



Word 2007

Paragraph Formatting

In this lesson you learned to format a paragraph. You learned that formatting carries over from one paragraph to the next as you are typing but that you need to select an existing paragraph to change its format. You learned how to use the ruler to set margins and indents.

Objectives

- Understand how to format a paragraph.
- Paragraph alignment.
- Creating and connecting paragraphs.

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Paragraph Section



Show Paragraph Mark

In paragraph formatting you only have to place the Insertion Point anywhere with the paragraph. You can click on the ¶ tool in the **Paragraph** Section of the Home tab. This will show the ¶ at the end of every paragraph in your document.

Note: Every time you press the Enter key, a new paragraph is created. This is sometime called a **Hard Carriage Return** or **Hard Break**.

Soft Break vs Hard Break

A soft break is a break at the end of a line or a page that occurs when the program word-wraps or advances pages automatically. A hard break (anywhere in a line or a page) is forced by the program user, who uses a keystroke to force the break at a specific point -- the keystroke embeds a hard-break code.

The location of a soft break adjusts automatically with a change in the margins or the line-lengths or the number of lines. The hard break remains in its original location unless the operator deliberately removes it or relocates it.

Quick Keys Breaks:

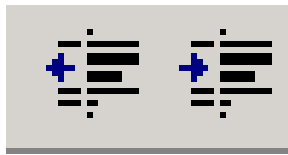
Enter is a Normal Paragraph Break.

Shift+Enter is a Soft Break because it does not create a new paragraph

Ctrl+ Enter is a Normal Page Break. It creates a new page.

Positioning paragraphs on the page

- Margins determine the overall width of the main text area; in other words, the space between the text and the edge of the page.
- Indentation determines the distance of the paragraph from either the left or right margins.
- **Within margins**, you can increase or decrease the indentation of a paragraph or group of paragraphs by using the **Increase Indent** and **Decrease Indent** buttons on the **Formatting** toolbar.



- **Within margins**, increase or decrease both sides of a paragraph as shown

A special circuit in the machine called a 'critical detector' senses the operator's emotional state in terms of how desperate he or she is to use the machine.

The 'critical detector' then creates a malfunction proportional to the desperation of the operator. Threatening the machine with violence only aggravates the situation. Likewise, attempts to use another machine may cause it to also malfunction.

They belong to same union. ¶

Keep cool and say nice things to the machine. Nothing else seems to work.

☞ ***Exercise: Create a paragraph indented on both sides as shown above using the Warning.doc document***

With your cursor in the second paragraph, select Format Paragraph

Change Indentation Left to 1.0

Change Indentation right to 1.0

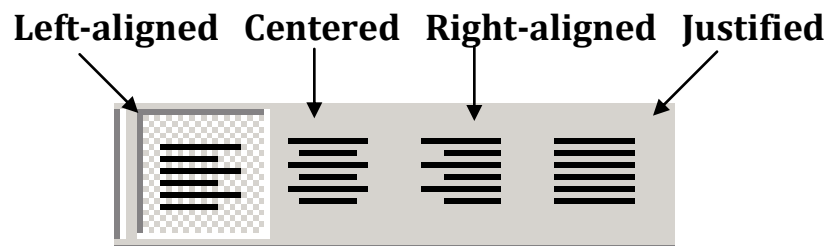
Horizontal Alignment

Horizontal alignment determines the appearance and orientation of the edges of the paragraph: left-aligned, right-aligned, centered or justified. For example, in a left-aligned paragraph (the most common alignment), the left edge of the paragraph is flush with the left margin.


Left-aligned: Left edge of the paragraph is flush with the left margin

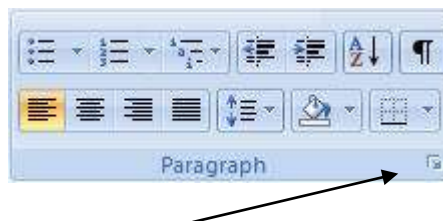
Right-aligned: The right edge of the paragraph is flush with the right margin

Justified: Both edges of the paragraph are flush with their respective margins



Custom Paragraph

To enter indentation, spacing, margin and breaks, manually, click on the  button in the **Paragraph** section. The paragraph dialog box will appear.



Positioning text within a paragraph

- ***First-line Indent*** is very common and moves the **first line** of a paragraph in by a specified distance and leaves the rest of the paragraph where it is as shown in this example:

Horizontal alignment determines the appearance and orientation of the edges of the paragraph: left-aligned, right-aligned, centered or justified. For example, in a left-aligned paragraph (the most common alignment), the left edge of the paragraph is flush with the left margin.

☞ ***Exercise: Create First Line Indent in a paragraph***

1. With your cursor in the first paragraph,
2. Change Special to First Line
3. Make By = 0.5"

- ***Hanging Indent*** indents everything EXCEPT the first line as shown below:

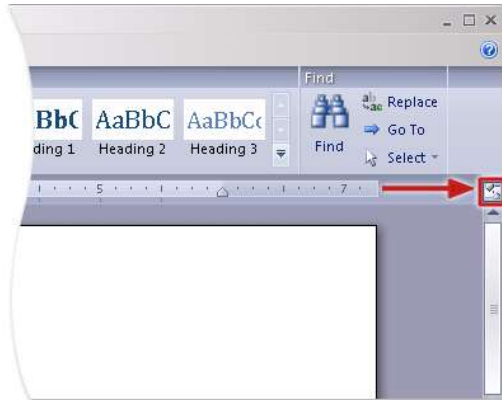
Horizontal alignment determines the appearance and orientation of the edges of the paragraph: left-aligned, right-aligned, centered or justified. For example, in a left-aligned paragraph (the most common alignment), the left edge of the paragraph is flush with the left margin.

☞ ***Exercise: Create a Hanging Indent***

1. With your cursor in the second paragraph, select Format, Paragraph
2. Change Special to Hanging

3. Make By = 0.5"

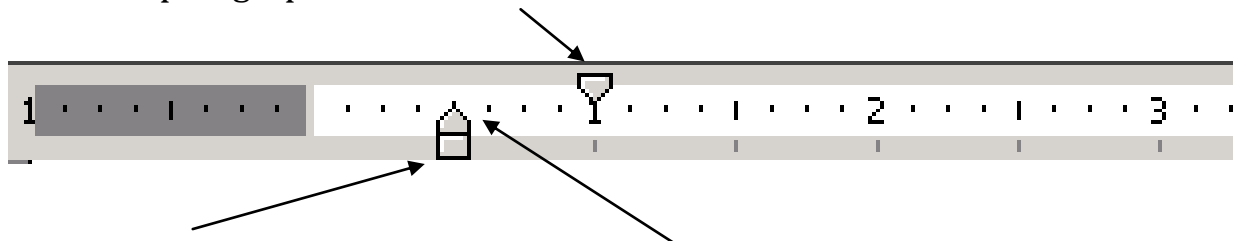
Using Ruler Tabs



If you do not see the horizontal ruler, click on the **View Ruler button** just above the vertical scroll bar.

Another way to indent is to use the **Triangle Markers** on the ruler. Use your mouse to drag and drop to new position on the ruler.

The **Top** triangle will indent the first line of a paragraph



The **Bottom** triangle will indent all lines *after* the first line.

The **Rectangle** will indent the entire paragraph.

Exercise: Use Ruler Tabs

Try using the ruler tabs with the paragraphs in your open file.

1. Create a Hanging Paragraph
2. Create a "First Line" Paragraph
3. Create a paragraph indented on both the right and left sides by approximately 1.5 inches

Create a new paragraph

Open file *Sample Document.doc*.

Click to place the insertion point just before the “*By 1969, Peet’s Coffee & Tea*” towards the end of the first paragraph,

Press the **Enter** key twice to create a blank line between the paragraphs. You now have split a long paragraph to make two shorter ones.

Connect paragraphs

1. Click to place the insertion point at the beginning of the next paragraph (Ignore the typographical error).
2. Press the Backspace key two times to connect this paragraph to the new second paragraph.
3. Press the spacebar to insert a space between the sentences.

Close Word

1. Click the **Office button** and click **Exit** or click the **X** on the program title bar. You will be reminded to save any documents that have not been saved. If a dialog box appears.
2. Click **Yes** to save the document and exit Word.
3. Click **No** to exit Word without saving the document.
4. Click **Cancel** to return to your work.

If you have deleted the files from your personal folder or My Documents folder, you now need to delete them from the Recycle bin, also. Double click on the Recycle bin icon on the desktop. Click on Empty Recycle bin. These files are now completely deleted from the computer. Exit from the Recycle bin.

Notes