



Technical Institute of Administration

Business Administration

Computer essentials

3. Microsoft Word - Word Basics

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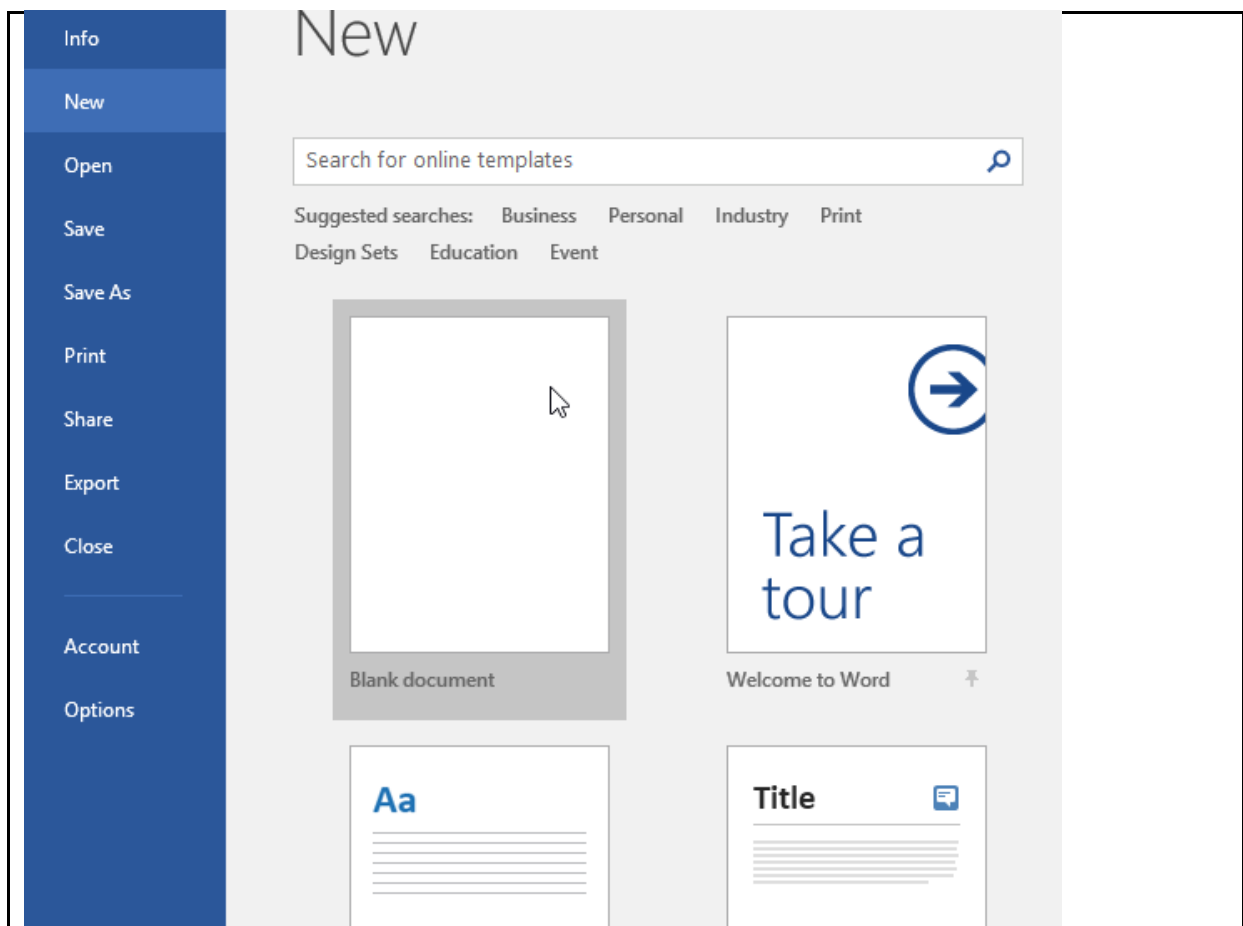
Microsoft Word 2016

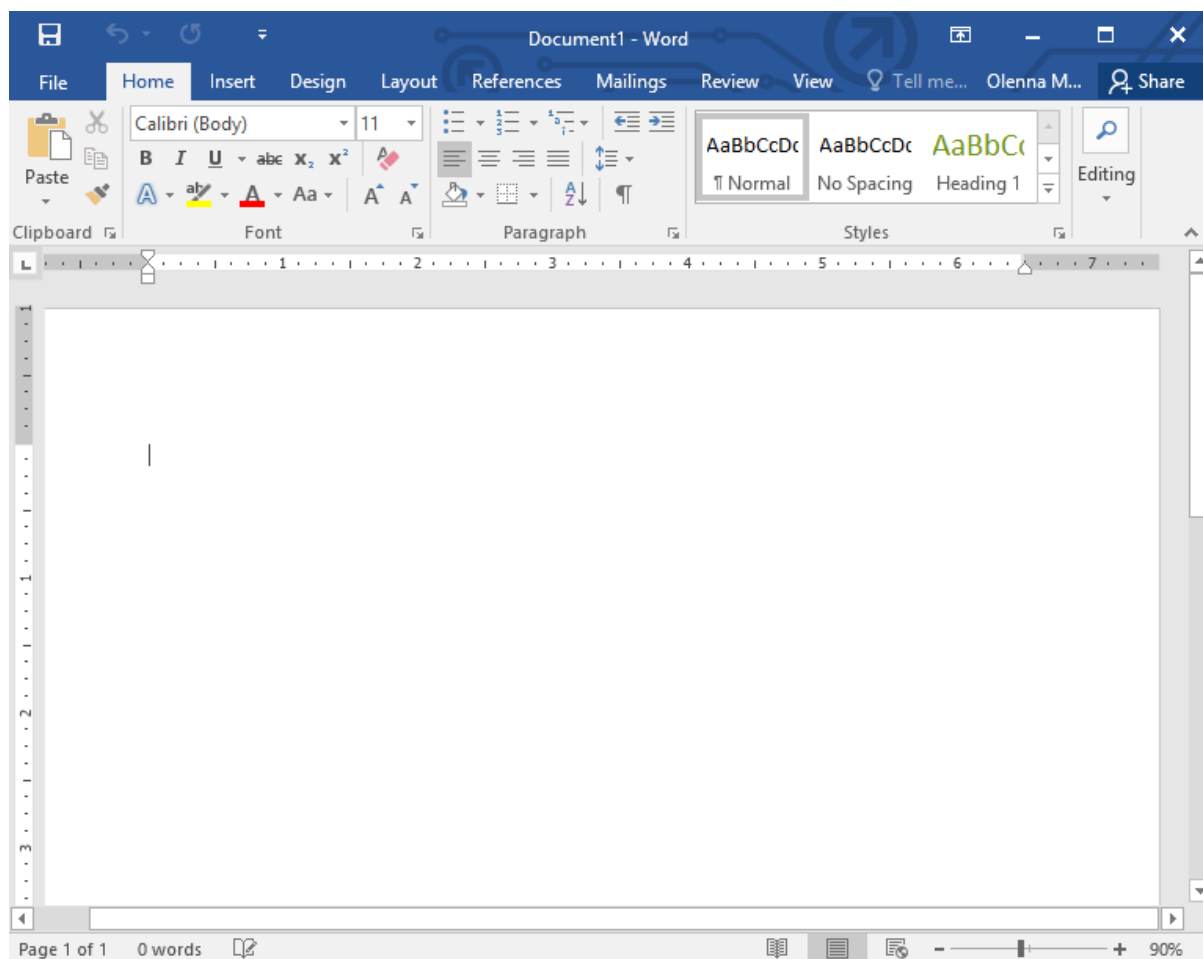
3. Word Basics

Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

3.1. The Word interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.



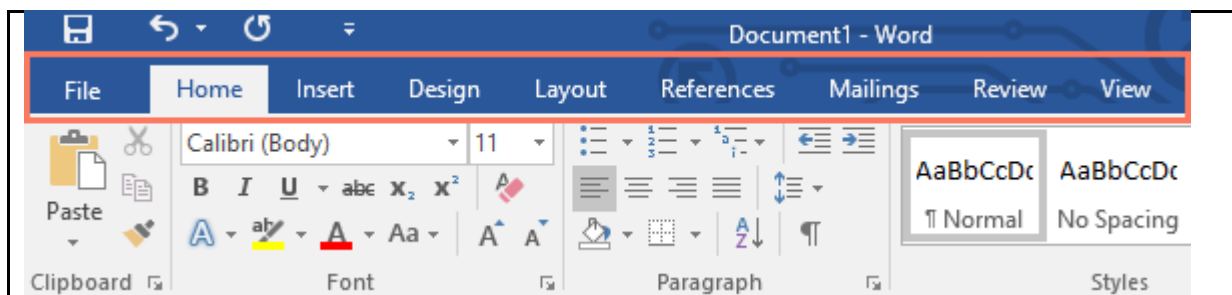


3.1.1. Working with the Word environment

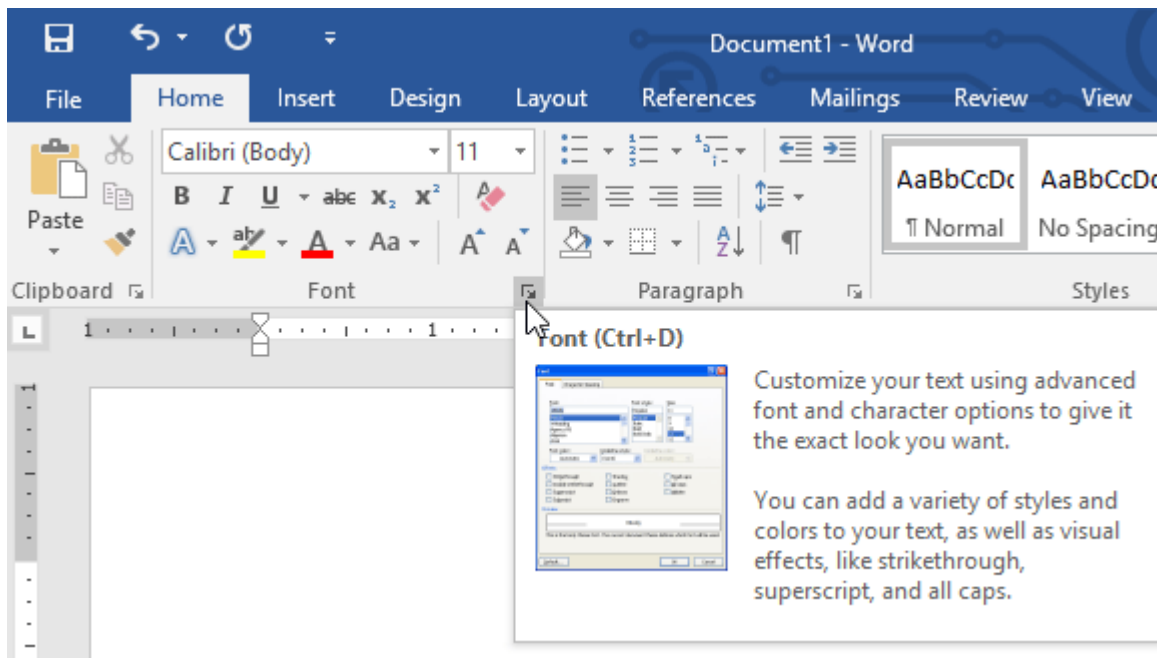
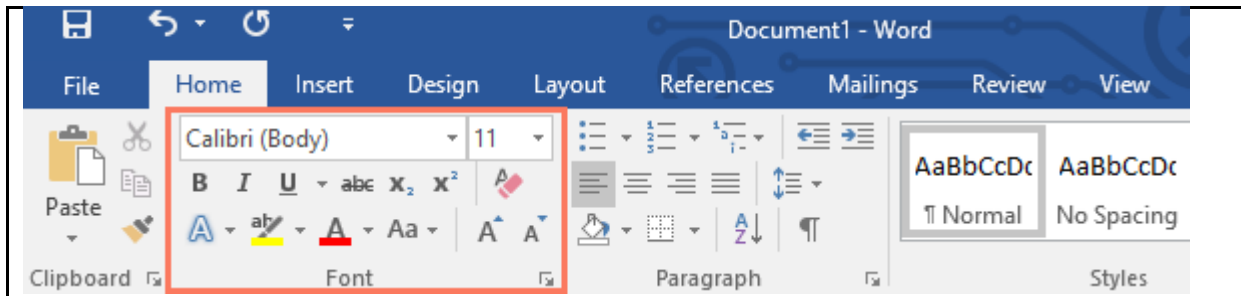
Like other recent versions, Word 2016 continues to use features like the **Ribbon** and the **Quick Access Toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

3.1.2. The Ribbon

Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.

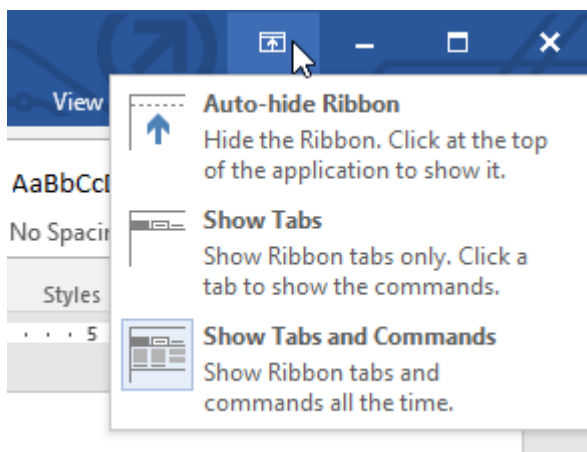


Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.



3.1.3. Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

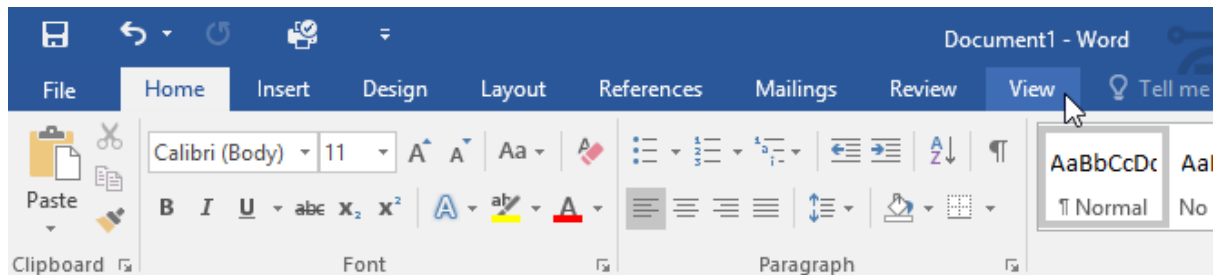


3.1.4. The Ruler

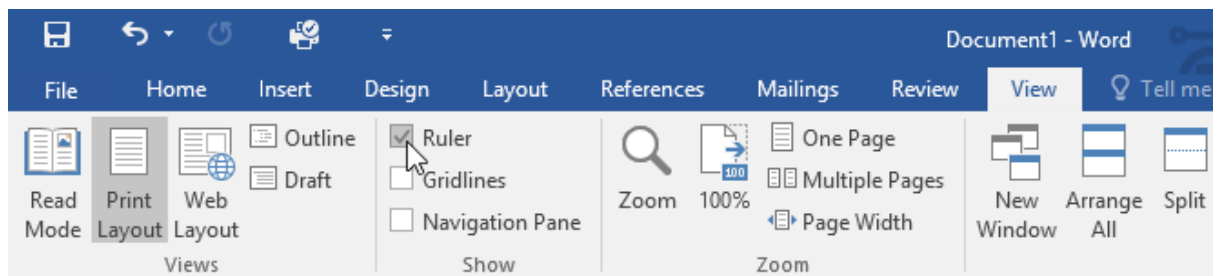
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

3.1.5. To show or hide the Ruler:

1. Click the **View** tab.



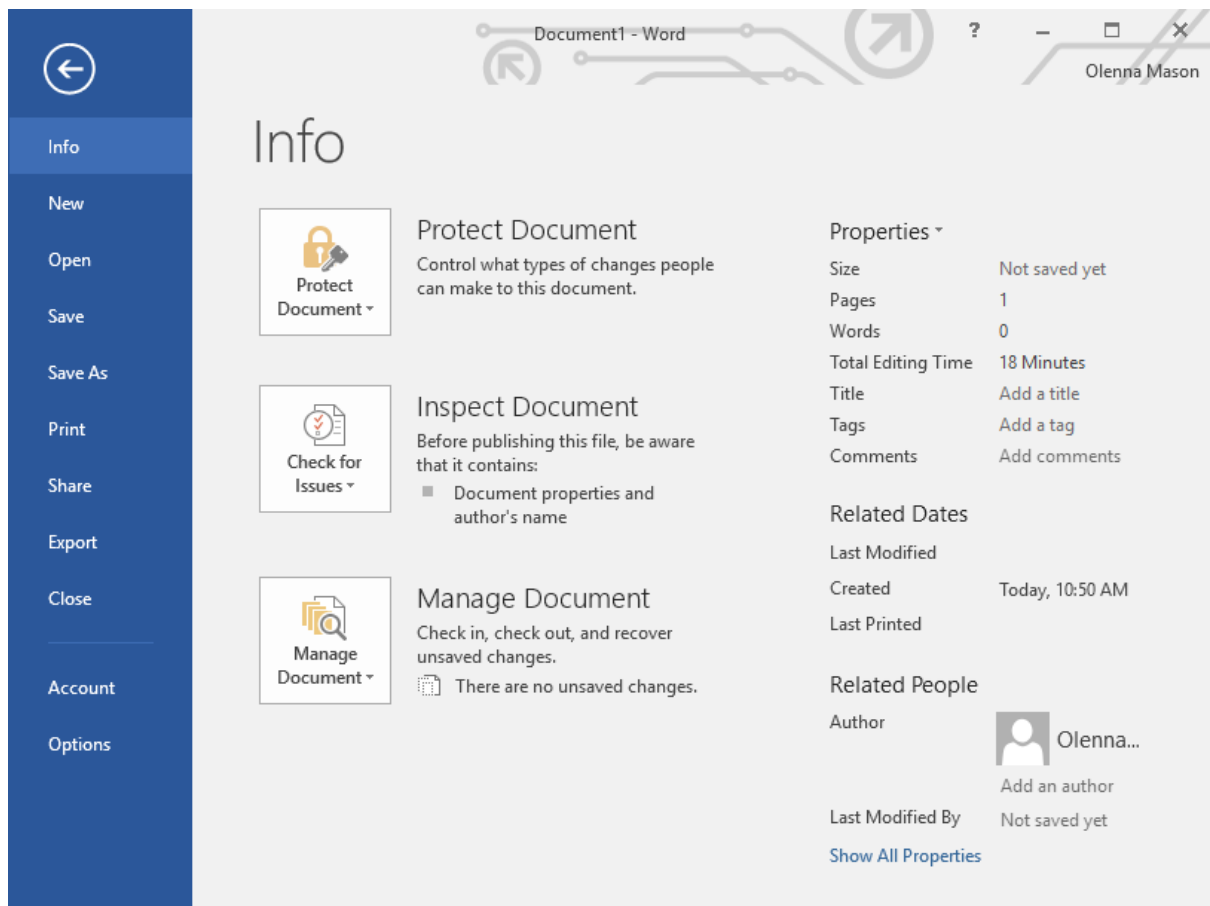
2. Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



3.1.6. Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.





3.1.7. Generate Random Text with the Rand Formula

If you want to use random (yet coherent) text as filler content in your Word document, you can use the random content generation formula provided by Word. There are, however, a few notes to make when using this function, depending on how much text you need.

The first method is to simply type in the following formula:

```
=rand()
```

Or

```
=rand(3,4)
```

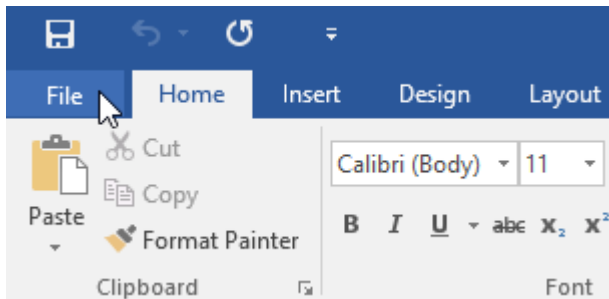
3.2. Creating and Opening Documents

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

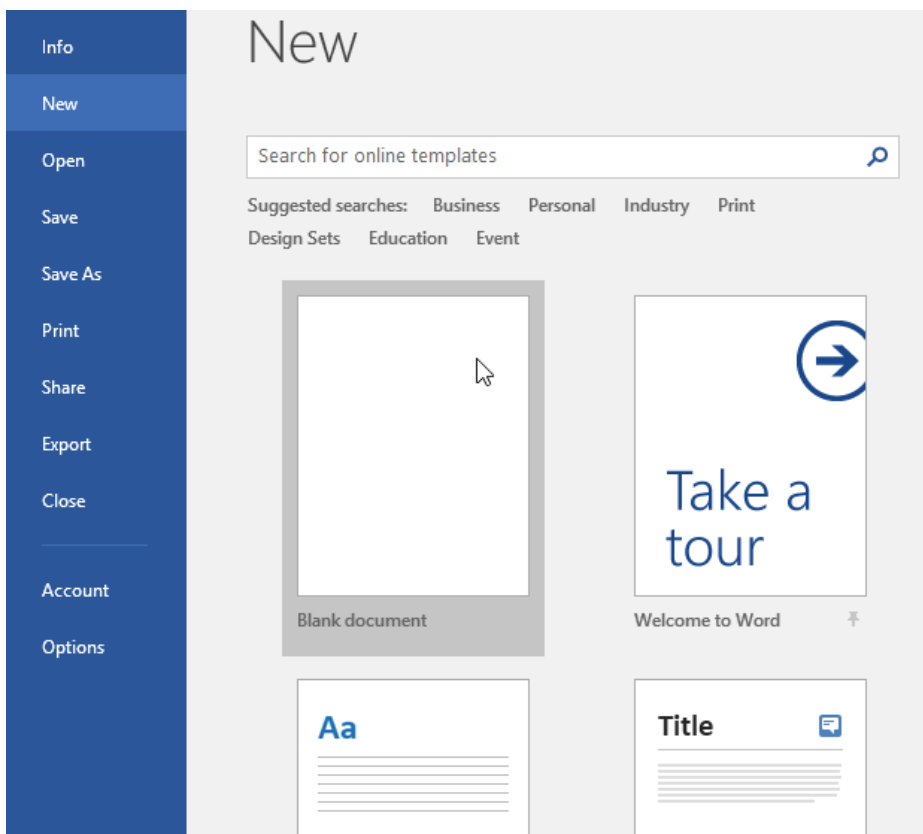
3.2.1. To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

1. Select the **File** tab to access **Backstage view**.



2. Select **New**, then click **Blank document**.

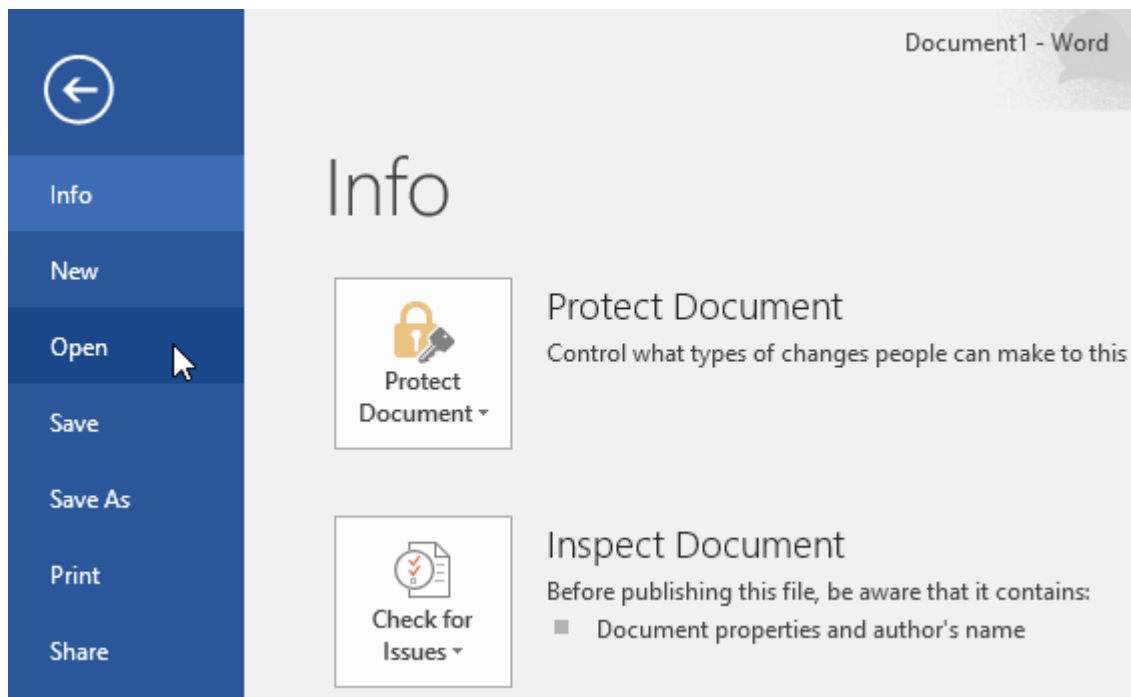


3. A new blank document will appear.

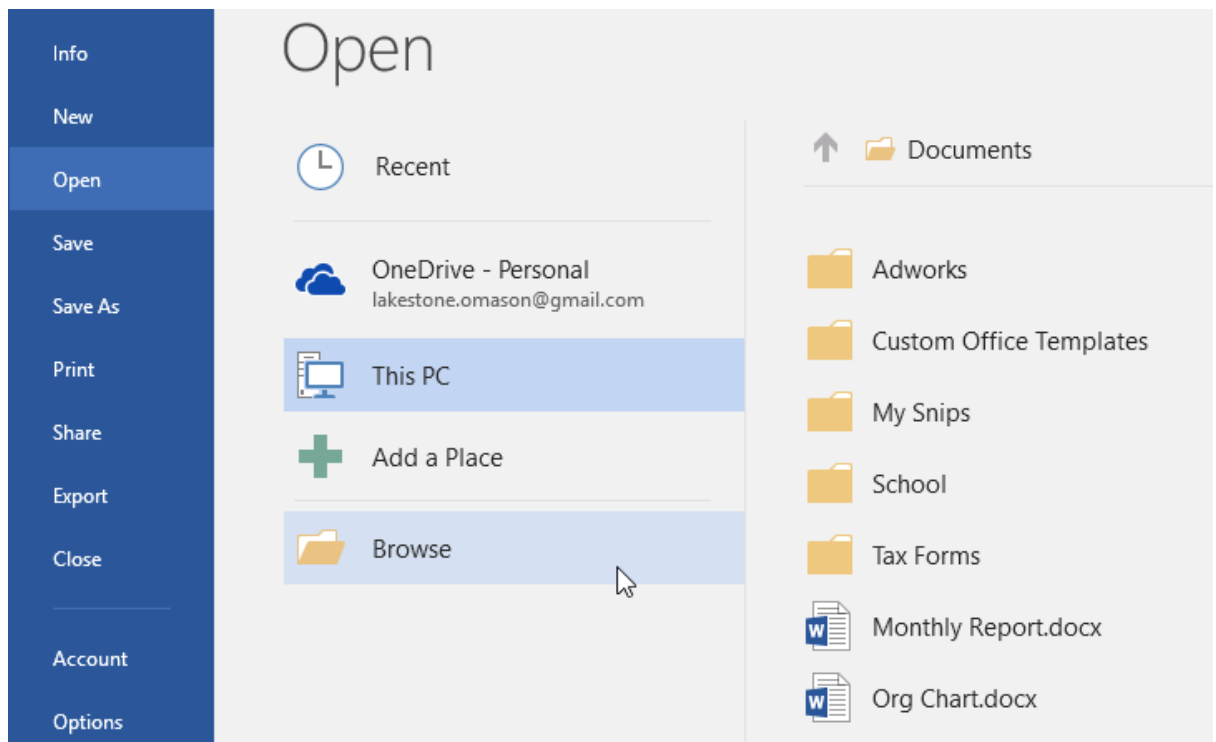
3.2.2. To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents.

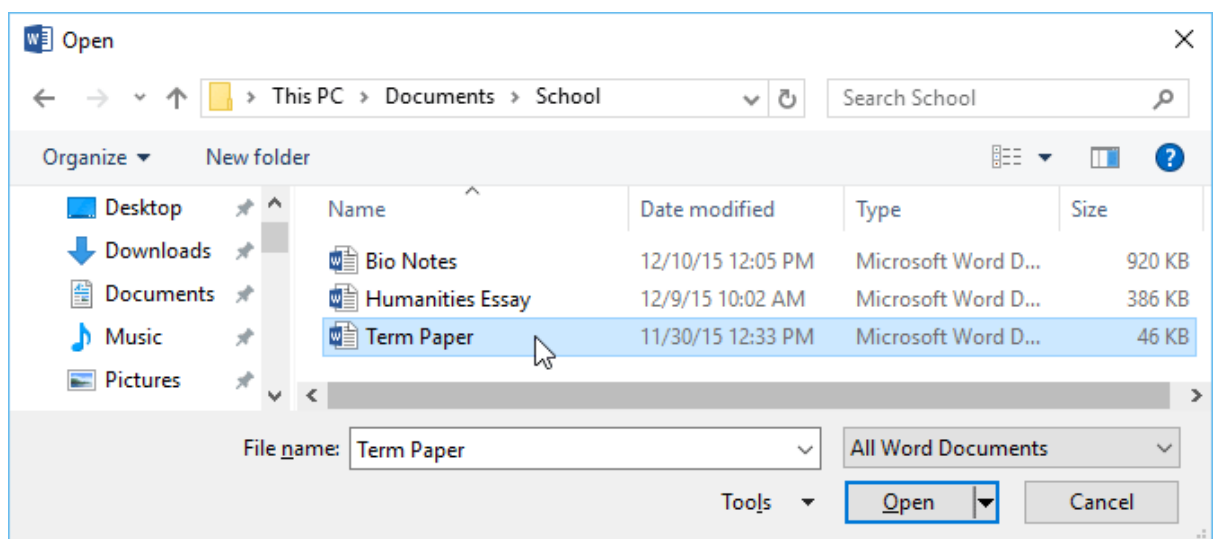
1. Navigate to **Backstage view**, then click **Open**.



2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



4. The selected document will appear.

3.3. Saving Documents

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

3.3.1. Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

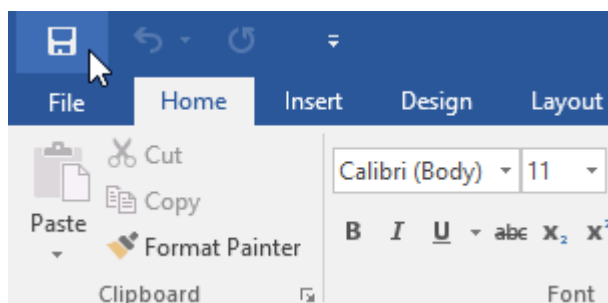
Save: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

3.3.2. To save a document:

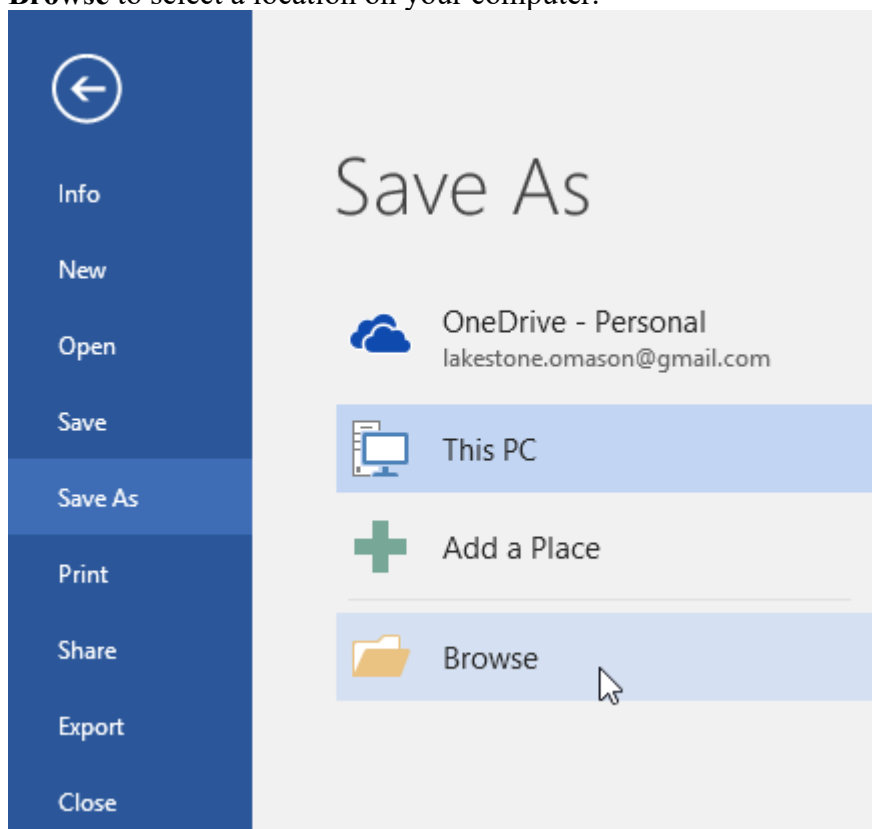
It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access Toolbar**.

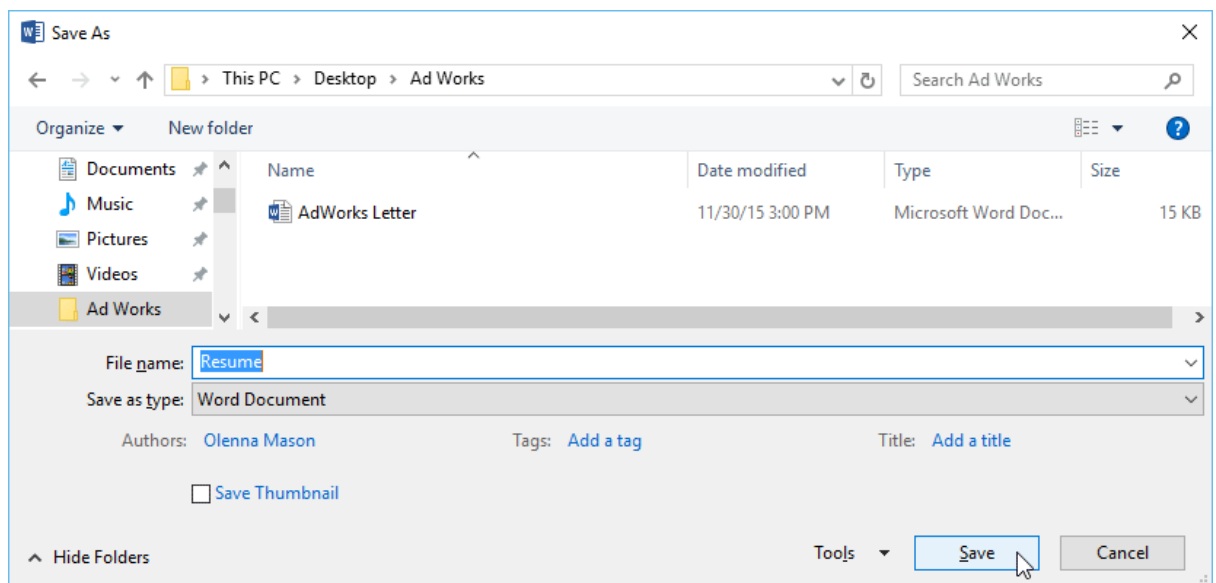


2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.



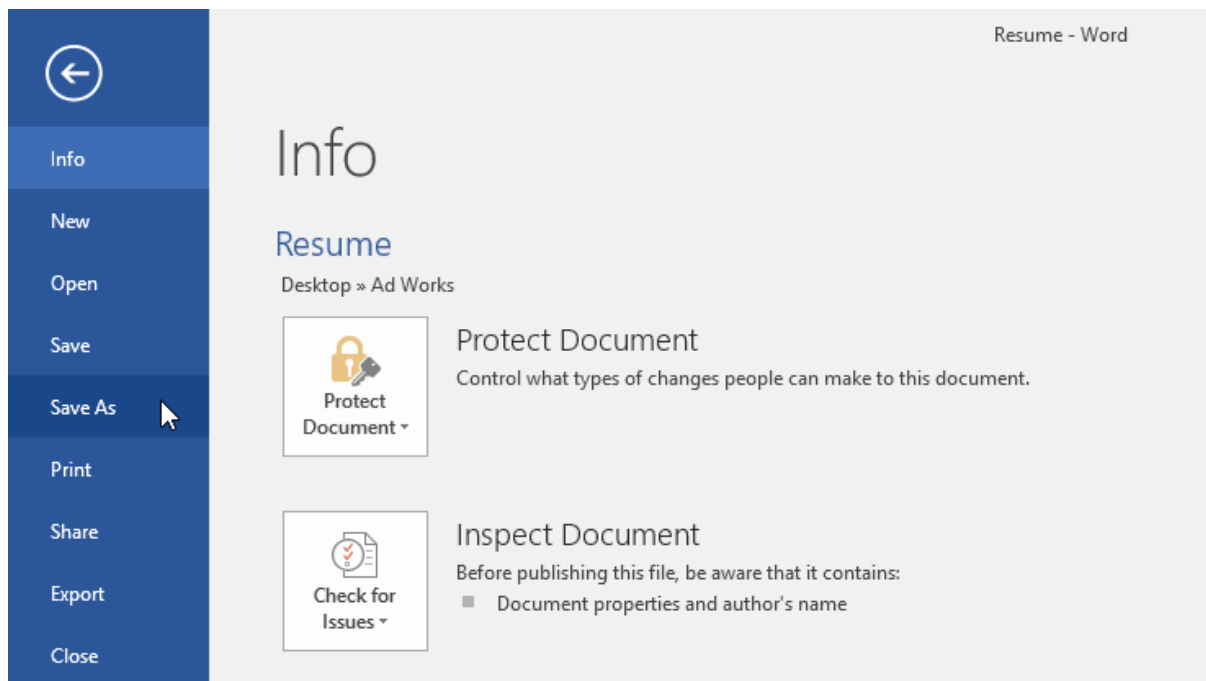
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

Note : You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

3.3.3. Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

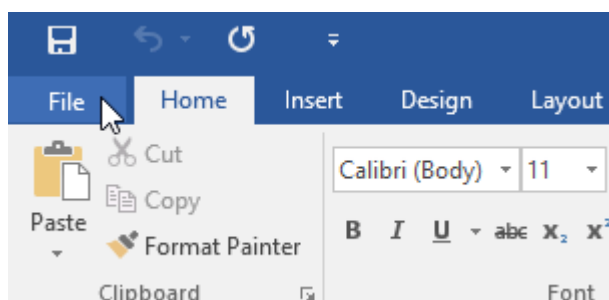
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



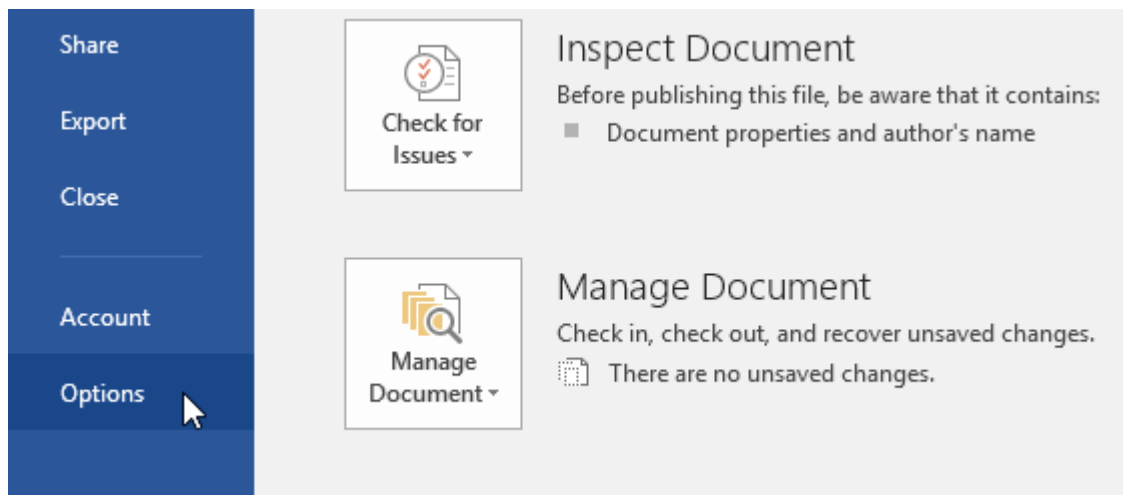
3.3.4. To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

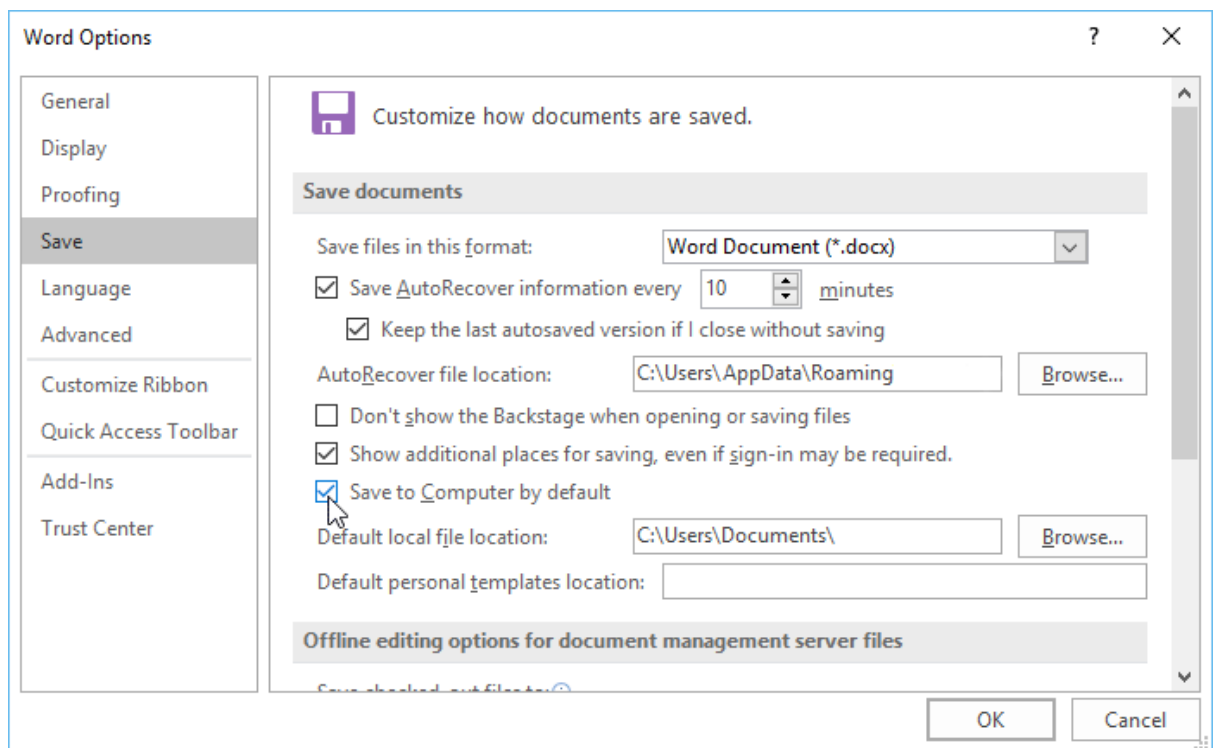
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Word Options** dialog box will appear. Select **Save** on the left, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.



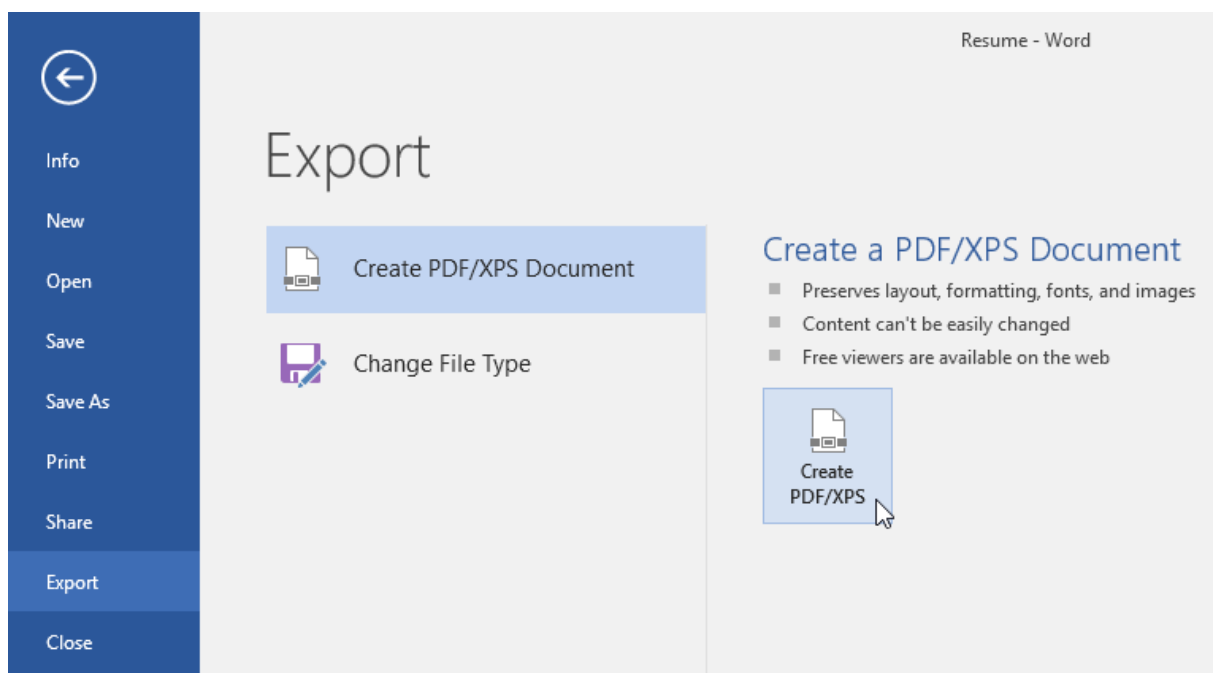
3.3.5. Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

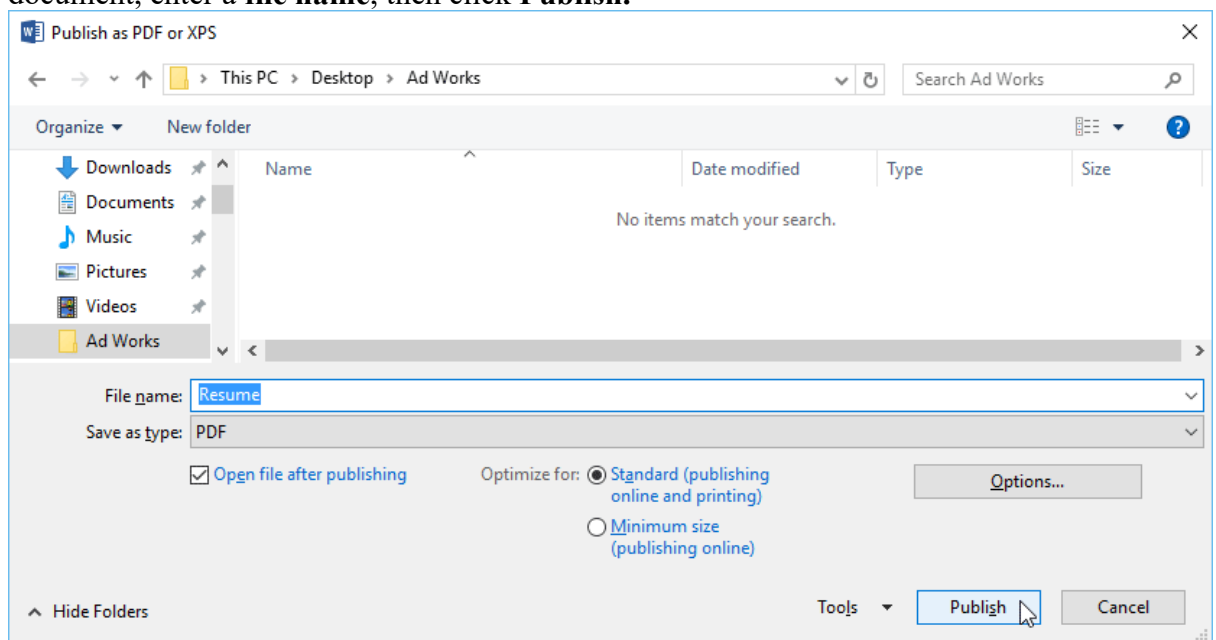
3.3.5.1. To export a document as a PDF file:

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.



2. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.

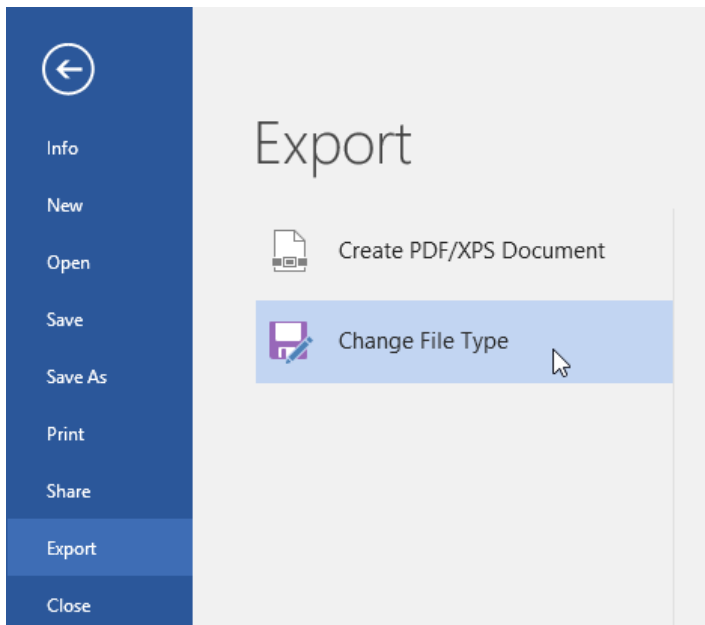


If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document.

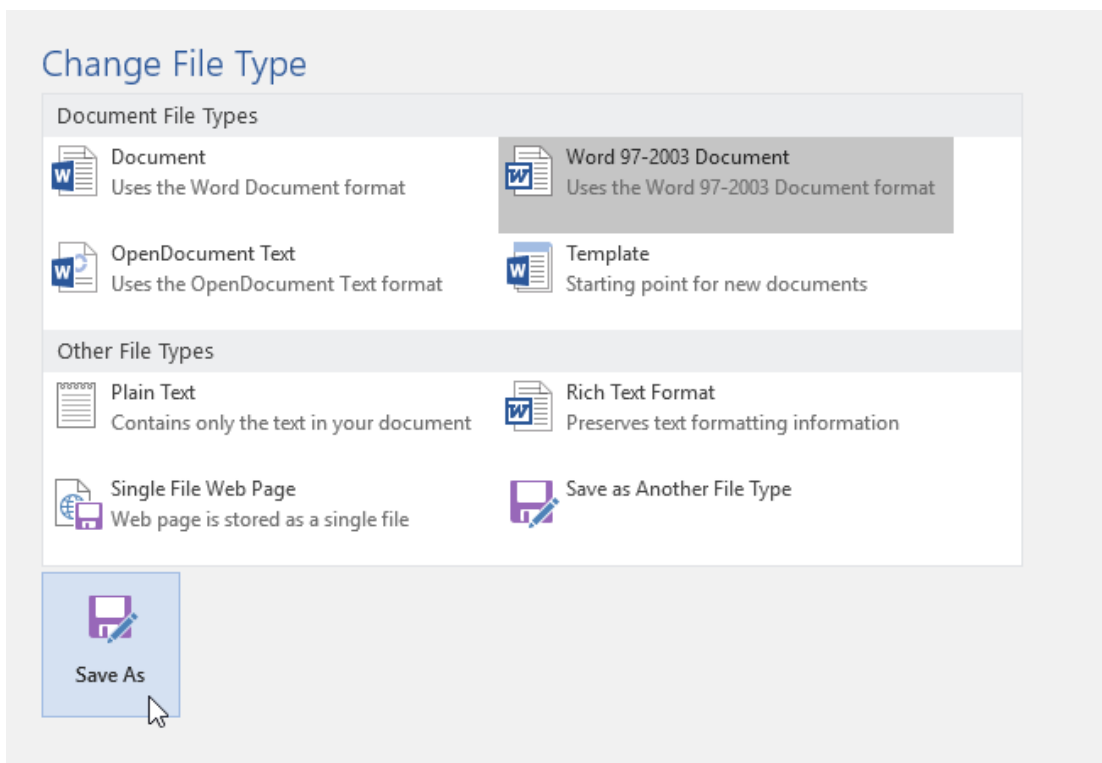
3.3.5.2. To export a document to other file types:

You may also find it helpful to export your document to other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.

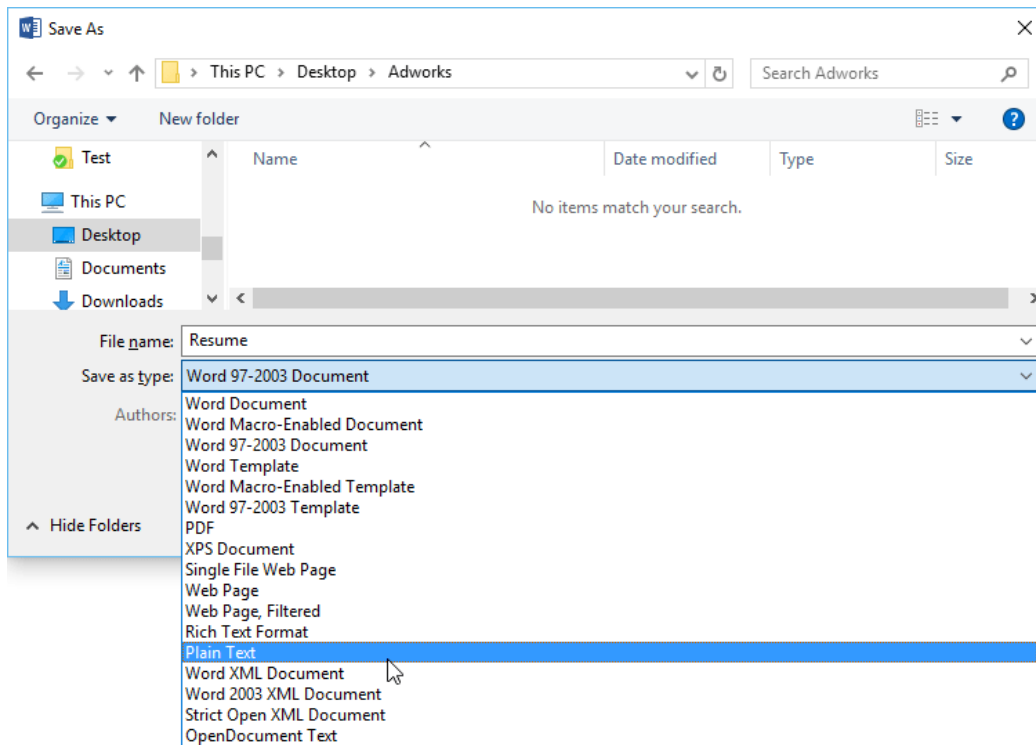


2. Select a **file type**, then click **Save As**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.

You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save documents to a variety of file types.



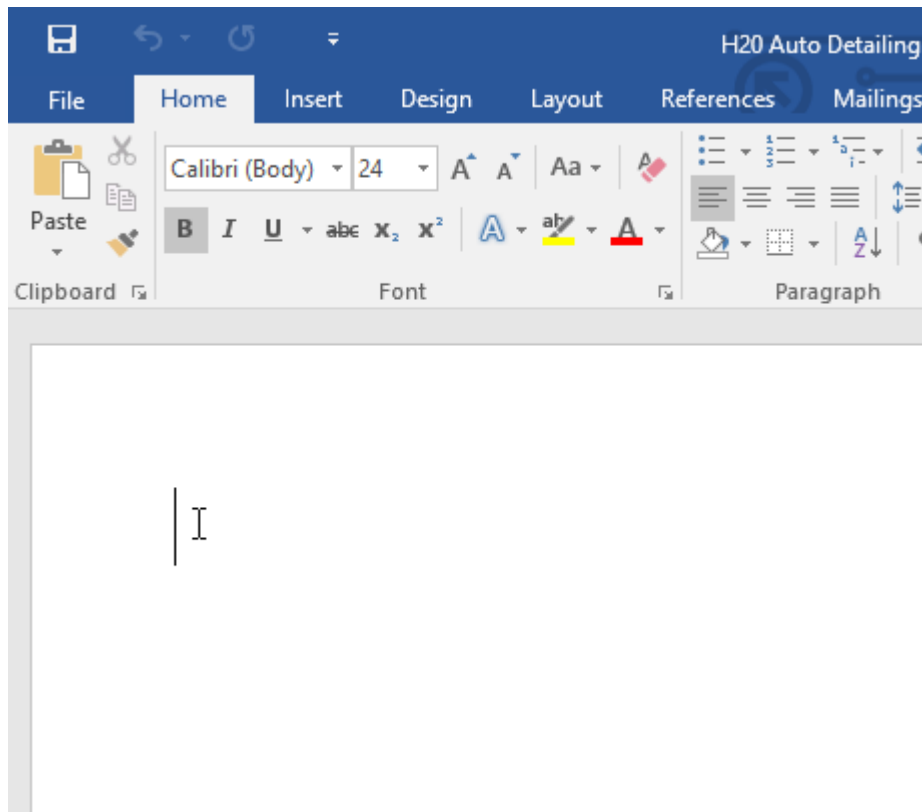
3.4. Working with Text

If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

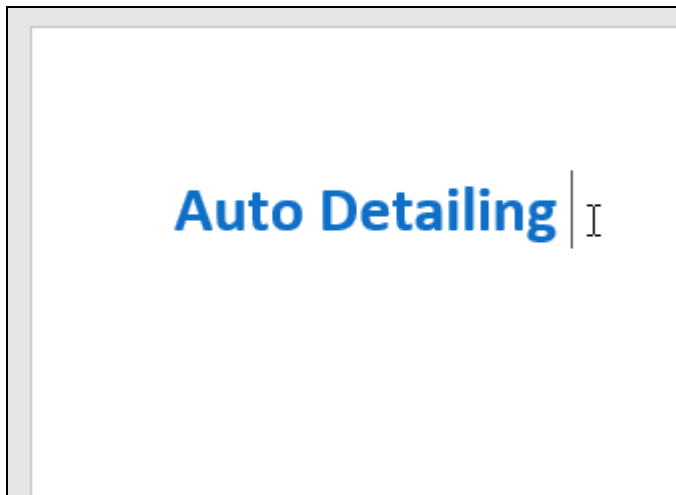
3.4.1. Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

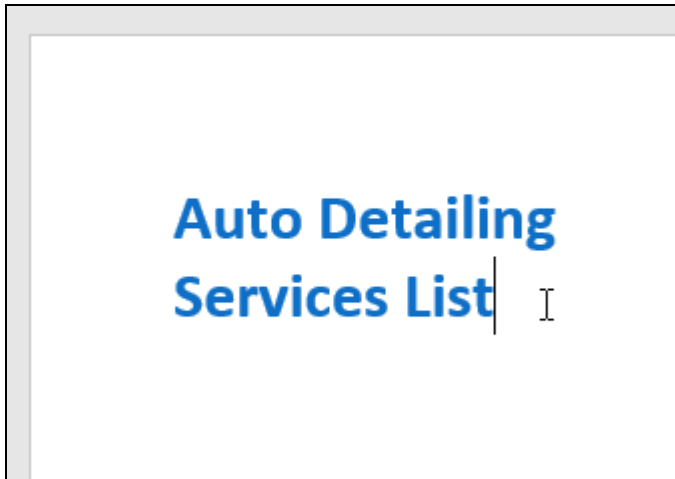
- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



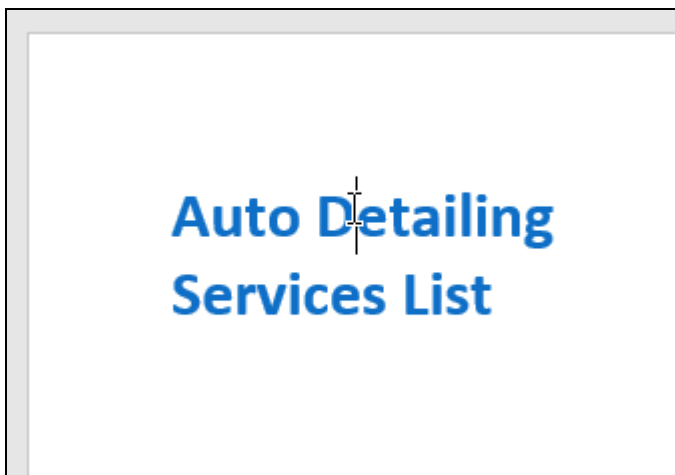
- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.



- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.



- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

3.4.2. Selecting text

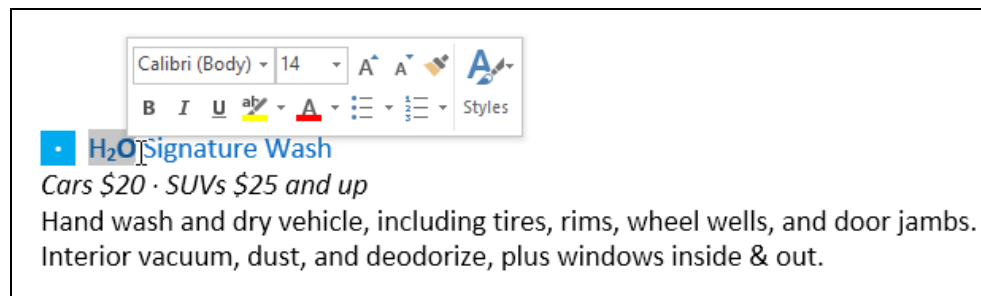
Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

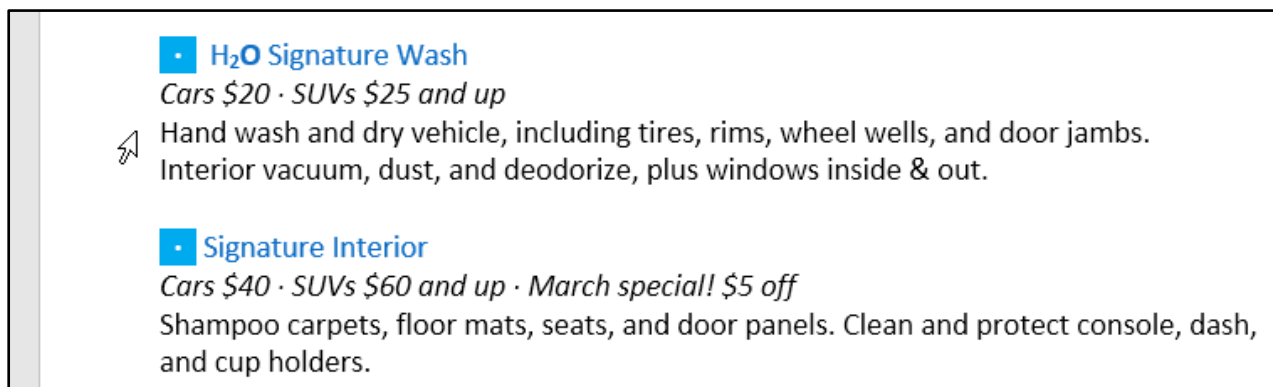
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



3.4.2.1. To select multiple lines of text:

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.



2. Click the mouse. The line will be selected.

3.4.3. To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

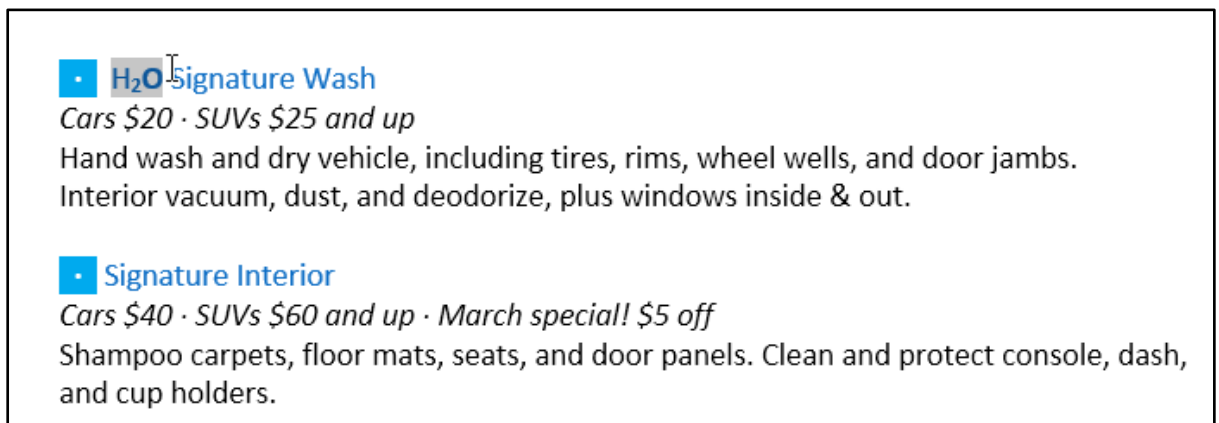
If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

3.4.4. Copying and moving text

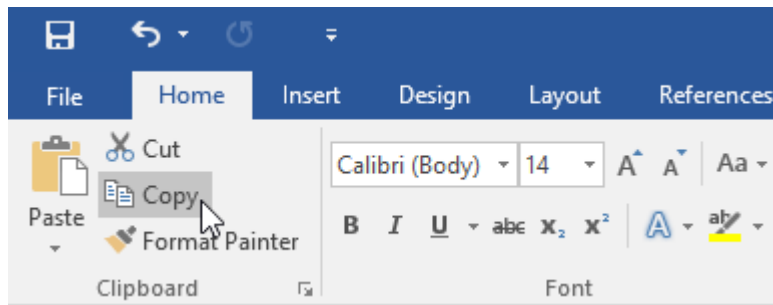
Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

3.4.4.1. To copy and paste text:

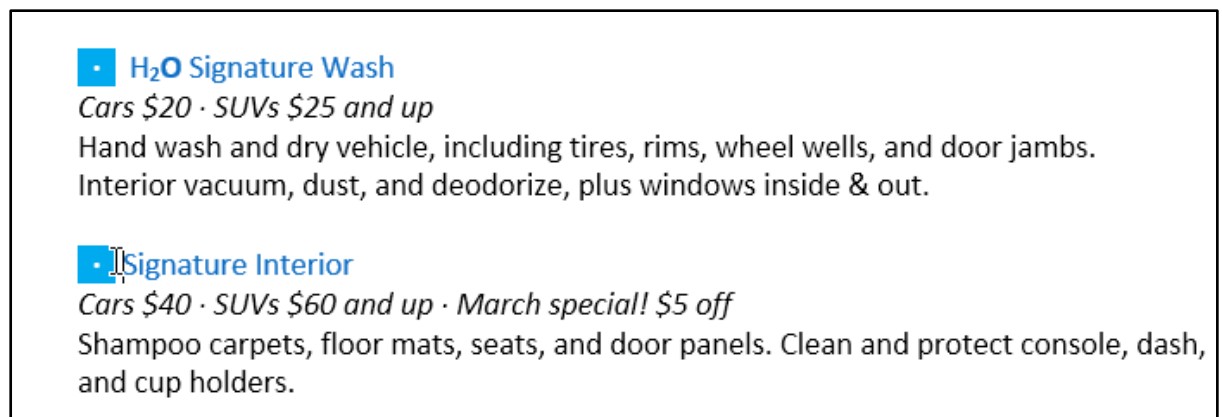
1. Select the **text** you want to copy.



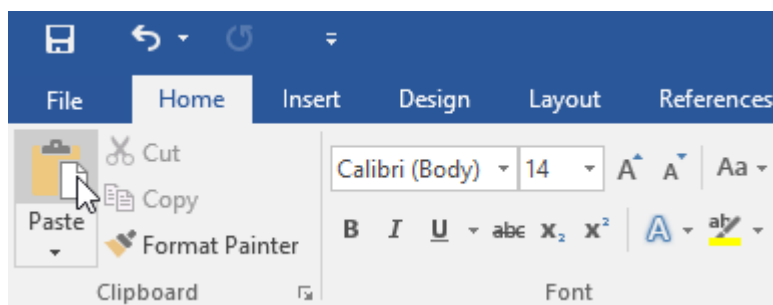
2. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



3. Place the insertion point where you want the text to appear.



4. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



5. The text will appear.

• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

• **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

3.4.4.2. To cut and paste text:

1. Select the **text** you want to cut.

• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

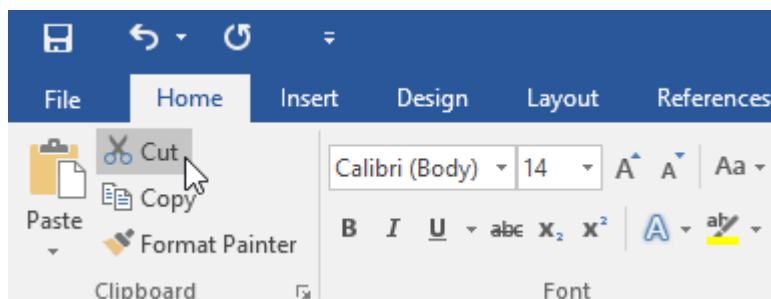
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

• **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the **Cut** command on the **Home** tab. Alternatively, you can press **Ctrl+X** on your keyboard.



3. Place your insertion point where you want the text to appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

|

- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

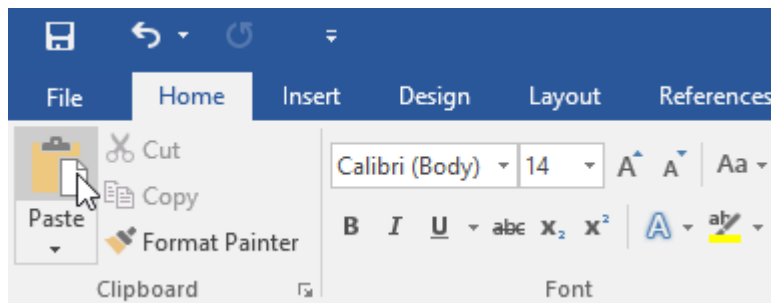
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

- **Leather Cleaning & Conditioning**

Cars \$20 · SUVs \$40 and up · March special! \$5 off

Includes seats and door panels.

4. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



5. The text will appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O Signature Detail**

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff. |

- **H₂O Signature Interior**

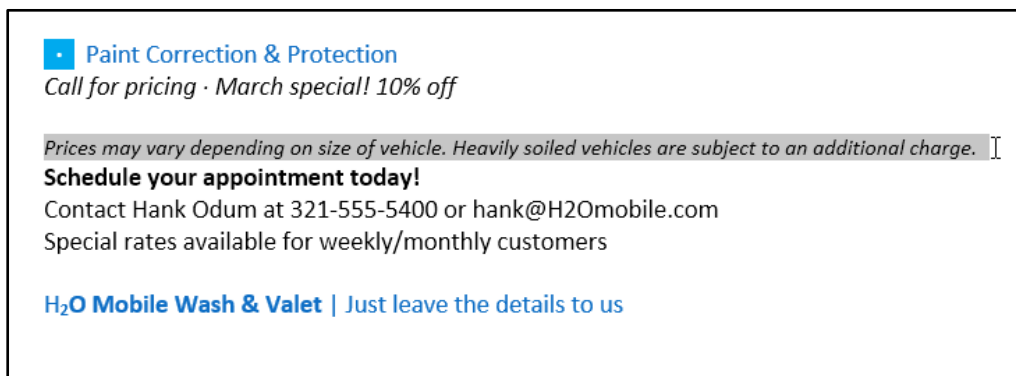
Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

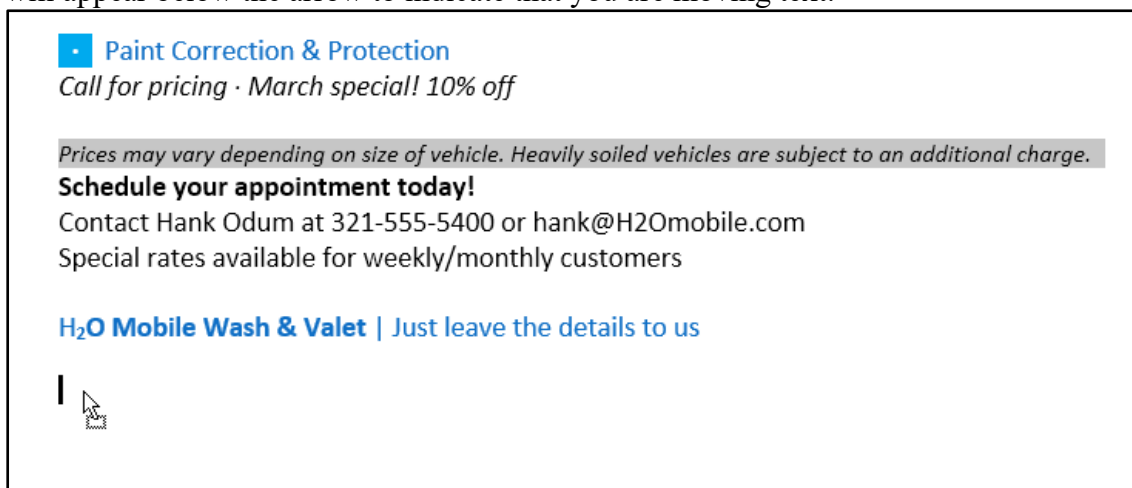
You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

3.4.4.3. To drag and drop text:

1. Select the **text** you want to move.



2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.



3. Release the mouse, and the text will appear.


Paint Correction & Protection

Call for pricing · March special! 10% off

Schedule your appointment today!
Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

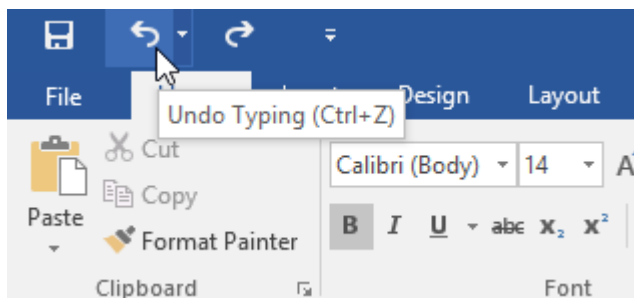
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

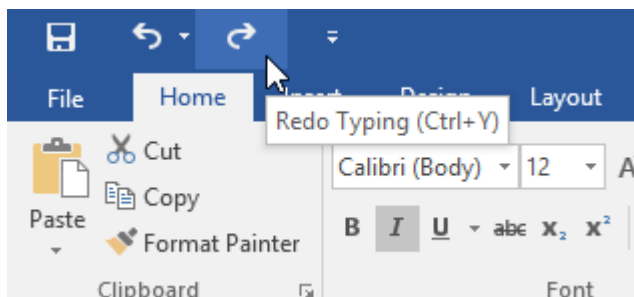
3.4.1. Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.

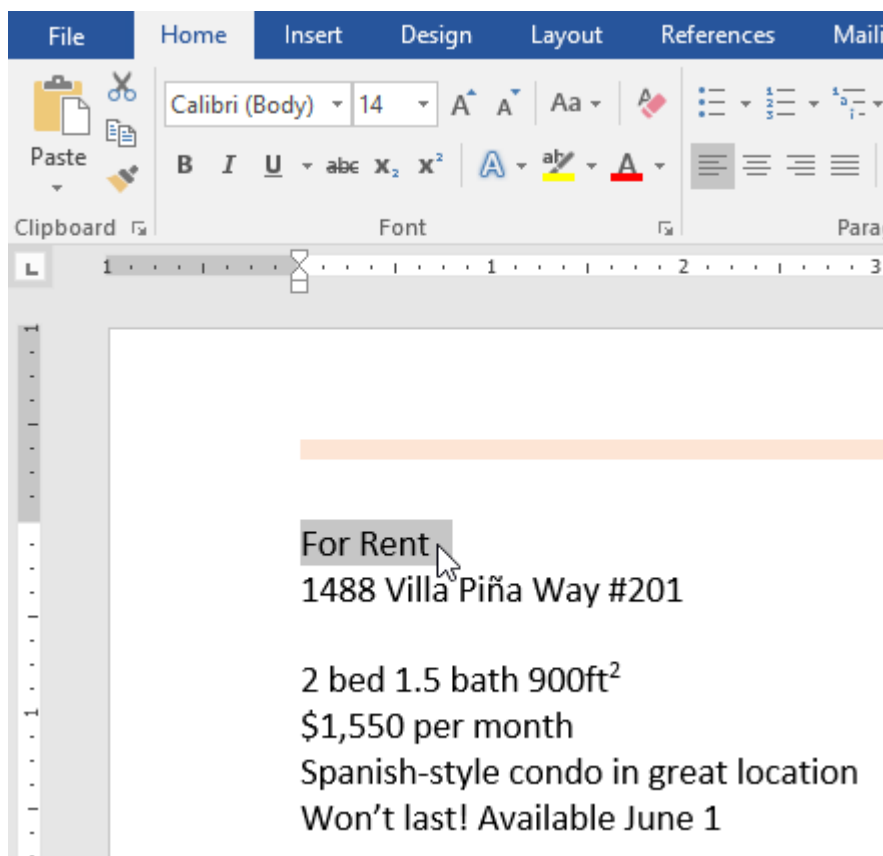


3.5. Formatting Text

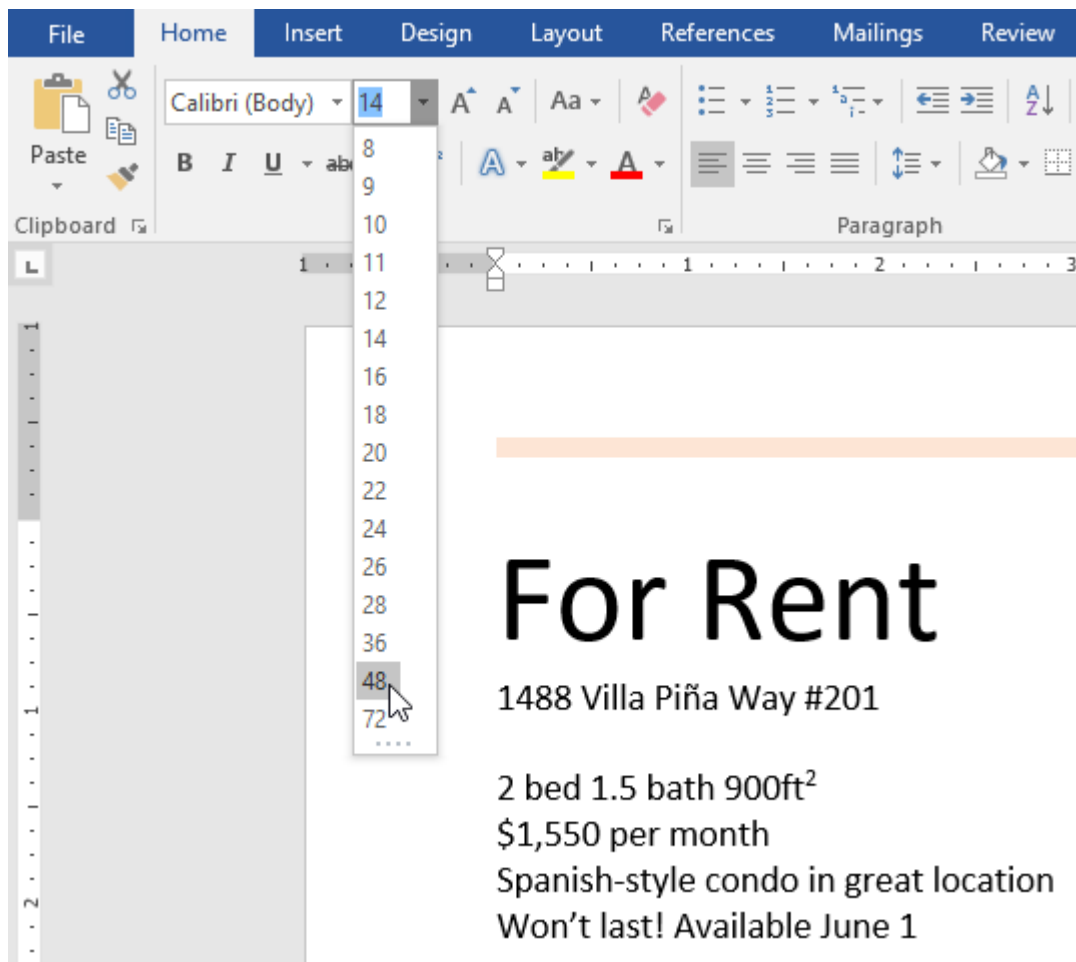
Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

3.5.1. To change the font size:

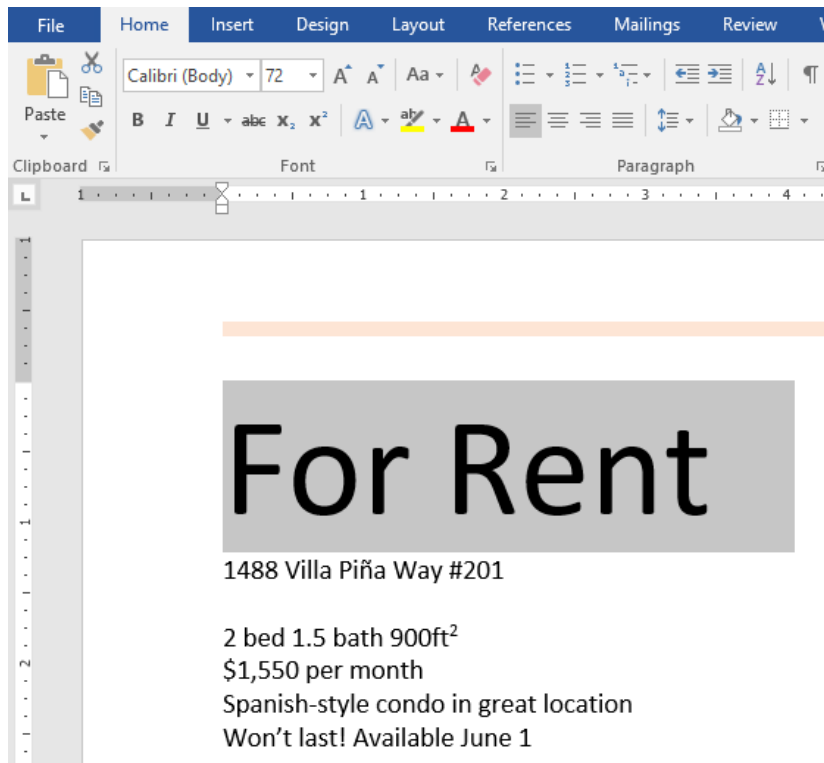
1. Select the text you want to modify.



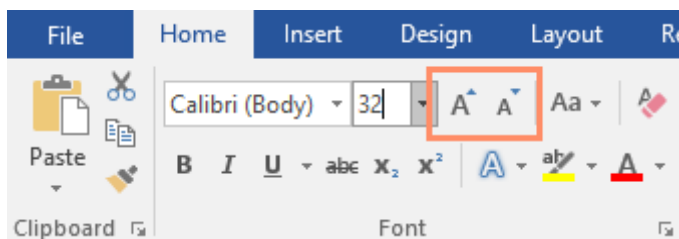
2. On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.



3. The font size will change in the document.



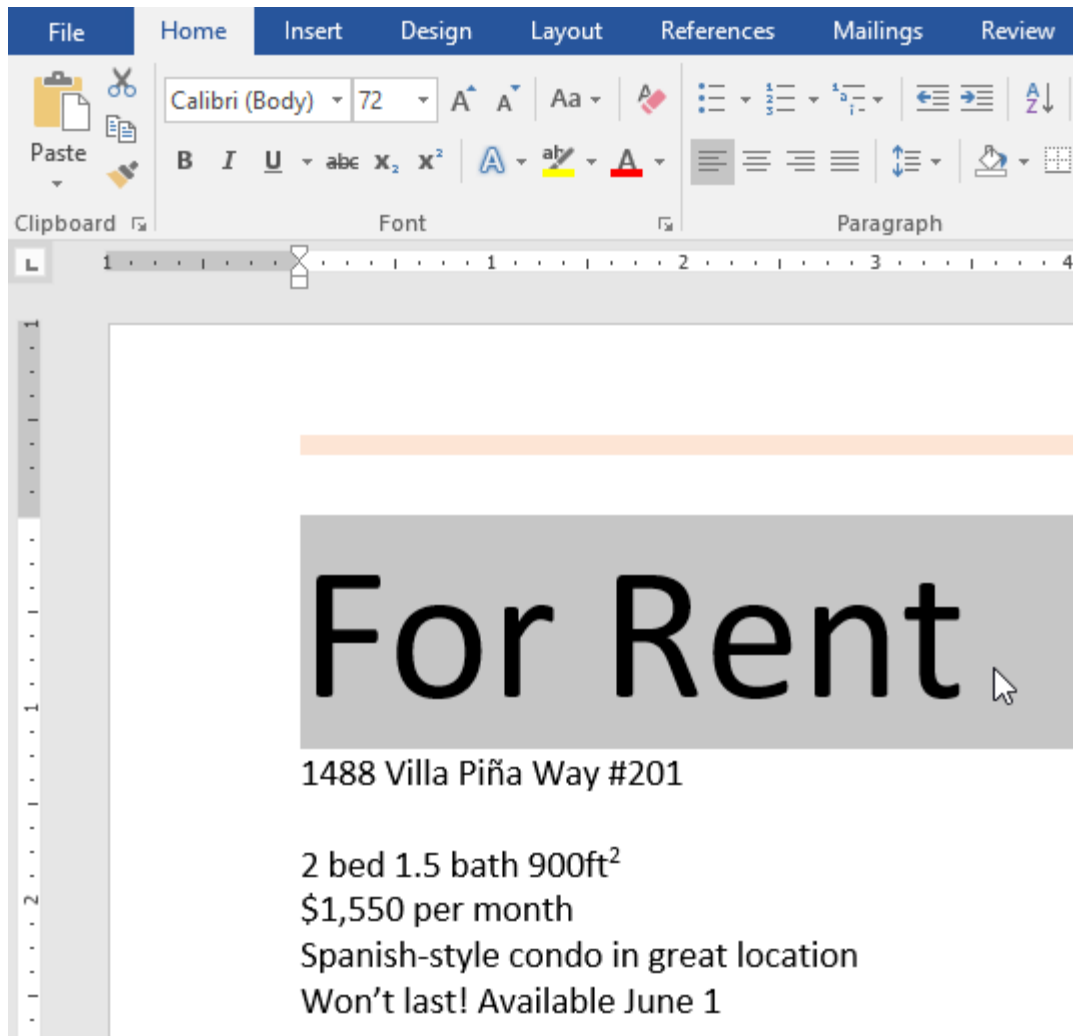
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



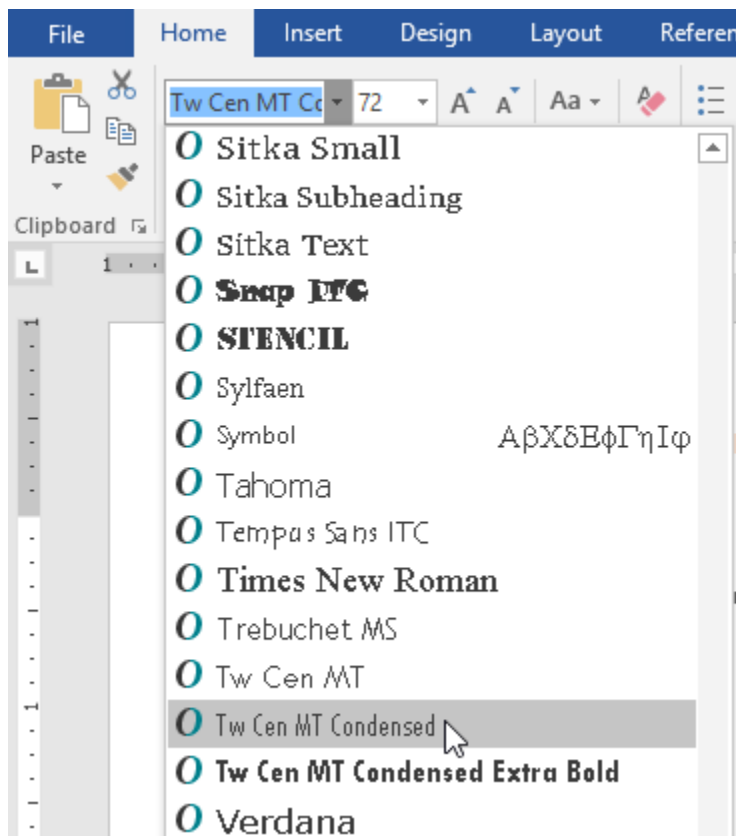
3.5.2. To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

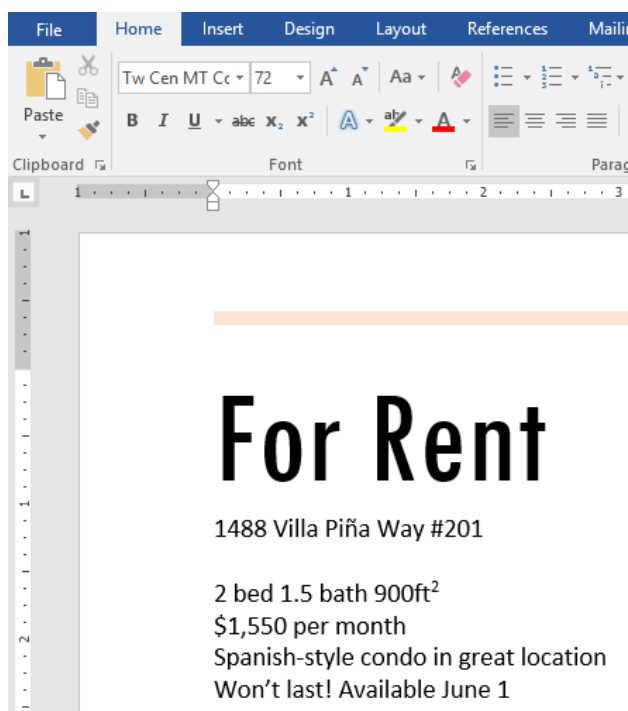
1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Select the font style you want to use.



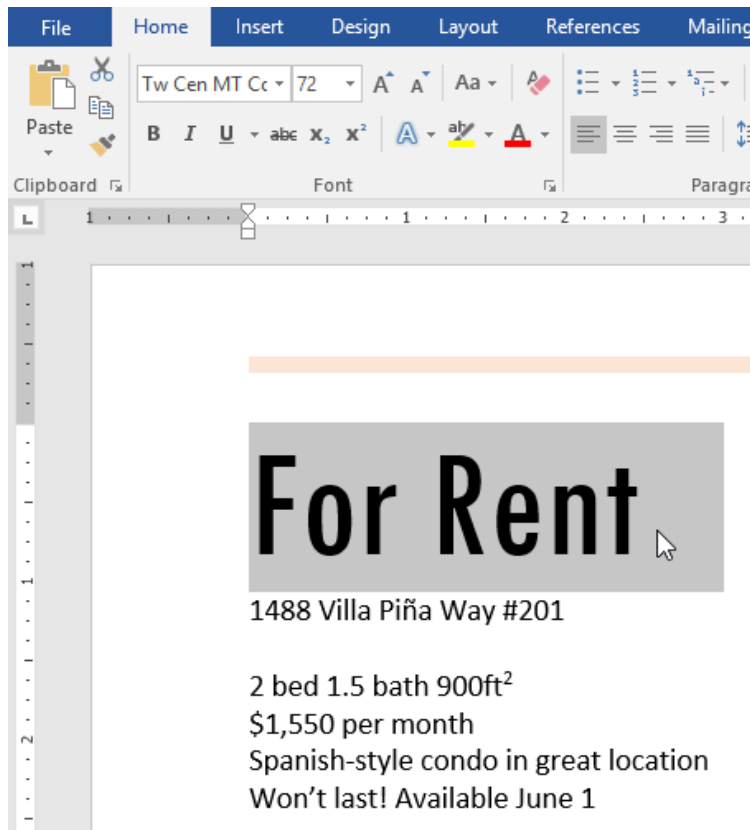
4. The font will change in the document.



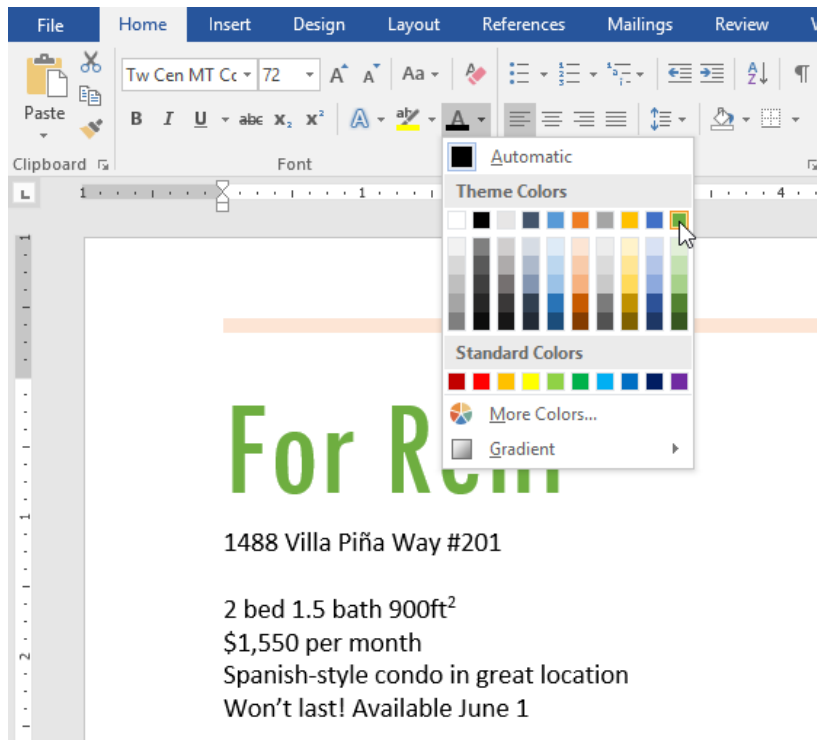
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

3.5.3. To change the font color:

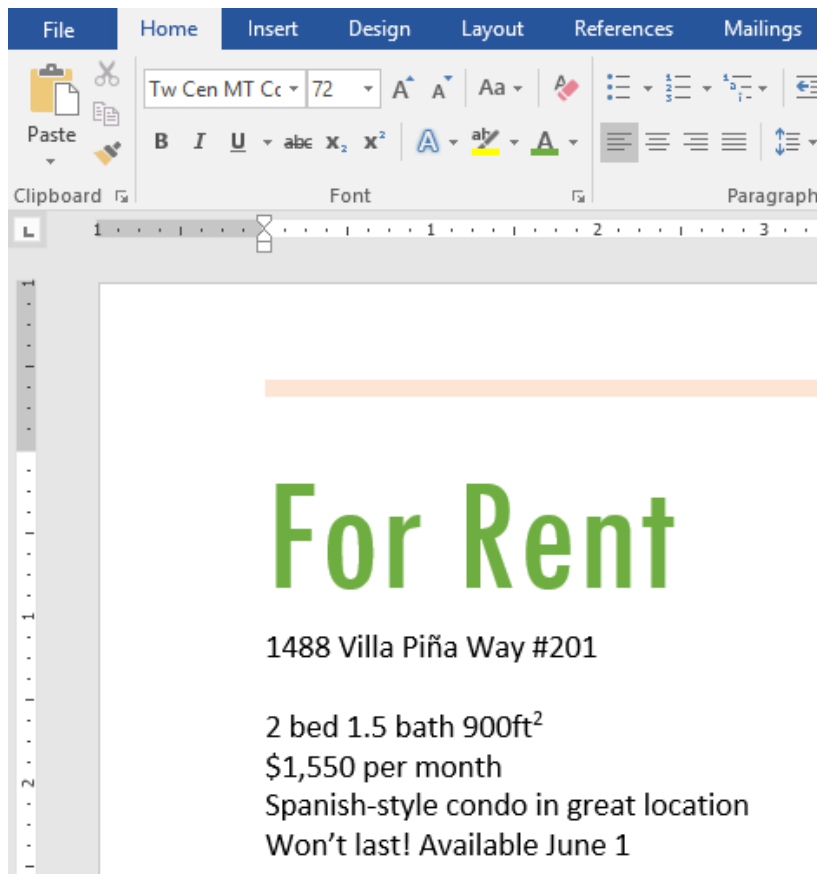
1. Select the text you want to modify.



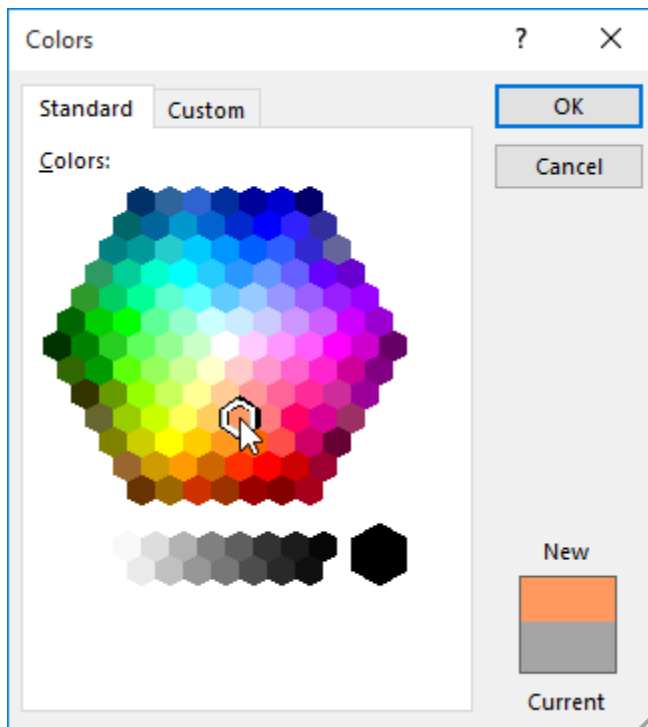
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



3. Select the font color you want to use. The font color will change in the document.



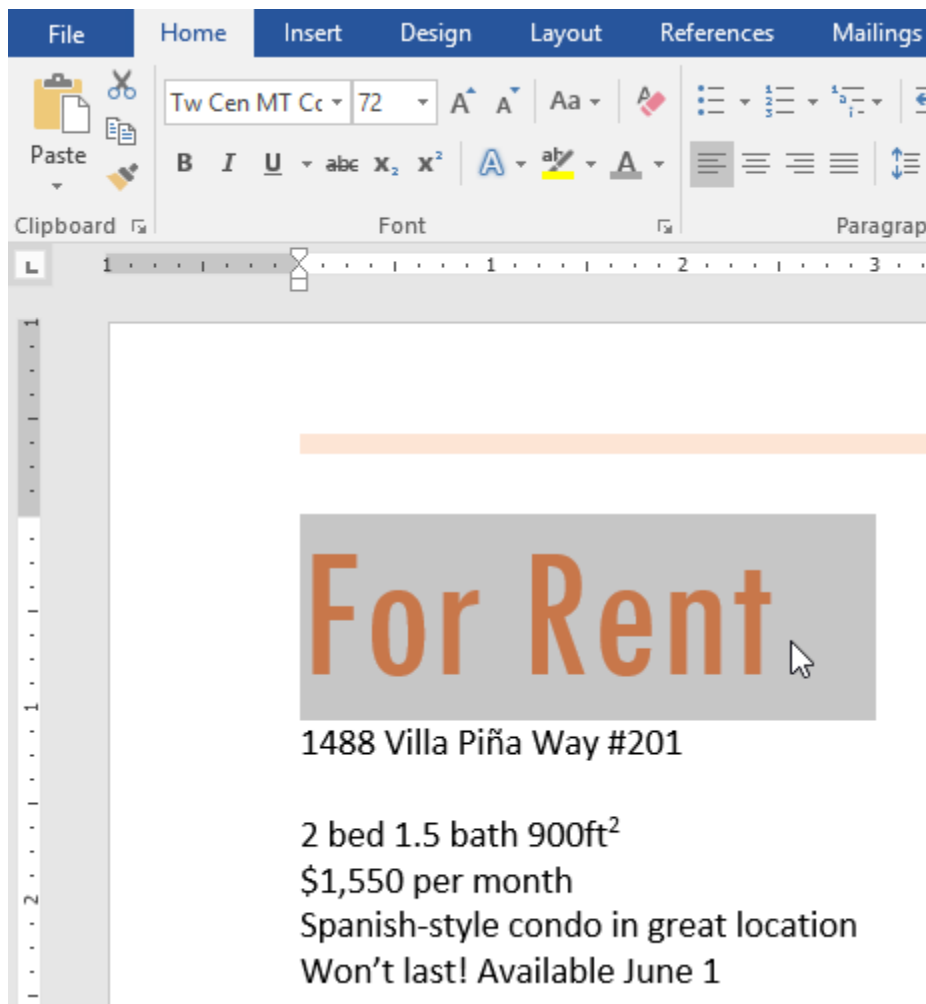
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



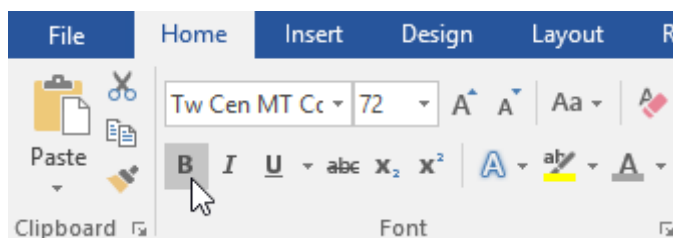
3.5.4. To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.



2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.



3. The selected text will be modified in the document.

The screenshot shows a Microsoft Word window with the 'Home' tab selected. The ribbon includes options for Font (Tw Cen MT Cc, 72, Bold, Italic, Underline, etc.) and Paragraph (Bulleted List, Numbered List, etc.). The document content is as follows:

For Rent

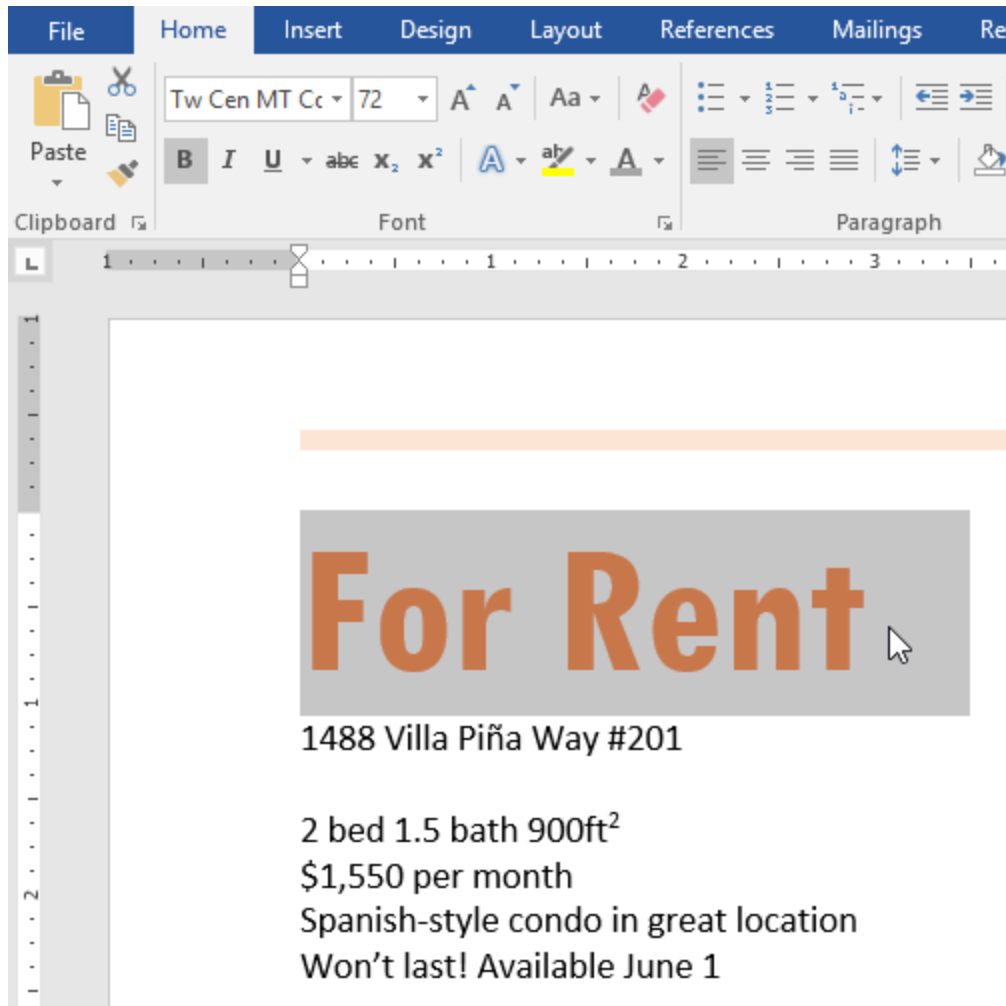
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

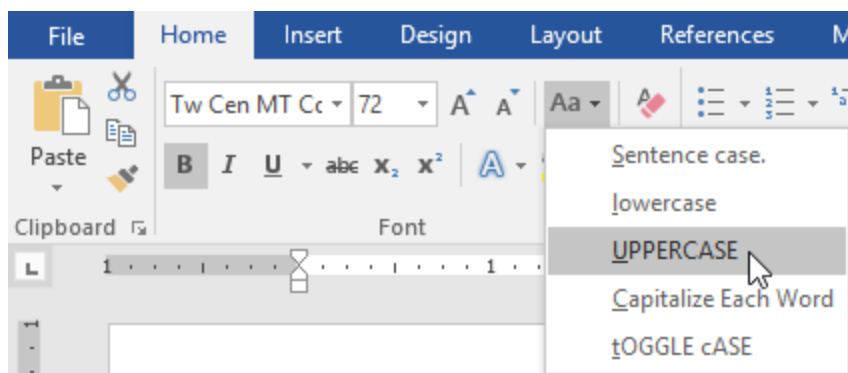
3.5.5. To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

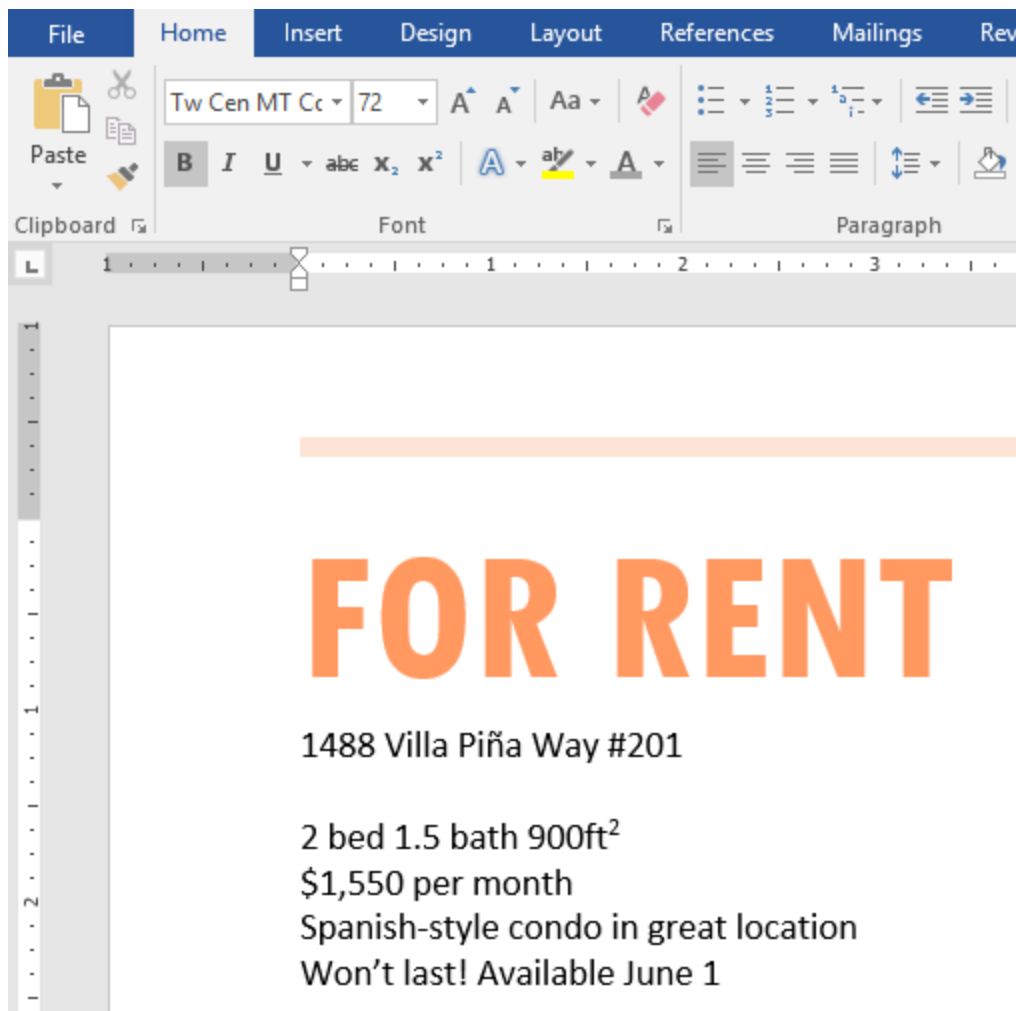
1. Select the text you want to modify.



2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



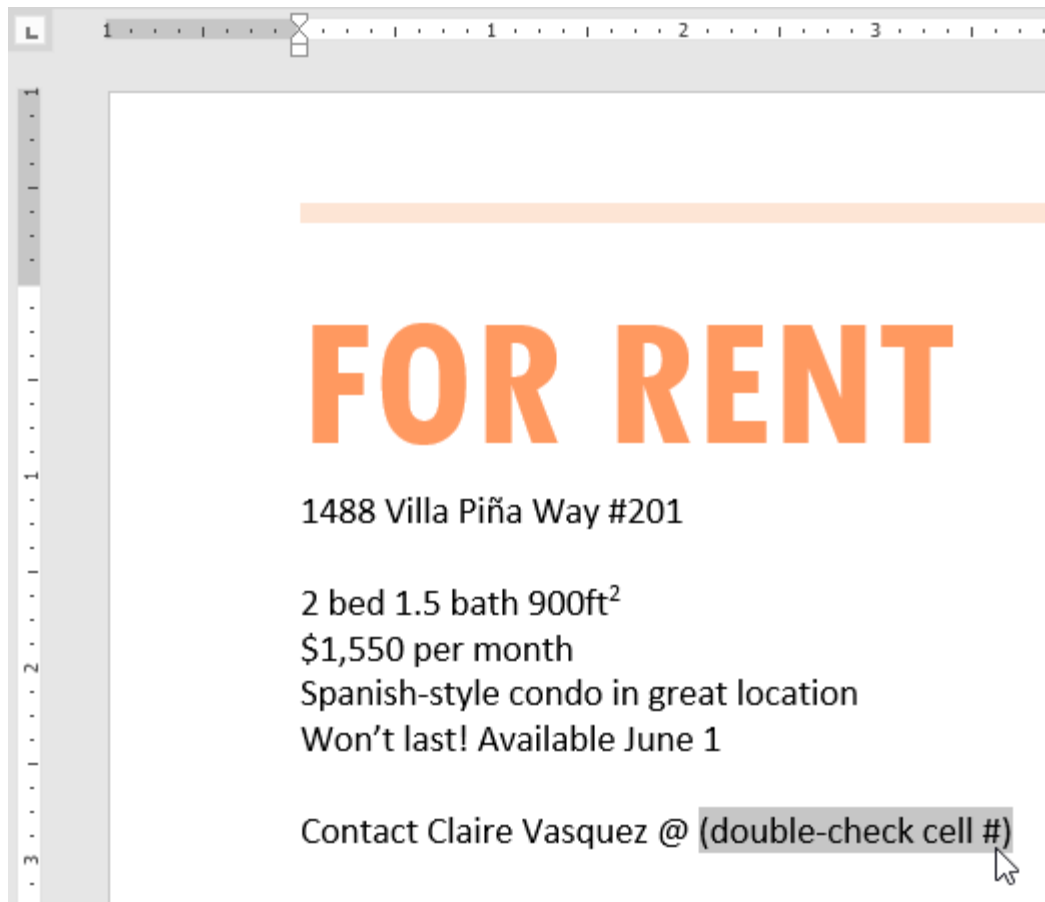
4. The text case will be changed in the document.



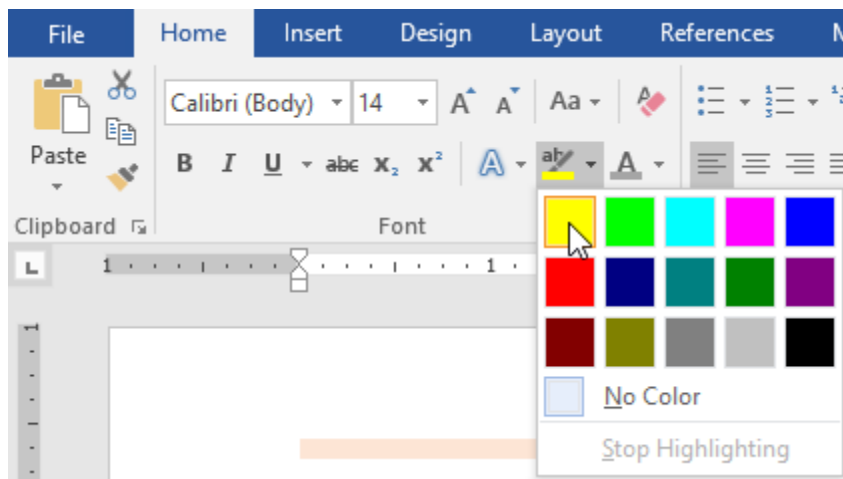
3.5.6. To highlight text:

Highlighting can be a useful tool for marking important text in your document.

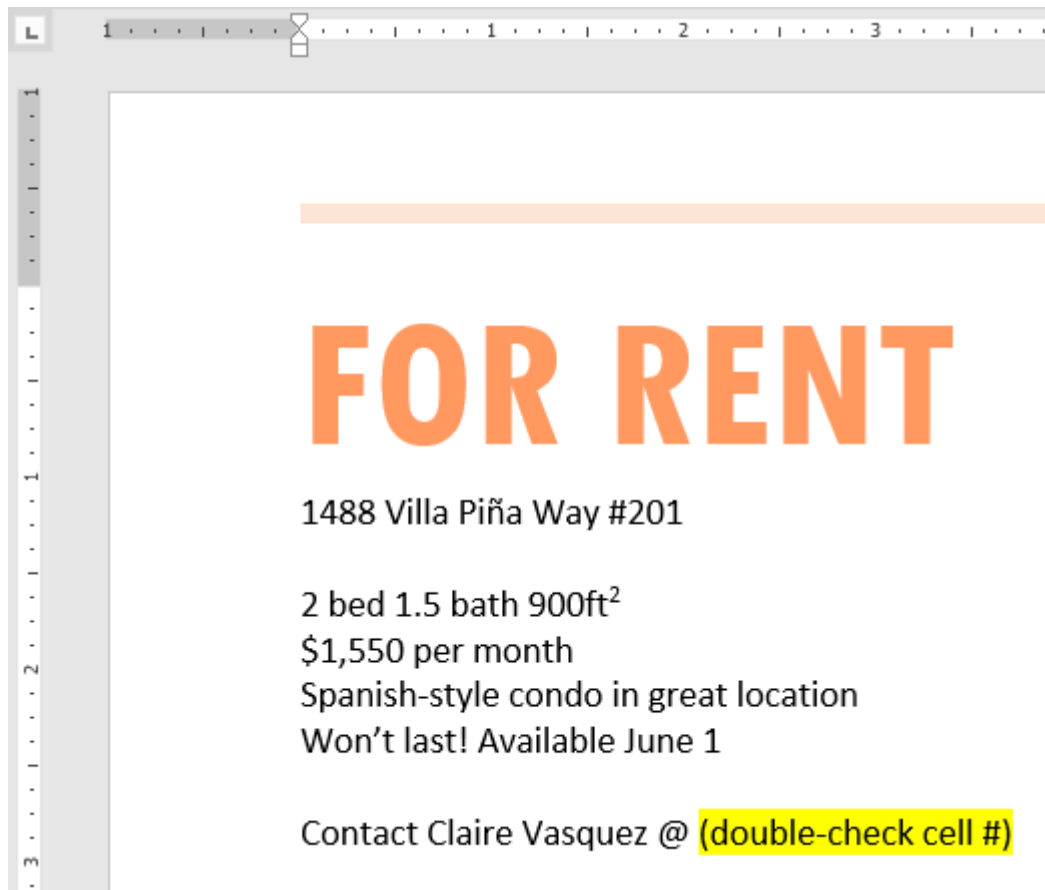
1. Select the text you want to highlight.



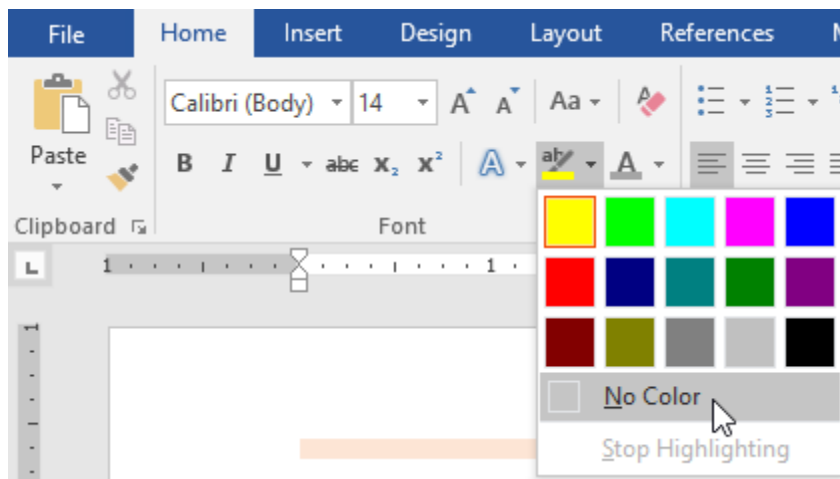
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

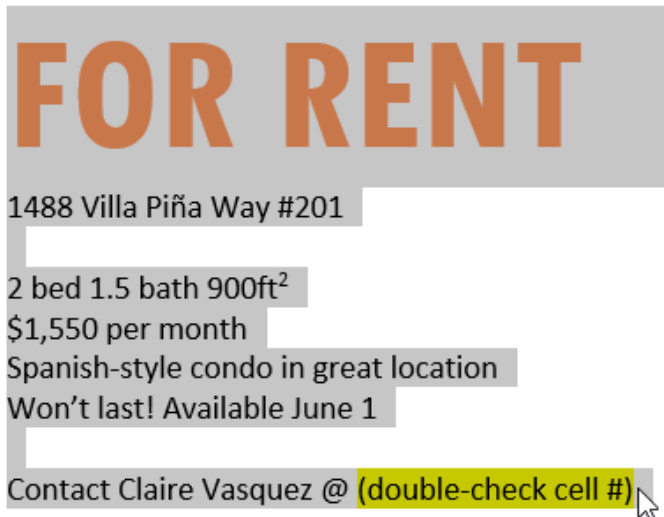
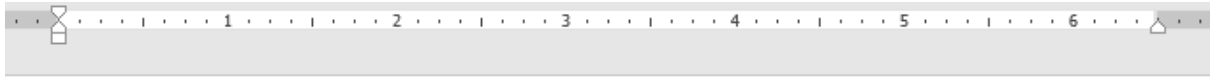


If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over the lines you want to highlight.

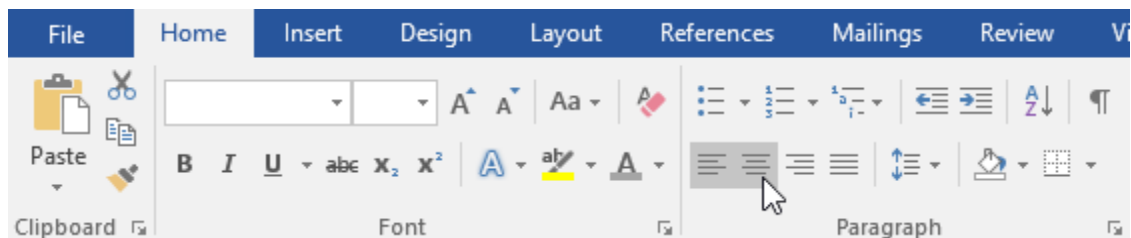
3.5.7. To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.



2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



3. The text will be realigned in the document.



FOR RENT

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)

Click the arrows in the slideshow below to learn more about the four text alignment options.

•

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Align Text Left: This aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

-

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Center: This aligns text an equal distance from the left and right margins.

-

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Align Text Right: This aligns all selected text to the right margin.

•

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.

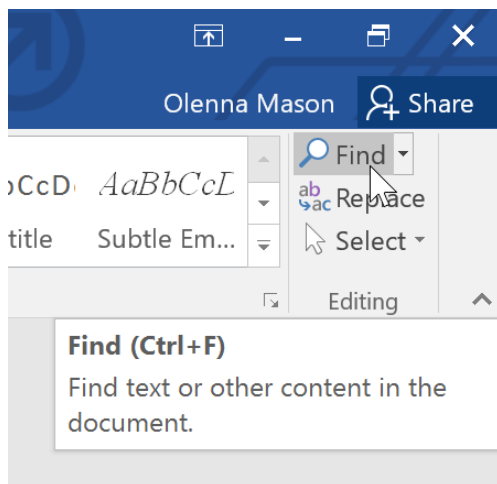
3.6. Using Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

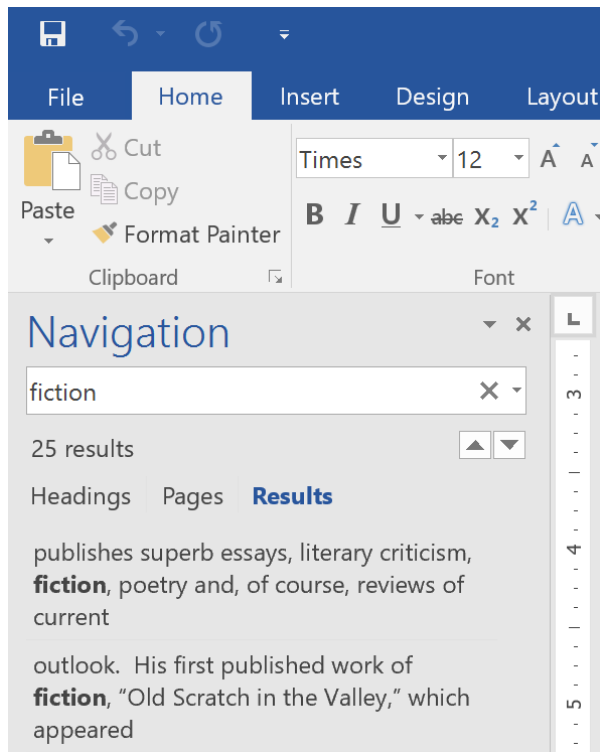
3.6.1. To find text

In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

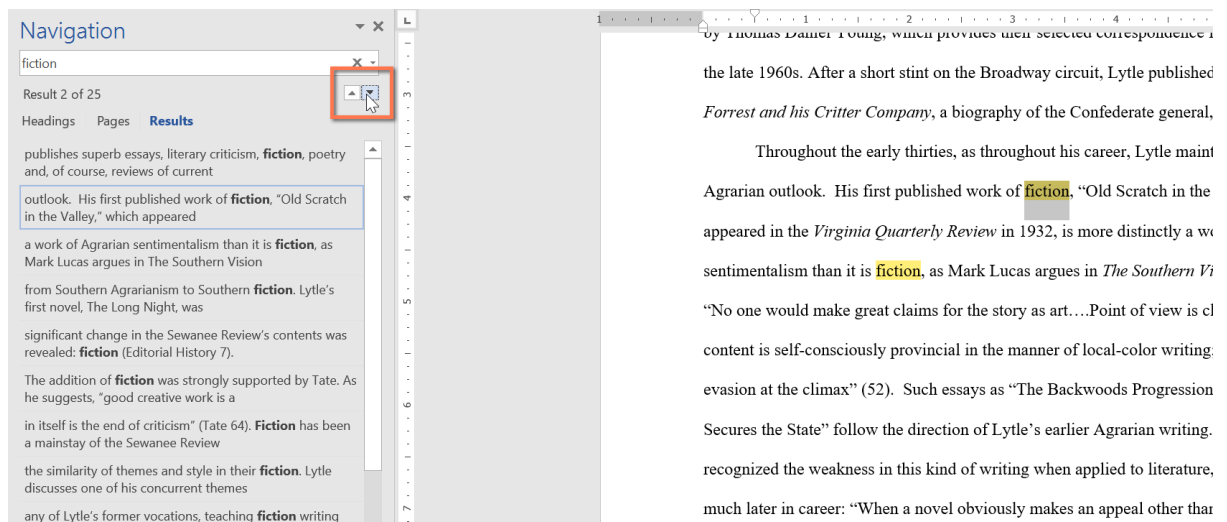
1. From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.



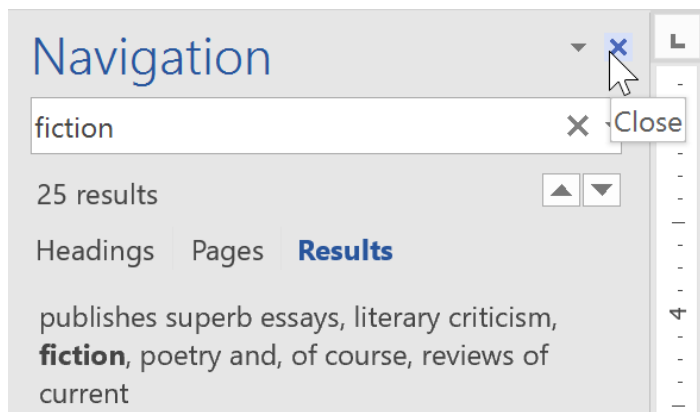
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



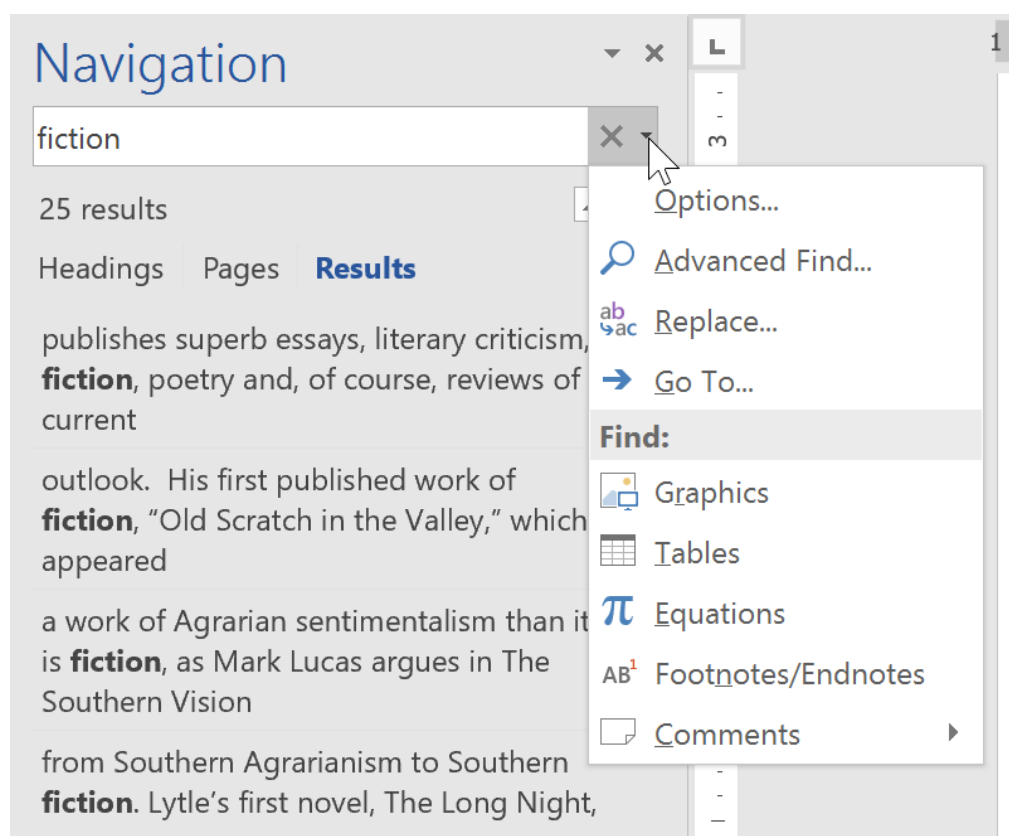
4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.



5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.



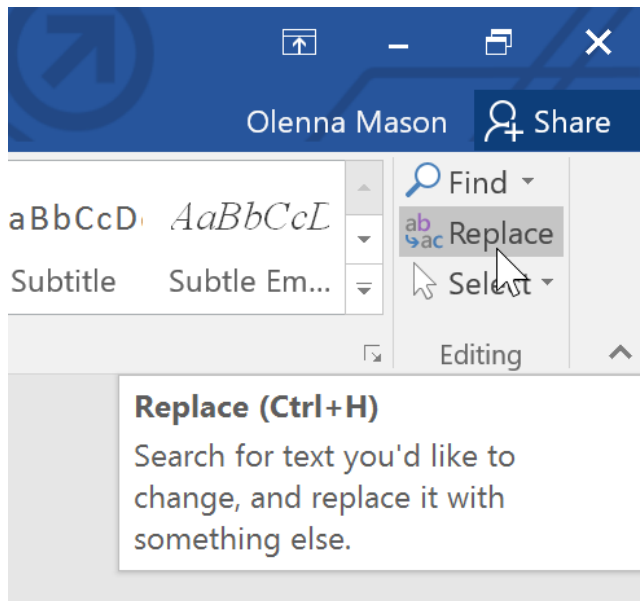
For more search options, click the drop-down arrow next to the search field.



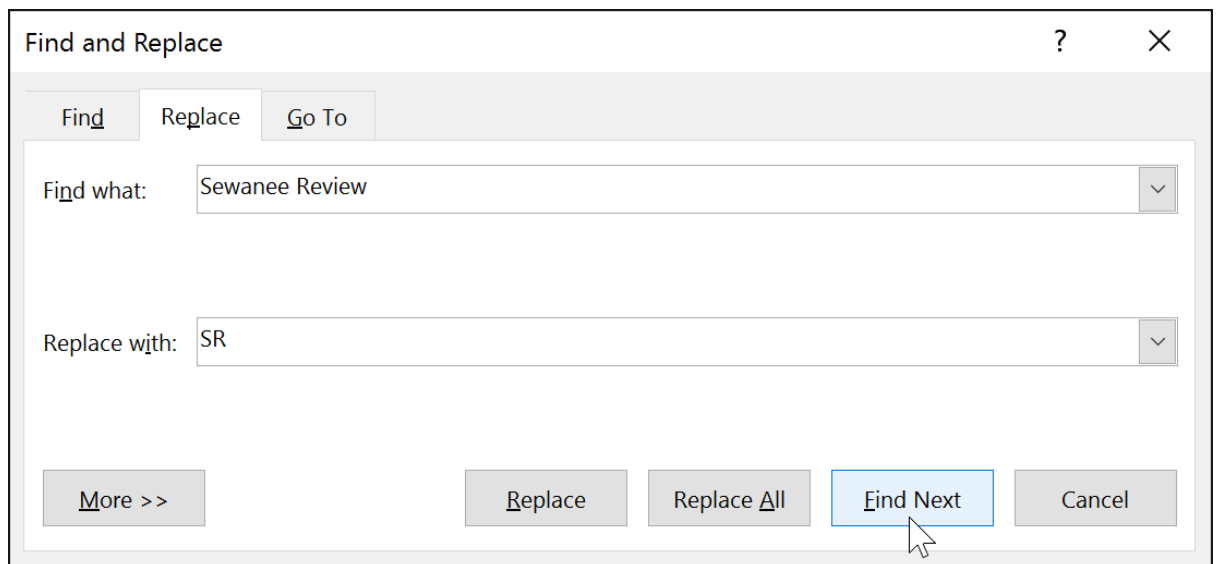
3.6.2. To replace text

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

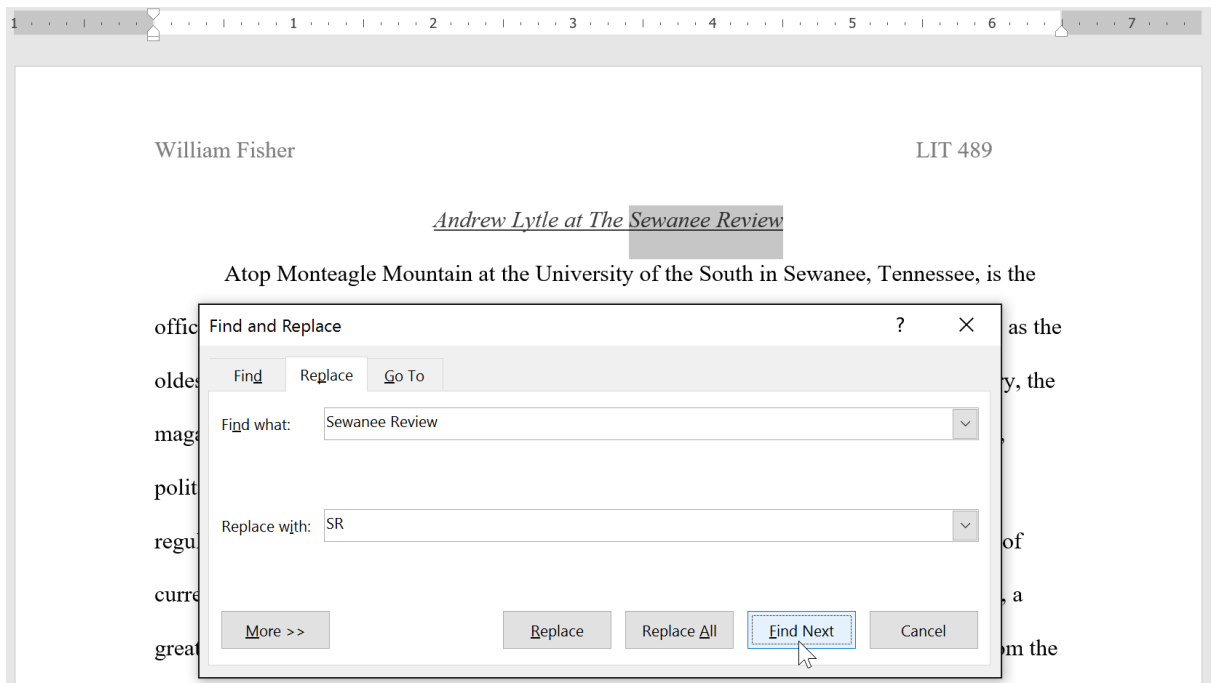
1. From the **Home** tab, click the **Replace** command. Alternatively, you can press **Ctrl+H** on your keyboard.



2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.

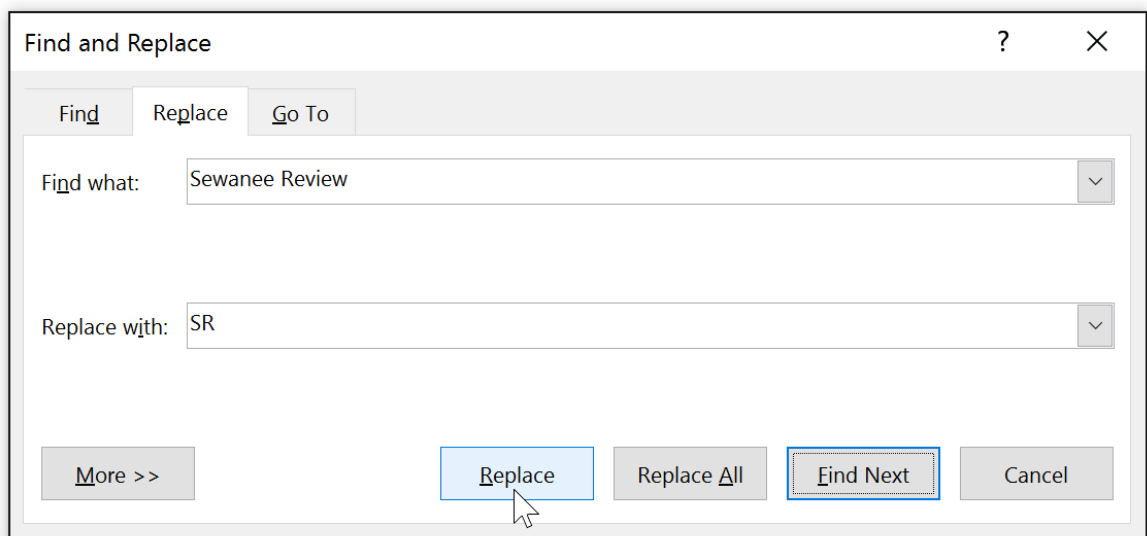


5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring

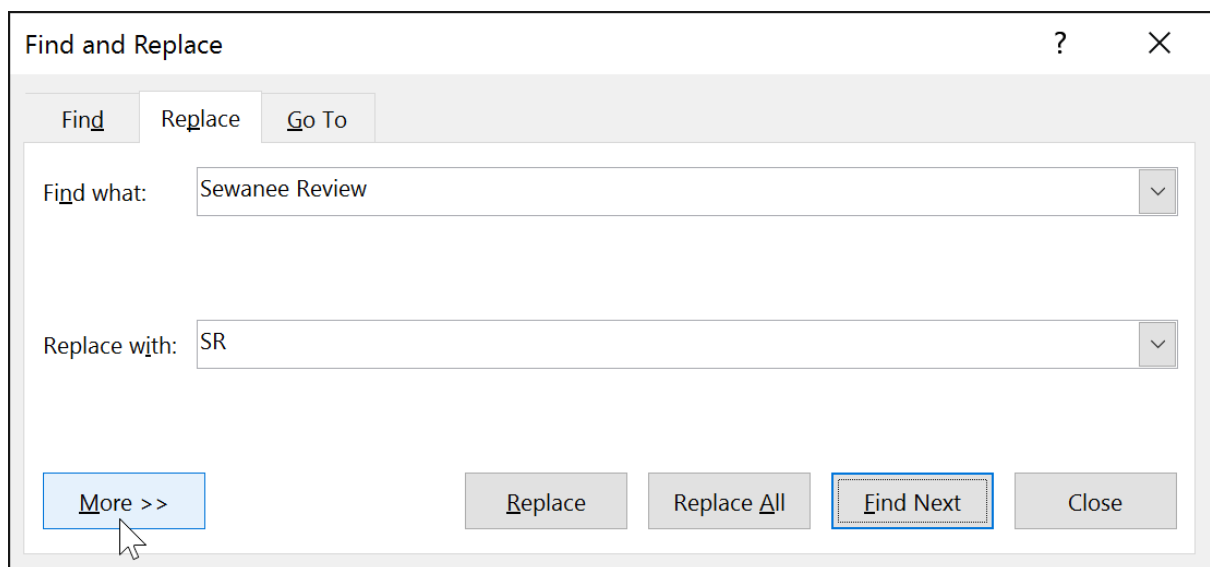


8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t
great deal of the magazine's continued excellence has depended on its editors, v
SR would not have been able to solicit and select the excellent writers that have
pages during these past decades. For the last seventy-six years, the office of the

9. When you're done, click **Close** or **Cancel** to close the dialog box.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



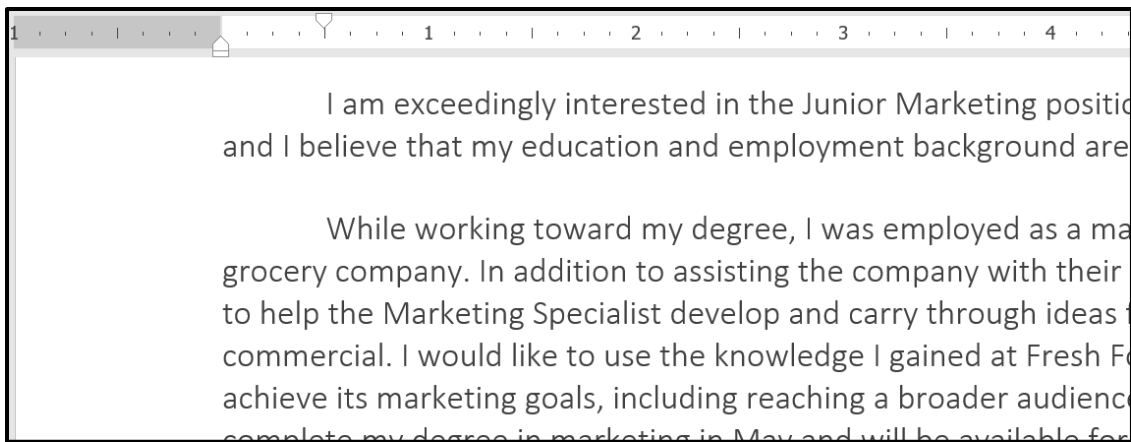
When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

3.7. Indents and Tabs

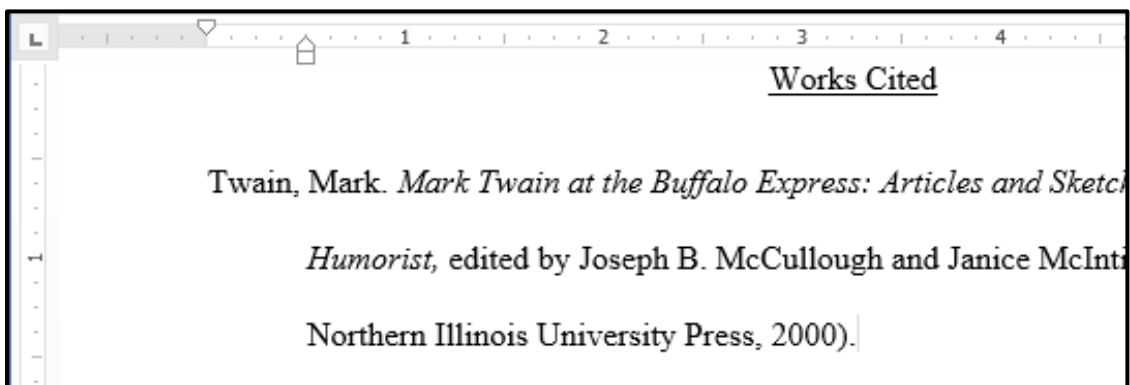
Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

3.7.1. Indenting text

In many types of documents, you may want to indent only the first line of each paragraph. This helps to **visually separate** paragraphs from one another.



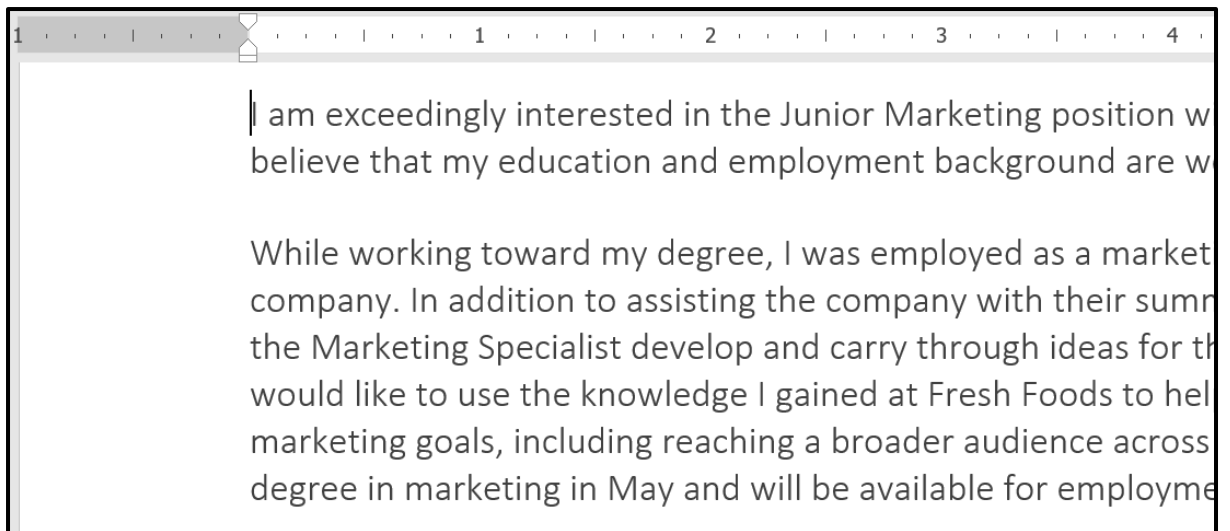
It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



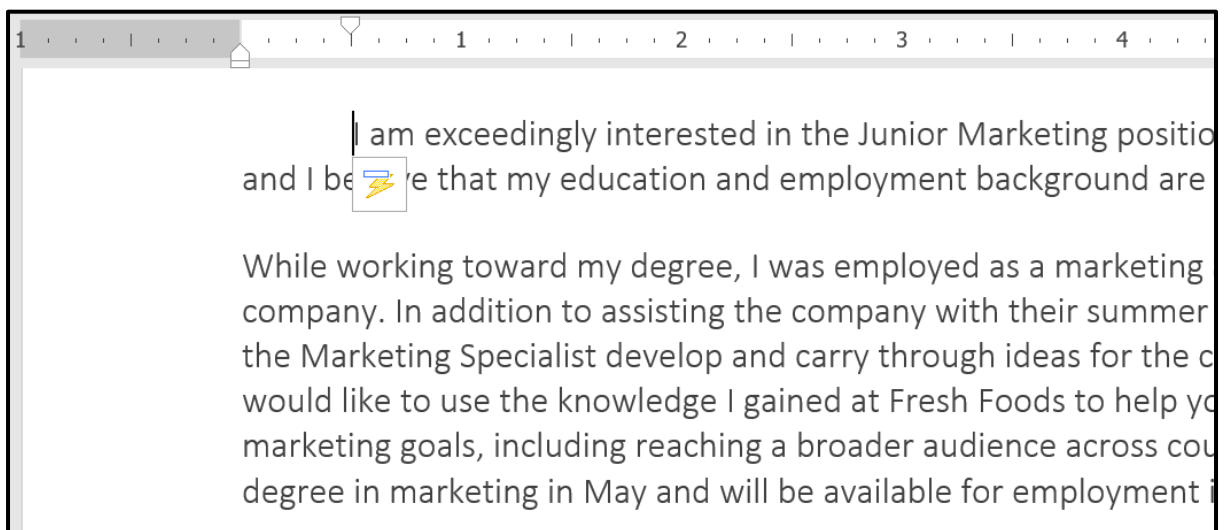
3.7.2. To indent using the Tab key

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

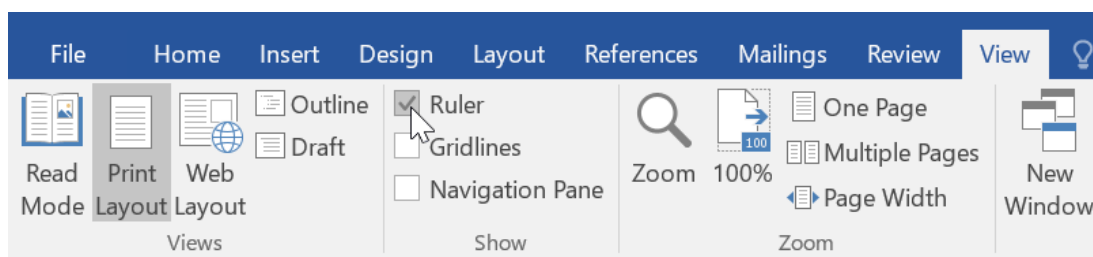
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.
3. The first line of the paragraph will be indented.

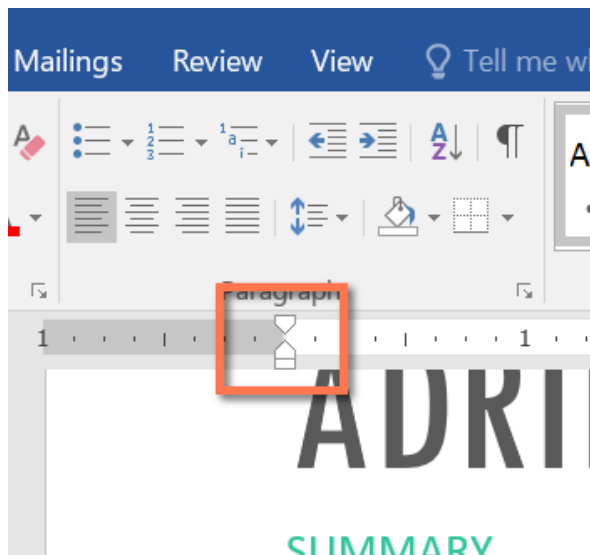


If you can't see the Ruler, select the **View** tab, then click the check box next to the **Ruler**.



3.7.3. Indent markers

In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want.



The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- **First-line indent marker** ▽ adjusts the first-line indent
- **Hanging indent marker** △ adjusts the hanging indent
- **Left indent marker** □ moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

3.7.4. To indent using the indent markers

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.

EXPERIENCE

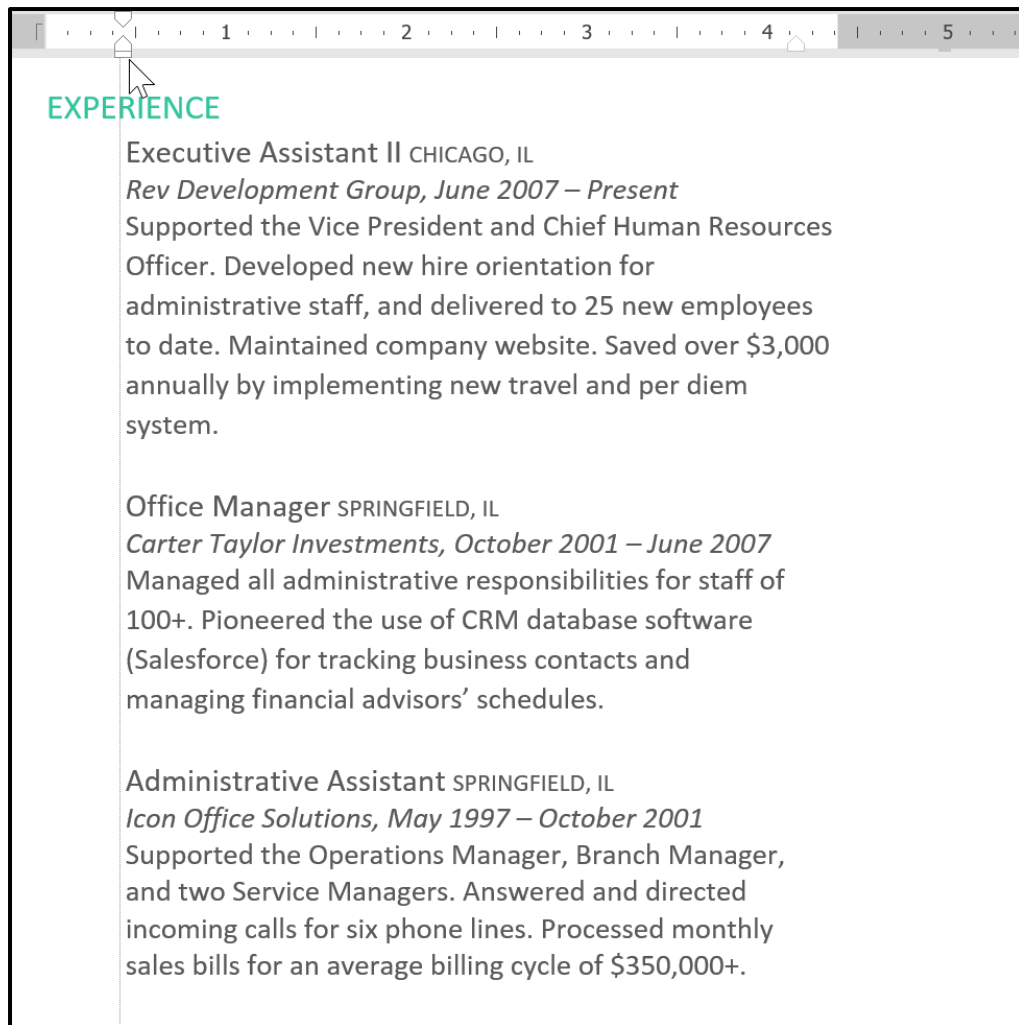
Executive Assistant II CHICAGO, IL
Rev Development Group, June 2007 – Present
Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL
Carter Taylor Investments, October 2001 – June 2007
Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors' schedules.

Administrative Assistant SPRINGFIELD, IL
Icon Office Solutions, May 1997 – October 2001
Supported the Operations Manager and two Service Managers. Answered a six line phone for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

Calibri (Body) A A [highlight icon] [text color icon] B I U [text color icon] A [bullet list icon] [numbered list icon] Styles

2. Click and drag the desired **indent marker**. In our example, we'll click and drag the left indent marker.



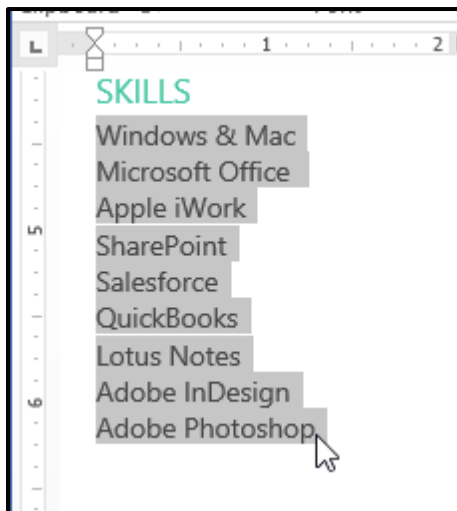
3. Release the mouse. The paragraphs will be indented.



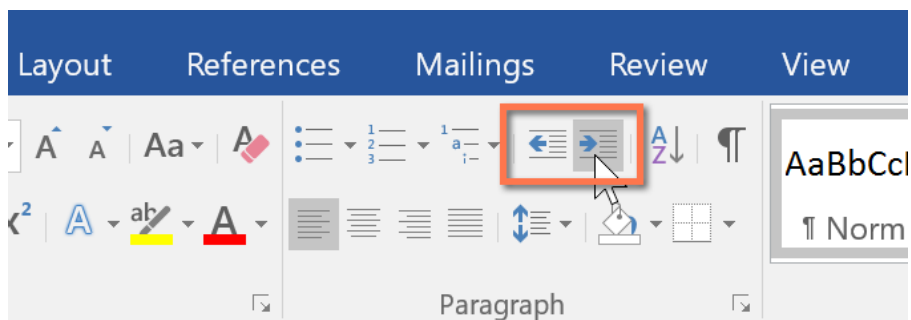
3.7.5. To indent using the Indent commands

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**. The Indent commands will adjust the indent by **1/2-inch increments**.

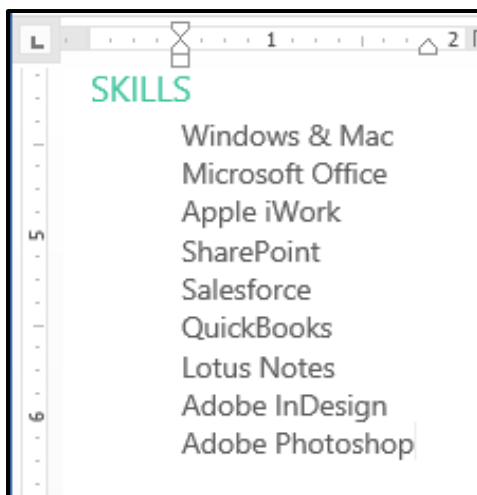
1. Select the text you want to indent.



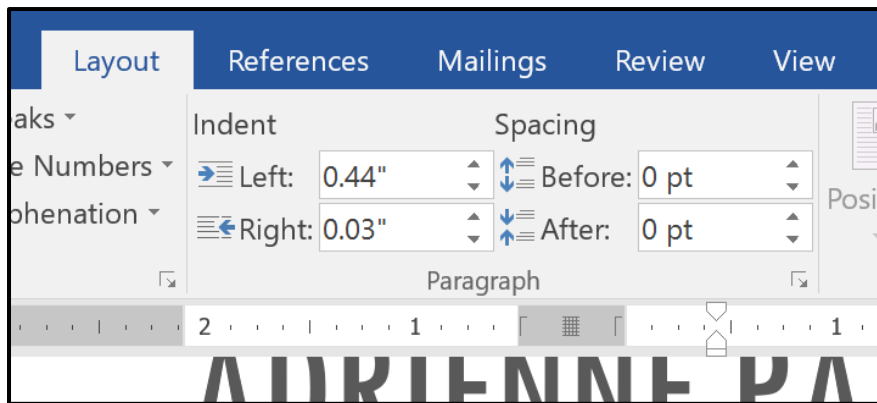
2. On the **Home** tab, click the **Increase Indent** or **Decrease Indent** command.



3. The text will indent.

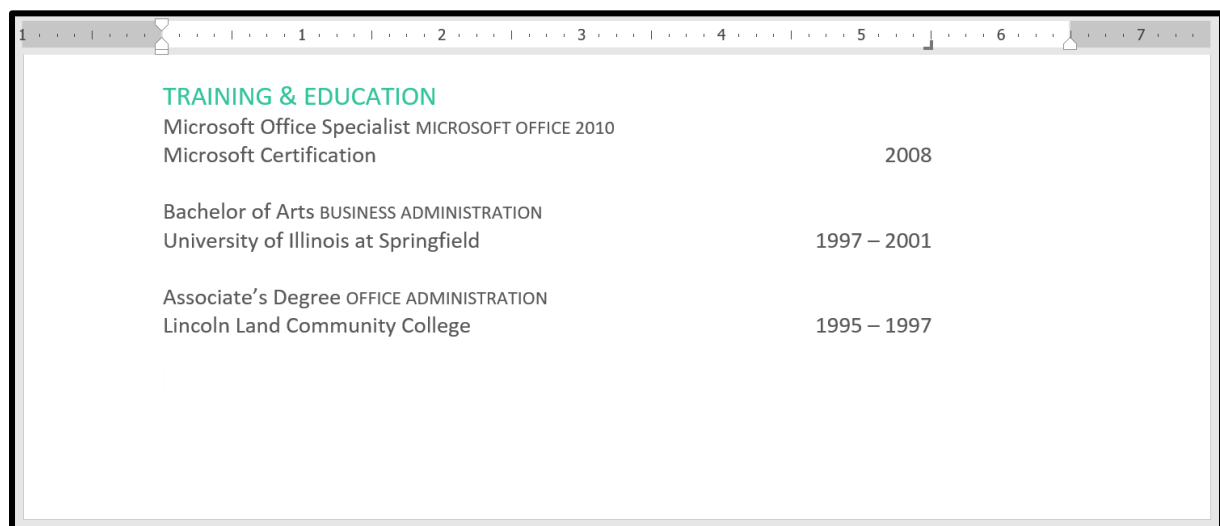


To customize the indent amounts, select the **Layout** tab near the desired values in the boxes under **Indent**.



3.7.6. Tabs

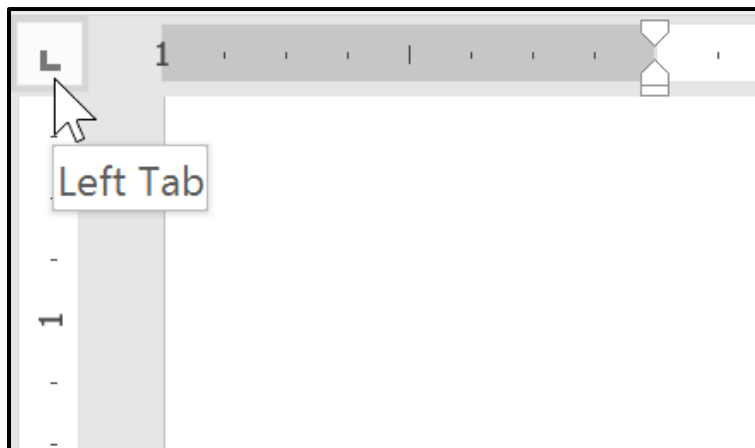
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left-align** the beginning of a line and **right-align** the end of the line by adding a **Right Tab**, as shown in the image below.



Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

3.7.7. The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



3.7.8. Types of tab stops:

Left Tab  left-aligns the text at the tab stop.

Center Tab  centers the text around the tab stop.

Right Tab  right-aligns the text at the tab stop.

Decimal Tab  aligns decimal numbers using the decimal point.

Bar Tab  draws a vertical line on the document.

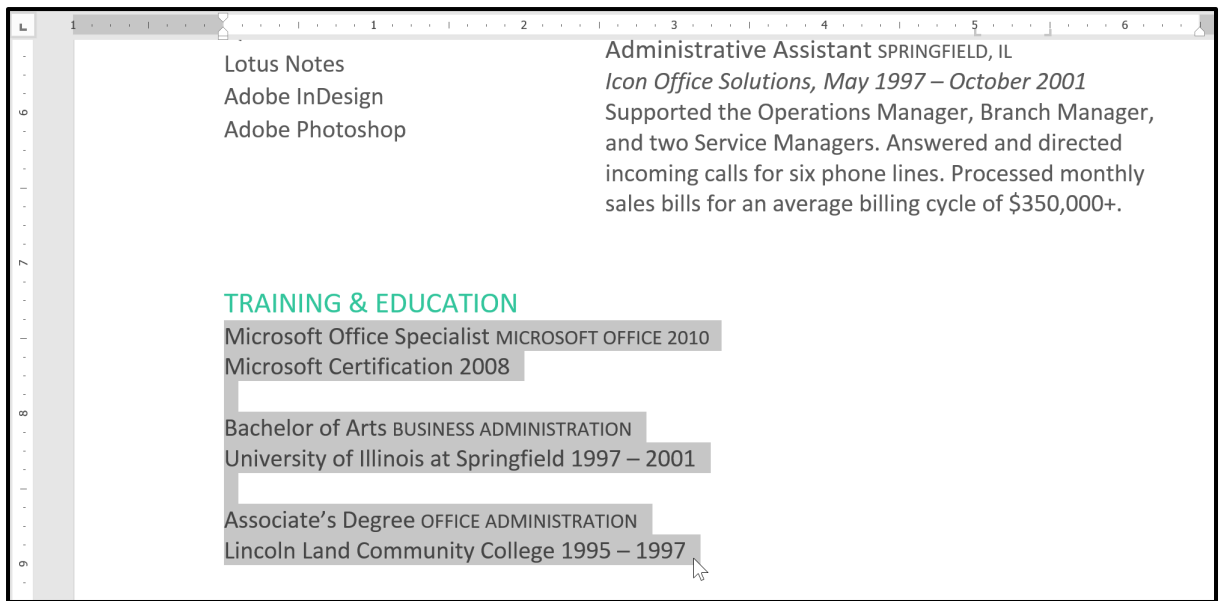
First Line Indent  inserts the indent marker on the Ruler and indents the first line of text in a paragraph.

Hanging Indent  inserts the hanging indent marker and indents all lines other than the first line.

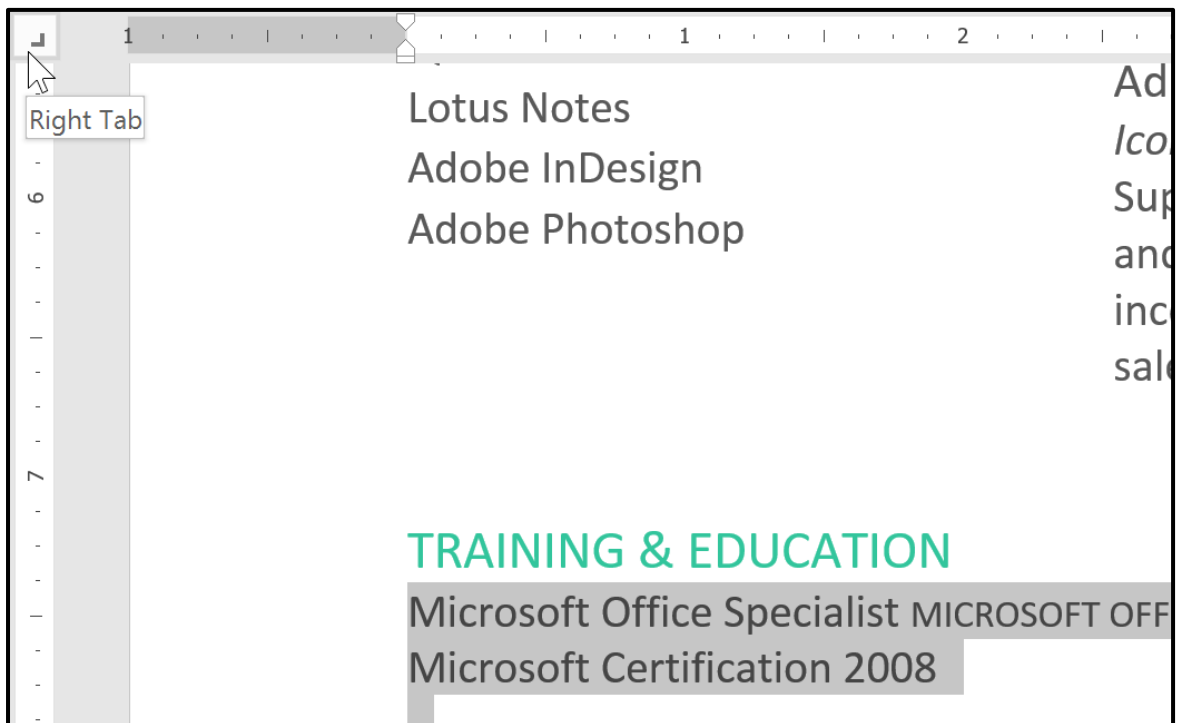
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

3.7.9. To add tab stops

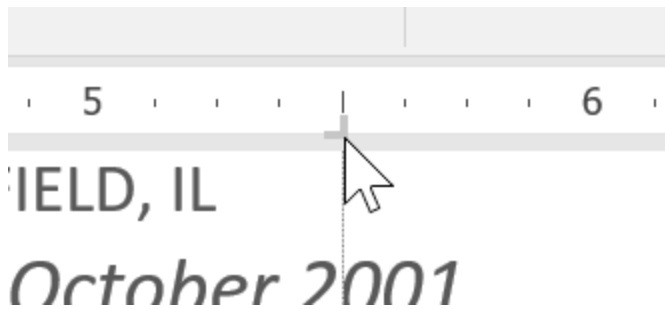
1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



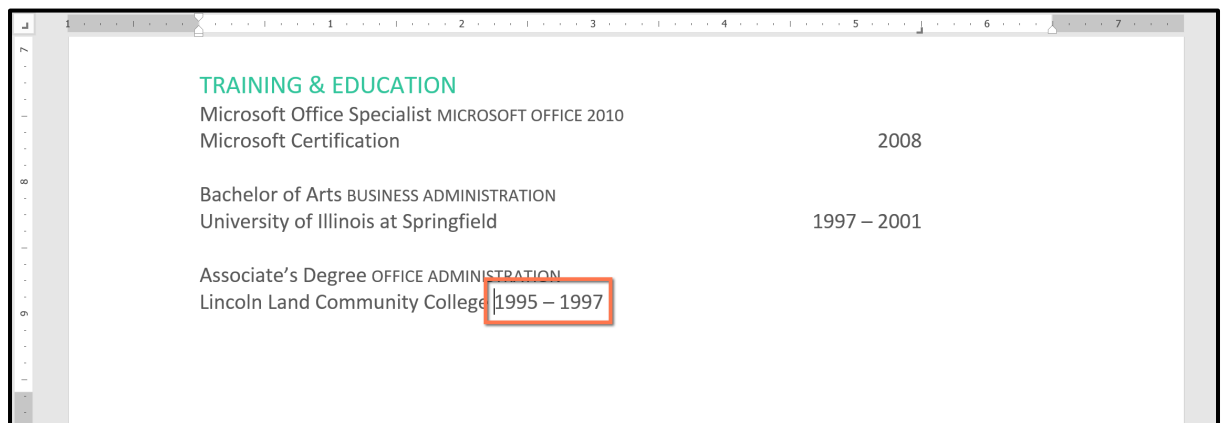
2. Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Right Tab**.



3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the Ruler). You can add as many tab stops as you want.

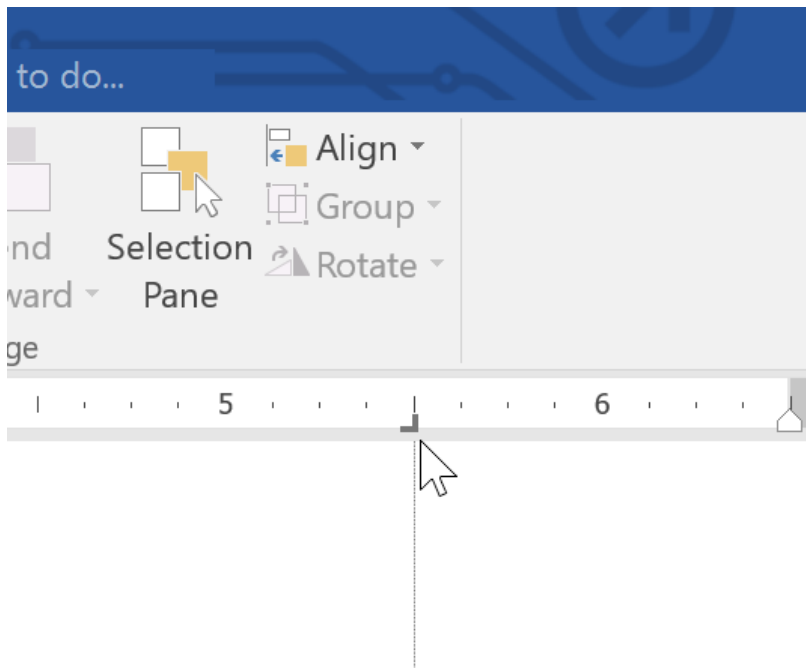


4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.

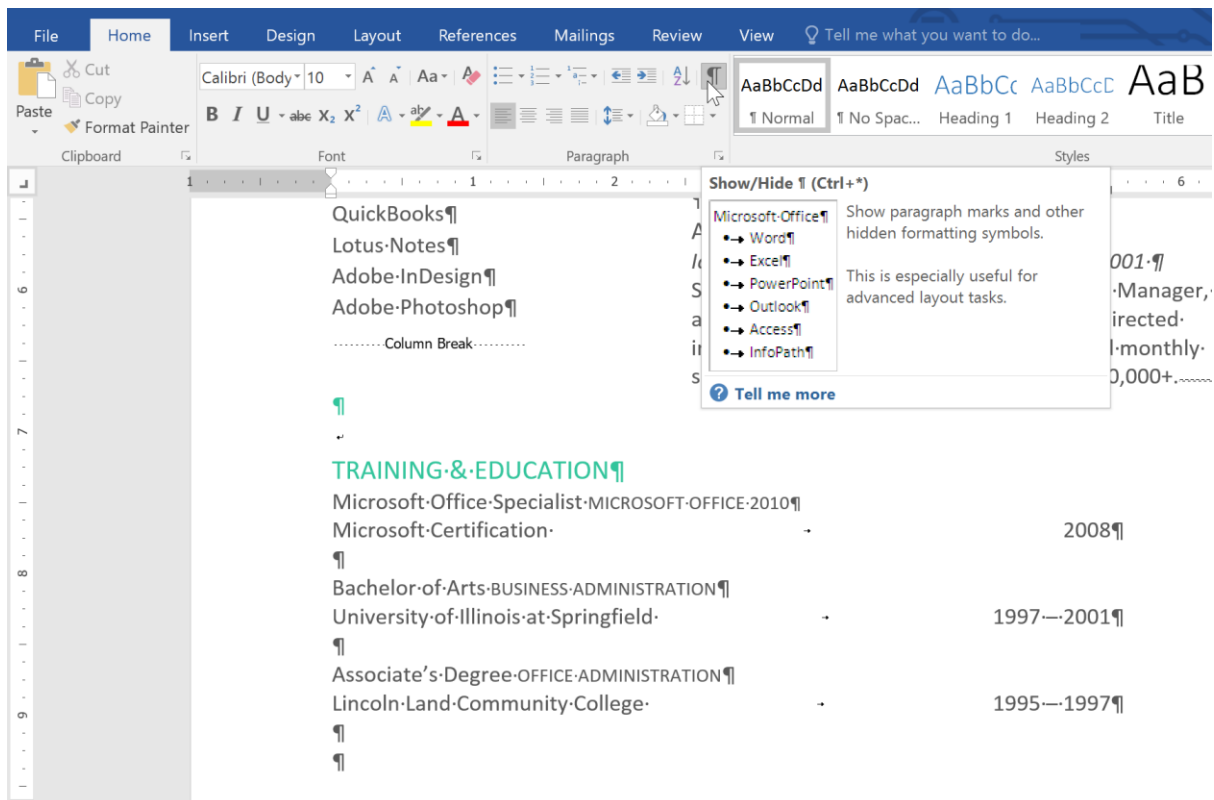


3.7.10. Removing tab stops

It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, first select all of the text that uses the tab stop. Then click and drag it off of the Ruler.



Word can also display hidden formatting symbols such as spaces (.), paragraph marks (¶), and tabs (→) to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



3.8. Line and Paragraph Spacing

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability and **reduce** it to fit more text on the page.

3.8.1. About line spacing

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.	SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.	SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office
--	--	--

Line spacing is also known as leading (pronounced to rhyme with **wedding**).

3.8.2. To format line spacing

1. Select the text you want to format.

Dear Ms. Jackson:

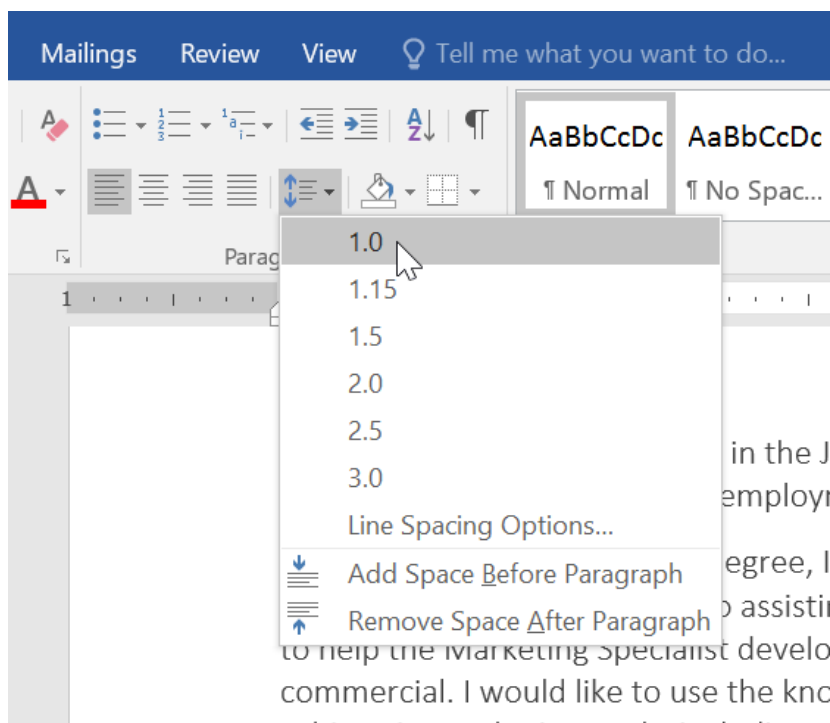
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.



3. The line spacing will change in the document.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

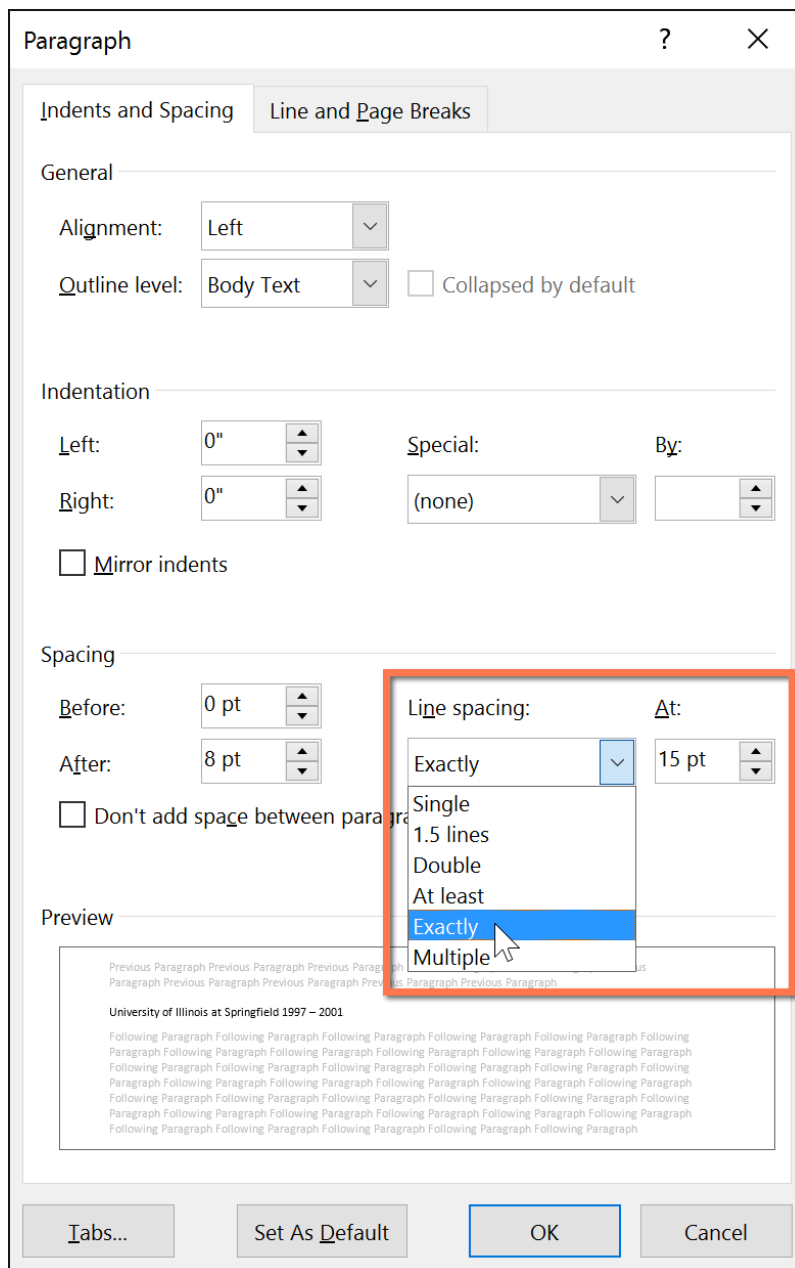
Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

3.8.3. Fine tuning line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.

- **Exactly:** When you choose this option, the line spacing is **measured in points**, just like font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- **At least:** Like the the **Exactly** option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like **0.9**.



3.8.4. Paragraph spacing

Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

3.8.5. To format paragraph spacing:

In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

1. Select the paragraph or paragraphs you want to format.

Dear Ms. Jackson:

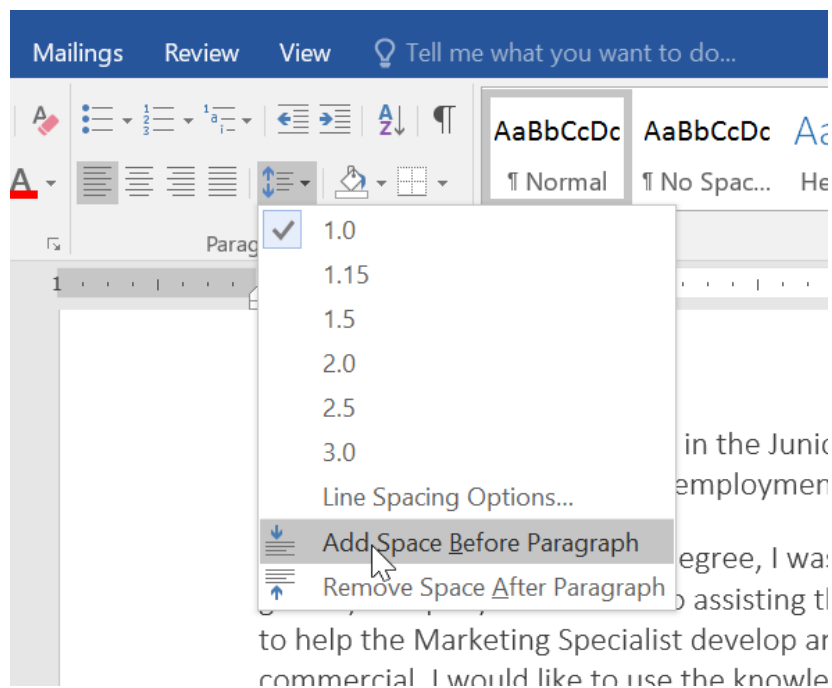
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. In our example, we'll select **Add Space Before Paragraph**.



3. The paragraph spacing will change in the document.



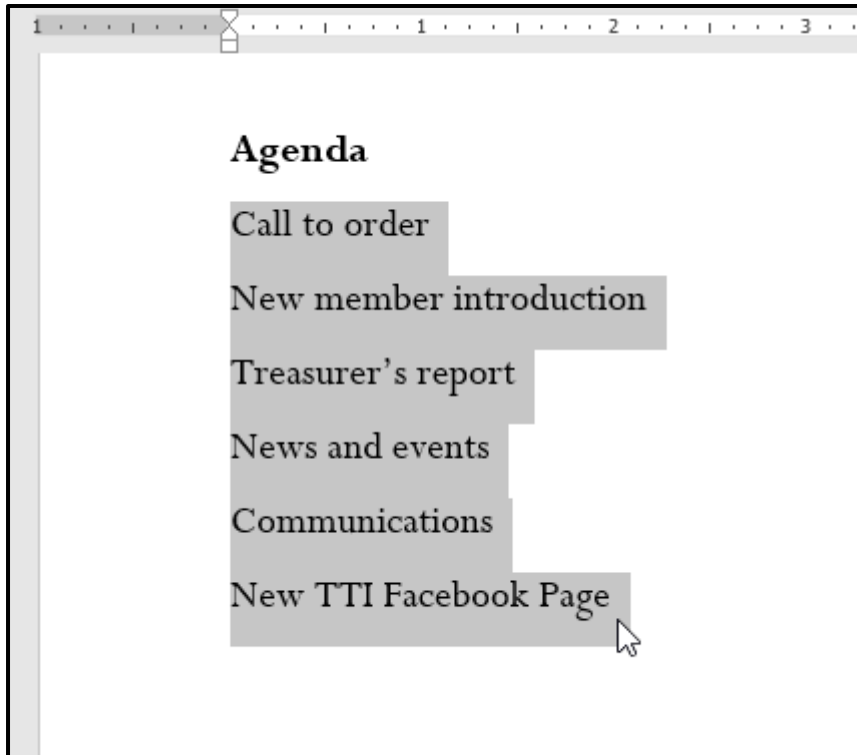
From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

3.9. Lists

Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

3.9.1. To create a bulleted list:

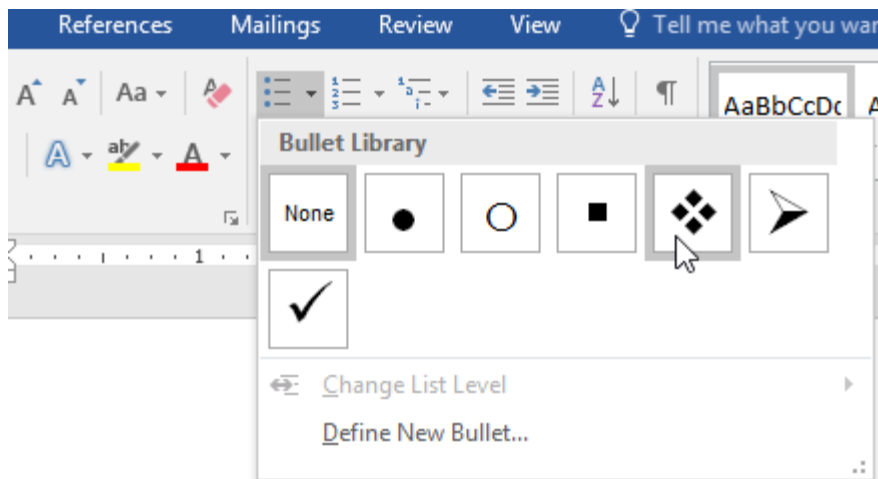
1. Select the text you want to format as a list.



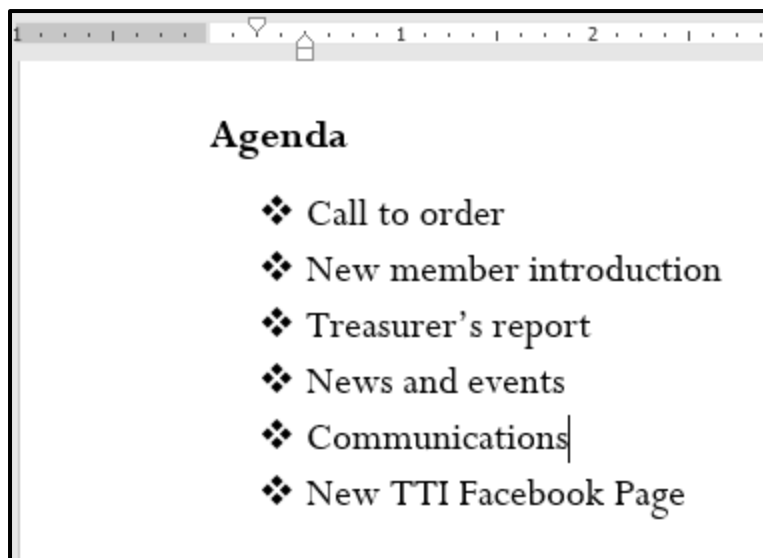
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.



3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.

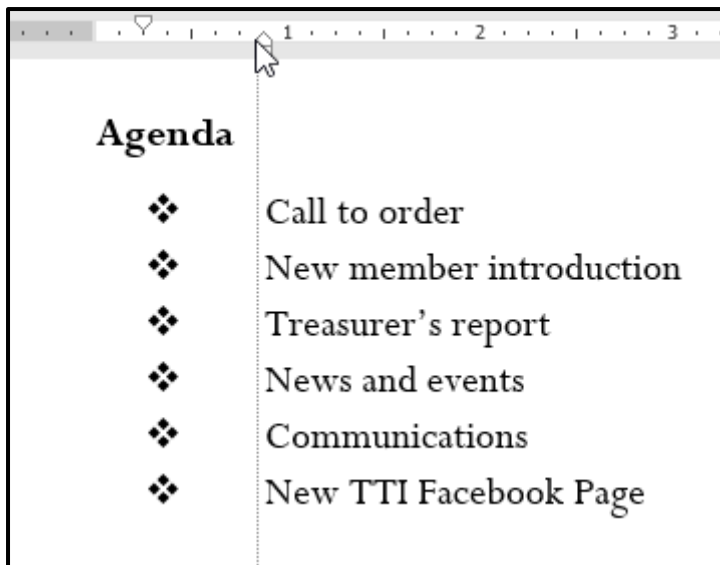


4. The text will be formatted as a bulleted list.



3.9.2. Options for working with lists

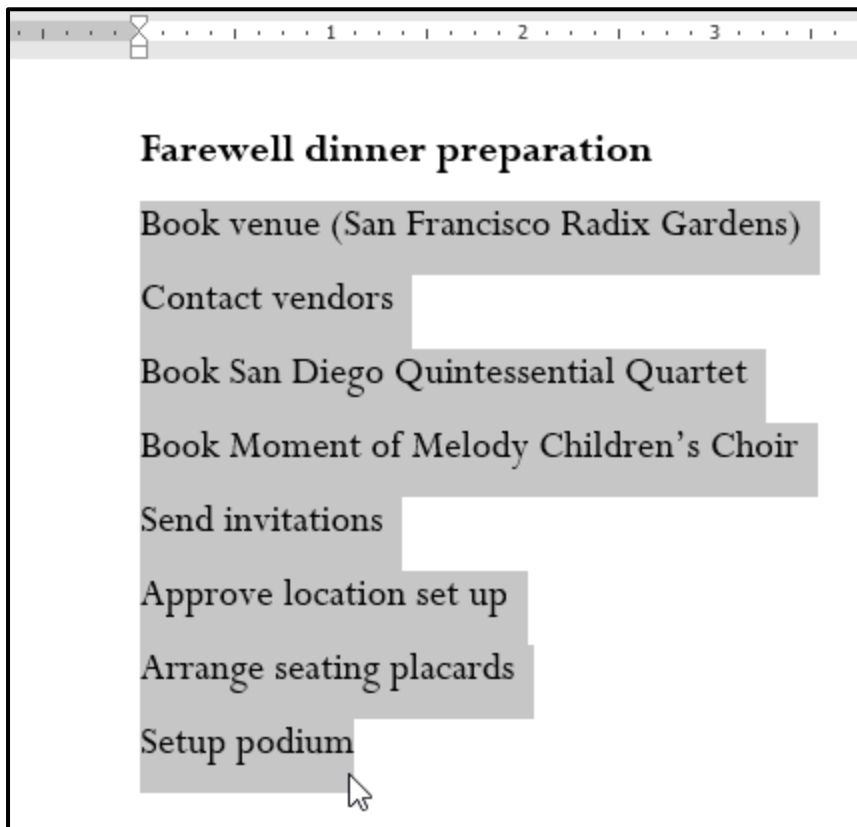
- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.
- When you're editing a list you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the Ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



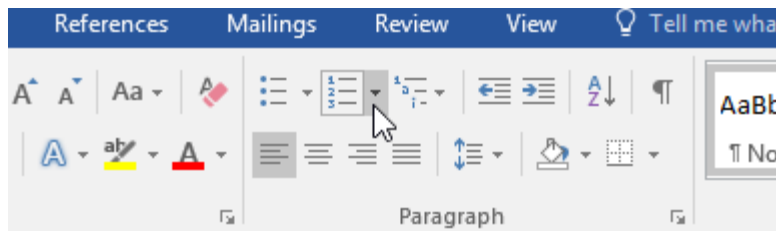
3.9.3. To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

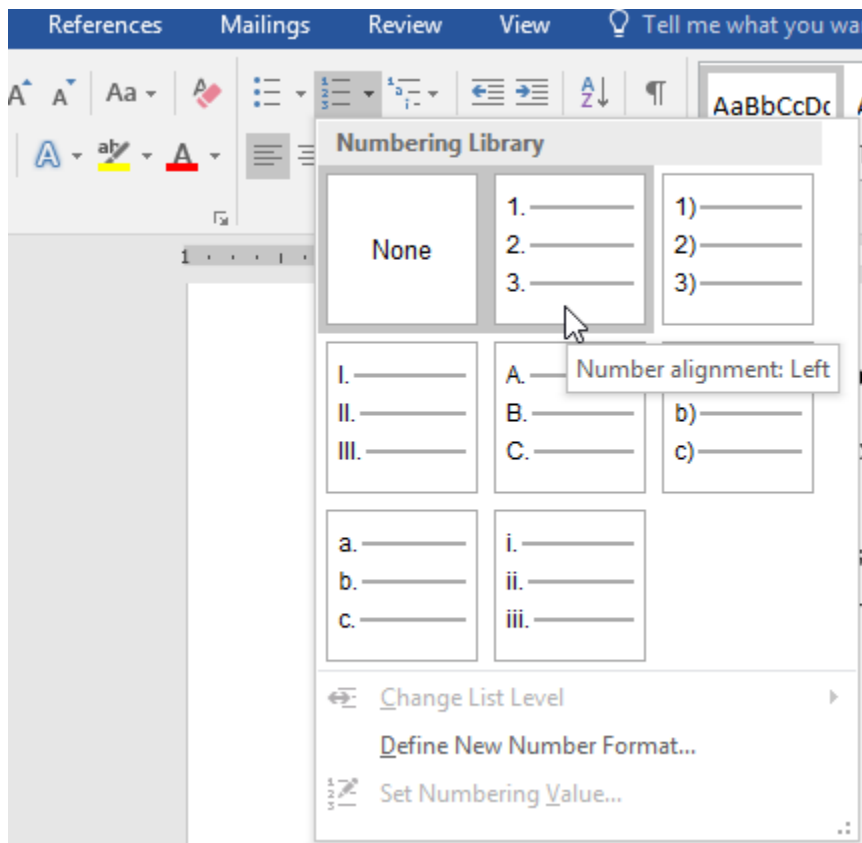
1. Select the text you want to format as a list.



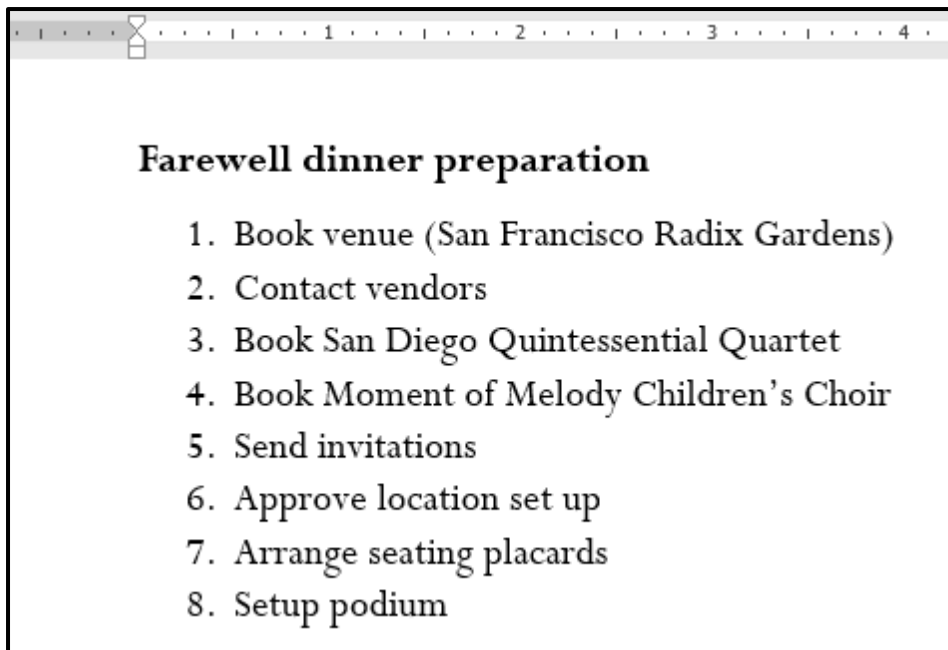
2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



4. The text will format as a numbered list.



3.9.4. To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

1 2 3 4

Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium

Perpetua 16 A A Styles

B I U ab A

Cut Copy

Paste Options:

Adjust List Indents...

Restart at 1

Continue Numbering

Set Numbering Value...

Font...

Paragraph...

Smart Lookup

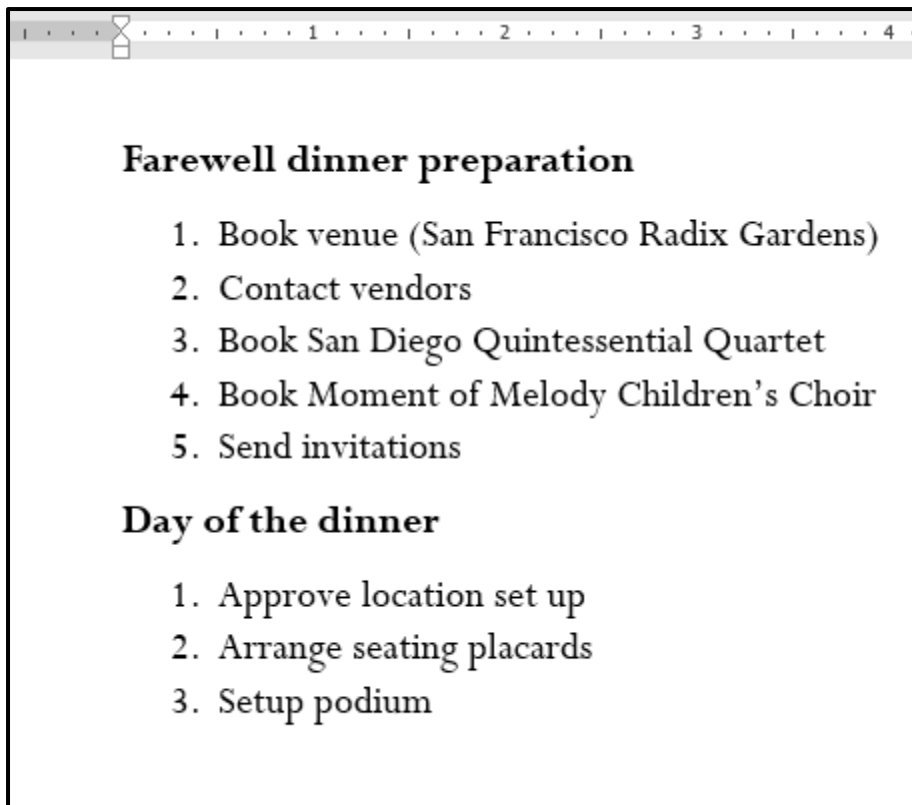
Synonyms

Translate

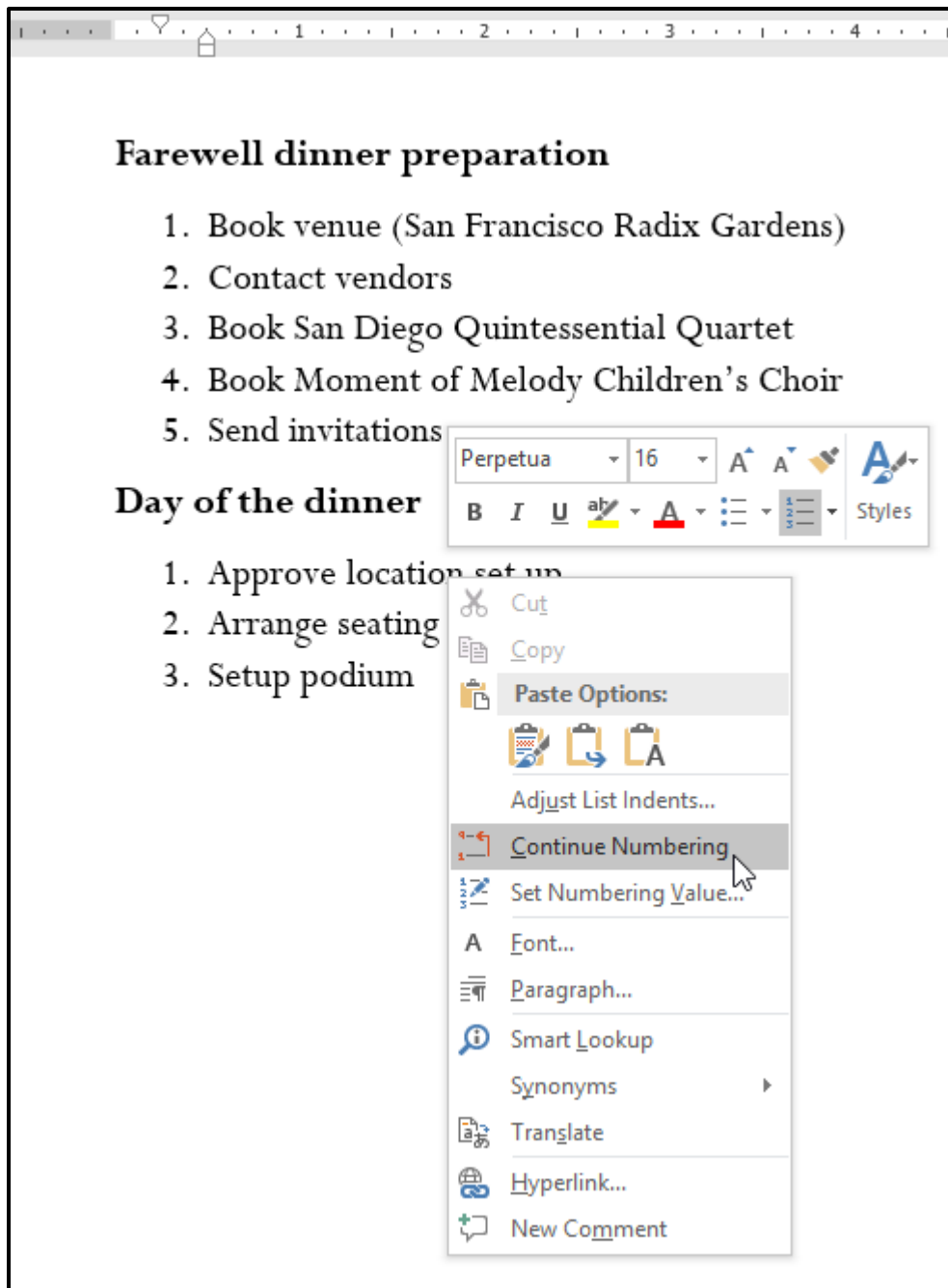
Hyperlink...

New Comment

2. The list numbering will restart.



You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

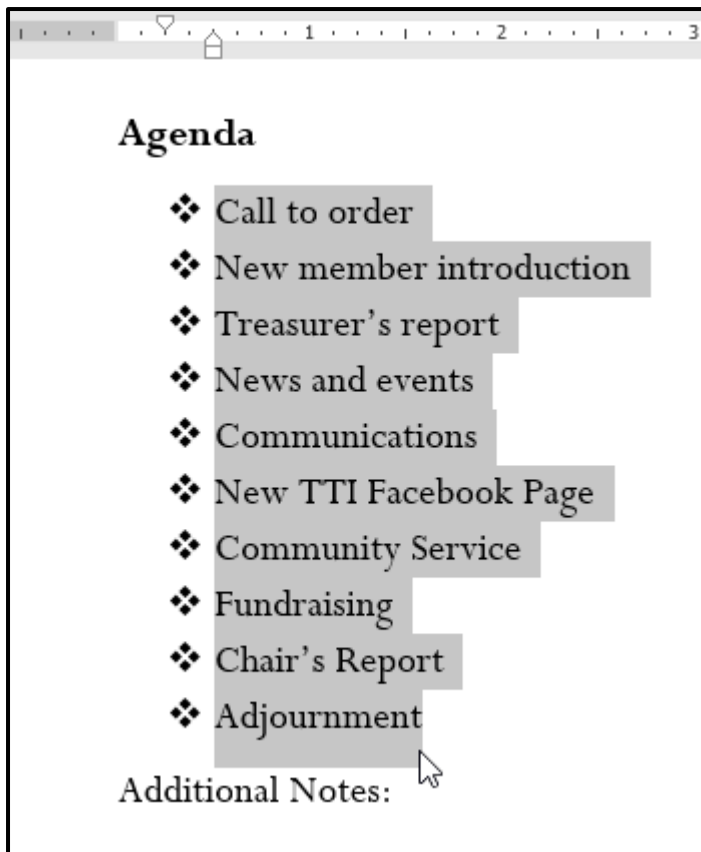


3.9.5. Customizing bullets

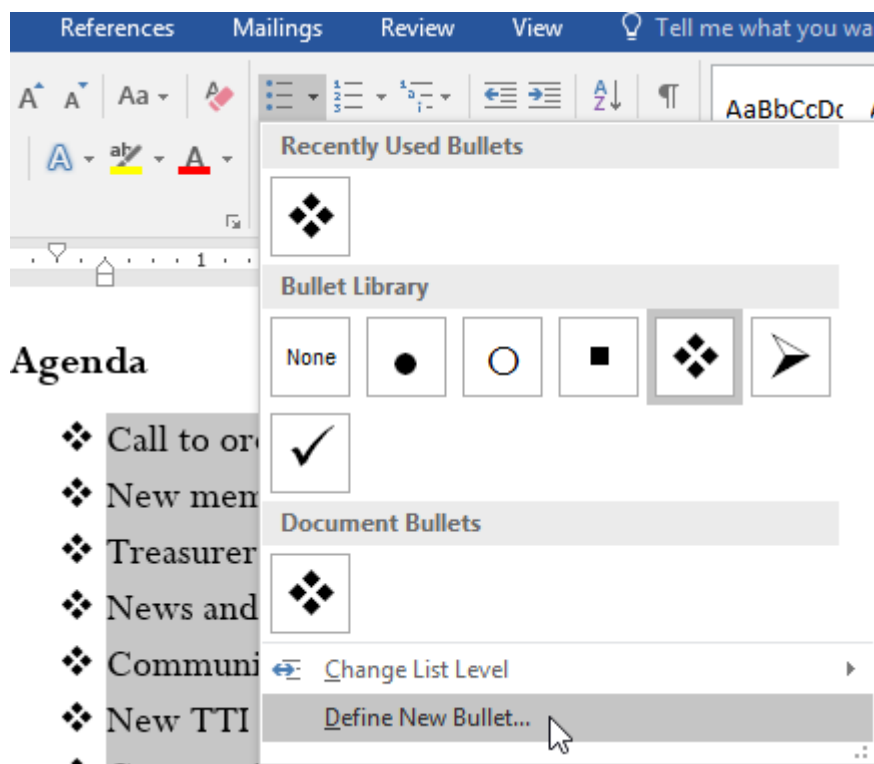
Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

3.9.5.1. To use a symbol as a bullet:

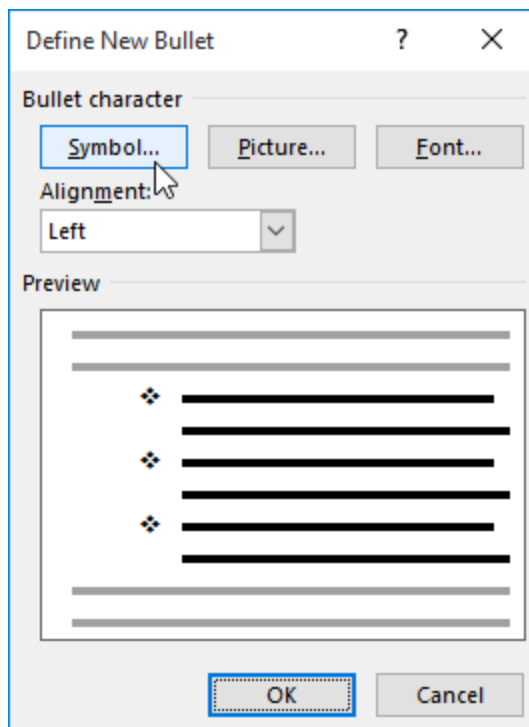
1. Select an existing list you want to format.



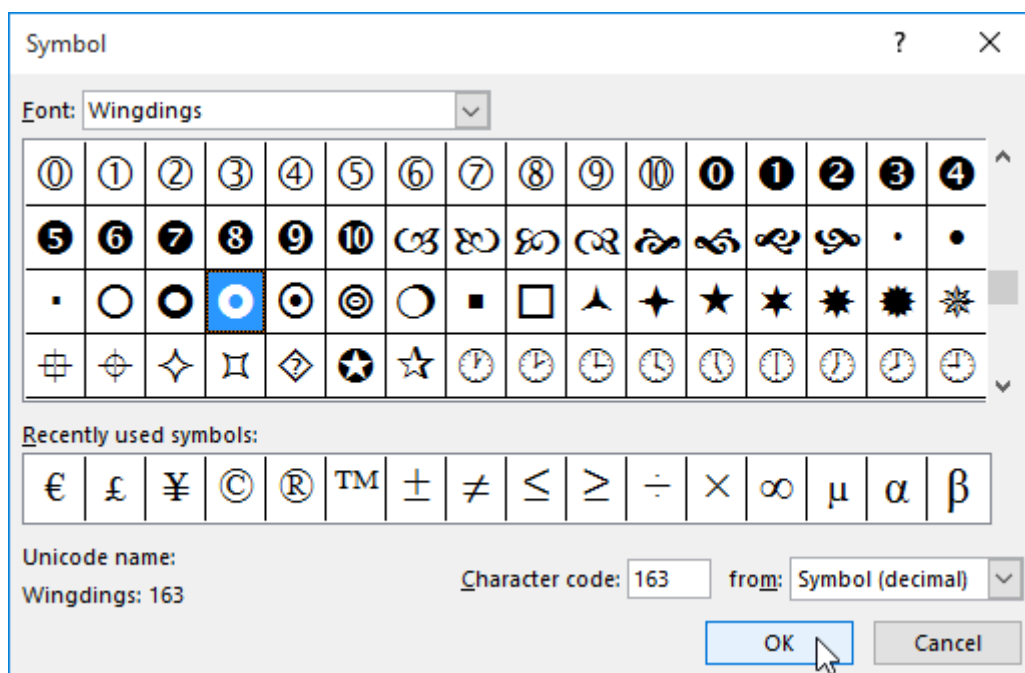
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



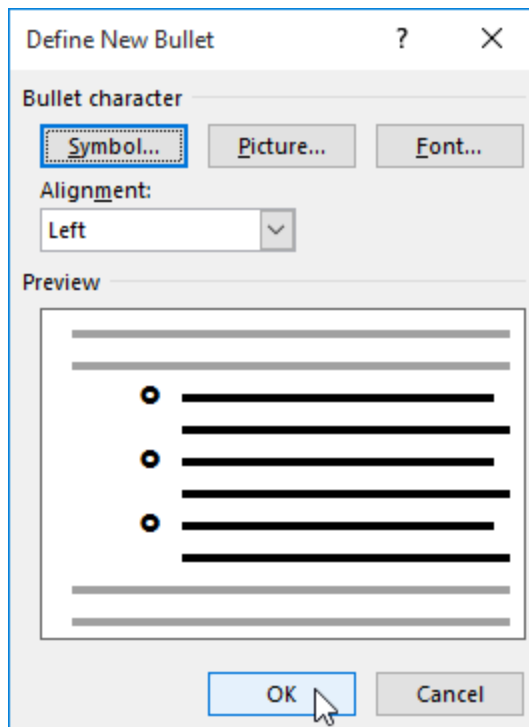
3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.



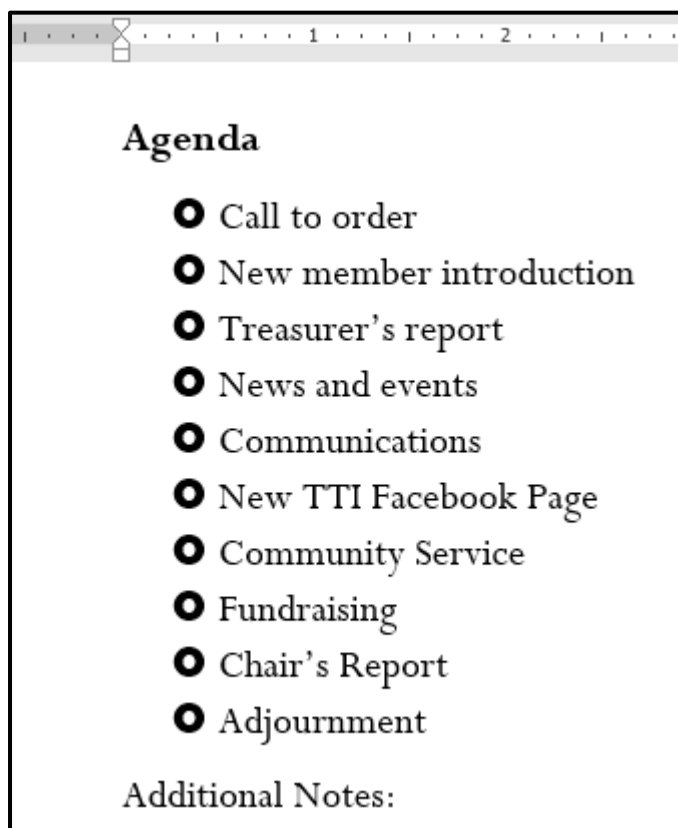
4. The **Symbol** dialog box will appear.
5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click **OK**.



7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.

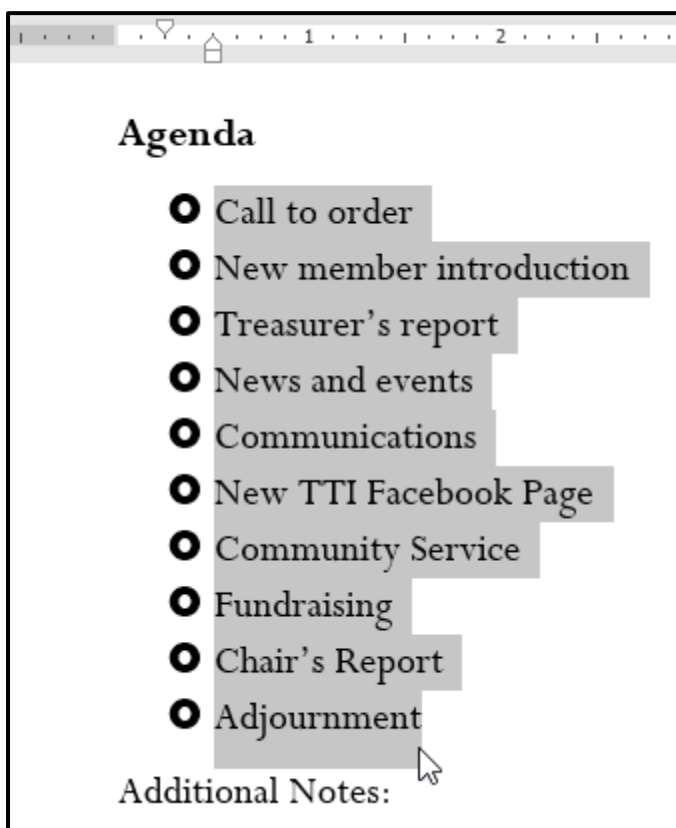


8. The symbol will appear in the list.

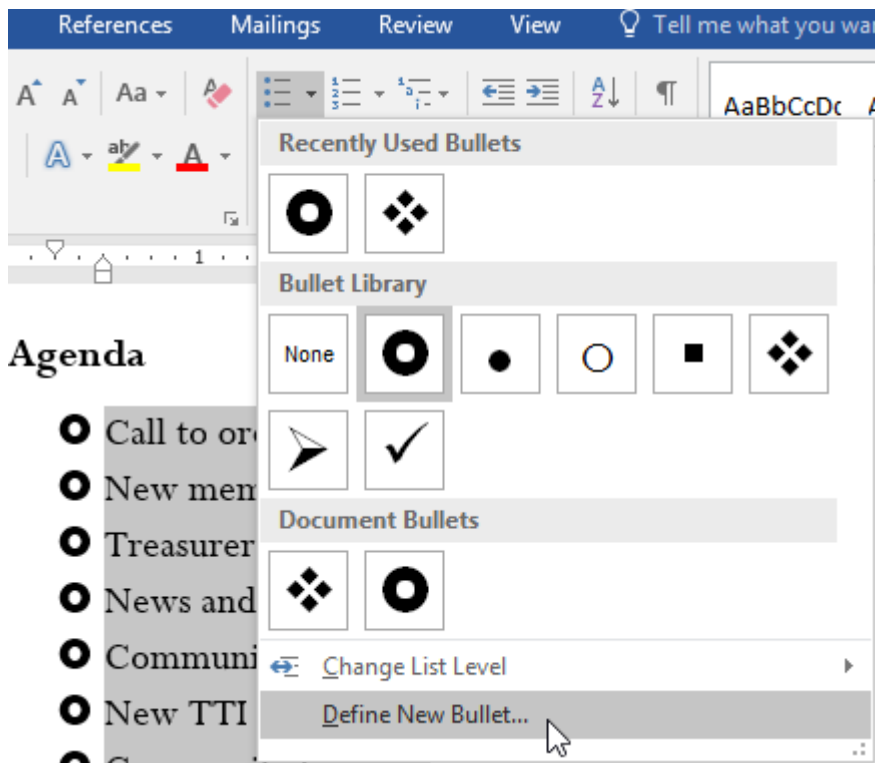


3.9.5.2. *To change the bullet color:*

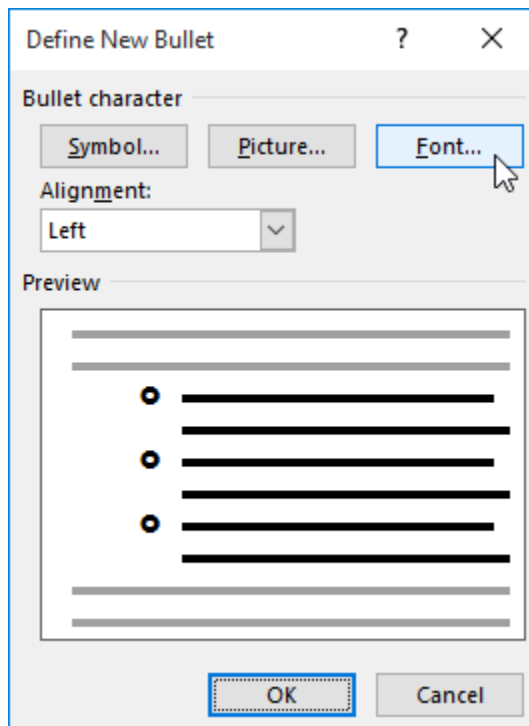
1. Select an existing list you want to format.



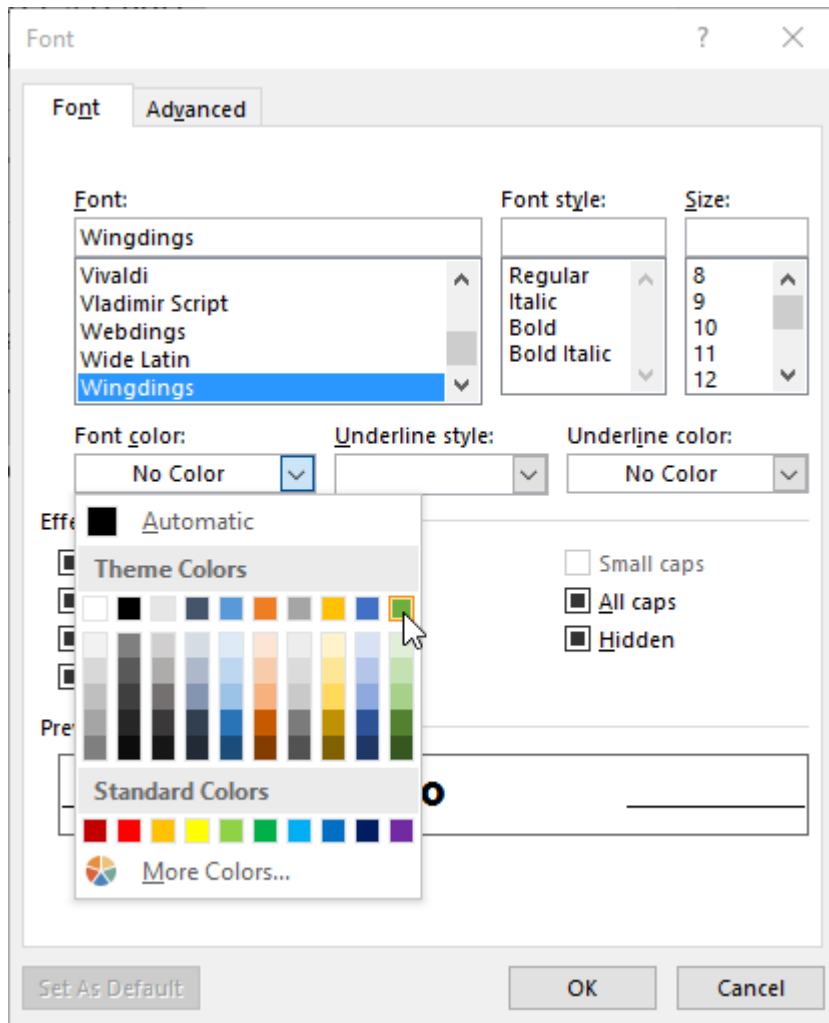
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



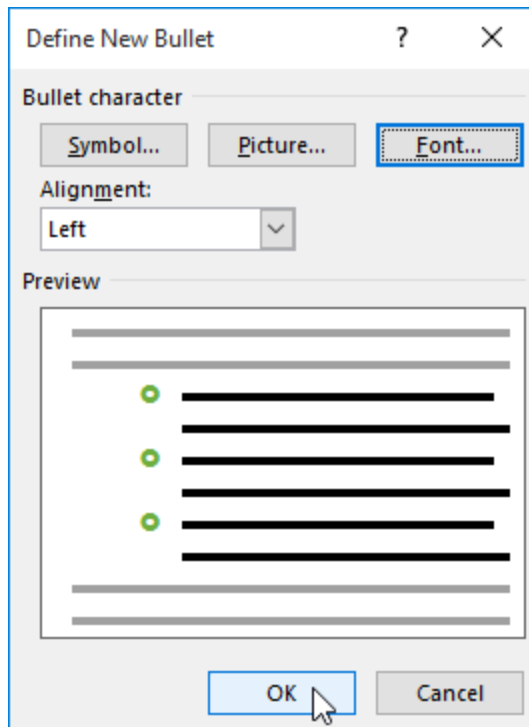
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



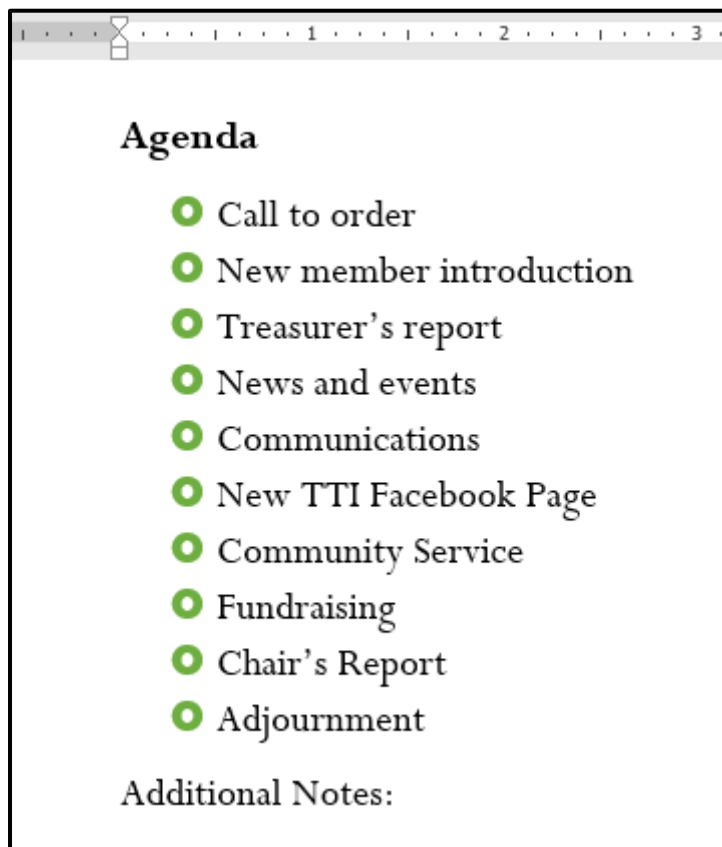
4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.
5. Select the desired color, then click **OK**.



6. The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.

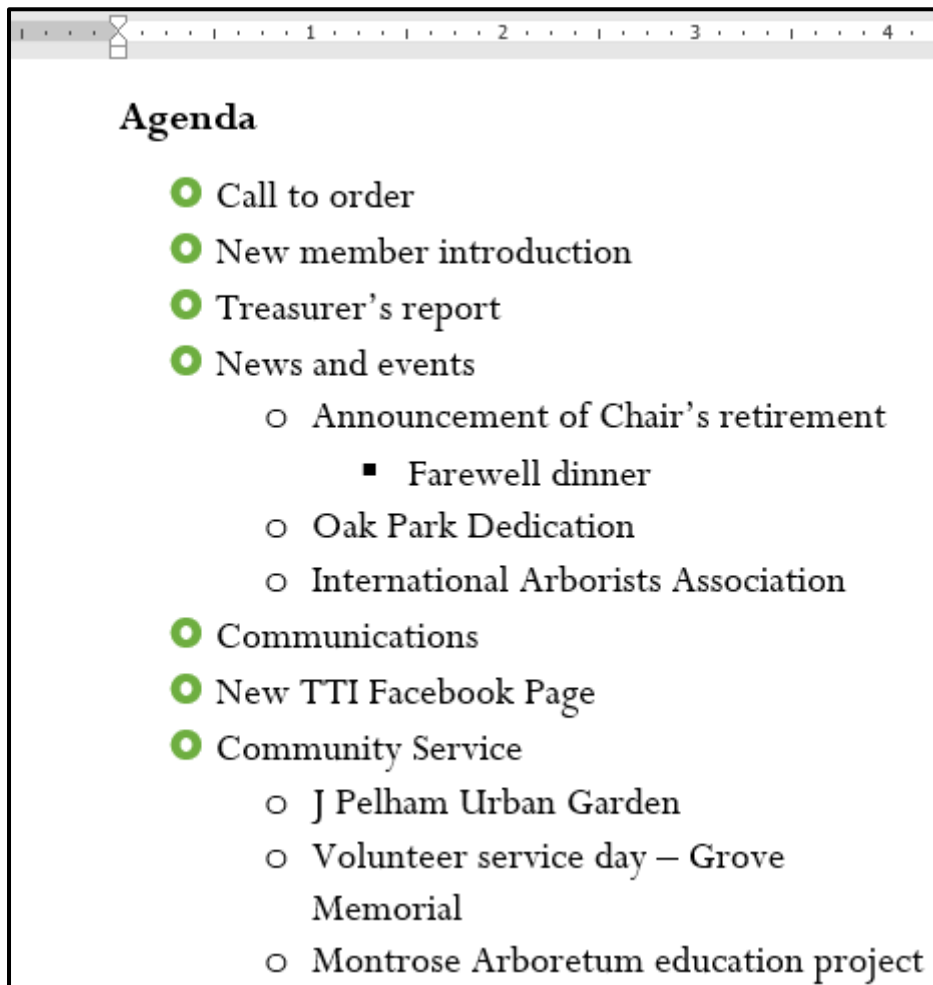


7. The bullet color will change in the list.



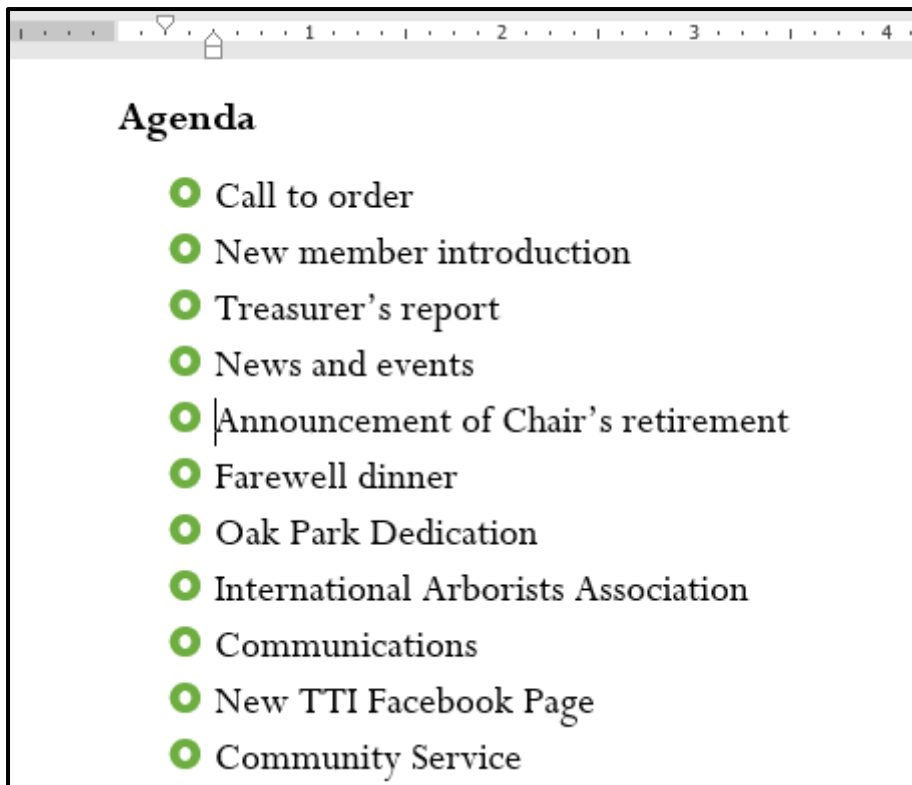
3.9.6. Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.

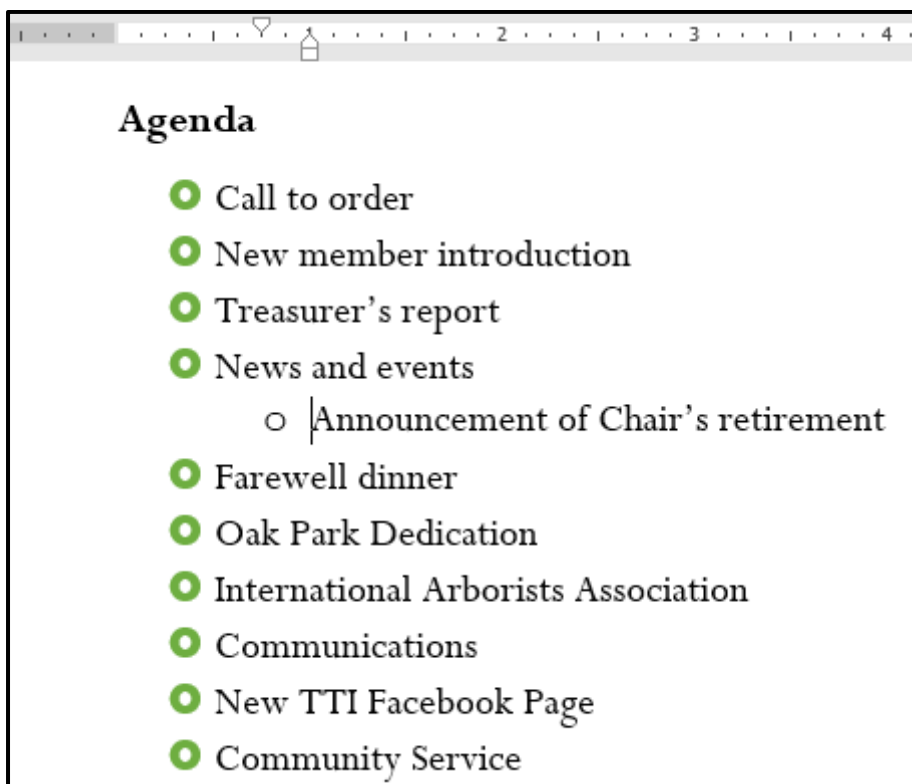


3.9.6.1. To create a multilevel list:

1. Place the **insertion point** at the beginning of the line you want to move.



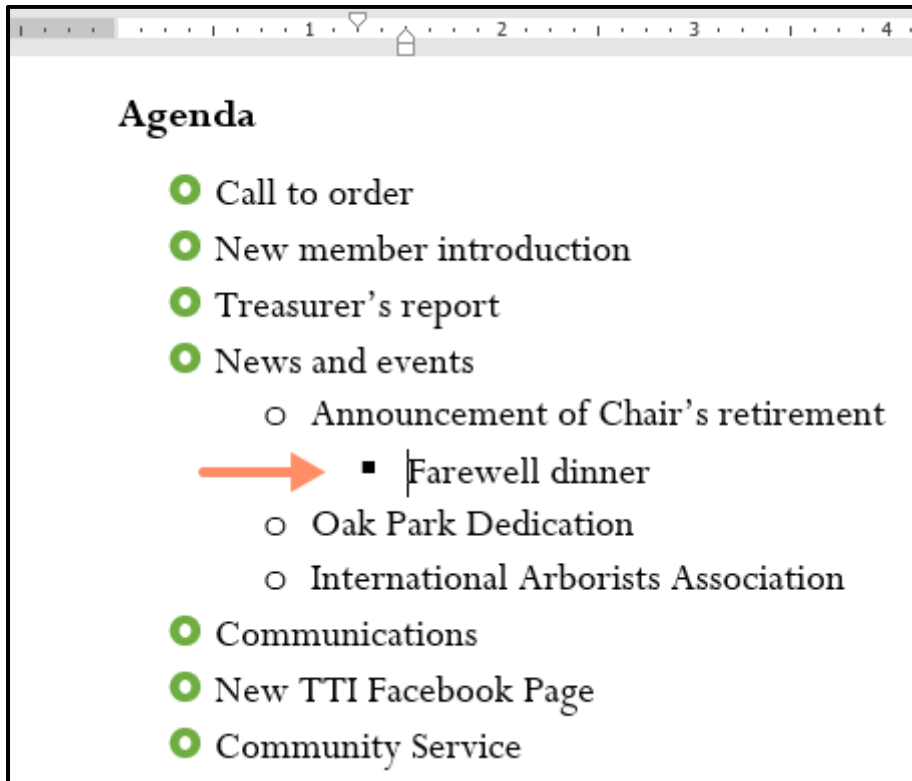
2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



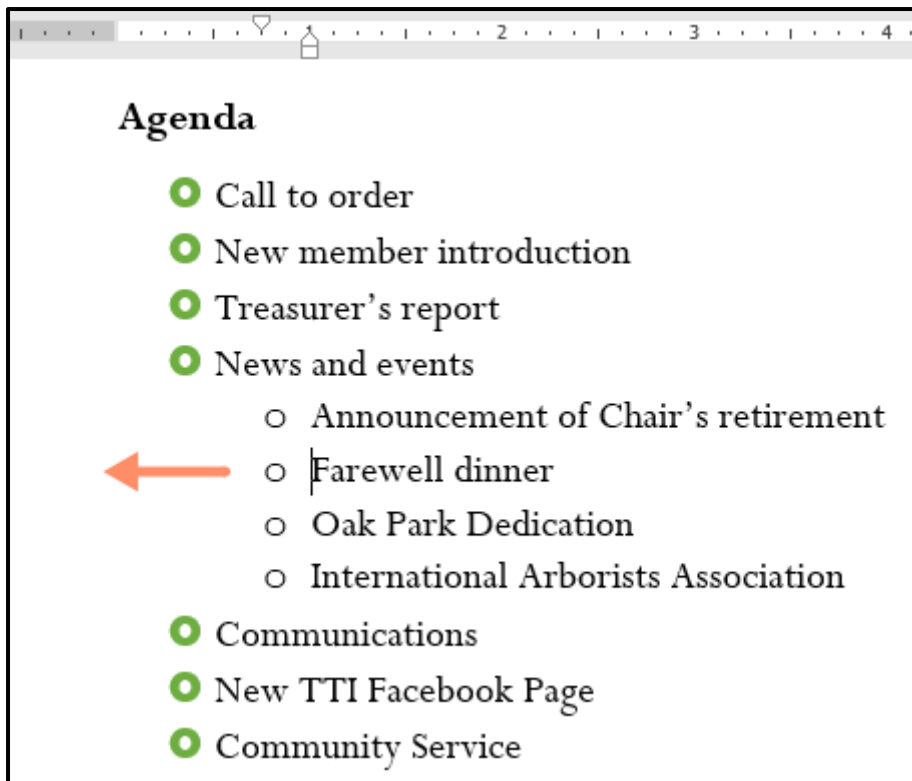
3.9.6.2. To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level.

- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line, then press the **Tab** key until the desired level is reached.



- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and clicking the **Increase Indent** or **Decrease Indent** commands.



When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list** command on the **Home** tab.

