

UNIVERSITY OF WISCONSIN OSHKOSH

Word 2007

Formatting Paragraphs

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Set Custom Tabs


Tabs (also known as tab stops) enable you to line up text to the left right, center, or to a decimal character. Tabs allow you to quickly move your insertion point to the same place on every line of a document.

Setting Tab Stops

There are two major steps in setting custom tabs. The first is setting the tab for the document as a whole. There are five types of tab stops you can use, see table below for details.

| Tab Name | Tab Stop button | Description. |
|-------------|---|--|
| Left tab |  | Text flows to the right of the tab stop |
| Center tab |  | Text is centered on the tab stop |
| Right tab |  | Text flows to the left of the tab stop |
| Decimal tab |  | Text aligns on the decimal point (used for numbers). |
| Bar tab |  | Adds a vertical line at the tab stop. |

Here are some examples of text aligned using tabs. Notice the tab icons on the ruler.



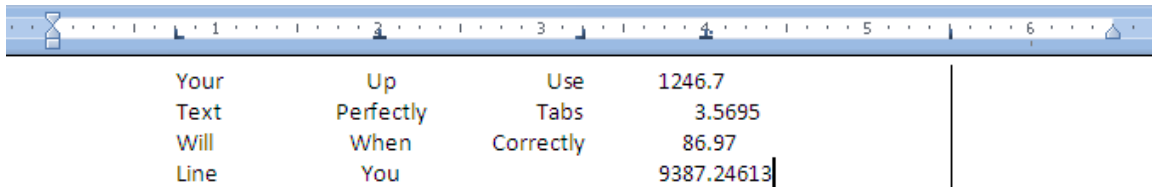
| <u>Left Tab</u> | <u>Center Tab</u> | <u>Right Tab</u> | <u>Decimal Tab</u> | <u>Bar Tab</u> |
|-----------------|-------------------|------------------|--------------------|----------------|
| As | Center | Words | 954.23 | |
| You | Tabs | are | 1246.7 | |
| Can | align | right | 3.5695 | |
| See | the | <u>alined</u> | 4.56 | |
| Text | centers | when a | 236.89 | |
| Is | of | right | 12759.6358 | |
| Left | words | tab is | 0.5666 | |
| Aligned | | used | 89.0 | |

Set a Tab

1. Select the paragraph(s) or lines that will contain the tab.
2. Select the type of tab you want to set by clicking the Tab Stop button. The button is located to the left of the horizontal ruler and just above the vertical ruler.



3. Every time you press the button it will change to a different type of tab, when you find the type of tab you would like to use, stop clicking the button.
4. Use your mouse pointer and click the spot on the horizontal ruler where you would like to place your tab. A tab marker will appear on the ruler. The tab is now set.



5. Above you will see a picture of a ruler with tabs set; you can see how the tabs serve as a kind of anchor point for the text in the column, holding it to a certain vertical point.

Formatting Text to Use a Set Tab

Now that you have your tab set in the document, you need to make sure that the text you are writing conforms or uses the tab stops that have been set. You do this by using the tab key on your keyboard.

The tab key on the keyboard is most often used to move the insertion point to the right by one-half inch, for example when indenting a new paragraph. This will work for most parts of a document unless there is a tab stop set on the ruler.

Once a tab has been set for the document, the tab key will no longer move the insertion point one-half inch to the right; it will now move your insertion point to the place on the line where the tab has been set.

Move a Tab

If you decide you would like to adjust the position of a tab, they are very easy to move.

1. Select the paragraph(s) or line(s) that contain the tabs you want to move.
2. Click and drag the existing tab marker to a new location on the horizontal ruler.

Clear a tab

Tabs can easily be cleared, or removed, from the horizontal ruler. To do so:

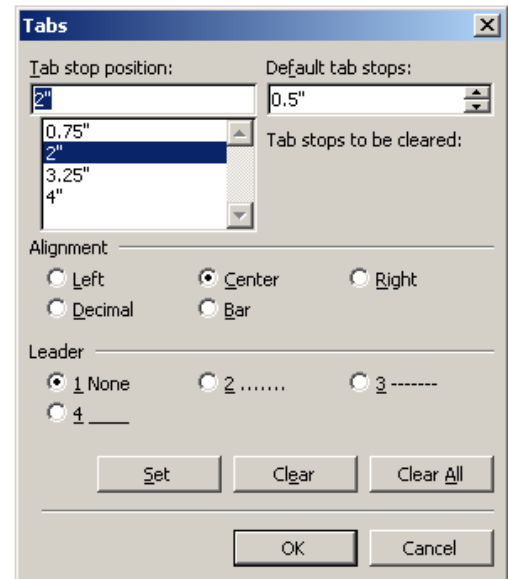
1. Select the paragraph(s) or line(s) that contain the tab you want to remove.
2. Click and drag the existing tab down and off the ruler.

Tabs Dialog Box

The Tabs Dialog box is another way to create, modify or clear tabs.





1. Select the paragraph(s) or line(s) that will contain the tab you want to add.
2. Double Click an existing tab on the ruler.

Note: the Tabs dialog box can also be accessed by launching the paragraph dialog box and clicking the tabs button in the lower left corner.
3. In the box labeled "Tab Stop Position", type the position on the ruler where you want the tab to appear.
4. To modify an existing tab, click the tab position from the list.
5. Click the radio button next to the type of alignment the tab should use.
6. Click the radio button next to the type of leader. (Optional)
7. Click Set.
8. To add more tabs, follow steps 3-7
9. When finished click OK



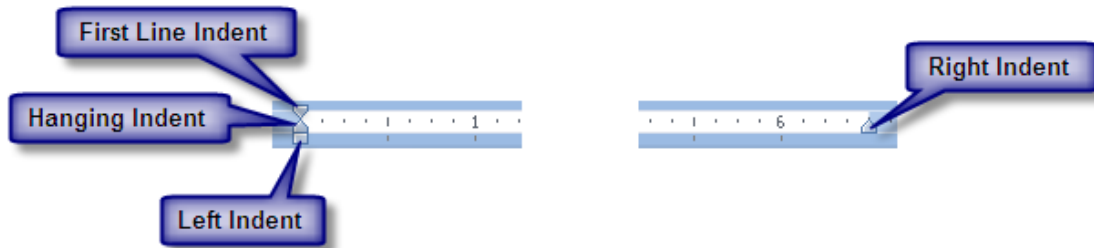
Change Paragraph Alignment





Occasionally a portion of text may need to be aligned differently than the default Left Alignment. Titles are a good example of this; Titles stand out more if they are centered over a piece of text. To change the alignment of your text, follow the instructions below.

1. Select the text you want to align.
2. Apply the desired paragraph alignment.
 - a. **Left Align** – Click the Align Left button  located on the Home Ribbon, or press Ctrl+L
 - b. **Center Align** – Click the Align Center button  located on the Home Ribbon, or press Ctrl+E
 - c. **Right Align** – Click the Align Right button  located on the Home Ribbon, or press Ctrl+R
 - d. **Justify** – Click the Justify button  located on the Home Ribbon, or press Ctrl+J.

Indent Paragraphs

Indents are a way to adjust the left and right edges of a piece of text without changing the margins of the entire document. At the edges of the horizontal ruler are four indent markers that reflect where the edges of your text will fall.





| Indentation | Description | Example |
|-------------------|---|--|
| First Line Indent | This marker controls the left boundary for the first line of a paragraph. |  <p>Indents are a way to adjust the margins of the entire document without changing where the edges of the text will fall.</p> |
| Hanging Indent | This marker controls the left boundary for all lines in a paragraph except the first line. The hanging indent usually travels with the left indent. |  <p>Indents are a way to adjust the margins of the entire document without changing where the edges of the text will fall.</p> |
| Left Indent | This marker controls the left boundary for all the lines of a paragraph. It will move the First Line and Hanging Indents simultaneously. |  <p>Indents are a way to adjust the margins of the entire document without changing where the edges of the text will fall.</p> |
| Right Indent | This marker controls the right boundary for every line in a paragraph, regardless of the left-side indents. (In the example, the word wrap feature is engaged.) |  <p>hanging our indent</p> |

Indent Paragraph using Ruler

1. Select the paragraph or lines you would like to modify
2. Drag the appropriate indent marker (see above) to a new position on the horizontal ruler.

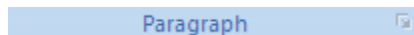
Indent Paragraph using buttons

1. Select the paragraph(s) or line(s) you want to indent.
2. Set the desired left indent using the buttons on the Home Ribbon
 - a. Click the Increase Indent button  to indent the lines 0.5 inches to right
 - b. Click the Decrease Indent button  to indent the lines 0.5 inches to left.

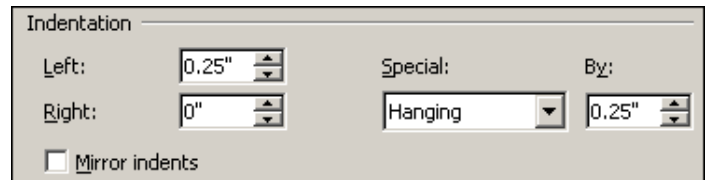
Indent Paragraph using dialog Box

The above methods work best when used in general terms, however when you need an indent to be at an exact location it is best to use the Paragraph dialog box.

1. Select the paragraph or line(s) you want to indent.
2. Click the Paragraph Dialog box Launcher on the Home Ribbon.



3. Click the "Indents and Spacing" tab.
4. Under the Indentation Area (see right) you can type the exact location you would like to move the indent marker to.



- a. If you are moving the left (includes hanging and first line) or right indent you can type the location into the space provided.
- b. If you would like to modify either the hanging or first line indent you will need to specify which one by clicking on the drop down under "special." Then type in the new location of the special indent.

Note: The Mirror indents check box can be used when you have margins that are mirror images of each other, this option would most likely be used when putting together large documents that will eventually be bound.

Add Borders and Shading


Borders and Shading are great ways to add visual interest to your document. They can also be extremely useful when you need to draw attention to a particular piece of text. Look at the disclaimers below, which one are you more likely to see on a page of text?

Disclaimer: Our Company does not guarantee the accuracy of its published information.


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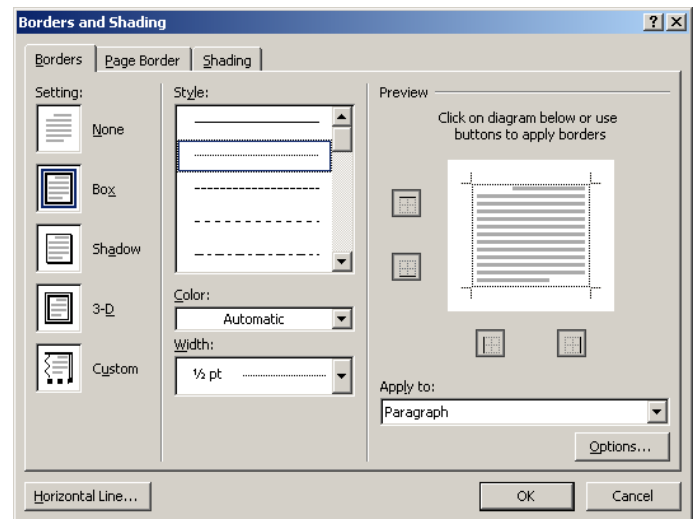
Borders using Ribbon Button

The easiest way to add a border is by using the border button located on the Home Ribbon, but there are not as many formatting options with this approach. For more formatting options use the borders dialog box.

1. Select the text you would like to draw a border around.
2. Click the border button dropdown  to select the type of border you would like to apply to the text.


Borders using the Dialog Box

1. Select the text to which you would like to apply a border
2. Click the border button dropdown  on the Home Ribbon.
3. Click Borders and Shading
4. Click the “Borders” tab.
5. Select a setting for your border, i.e. box, shadow, 3-D, etc.
6. Select a style, color, width, etc.
7. The Preview area of the dialog box will help you to see what your border will look like.
8. Click OK to apply the border to the selected text.




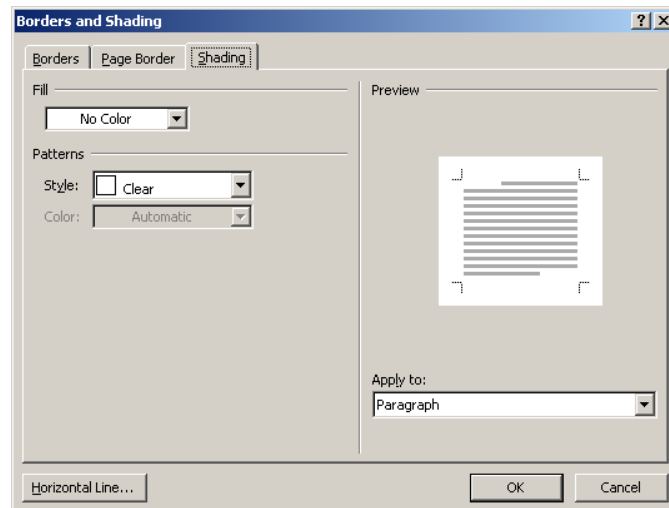
Shading Using the Ribbon Button

1. Select the text to which you would like to apply shading.

2. Click the shading button  dropdown on the Home Ribbon.
3. Click the color you would like to shade the piece of text

Shading Using the Dialog Box

1. Select the text to which you would like to apply shading.
2. Click the border button dropdown  on the Home Ribbon.
3. Click Borders and Shading
4. Click the “Shading” tab.
5. Select the fill color you would like to use for the shading.
6. If necessary, select the pattern to apply.






7. The Preview area of the dialog box will help you to see what your shading will look like.
8. Click OK to apply the shading to your document.




Create Numbered and Bulleted Lists

Sometimes it may be helpful to list text using bullet points or numbering. This is a very easy task to accomplish when using Word 2007.

Create a List from Existing Text

1. Select the Text you would like to add bullets or numbering to.
2. Click either the bullets dropdown , the numbering dropdown  or the multilevel list  button from the Home Ribbon
3. Click the style of bullet, numbering or list you prefer.
4. Word automatically adds the bullets or numbering.



Create a New List

1. Place your insertion point where you would like your list to be.
2. Click either the bullets dropdown , the numbering dropdown  or the multilevel list  button from the Home Ribbon

3. Click the style of bullet, numbering or list you prefer.
4. Start typing your list.
5. Every time you press enter, the insertion point will move down one line and be placed next to a new bullet point or number.

Remove Bullets and Numbering

1. Select the portion of text from which you would like to remove the bullets or numbering
2. Click the appropriate button (bullets, numbering or multilevel list) to turn the feature off.

NOTE: Removing the bullet or number will cause your text to line up with the left margin of the page. You can use the indent buttons to increase  or decrease  the indentation of your text.

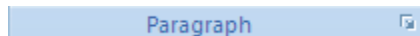
Line Spacing

To change the white space to the left and right of a paragraph you would modify page margins. You can change the white space above and below and within a paragraph by modifying the line spacing.


Change Spacing between Paragraphs

1. Select the paragraph(s) you would like to modify.
2. Activate the Page Layout Ribbon
3. Use the Spacing roll boxes to add white space before or after a paragraph.

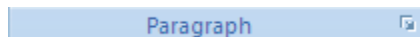
Note: Spacing between paragraphs can also be modified by launching the paragraph dialog box.



Change Line Spacing within a Paragraph

1. Select the paragraph(s) you want to modify.
2. On the Home Ribbon, click the Line Spacing Button drop-down  and click the desired amount of line spacing.

Note: Line spacing can also be modified by launching the paragraph dialog box.



or by clicking "Line spacing options from the dropdown menu.

Insert Columns

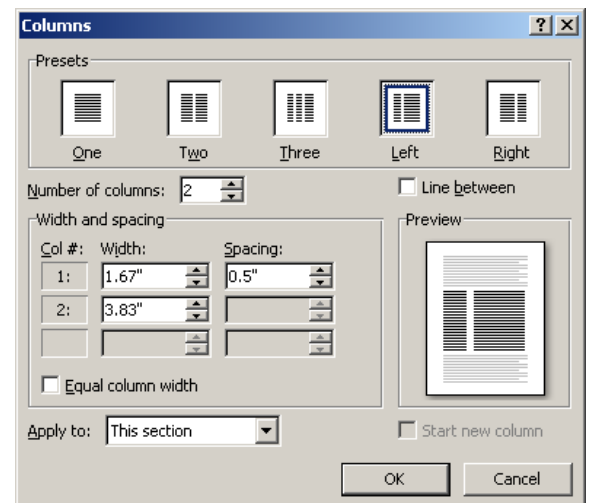
Columns can be very useful when organizing newsletters or other documents that require easy readability. If you would like control over how wide each of your columns is and how much white space is shown, use the Dialog Box to format your columns. If you just want general, uniform columns, the button on the ribbon might be more useful.

Insert Columns using the Ribbon Buttons

1. Select the text you would like to format in columns.
2. Activate the Page Layout Ribbon
3. Click the Columns button
4. Click the desired column configuration.
5. Word will automatically apply columns of equal width and spacing to your document.

Insert Columns using the using the Dialog Box

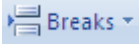
1. Select the text you would like to format in columns.
2. Activate the Page Layout Ribbon
3. Click the Columns button
4. Click “More Columns”
5. The Columns Dialog Box will appear.
6. The first section labeled “Presets” are commonly used layouts that you can immediately apply to your document.
7. If you would like more control over how columns appear you can design your own layouts.
8. Select the number of columns needed by clicking the spin box labeled “Number of Columns.”
9. You will now be able to adjust your columns to fit your needs. Use the “Width and spacing” area of the dialog box to increase or decrease the width (where the words will be) and spacing (white parts) of your columns. Make sure to watch the preview section of the dialog box, this will help you to see exactly what your columns will look like on your page.



10. If you prefer more uniform columns, click the box next to “Equal column width.” This will automatically adjust your columns so that the width and spacing is the same for all columns.
11. Sometimes a black line to separate your columns may be helpful; this option is available by clicking the box labeled “Line between.”
12. Click “OK” to apply the changes to your document.

Insert Column Breaks

Occasionally text in columns does not flow appropriately through the columns. For example your first column may be completely full of text but your second column may only have one or two lines. You would like to move the entire last paragraph to the second column. To accomplish this, insert a break.

1. Place the insertion point where you would like to force text into the next column.
2. Activate the Page Layout Ribbon
3. Click the Breaks dropdown. 
4. Select Column
5. Word will automatically move the text to the next column.

Create Text Boxes

Microsoft refers to a Text box as “a movable, resizable container for text or graphics.” Text boxes are mostly used when you want to add text to your page but need to separate it from the normal text of your document. They can also come in especially helpful when you would like a portion of text set at a different orientation than your normal text.

Insert a Text Box

1. Place the insertion point where you want the text box to appear.
2. Activate the Insert Ribbon
3. Click the Text box button
4. Word provides several different forms of textboxes to choose from, select the box closest to the way you want your text box to appear.

NOTE: You may also manually create a text box by clicking the “Draw text box” option at the bottom of the dropdown

5. Type the text you want into the Text Box.


Modifying a Text Box

1. Once a text box has been created, a new ribbon appears. The new ribbon contains all the commands needed to change the appearance of the text box but is only available when the box is activated.
2. Use the ribbon commands to change the appearance of the text box.


Link Text Boxes

Have you ever noticed how stories in a newspaper are often continued onto other pages? The newspaper can only devote so much space on the front page to a story; however the front page stories are usually the longest, most in depth articles, so the end of the story is continued onto other pages. Now imagine trying to get all the ends of the stories organized on a page with other articles, cartoons, and horoscopes. It might sound impossible but the task is accomplished quickly and easily with the use of linked text boxes. Linking text boxes allows text from one box to flow into another box; the two boxes can then be resized or moved independently of each other, any text that doesn't fit into the first box, automatically gets moved to the second.

Adding Links

1. Select the Print layout view.
2. Insert the text boxes that you want to link at the locations you want them in your document.
3. Activate the first text box by clicking on it.
4. Type or paste ALL of your text into the first text box.
 - a. If you type your text you may want to make your text box big to begin with, so you can see all of your text as you type, resize to desired dimensions when finished.
 - b. If you paste your text into the text box, you may not be able to see all of the text, this is OK.
5. Activate the Text Box Tools Ribbon.
6. Click the Create Text Box Link button  **Create Link** on the Text Box Ribbon. The mouse pointer will change to an icon of a full pitcher.
7. When you roll your mouse over the second text box, your mouse pointer will turn into a pouring pitcher. Click in the second text box. Your text will flow into the second text box. Note: If you click somewhere other than on a text box, you will cancel the link process.
8. Adjust the text boxes so they are the desired size, shape and appearance.

Breaking a Text Box Link

1. To remove the link between text boxes, click the first of the two text boxes.
2. Click the “Break Link” button  Break Link on the Text box ribbon.