

Lecture 4

TABS

You can set tabs from TABS dialog box

FORMAT

TABS

- Procedure:
- 1) enter location
 - 2) choose type of alignment
 - 3) if you want leader select from leader area
 - 4) click SET (can set other tabs now)
 - 5) click OK

< demonstrate by setting multiple tabs >

To remove tabs - dialog box and clear all

Or

Pull symbol below ruler - erases tab.

Indentation Back to paragraph

FORMAT

PARAGRAPH

The indentation command allows you to set indentation for specific paragraphs by resetting the right and left margins.

Normal method is to type the paragraph in normally and then indent it later.

Select the paragraph

FORMAT

PARAGRAPH

INDENTATION

OK

CNTRL M

CNTRL ↑ M

SHORTCUT

increase indent

decrease indent
in format toolbar
(.5 in added)
(does not affect right side)

*Hanging indent – leaves first line alone but indents rest of paragraph

CNTRL T + .5"

CNTRL ↑ T -.5"

Paragraph alignment

While we are in the paragraph box, we can set the justification we want for our paragraph or document. These alignments also appear in the format toolbar (illustrate).

LEFT - normal

CENTER - headings

RIGHT - date

JUSTIFY - books, reports

Controlling Pagination

Sometimes a page break occurs where you might not want it, for example leaving the last line of a paragraph on the next page. We can control or force pagination.

Widows are last line of paragraph at the top of the next page. Orphan is first line of paragraph at bottom of a page.

Normally, the W/O box is checked – if it finds a problem it keeps the entire paragraph together on the same page. Margins would then be slightly greater or less than you set.

- | | |
|-------------------|---|
| Other settings | Keep lines together – prevents <u>all</u> page breaks that would interrupt a paragraph
- most handy in tables |
| Keep with next | Keeps two paragraphs together on same page – for example, a Figure caption with its associated table or signature space on Contract with associated clauses |
| Page Break before | Forces manual page break before a paragraph

-illustrate – the use VIEW PAGE LAYOUT ZOOM and select the number <u>of pages</u> |

Itemized lists

A common occurrence in text is to have a list of objects or salient points. These may be numbered or lettered or bulleted.

Quick and easy— use button on format toolbar

--place cursor where you wish it to start and press button. New button appears after every CR). To stop, press button again and last bullet disappears.

--same for numbers (can paragraph indent, notice returns to normal afterwards)

You can customize your bullets

FORMAT

BULLETS & NUMBERING

CUSTOMIZE - change font or character as well as indentation

BULLET.... Picks types of bullets

Moving text

Often we want to move a word, sentence, paragraph from one location to another. We do this by cutting the selection out and then pasting it elsewhere.

Select the text, then cut it in std toolbar—notice the text is gone. Then move the cursor to where you want the text and press PASTE -- it will be put where you want it. Also under EDIT COMMAND.

To copy – again select text put press copy instead of CUT then insert again with paste command.

Drop and Drag

Uses for moving or copying text a short distance

- select text
- move cursor over selected—turns into arrow
- click L and hold
- move to where you want it and release button

Holding down CNTRL while dragging makes a copy of the selected text—notice the way the ICON changes.

Date and time

You can insert the date/time into a document using the insert date time pulldown menu. Choose the correct format and it will insert it at the cursor.

--can be automatically updated – chose FIELD in insert and what you want in field OPTIONS for formatting.

Insert Pictures in WORD from Clip Art and File

1. Place your cursor where you want the image to appear.
2. The **Insert Picture** dialog box opens.
3. Choose **Insert, Picture**, from Clip Art.
4. Locate and highlight your file.

