**, and leave it open for the next exercise.

**Note:** *To remove columns, simply select the appropriate text and apply **one** column to it.*

## Exercise 22 - Modifying Columns

### Knowledge:

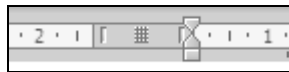
Once columns have been applied they can be changed to suit the situation.

### Activity:

1. The document **news2** should still be open (if not, open it now).
2. Select all of the text, and from the **Page Layout** tab, click the **Columns** drop-down button. Select **One** from the submenu that appears.
3. The text is displayed in one column again, filling the space between margins.
4. Next, select the first paragraph including the subtitle. Using the **Columns** drop-down, apply two columns. The rest of the text remains unchanged.

**Note:** Notice the **Section Breaks** that appear. These are explained in detail later.

5. Now, drop down the **Columns** button again and select **Left**.
6. The columns now have a narrow left column and a wider right. Drop down the **Columns** button again and select **Right**. The column width is reversed.
7. Look at the ruler. The columns are shown with a square dotted divider, and Indent Markers for the current column are shown.



8. Click in the right column. The indent markers are shown for this column only.
9. Move the cursor over the column divider on the ruler. It changes to a double headed arrow.



10. Drag the divider to the left to change the column width. The overall width remains the same; as one column becomes wider, the other narrows.

**Note:** This method of changing column width can only be used when starting from a **Left** or **Right** option. Other options in the **Columns** list assume that the columns will be of equal width.

11. Change the paragraph to 2 columns. Notice that the dividers in the ruler do not have the square dotted **Move Column** icon.

**Note:** They do however have handles that allow you to alter margin sizes.

12. Save the document and close it.

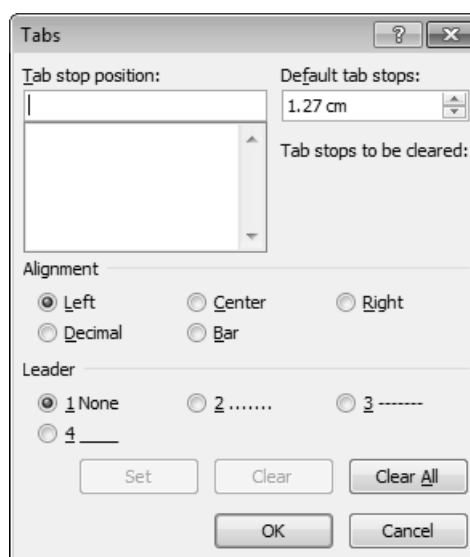
## Exercise 23 - Tabs

### Knowledge:

**Tabs** are a precise measurement for aligning vertical rows of text in a document and are set by default every **1.27cm**. They are very useful for aligning text anywhere in your document. New tab settings can be created, but they will only apply to text that has been selected, or is yet to be typed. Tab settings are displayed on the ruler.

### Activity:

1. Start a new **Blank document**.
2. On the **Page Layout** tab, click the **Paragraph** dialog box launcher. At the bottom of the dialog box, click **Tabs** to display the **Tabs** dialog box.



3. Enter **1cm** in the **Tab stop position** box. Check the **Alignment** is **Left** and the **Leader** is **None**. Click **Set** to set the first tab – it appears in the list.
4. Now enter **10** in the **Tab stop position** box (**cm** is assumed if omitted). Click **Set**, and then click **OK**.

**Note:** ▢ icons have appeared on the ruler, which indicate active tab markers.

5. Press the <Tab> key and type the word **Salesperson**. Press <Tab> again to move to the next tab setting, and then type **Sales**. Press <Enter> to move to the next line, and then enter the following text, using the <Tab> key between items to align the text.

<b>J Heslop</b>	<b>126.56</b>
<b>M Fisher</b>	<b>56</b>
<b>K Lowe</b>	<b>340.75</b>
<b>D Green</b>	<b>9.5</b>

## Exercise 23 - Continued

6. Select the entire document. To clear the tab settings, display the **Tabs** dialog box again and select **Clear All**. Click **OK**.

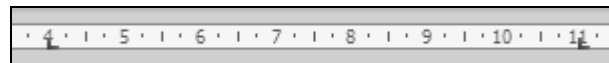
**Note:** To quickly set **Tab** stops, click on the required position on the ruler. A tab symbol will appear where it is set.

7. With the entire document selected, use the mouse and click on the ruler at approximately **0.5cm** and **7cm** to set tabs. Notice that the text is automatically aligned to the new tab stops.



**Note:** Arrow formatting marks, →, indicate tabs.

8. Save the document as **tabs** and close it.
9. Open the file **Contents**. Select the whole document and display the **Tabs** dialog box.
10. The two tabs stops are too far apart. Before the tabs can be changed, select **Clear All** to remove the original tabs.
11. Set a new tab by entering **4cm** in the **Tab stop position** box. Click on **Set**.
12. Repeat this to create a tab at **11cm**. Click **OK** to view the changes.



**Note:** Tab positions can be changed by clicking and dragging the tab marker along the ruler to the required position.

**Note:** Tabs markers can be removed by clicking and dragging them down, off and away from the ruler.

13. With all of the document text still selected, click on the left tab marker at **4cm** on the ruler and drag it to **5cm**. Release the mouse button. The first column of text will move.
14. Click on the first tab marker and drag it down off the ruler. The text automatically shifts to the next tab marker.
15. Create a new tab stop at **3cm** (by clicking once on the ruler at **3cm**). The text automatically shifts back again.
16. Practise using the ruler to add, move and remove tab markers.
17. Close the document without saving.









## Exercise 24 - Tab Alignment



### Knowledge:

In addition to left aligned tabs, as seen in the previous exercise, there are also centre, right and decimal tabs. Each of these determines how text is aligned at a particular tab stop position. Decimal tabs align numbers by their decimal points.

### Activity:

1. Open the document **tabs**, which you created and saved in the previous exercise. Select the entire document and move the tab positions to **4cm** and **11cm** by dragging the tabs on the ruler.
2. Use the **Paragraph** dialog box launcher to find and display the **Tabs** dialog box. Select the **Tab stop position** at **4cm**. Notice it is left aligned.
3. Click on **Right** from the **Alignment** options. Click **Set**.
4. Repeat this procedure for the tab at **11cm**, but make it **Center** aligned.
5. Click **Set**. Click **OK** and observe the effect of the new tab alignment.
6. Select the whole document again and experiment by changing the tabs into right, left and centre tabs.
7. Close the document without saving and start a new one.

**Note:** *Tabs can be set directly from the ruler by clicking on the left end of it, . The tabs alternate between , , , , ,  and  (**Left, Centre, Right, Decimal, Bar, First Line Indent, Hanging Indent**). Click on the ruler to place a tab stop of the selected type at the position required.*

8. Create a left tab at about **4cm** by clicking on the number **4** on the ruler.
9. Under this tab make a list, down the page, of the following numbers, making sure **<Tab>** is pressed before entering the number: **2.3, 45, 3.897, 4567.99, 234.01, 6.8733**.
10. Select all the text and remove the old tab by clicking and dragging it down off the ruler.
11. Change the tab setting to **Decimal** by clicking on  at the left end of the ruler until  appears. With all of the text still selected, click on the number **5** on the ruler.
12. All the numbers should be lined up around their decimal points.
13. Save the document as **decimal tabs** and then close it.

**Note:** *If you want to change the type of an existing tab, you must use the **Tab** dialog box.*





## Exercise 25 - Applying Bullets and Numbering

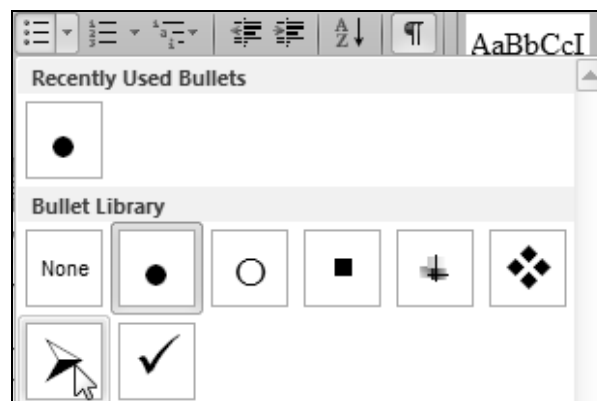
### Knowledge:

Lists and paragraphs can automatically be numbered or bulleted. In each case, a hanging indent is also applied. This separates the text from the numbering and improves the appearance of the document.

If an item is removed from the list, the remaining items are automatically renumbered.

### Activity:

1. Open the document **Candidates**. This is a list of job applicants, in the order in which their applications have been received.
2. Select all of the text. Number it by clicking on the **Numbering** button,  in the **Paragraph** group.
3. One of the candidates has withdrawn his application. Delete item number **5**, referring to **Brian Wood**. Notice how the remaining items are renumbered.
4. Print the document and close it without saving.
5. Open the document **Zoo Promo**. Entire paragraphs of text can have bullets or numbers applied.
6. Select all of the paragraphs on page 1 and click **Numbering**, , to apply numbering to each paragraph.
7. Now click **Numbering**, , to remove the numbering.
8. With the paragraphs still selected, click on the **Bullets** button, , to bullet the paragraphs.
9. Click the drop-down arrow on the **Bullets** button and select a different bullet from the **Bullet Library**.



10. Close the document without saving the changes.

## Exercise 26 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the document **Accounts** and make the following changes:
  - Make the title **Cooper Black** (or an alternative) and **22pt**.
  - Place a **Shadow** border around the title in red
  - Use **1.5** line spacing, except for the title
  - Set spacing after all paragraphs to **12pt**
  - Make sure the second paragraph of text starts at the top of page 2
2. Save the document as **accounts2**.
3. Print the document and close it.
4. Open the file **Zoo Promo**.
5. Apply 2 columns to the text on page 1, starting with paragraph 3 ("The zoo is open...") and finishing at the end of paragraph 9 ("...come rain or shine").
6. Left align this text only.
7. Change the bullets on page 2 to a different style.
8. Move the **Hanging Indent** to **3cm**, to create more space between the bullet icon and the text.
9. Save the document as **zoo formatted**.
10. Close the document.

## Summary: Formatting Paragraphs

In this Skill Set you have applied line and paragraph spacing, added indents, and set tab markers. You have also created page and paragraph breaks, formatted text into columns, and added bullets and numbering. You have also added borders and shading to documents, and have seen how to control widows and orphans.

Your OCR ITQ evidence must demonstrate your ability to:

- Use formatting tools:
  - Page and paragraph breaks
  - Line and paragraph spacing
  - Indents, tabs and alignment
  - Apply borders and shading
  - Add bullets and numbering
  - Add columns
  - Widows and orphans
  
- Create and modify columns, tables and forms