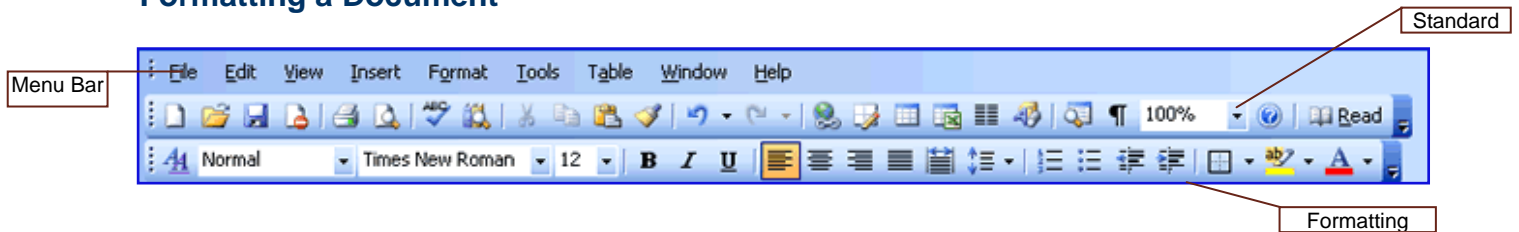



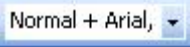




Microsoft® Word provides a wide range of toolbars for specific tasks. The **Standard** toolbar enables you to quickly save a document, open a new document etc. The **Formatting** toolbar provides options specifically related to formatting a document.




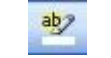
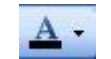
Formatting a Document



The Formatting toolbar is the bar just below the Standard toolbar. If the bar is not visible, you can access it by hovering over **Toolbars** on the **View** menu. The toolbar submenu appears with a list of all the toolbars available in Word. Make sure that Formatting is checked by clicking on the word Formatting.

The Formatting toolbar provides quick access to several formatting options:

	<p>Styles and Formatting: Provides a list of existing formats within a document to choose from, available styles, all styles, and formatting options. Highlight a selection of text and choose an existing format to apply to the selected text.</p>
	<p>Style: Same as above, the Style drop down displays a list of all created styles in an existing document. Highlight a selection of text and pick an existing format to apply to the highlighted text.</p>
	<p>Font: To change the font, highlight a selection of text. Click on the arrow to the right of the font name to reveal a drop down list of available fonts to choose from. Click on the name of the font to use. The highlighted text will change to the selected font type.</p> <p>Font Size: Highlight a selection of text. Click on the arrow to the right of the current font size number to reveal a drop down list of available font sizes to choose from. Click on the font size you wish to use. The highlighted text will change to the selected font size. Ten point Times New Roman is the default font in Word.</p>
	<p>Bold, Italic, Underline: The three most commonly used formatting options. Highlight the text to format, click on either of the three options. All three options are also available by clicking on Font located under the Format menu, or, right clicking the highlighted text and choosing Font from the shortcut menu.</p>
	<p>Align Left, Center, Align Right, Justify: Select the text to be aligned and click on the appropriate button.</p>
	<p>Line Spacing: By default, line space is set at single spacing. To change the line spacing, select the paragraph or text, click on the drop down arrow which provides five immediate choices, or select More... to open the Paragraph dialog box. The Paragraph dialog box provides a wide range of paragraph formatting options.</p>

	<p>Bullets: To create a bullet or numbered list, highlight the line or multiple lines of text and click on either the Numbering button or Bullets button. For additional options, click on Bullets and Numbering located under the Format menu.</p>
	<p>Decrease and Increase: To quickly indent a paragraph of text or decrease an indented paragraph, select either option.</p>
	<p>Border: For a quick menu of border options, click on the drop down arrow and select any one of the 13 options available. For additional options, click on Borders and Shading located under the Format menu.</p>
	<p>Highlight: In the same way that you'd use a highlighter to highlight a portion of text in a book or a document, highlighting a portion of text and then clicking on the drop down arrow next to the highlight icon provides 12 colors to choose from. Clicking on any of the 12 colors will automatically create a highlight over the portion of selected text. To remove the highlighting, highlight the text and select None from the menu of options.</p>
	<p>Font Color: The final button on the Formatting toolbar is the Font Color button. By default, the font color in Word is black. Paragraph or document headings are often distinguished through the use of larger, bold fonts in different colors. Highlight the heading or text to be changed; click on the drop down arrow, and select one of the forty options available.</p> <p>Selecting More Colors... provides a wide range of color options from colors provided on the Standard tab to Custom colors created by entering the RGB or HSL numbers.</p>

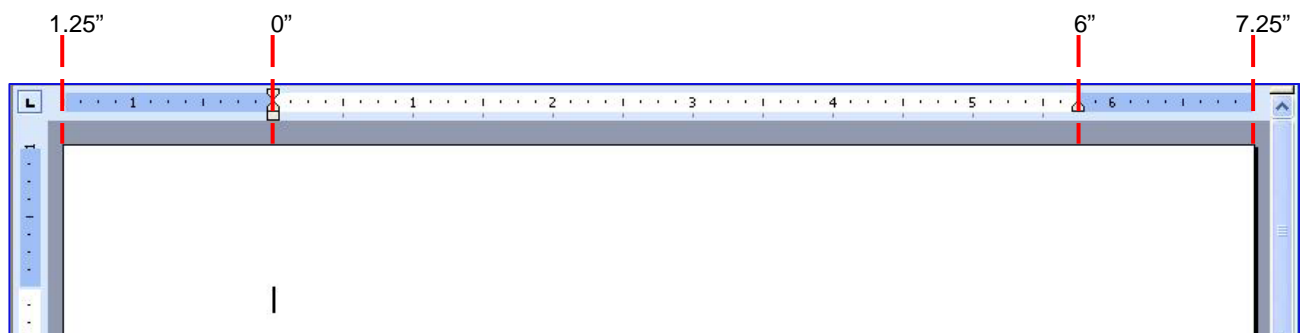
Page Setup – Horizontal Ruler

You can quickly set up margins, tabs, and paragraph indents through using the horizontal ruler – the bar (ruler) at the top of the Word document. To view the ruler, you must be in **Print Layout View**.



If the horizontal ruler is not displayed, click **Ruler** on the **View** menu.

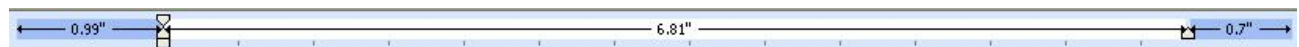
The ruler measures the width of the paper. Using the example below, the page width is 8.5 inches with left and right page margins of 1.25 inches. The width of the text area (between the margins) is 6 inches.



You can quickly change the margins by positioning the cursor over the center of the left or right margin marker on the ruler. The cursor changes to a left/right arrow, and the Screen Tip will say “Left Margin” or “Right Margin.” Drag the margin marker along the ruler to the desired position. For the right margin, follow the same instructions.



Pressing the Alt key while adjusting the margins allows you to see the measurements as you drag – enabling greater accuracy.



Page Setup – Vertical Ruler

The same steps apply when changing margins vertically as they do horizontally. The vertical ruler is located to the left of the page. You must be in Print Layout View in order to view the ruler. If the horizontal ruler is not displayed, click **Ruler** on the **View** menu.

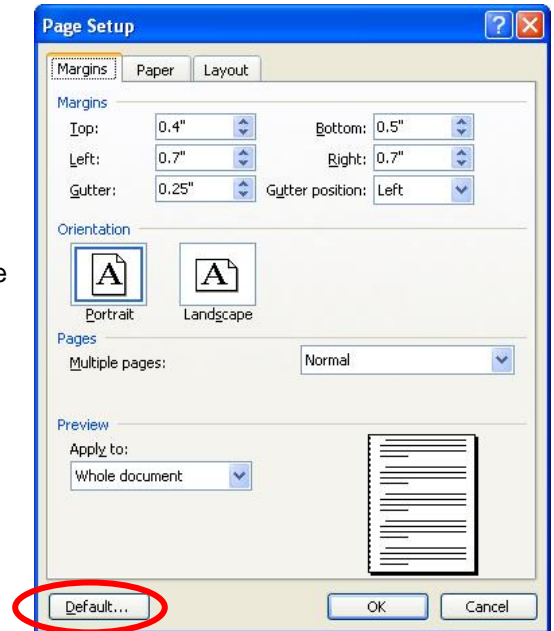
Page Setup Dialog Box

The default margins in Word are 1" for the top and bottom margins, and 1.25" for the left and right margins. To change the page margins, select **Page Setup** from the **File** menu, or double-click the colored portion at either end of the ruler.

Using the up and down arrows or double clicking the number in each of the categories enables you to enter whatever value you want for the Top, Bottom, Left or Right margins. If you find you continue to use the same margins, clicking the Default button will change the default margin settings to the options you selected.

Directly below Margin options is the Orientation where you can choose either Portrait or Landscape.

You also have the option of selecting the **Paper** tab where you can select the Paper Size as well as printing options, and the **Layout** tab for defining Sections, Headers and Footers, Page Alignment, Line numbers, as well as access to Borders and Shading.



Keyboard Shortcuts

Alt+Ctrl+P	Switch to Print Layout View
Alt+Ctrl+O	Switch to Outline View
Alt+Ctrl+N	Switch to Normal View
Alt+R	Switch to Reading View
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+L	Align Left
Ctrl+E	Center
Ctrl+R	Align Right
Ctrl+J	Justify