

# Lab 06

# Formatting a Document

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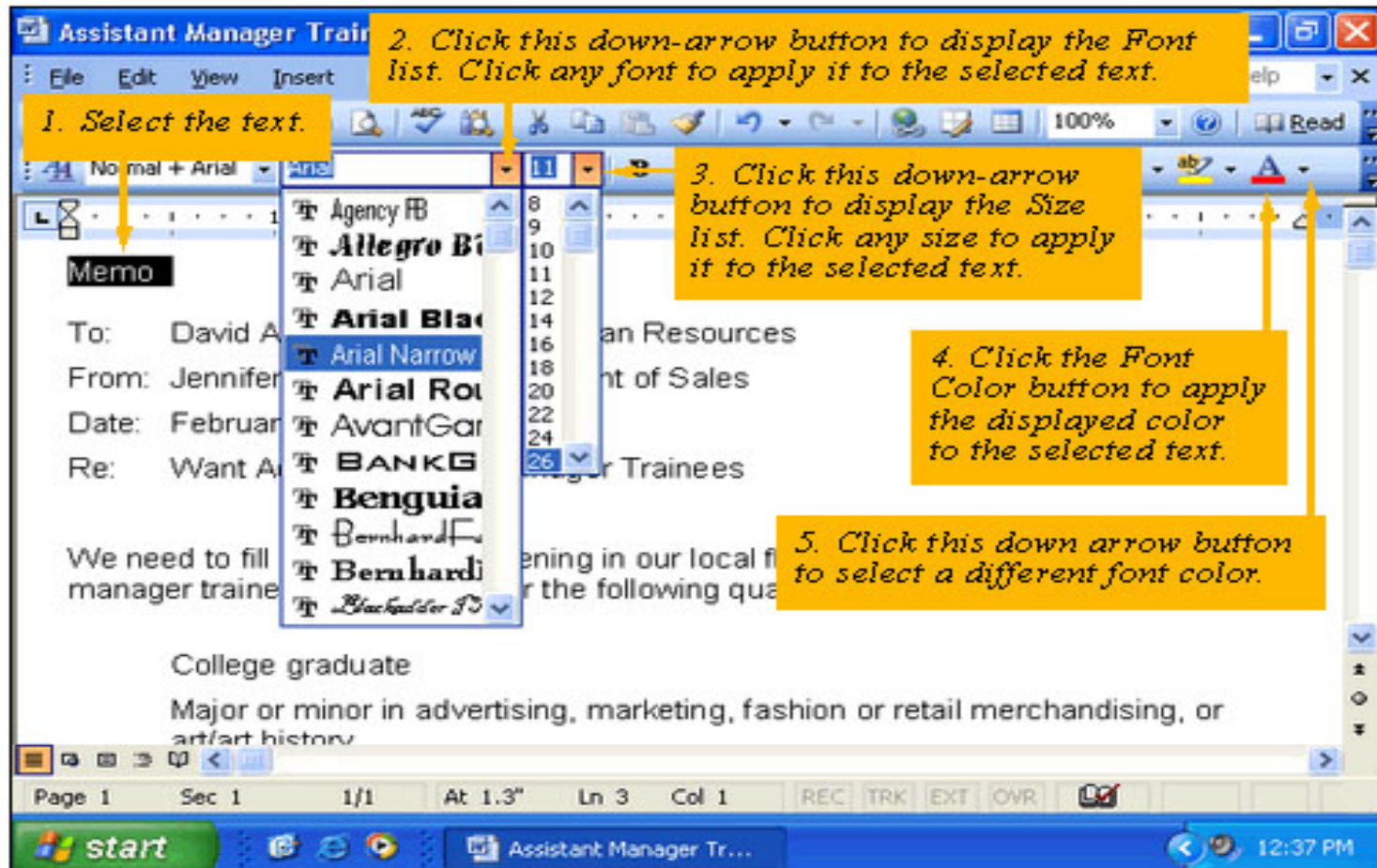


# Formatting a Document

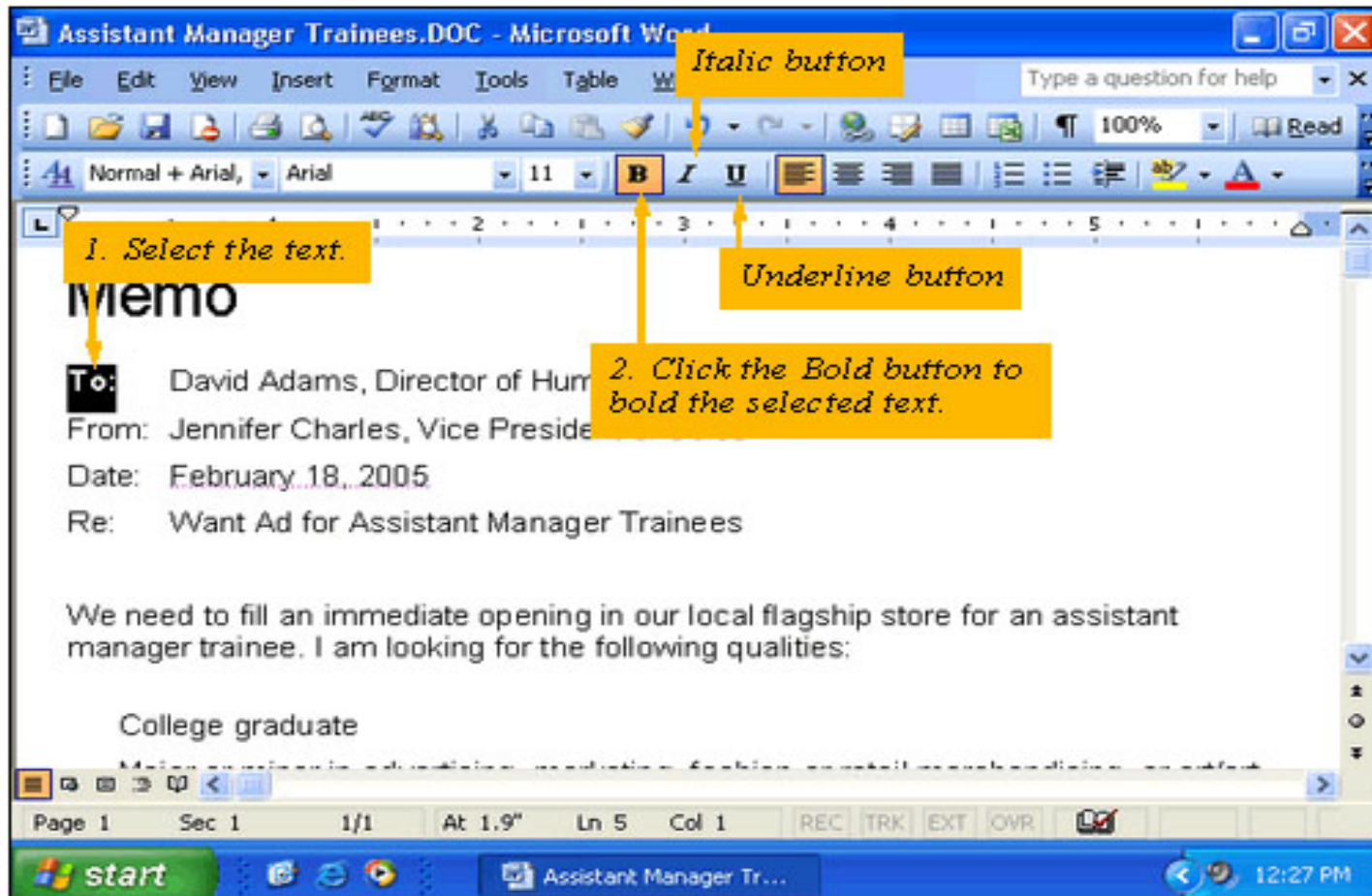
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1. Characters
2. Paragraphs
3. Sections
4. Pages
5. Columns
6. Margins
7. Header and Footer

# How to select fonts, font sizes, and text colors?



# How to apply font style?

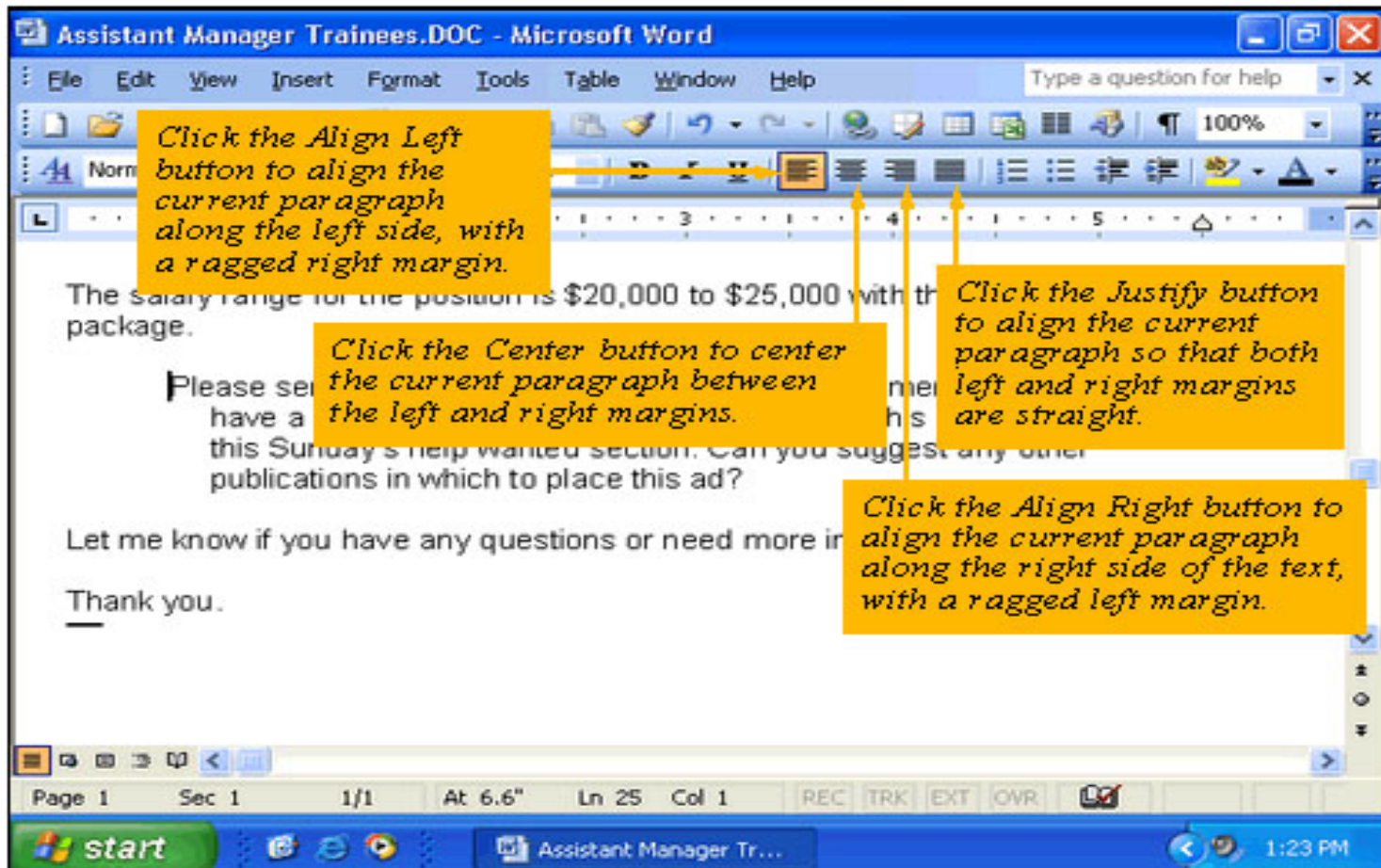


# How to use the Font dialog box?

The image shows a screenshot of Microsoft Word with the Font dialog box open. The document text is partially visible, including the word "Memo" and some header information. The Font dialog box is the central focus, with various options for font, style, size, color, and effects. Eight yellow callout boxes with arrows point to specific elements in the dialog box, providing a step-by-step guide on how to use it.

1. Select the text.
2. Click Format, then click Font to display the Font dialog box.
3. Select the font.
4. Select the font style.
5. Select the font size.
6. Select an underline style from this list.
7. Select a font color from this list.
8. Click the OK button to apply the formatting to the selected text.

# How to align text?



# How to add numbering and bullets to a list?

Assistant Manager Trainees.DOC - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial Arial 11 B I U

1. Select the items for the list.

We need to fill an immediate opening in our local manager trainee. I am looking for the following qualities:

- College graduate
- Major or minor in advertising, marketing, fashion or art/art history
- Fashion sense with good knowledge of content
- Smart, savvy, go-getter type
- Someone we can train to do it all—sales, buying, display, advertising, store management
- Someone with corporate potential who we can groom for promotion

2. Click the Bullets button to apply bullets to the list.

3. Click the Decrease Indent or Increase Indent button to adjust the indent amount from the left margin.

The salary range for the position is \$20,000 to \$25,000 with the standard benefits.

Page 1 Sec 1 1/1 At 3.9" Ln 13 Col 3 REC TRK EXT OVR

start Assistant Manager Tr... 12:55 PM

# How to use the Bullets and numbering dialog box?

The image shows a Microsoft Word window titled 'Lab04.doc - Microsoft Word'. The 'Format' menu is open, and the 'Bullets and Numbering...' option is selected. The 'Bullets and Numbering' dialog box is open, showing the 'Bulleted' tab. The dialog box has four columns of bullet options. A yellow box with the text '1. Select the text.' points to the text 'The student's sho...' in the document. Another yellow box with '2. Click Format then click Bullets and Numbering' points to the 'Bullets and Numbering...' menu item. A third yellow box with '3. Select the bullet character.' points to a solid black dot bullet option. A fourth yellow box with '4. Select other bullet character.' points to a checkmark bullet option. A fifth yellow box with '5. Click the OK button to apply bullets to the list.' points to the 'OK' button in the dialog box. The document content includes '2. Exercises' and 'Exercise 1' with a list of three items.

1. Select the text.

2. Click Format then click Bullets and Numbering

3. Select the bullet character.

4. Select other bullet character.

5. Click the OK button to apply bullets to the list.



# How to adjust line spacing?

The image shows a screenshot of Microsoft Word with the Paragraph dialog box open. The dialog box has two tabs: "Indents and Spacing" and "Line and Page Breaks". The "Indents and Spacing" tab is active. The "Line spacing" section is expanded, showing a dropdown menu with options: "At least", "Single", "1.5 lines", "Double", "Exactly", and "Multiple". The "At least" option is selected. The "Before" spacing is set to 0 pt and "After" to 9 pt. The "At" spacing is set to 18 pt. The "Preview" section shows a sample of text with the selected line spacing applied. The "OK" button is highlighted.

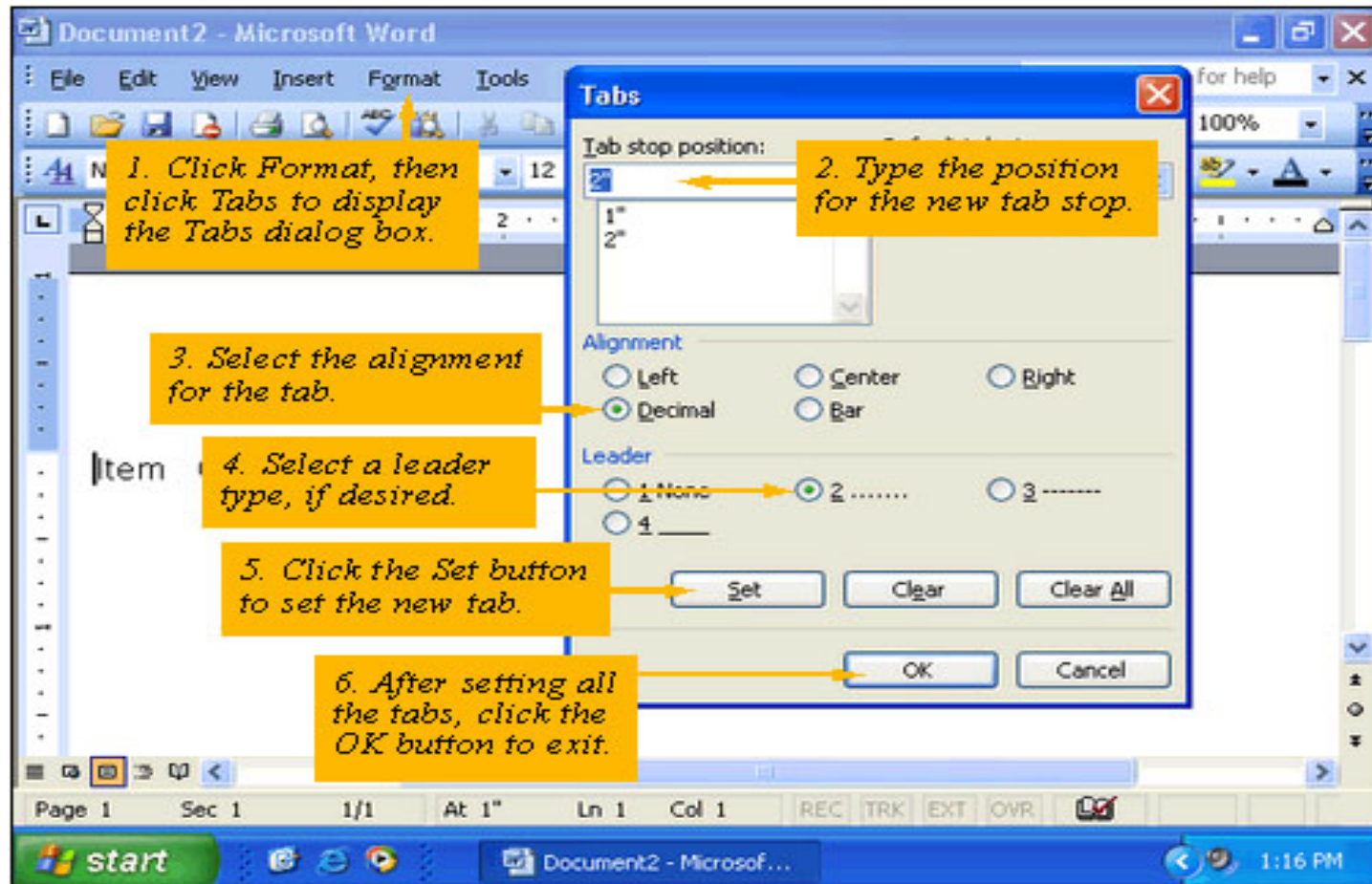
1. Click *Edit*, then click *Select All* to select the entire document.

2. Click *Format*, then click *Paragraph* to display the Paragraph dialog box.

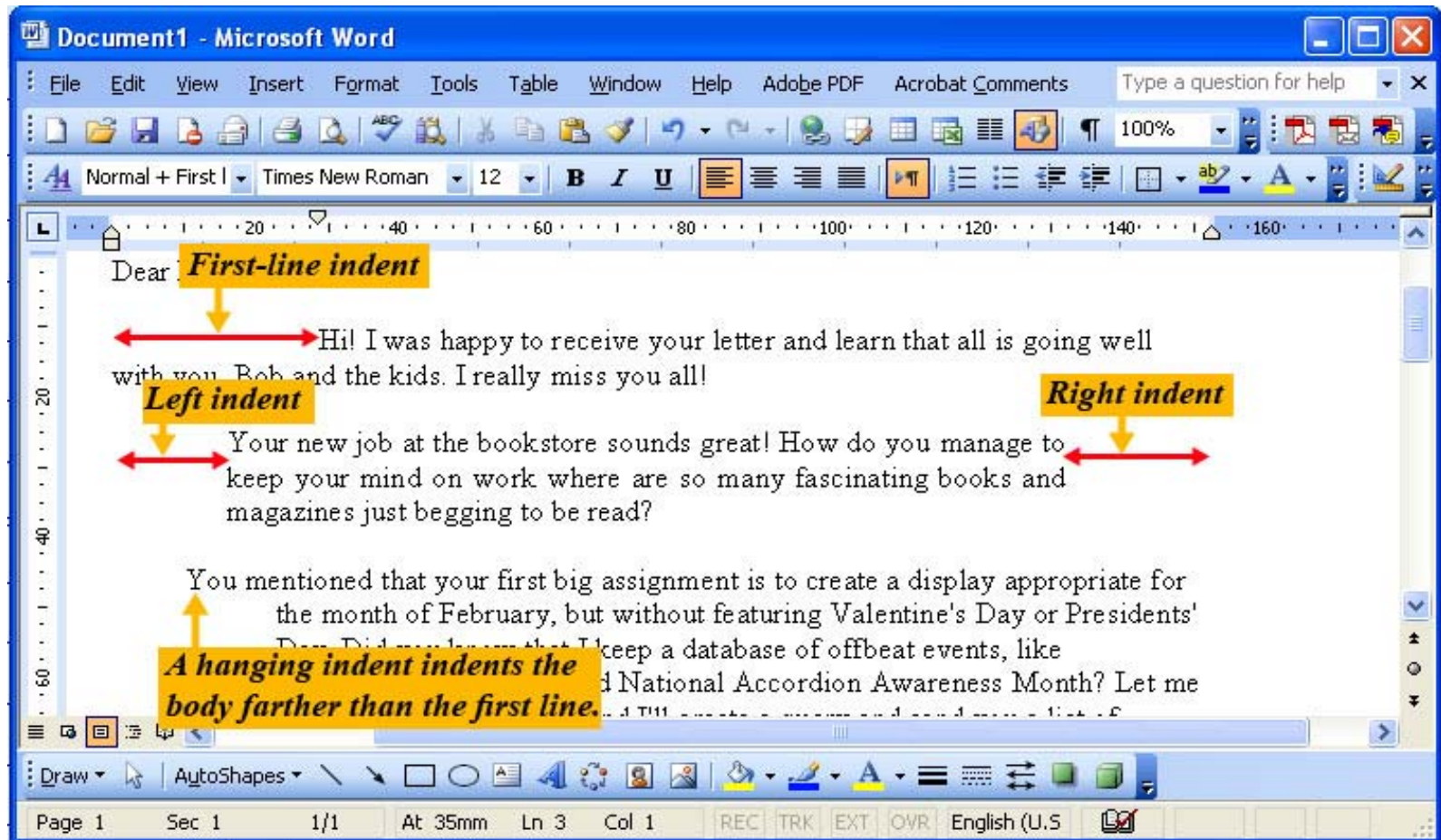
3. Select the desired line spacing from the list.

4. Click the *OK* button to apply the line spacing.

# How to use tabs?

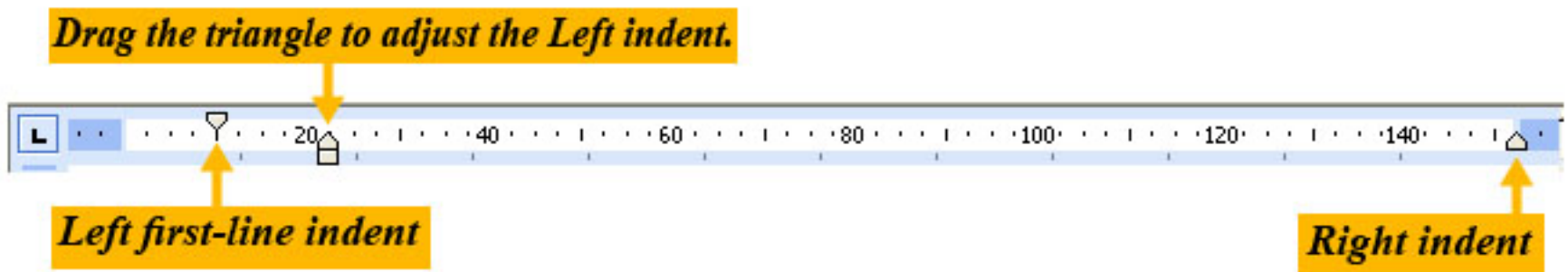


# Text Indentation



# Indenting Text via the Ruler

- ❑ Make sure the ruler is displayed. If it is not, click **View** then click **Ruler**.
- ❑ Put the insertion point in the paragraph you want to adjust its indents.
- ❑ Drag the spotted triangle to adjust the indent of the paragraph.



# How to use the Paragraph dialog box?

The image shows a screenshot of Microsoft Word with the Paragraph dialog box open. The dialog box has two tabs: 'Indents and Spacing' and 'Line and Page Breaks'. The 'Indents and Spacing' tab is active. The 'General' section shows 'Alignment' set to 'Left' and 'Direction' set to 'Right to Left'. The 'Indentation' section shows 'Before text' and 'After text' both set to '0 mm'. The 'Special' section shows '(none)' selected in the dropdown menu. The 'Line spacing' section shows 'Single' selected in the dropdown menu. The 'Preview' section shows a preview of the text with the first line indented. The 'OK' and 'Cancel' buttons are at the bottom right.

1. Click **Format**, then click **Paragraph**.
2. Type the distance for the left indent here or use the spin box.
3. Type the distance for the right indent here or use the spin box.
4. Select **First line** to indent the first line of text.
5. Select **Hanging** to have the first line extend to the left of the rest of the text.
6. Click the **OK** button to apply the indent to the current paragraph.

# Page Breaks

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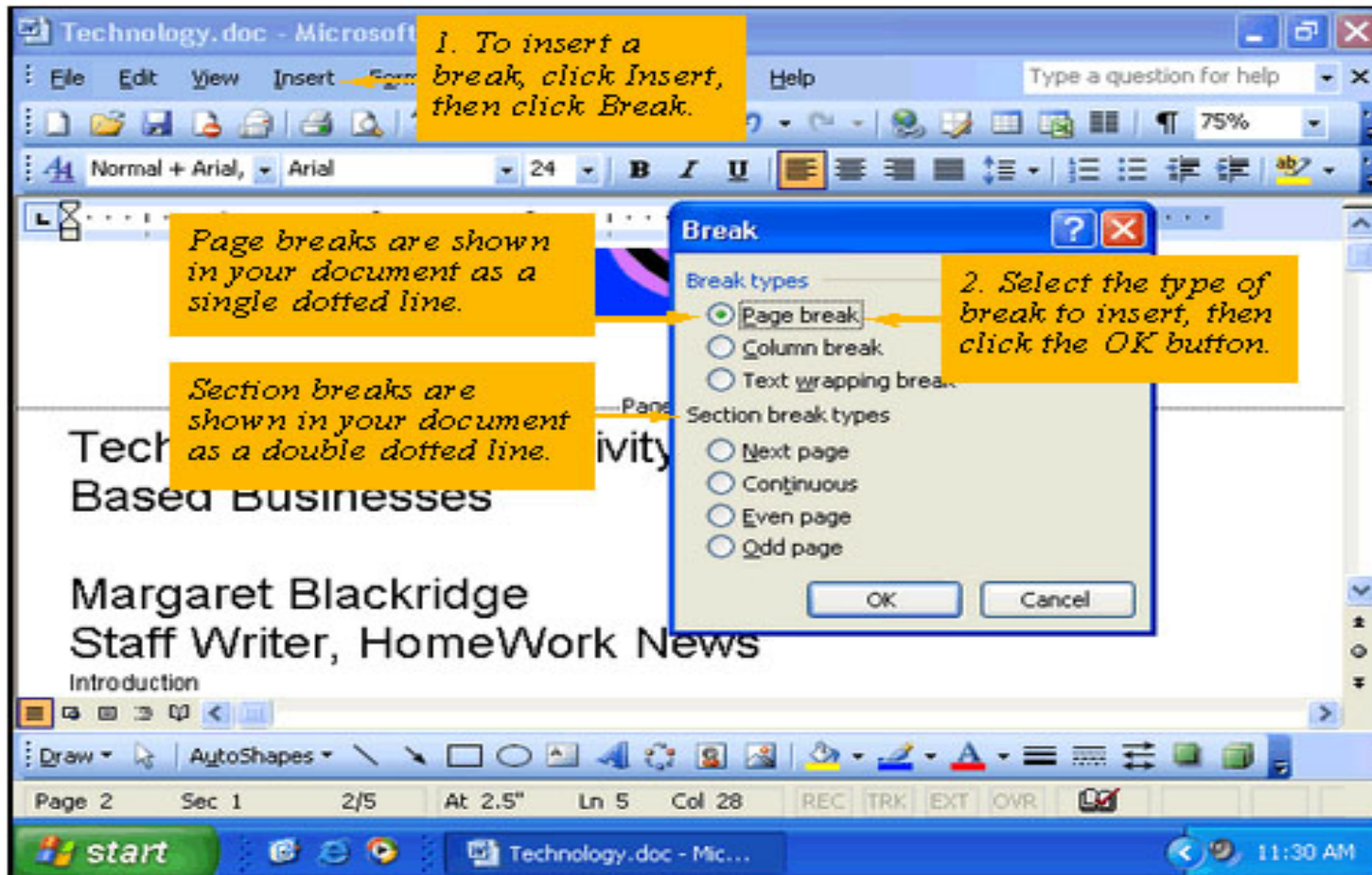
- A Page break occurs within a document where one page ends and the next page begins. Word automatically inserts a page break.
- In Normal View, a horizontal dotted line indicates a page break.
- We can also insert a manual page break at any point in the document.

# Section breaks

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- A section break divides a document into sections. In each section we can apply different page-based formatting.
- Use sections when parts of a document require different page-based format settings for margins, borders, columns, headers and footers, page numbering.

# How to insert page breaks and section brakes?





# How to apply Columns to Existing text?

**2. Click Format, then click Columns**

**1. Select the text to be formatted in multiple columns.**

You mentioned the month of February. I know that I keep a database of offbeat Accordion Awareness Month? Let me know and send you a copy. Sorry for short notice. I hope you have a great time.

**3. Click the box for the number of columns desired.**

**4. Click the OK button to apply columns.**

**By default, the columns will be of equal width.**

Col #:	Width:	Spacing:
1:	69.8 mm	12.7 mm
2:	69.8 mm	

Equal column width

Apply to: Selected text

OK

# How to customize Columns?

The screenshot shows the Microsoft Word interface with the 'Columns' dialog box open. The dialog box has a blue title bar and contains several sections: 'Presets' with icons for One, Two, Three, Left, and Right columns; 'Number of columns' set to 2; 'Width and spacing' with a table for column widths and spacing; 'Equal column width' checkbox (unchecked); 'Apply to' dropdown (set to 'This point forward'); 'Right-to-left' checkbox (unchecked); 'Line between' checkbox (checked); and a 'Preview' window showing a two-column layout. Annotations in yellow boxes point to specific elements: 'Set the width of each column differently, if ....' points to the width input fields; 'This box is unchecked.' points to the 'Equal column width' checkbox; 'Check the box for Middle East Languages.' points to the 'Right-to-left' checkbox; and 'Check the box to add a vertical line between columns.' points to the 'Line between' checkbox. The status bar at the bottom shows 'Page 1', 'Sec 2', '1/1', 'At 59mm', 'Ln 8', 'Col 1', and 'English (U.S.)'.

Col #:	Width:	Spacing:
1:	59.8 mm	12.7 mm
2:	59.8 mm	

# How to set margins?

The image shows a screenshot of the Microsoft Word interface with the Page Setup dialog box open. The dialog box has four tabs: Margins, Paper, Layout, and Orientation. The Margins tab is selected, and the Margins section is highlighted with a yellow box. The Margins section contains four input fields: Top (25.4 mm), Bottom (25.4 mm), Left (31.7 mm), and Right (31.7 mm). The Gutter section is set to 0 mm and Gutter position is set to Left. The Orientation section shows Portrait selected. The Pages section has Multiple pages set to 1 and Paper set to A4. The Preview section shows a preview of the page with a text box. The Apply to section has a dropdown menu with 'This section' selected. The OK and Cancel buttons are at the bottom right.

**1. To change margins, click File, then click Page Setup.**

**2. Click the Margins tab, if necessary.**

**3. Set the top, bottom, left, and right margins.**

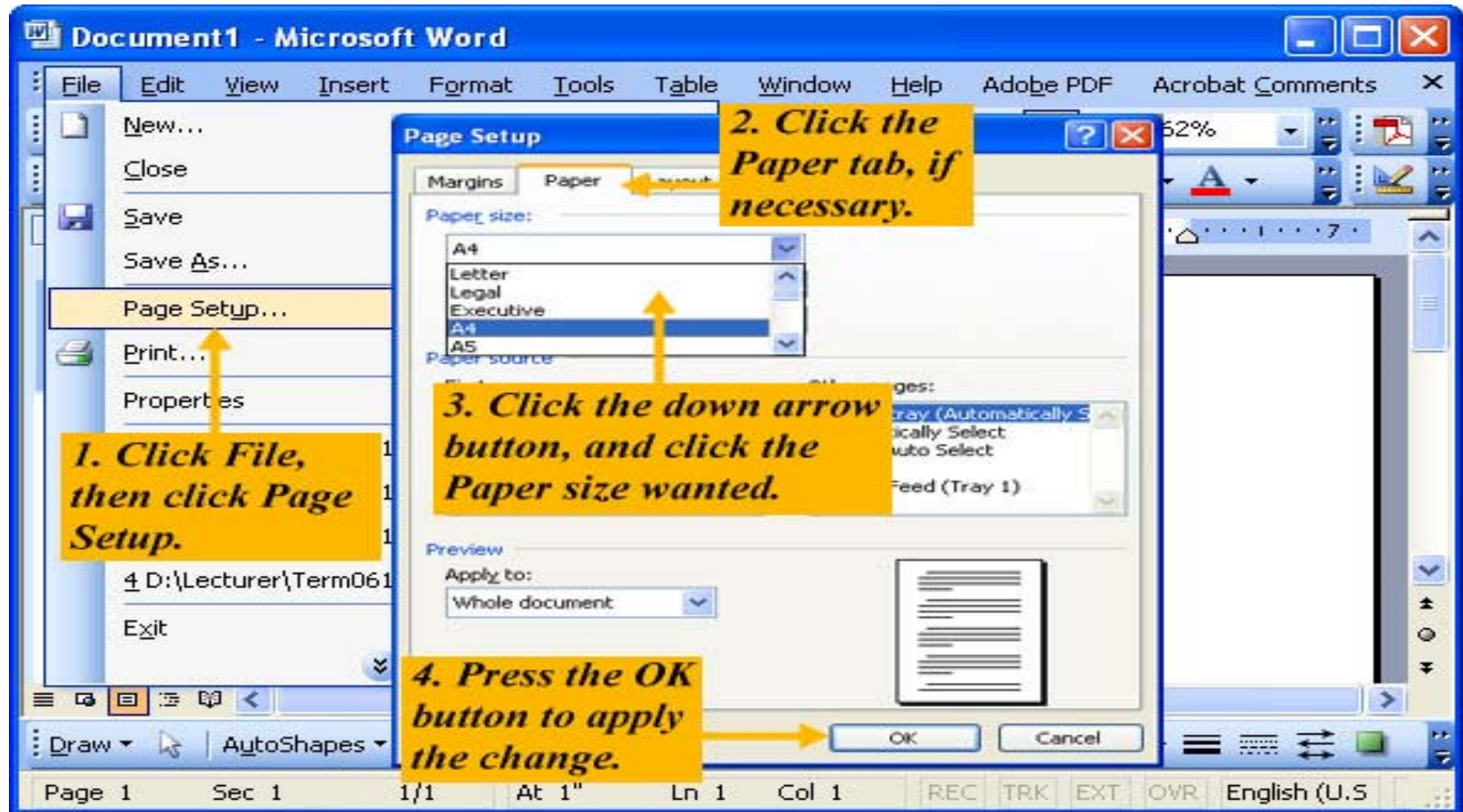
**4. Click the OK button to apply the changes.**

**Select Portrait orientation to print the page vertically.**

**Select this to print the page sideways.**

**All these formatting options can apply to the whole document, to selected sections of the document, or to the rest of document that follows the current location of the insertion point.**

# How to select the Paper size?

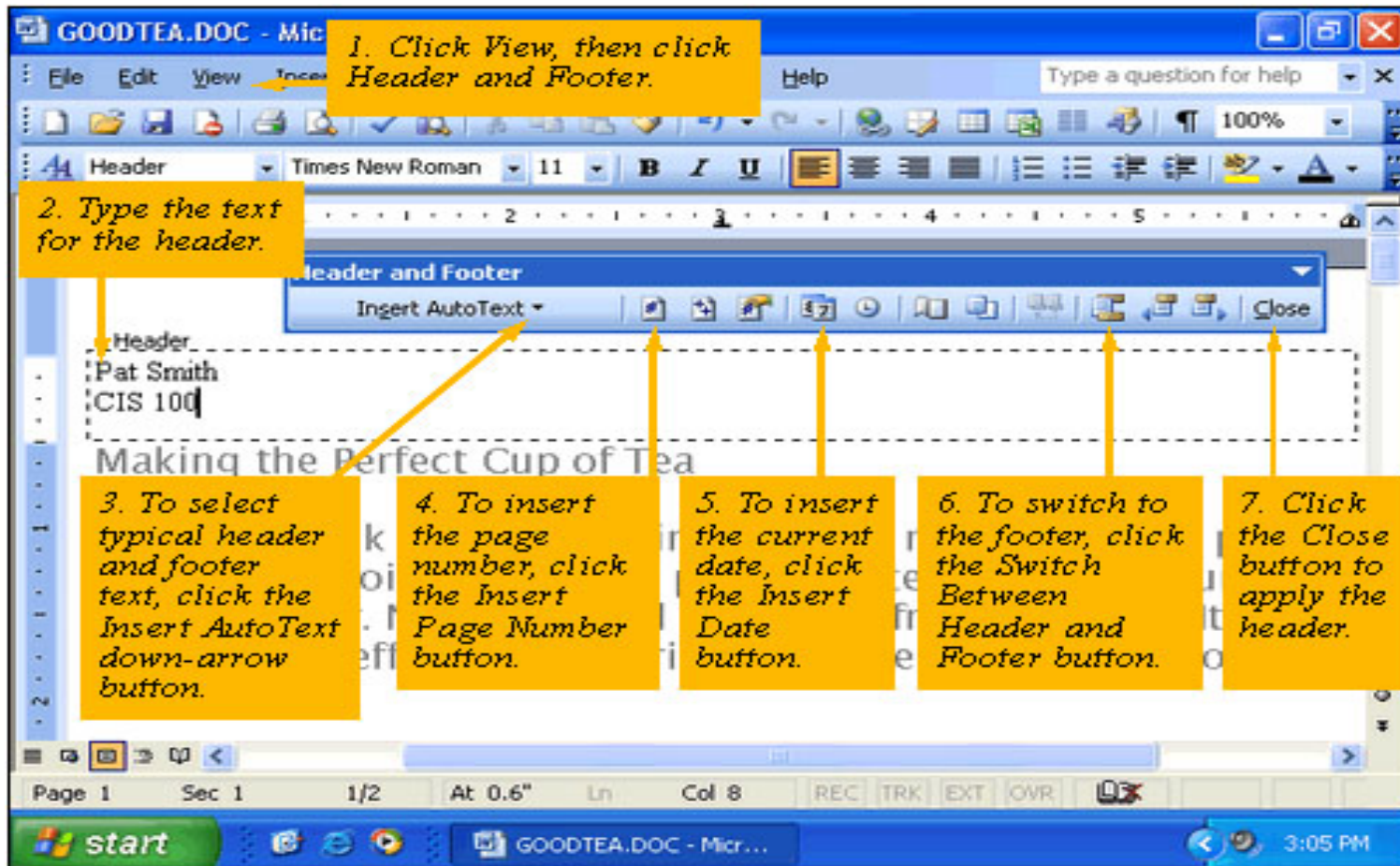


# Headers and Footers

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- ❑ A header is text that appears at the top of every page of a document.
- ❑ A footer is text that appears at the bottom of every page of a document.
- ❑ Headers and footers are displayed only in Print Layout View, in a print preview, and on printed pages.

# How to create headers and footers?



# How to create Page X of Y in Header/Footer?

