

# Edge Hill University

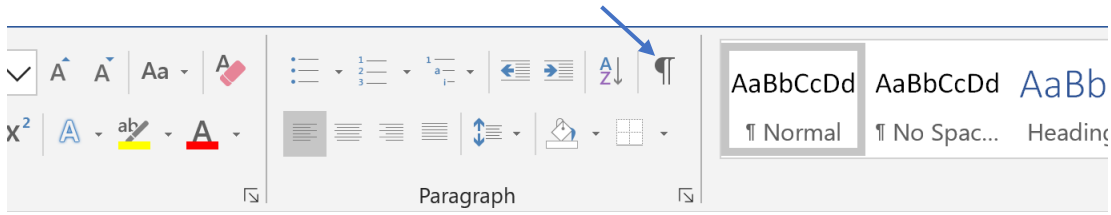
Getting Started with Microsoft Word | Paragraphs and Page Formats

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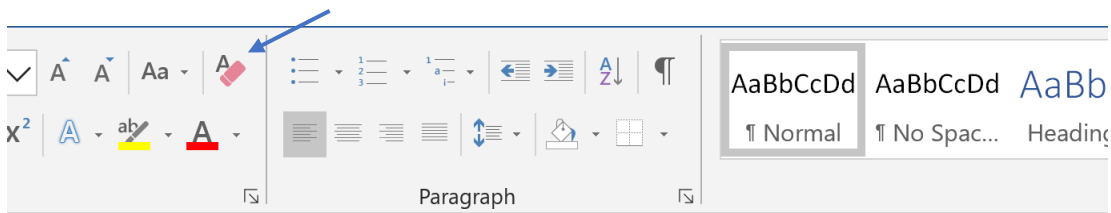
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## The Formatting Button

Click the **Show / Hide** icon to display paragraph marks and other formatting symbols in a document.



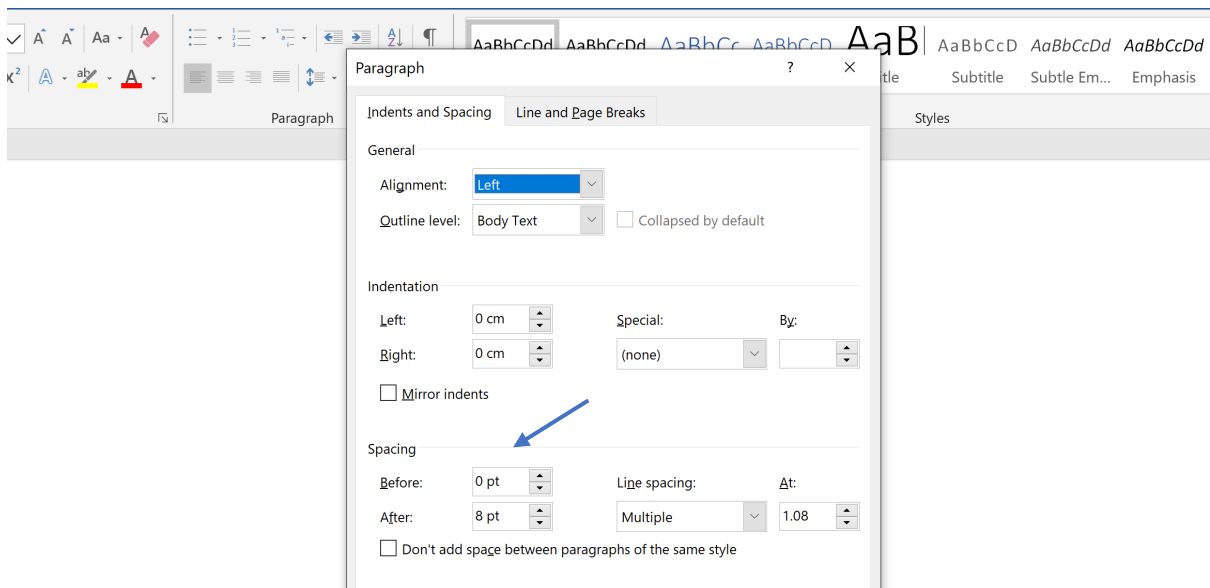
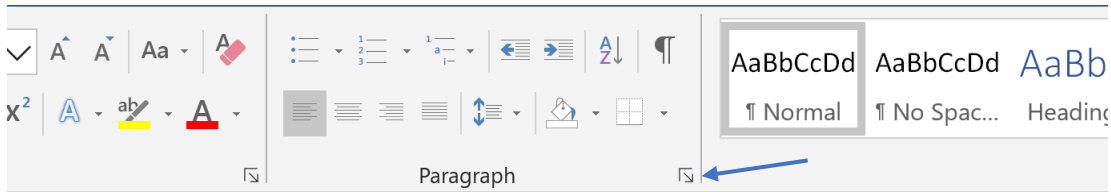
To clear all text formatting in a Word document, select all text then click the **Clear All Formatting** icon.



## Line and Paragraph Spacing

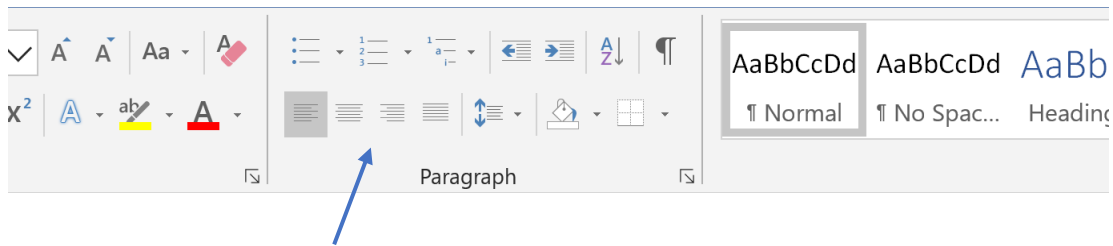
Change the line spacing of a document by opening the **Paragraph** dialog box. In the **Spacing** section select the space required before/after paragraphs and between lines.

Use **SHIFT** and **ENTER** to start a new line of text.



## Aligning Text

There are a variety of options to align text in Word; select the text to be aligned then click one of the options on the ribbon to **Align Left**, **Centre**, **Align Right** or **Justify** the text.

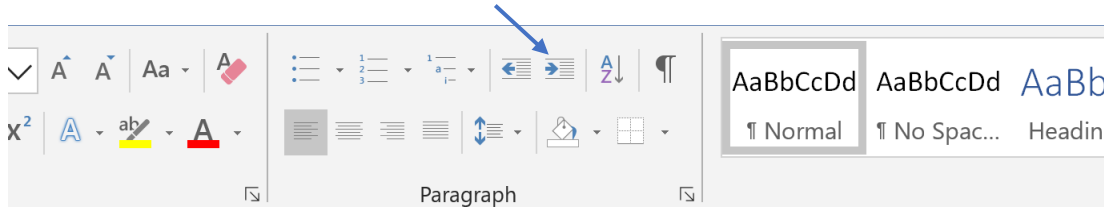


## Indents

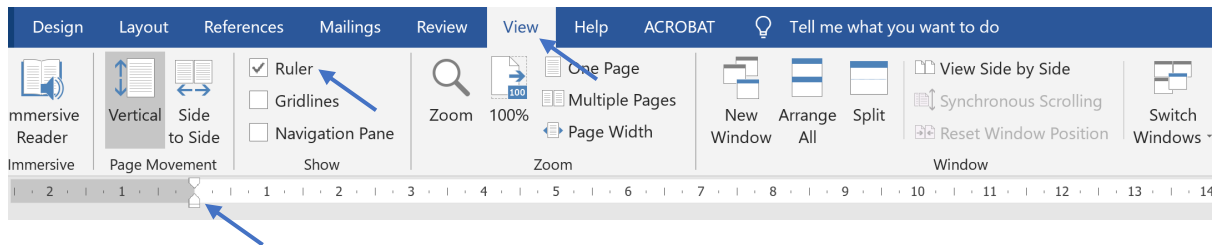
Paragraphs can be indented in a variety of ways.

Click on the first line of a paragraph and press the **Tab** key to indent the first line only.

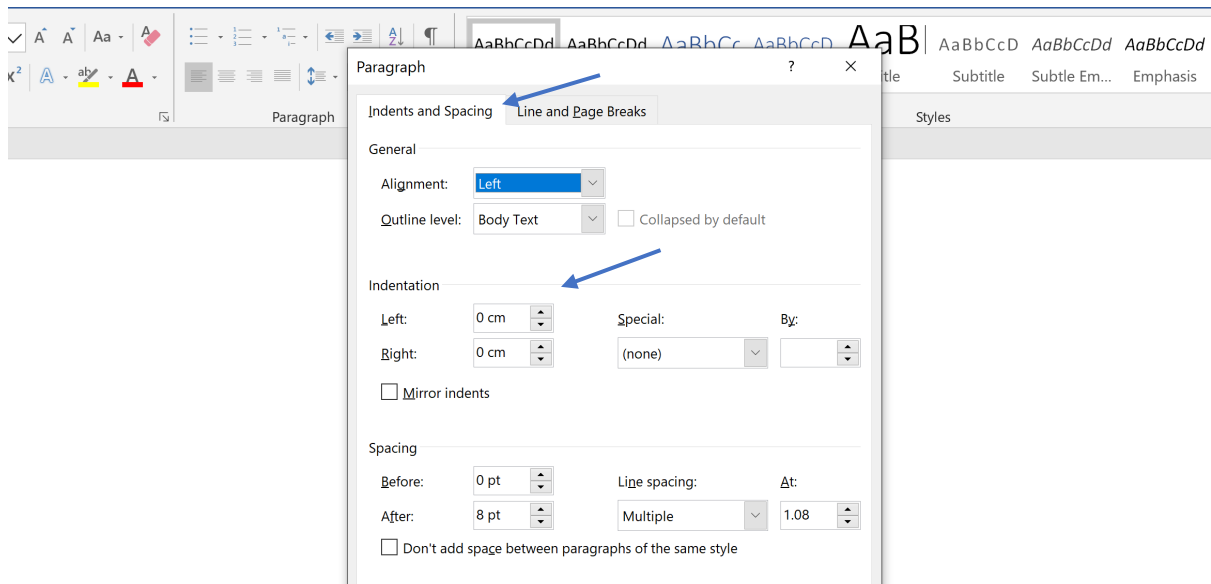
To indent a whole paragraph, click anywhere within the paragraph then click the **Increase Indent** icon.



More specific indents can be created by displaying the **on-screen ruler** then dragging the relevant marker to the point where the indent should be.

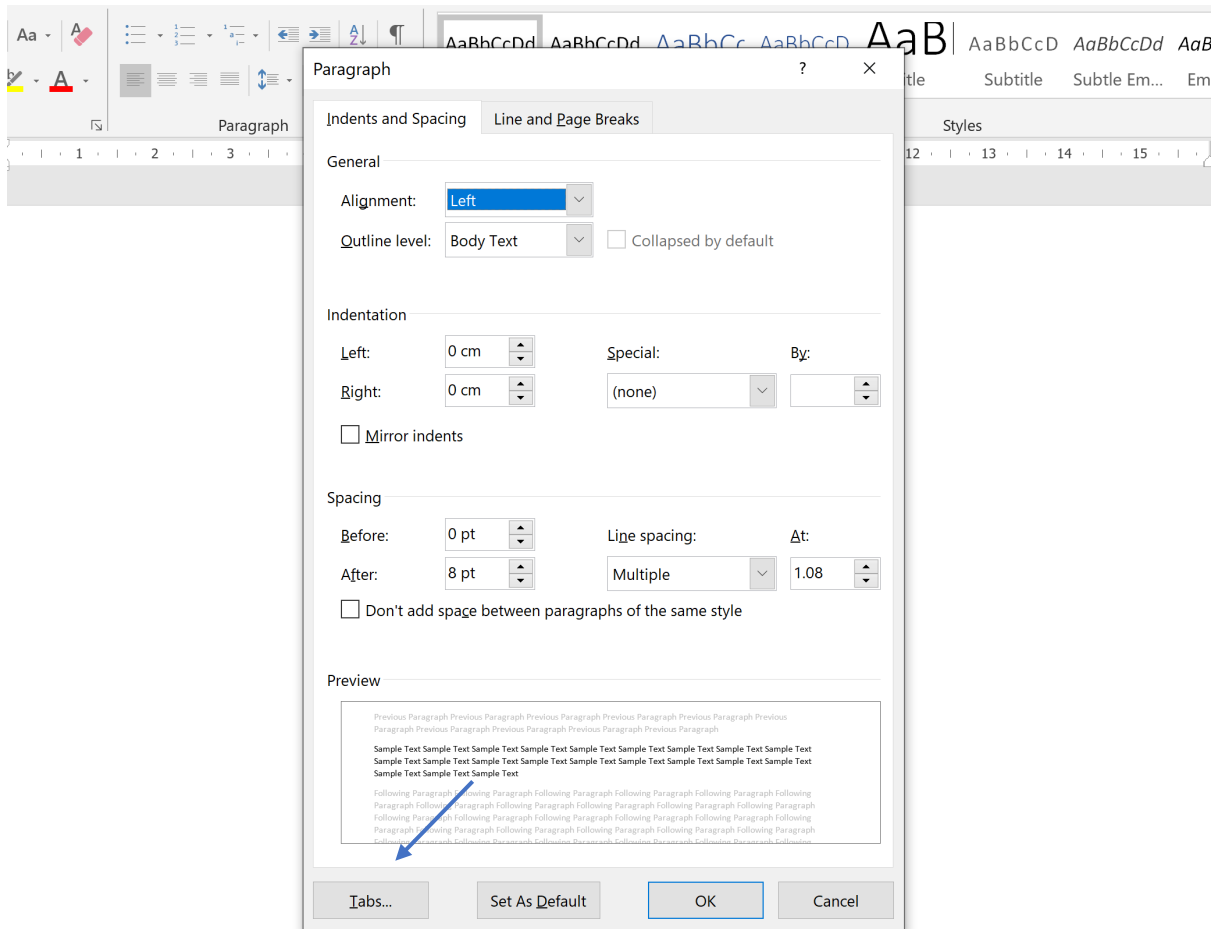


Indents can also be specified in the **Paragraphs** dialog box. Click the **Indents and Spacing** tab to enter exact indents for a section of text.

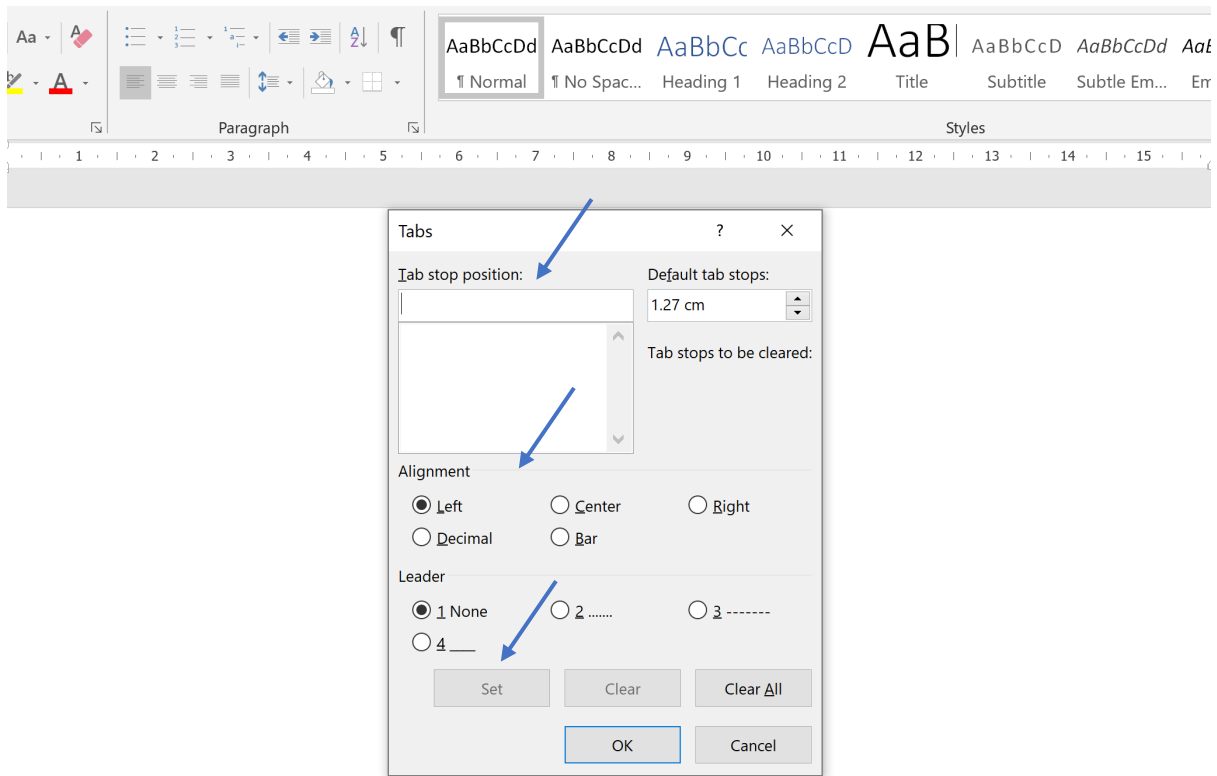


## Tabs

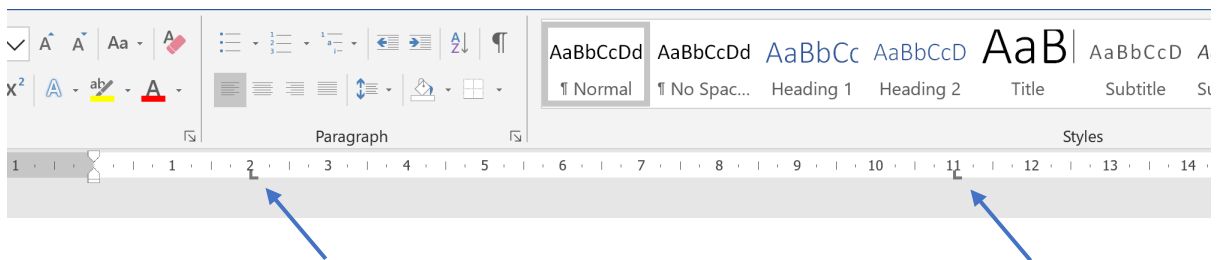
Tabs are used to vertically align text and are initially set to 1.27cm. Tabs can be changed for a selected area of text by opening the **Paragraph** dialog box then clicking the **Tabs** button.



Set tab stop positions and tab alignments then click **Set > OK** to confirm.

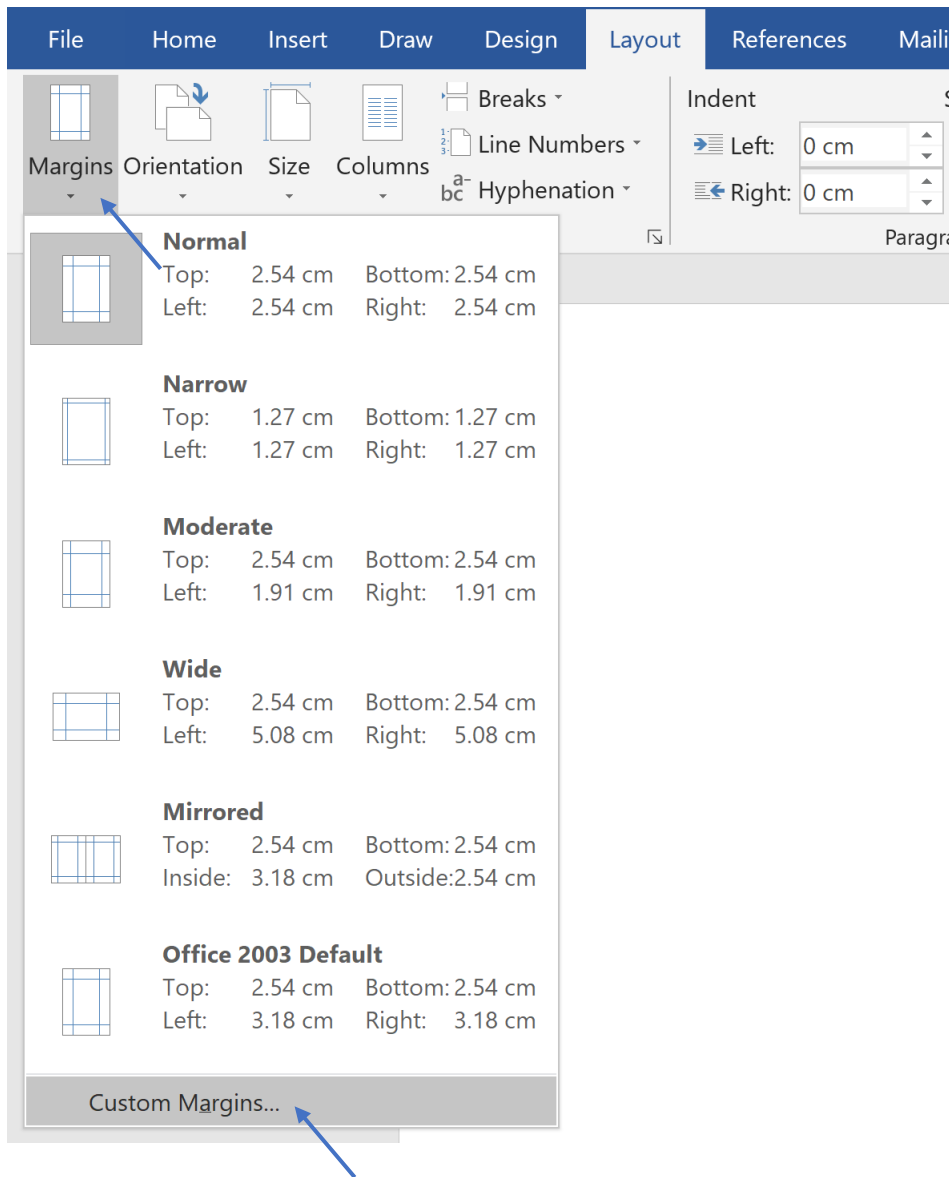


Tab symbols will appear on the ruler where the tabs have been set. Drag the tab symbols to change tab positions. The tabs shown here have been set as 2cm and 11cm from the left.



## Margins

The margins of a document can be changed by clicking on **Layout > Margins**. Choose from the pre-set options or click on **Custom Margins** and select specific margin sizes.

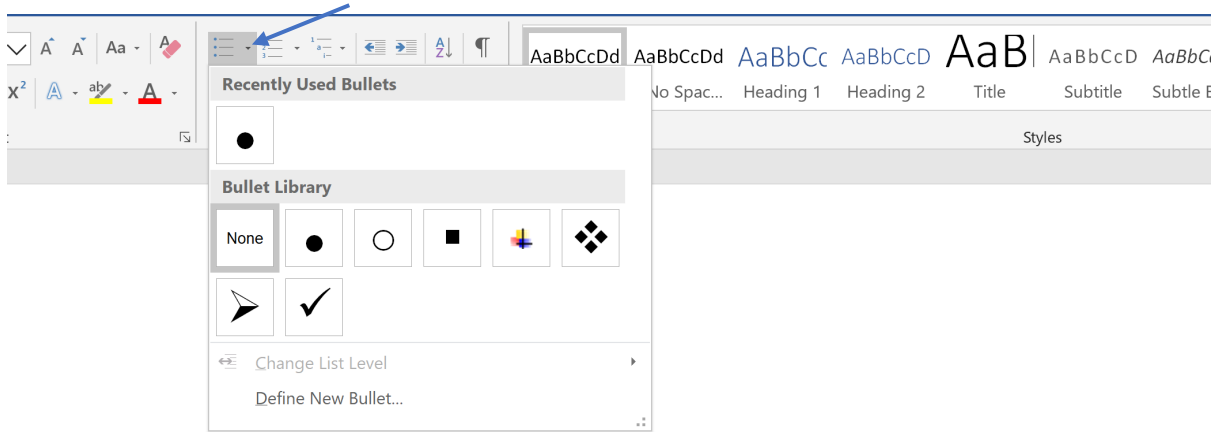




## Bullet Points

Lists and paragraphs can be automatically bulleted or numbered. Select the text to be bulleted and click on the **Bullets** icon.

Edit the bullet style by clicking the small arrow next to the bullets icon and choosing from the options or by defining a new bullet point.

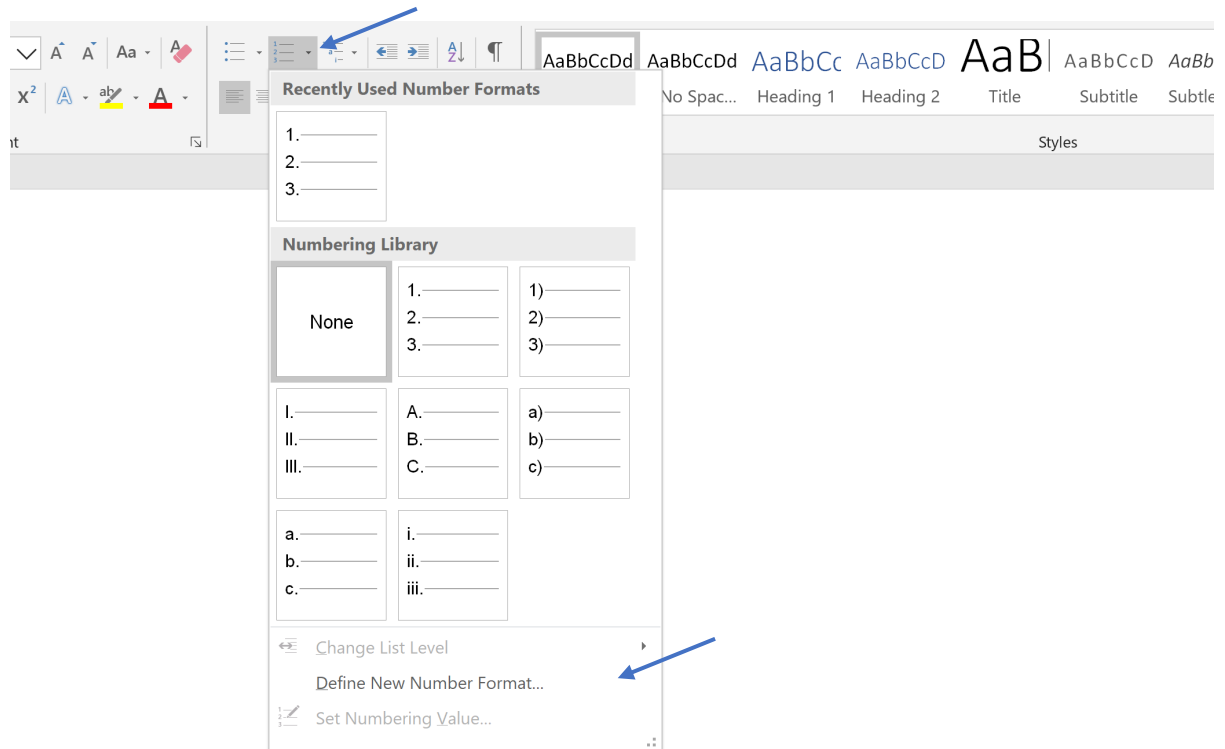


## Numbering

Numbers can be added to lists; select the text to be numbered and click on the **Numbering** icon.

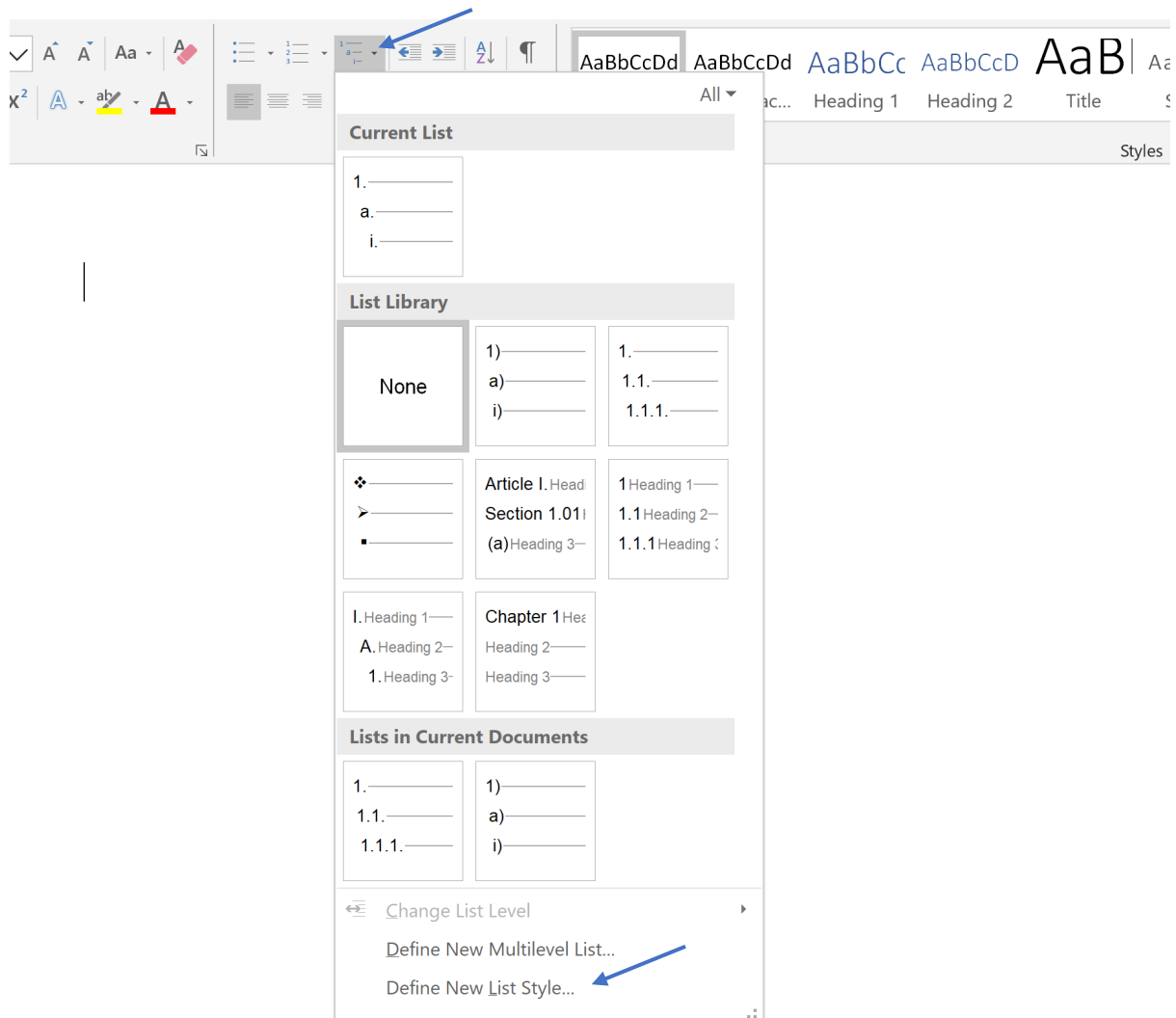
Edit the style of numbering by clicking the small arrow then choosing from the options.

A new number format can be defined or the numbering value can be set to start at a different number than default if required.



## Multilevel Numbering

Multilevel numbering can be added to a list; create the list to be numbered then click on the **Multilevel List** icon. Choose the style to be applied.

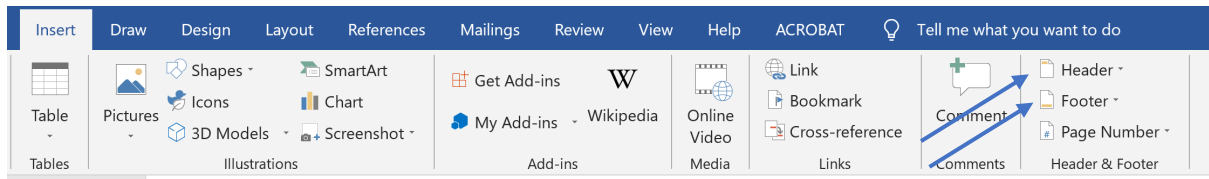


**Define New List Style** offers the option to create a new style of numbering and alter the font style.

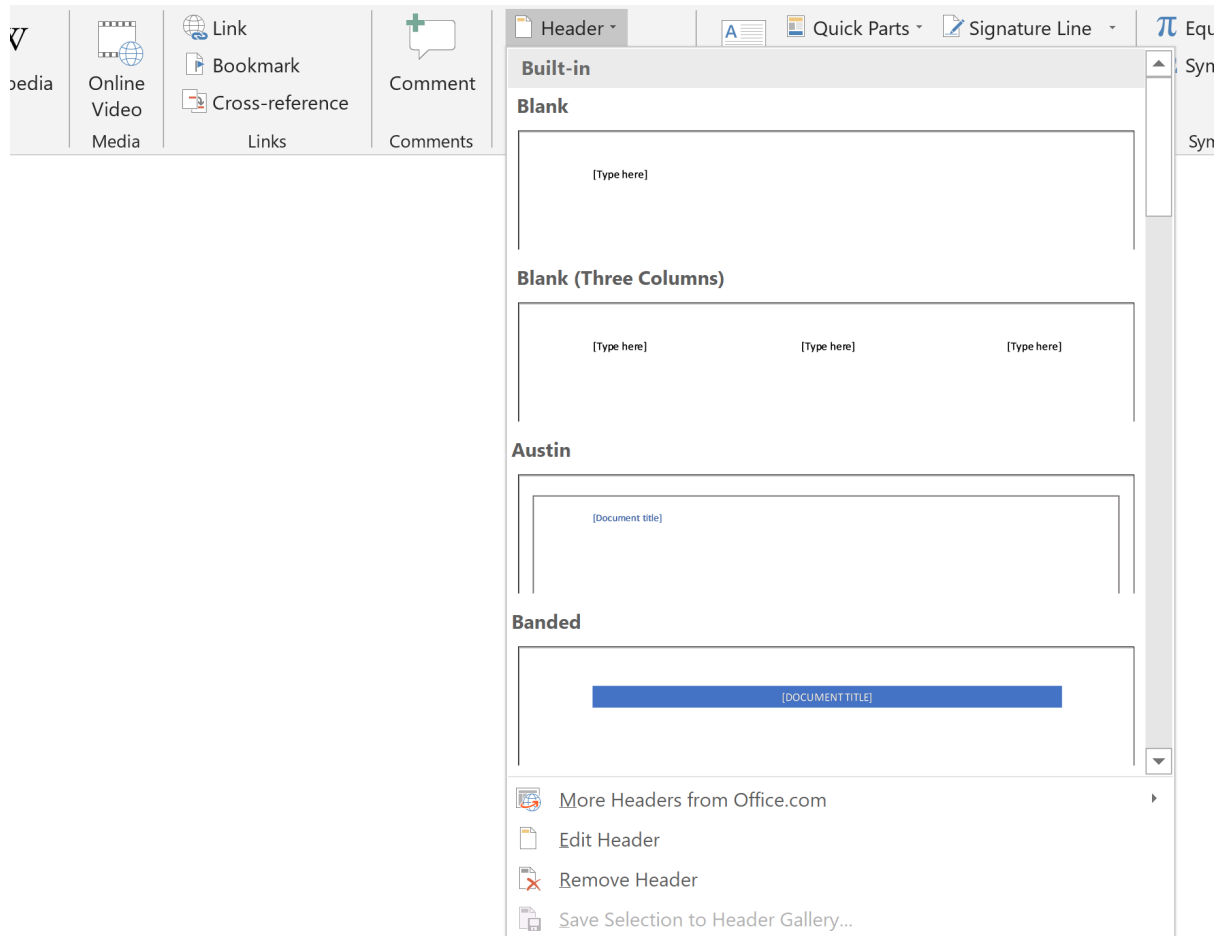
Hint: Pressing tab before making the required changes can sometimes assist in obtaining the desired numbering result.

## Headers and Footers

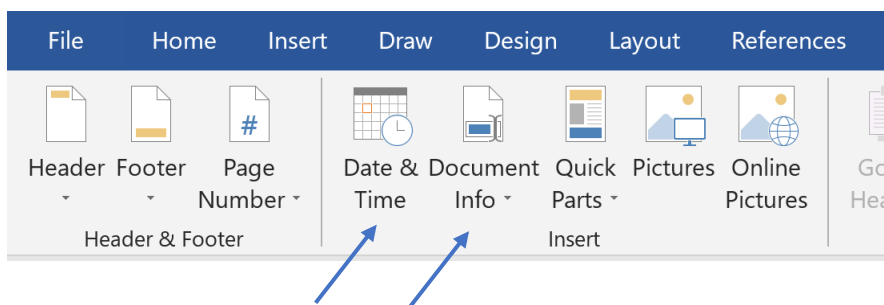
To add a header or footer to a document click **Insert** then click the **Header** or **Footer** icon.



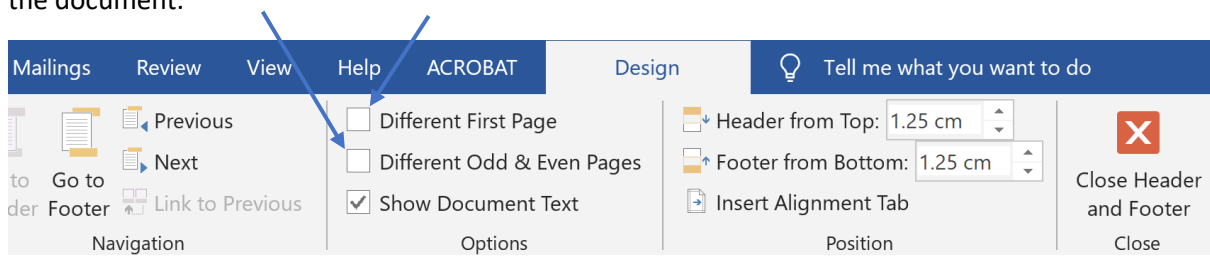
Select an option from the different formats available.



Fields can be inserted into the header or footer (e.g. the date or document information) by choosing from the options that appear in the ribbon once a format has been chosen.

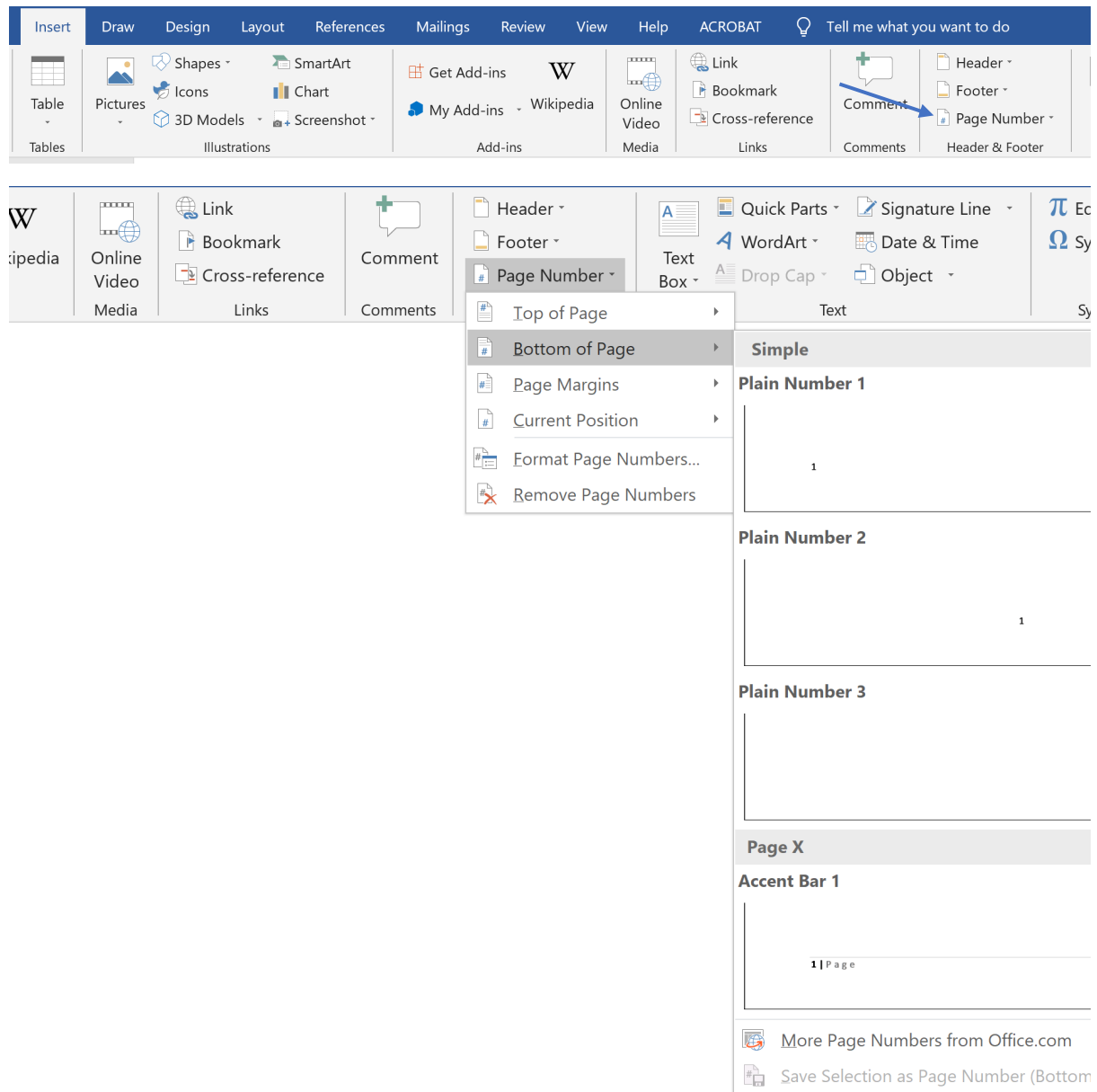


A different first page header or footer can be specified, or different ones on odd or even pages of the document.



## Page Numbering

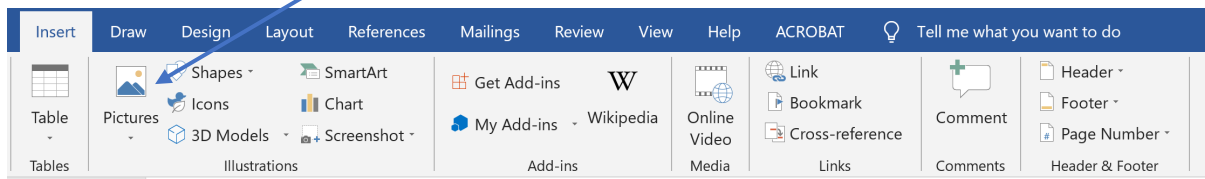
To add page numbers to a document click **Insert > Page Number**. The position where the numbers appear on pages can be chosen and formatting added if required.



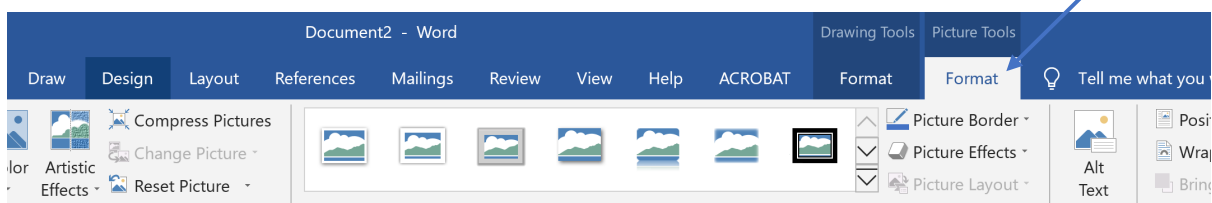
## Images

There are various options available for inserting images into Word documents.

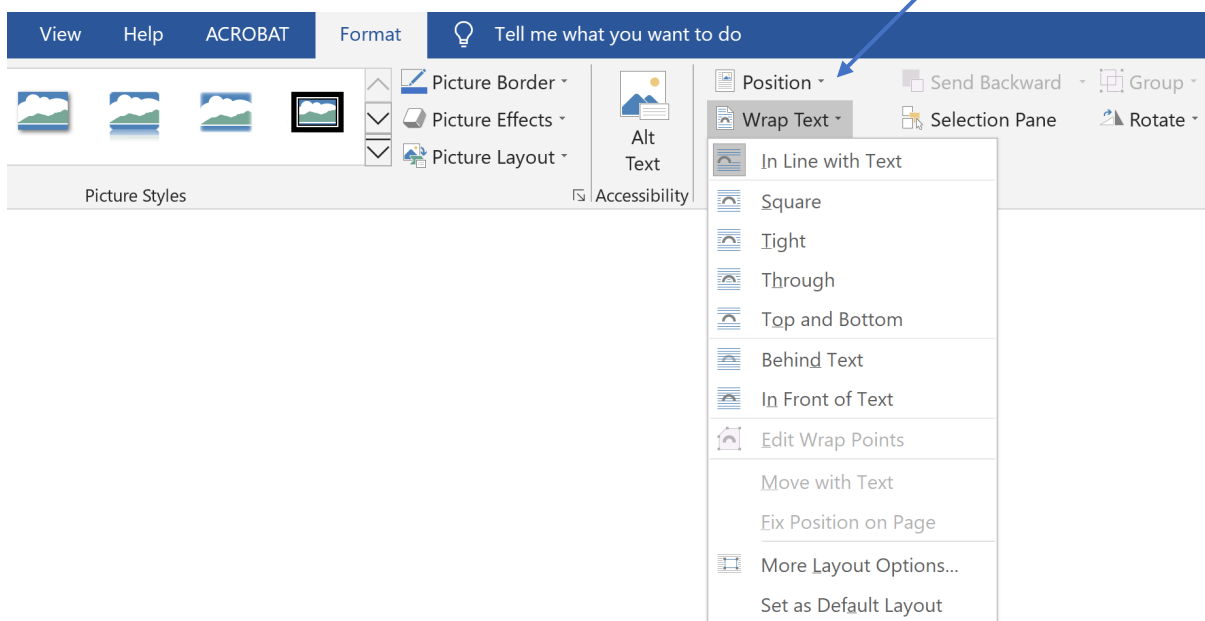
Add images by clicking **Insert > Pictures > This Device** or **Insert > Pictures > Online Pictures**.



Once inserted, various format options can be explored by selecting the image then clicking **Picture Tools > Format**. Effects and borders can be added together with changes to the image size or position.

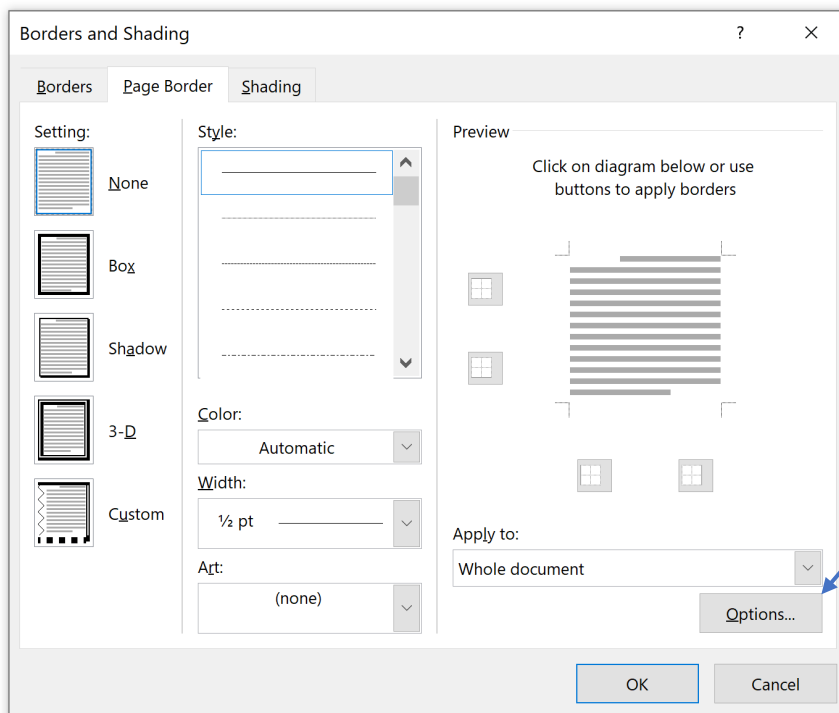
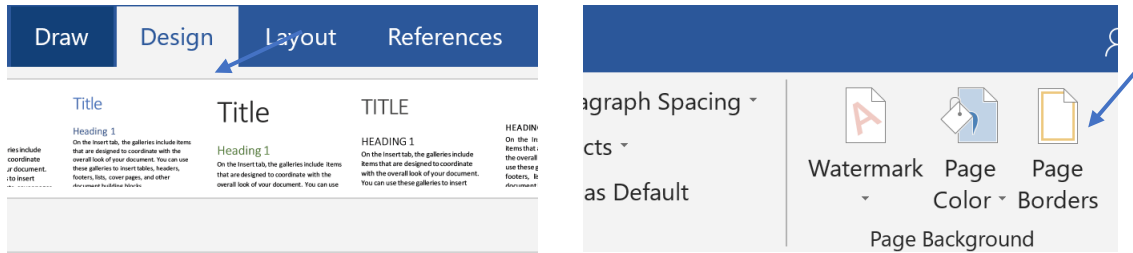


Different text wrapping options can be chosen by clicking on the **Layout Options** icon (which also appears next to an image when selected) and choosing how the image should positioned in relation to text.



## Borders

Add a border by clicking **Design > Page Borders**. The style, size and colour of the border can be chosen; select whether to apply the border to the whole document or just a section of it.

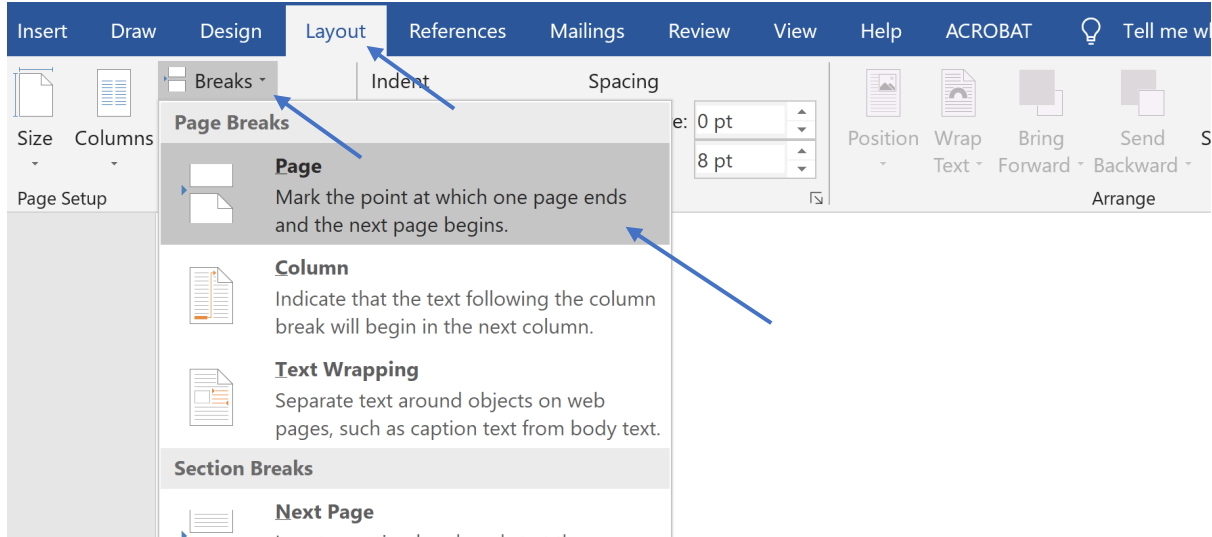




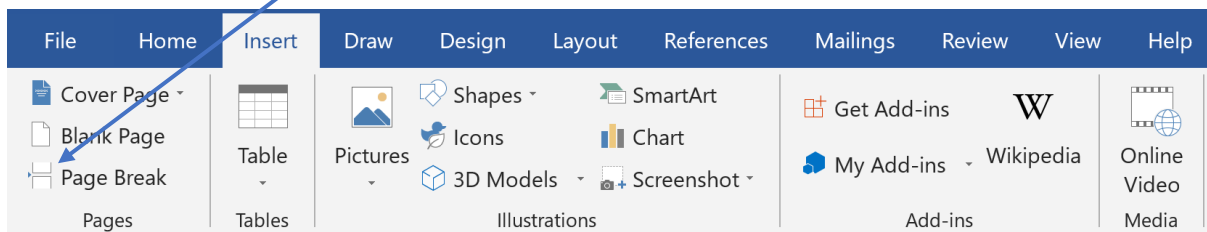
## Page Breaks

Page Breaks can be inserted in a Word document which is better practice than pressing return multiple times to start a new page.

To add a page break, click where it should be added then click **Layout > Breaks > Page**.



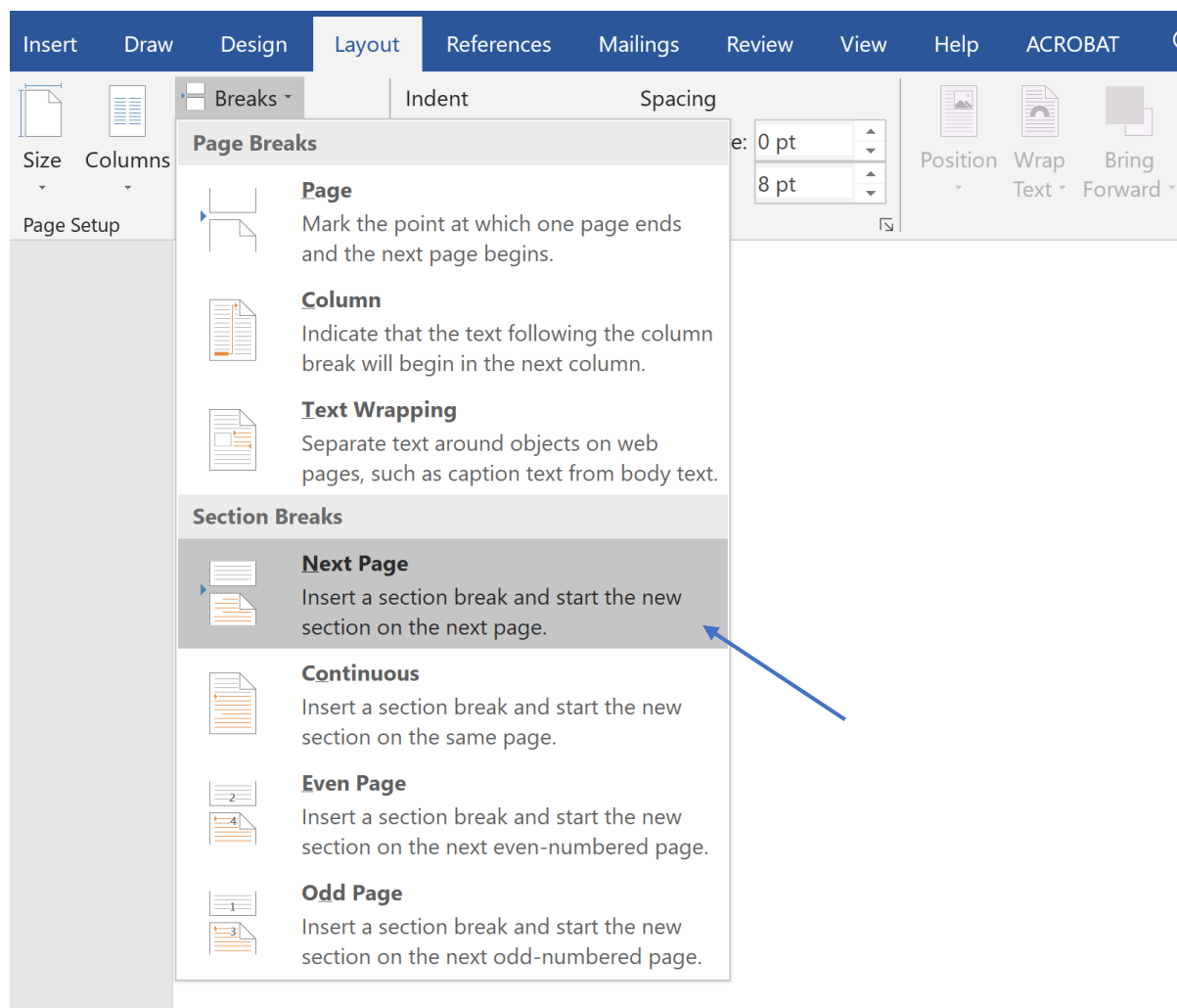
Another way to add a page break is to click **Insert**, then click in the document where the page break should be added then click the **Page Break** icon.



## Section Breaks

Section breaks can be used to change the layout and formatting of a document. It is possible to insert a **Next Page** section break and start a new section on a new page or insert a **Continuous** section break and start the new section on the same page.

To add a section break, click in the document where it should be added then click **Layout > Breaks** and select one of the options provided.



Section breaks allow the formatting to be changed only in a portion of the document. An example would be if a portion of a document should be changed from portrait orientation to landscape orientation.

Insert a section break before and after the portion to be changed then click **Orientation > Landscape**.

Section breaks can also be used to apply different headers or footers to different parts of a document.