
UNIT 6 FORMATTING DOCUMENTS

Structure

- 6.1 Introduction
- 6.2 Objectives
- 6.3 Formatting Text
- 6.4 Formatting Paragraphs
 - 6.4.1 Alignment
 - 6.4.2 Spacing
 - 6.4.3 Indentation
- 6.5 Formatting Pages
- 6.6 Advanced Formatting
- 6.7 Viewing Documents
 - 6.7.1 Print Layout
 - 6.7.2 Full Screen Reading
 - 6.7.3 Web Layout
 - 6.7.4 Outline
 - 6.7.5 Draft
- 6.8 Let Us Sum Up
- 6.9 Check Your Progress Exercise
- 6.10 Answers to Check Your Progress Exercise

6.1 INTRODUCTION

In the previous unit, you have gone through the basic concepts of MS Word software. This unit discusses all these concepts in details. Once you have been created a document, it is required to be formatted. WORD 2010 comes with many formatting options. This unit describes many formatting options that can affect a page, a paragraph, or entire document.

Formatting a document includes assigning fonts and font size, aligning text, dividing the text into columns, adjusting the line and paragraph spacing (space between lines and paragraphs) and setting margins (the distance between the actual page border and the text).

Headers and footers are used to put information in the top and bottom margin of all the pages of a document. For example, in a header or footer you may include title/chapter name, page number etc. Header and footer both appear faded as compared to other text.

There are different ways in which a document may be viewed known as 'Views'. Views are used to examine a document. Some of views are like normal view, online view, page layout view, outline view, print preview (how the document will look if it is printed), split screen view (more than one document per screen), master document and full screen (only the document on the entire screen).

6.2 OBJECTIVES

After going through this unit, you should be able to:

- view a document,
- format text, Paragraph, Pages, and
- Use advanced formatting features like Headers and footers and numbering pages.

6.3 FORMATTING TEXT

Formatting a document includes assigning fonts and font sizes, aligning text, dividing text into columns, adjusting the line and paragraph spacing, and setting margins.

Font refers to the manner or style in which text is displayed in the document. Different fonts contain different collection of characters and symbols. Font size is measured in points. Points may be used for measuring spacing, line thickness, and so on. Word offers many ways to change fonts and font styles.

You can change the font-size, font-type, font-color of the text. However, in general, you must select portion of the document (characters or words or line or sentence or paragraph etc.) to which you want to apply the format.

When you click on the right-bottom of the corner of the Font group of Home tab ribbon, then Font dialog-box will appear which include all the options i.e. font-style, size, color, under style and text-effects such as subscript, superscript etc.

Font-typeface:

For selecting a typical font type face you may perform the following steps:

- Select the text whose formatting is to be done.
- Click on the drop down arrow of the font-style menu (see figure-6.1, indicated by first red arrow) on the Home tab.
- The font style drop-down menu appears.
- Move your cursor over the various font styles. A live preview of the font will appear in the document.
- Select the desired font name.

Font-Size:

For selecting a typical font size you may perform the following steps:

- Select the text which you want to change the font size.
- Click on the drop down arrow of the font-size menu on the Font group of the Home tab. (see figure-6.1, indicated by second red arrow)

- Choose appropriate size.

OR

- Click the increase or decrease font size buttons next to the font-size menu.

Font-Color

For selecting a typical font color you may perform the following steps:

- Select the text and click on the **Colors button** on the Font group of the Home tab.
- The color dialog box will appear (see figure-6.1, indicated by down red arrow)
- Select the desired color or click on the more colors option

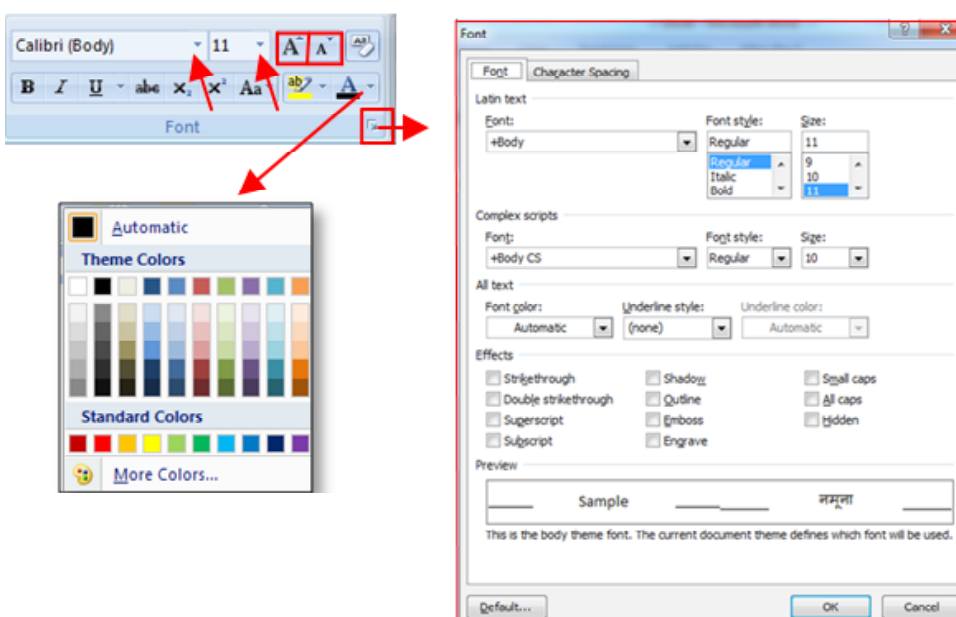


Fig. 6.1: Font Group option

Bold, Italic and Underline

You can change the text as bold, Italic and Underline by clicking the **B**-bold, **I**-Italic, **U**-underline button on the Font Group of Home tab Ribbon. To change the color and style of underline such as single, double, thick, dashed and wave underline, click on the next to the **U**-underline button.

Using Format Painter

You can use the Format Painter, as shown in the Figure 6.2, to format an entire document quickly and easily. The Format Painter copies formats from the selected text to the text you want to format. Suppose you have formatted a line as 12 point Times New Roman, bold, italic, underline and left-aligned. Rather than formatting each paragraph of the document separately, use the Format Painter to format the entire document. Follow these steps to do so:

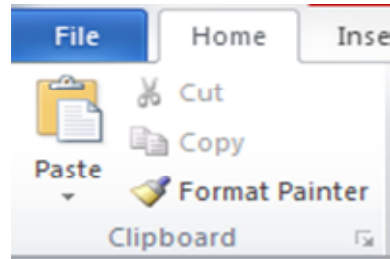


Fig. 6.2: Format Painter

- Select the formatted text (the text with the format you want copy).
- Click on the Format Painter button in the Home tab section on Ribbon. The pointer changes to a paintbrush.
- Select the text to be formatted. The text automatically changes to the copied format.

Highlighting Text/Paragraphs (changing the background color of selected text)

With Word, you can change or highlight the background color of selected text or paragraphs both. To highlight text, the steps are:

- Select the text you want to highlight.
- Click on the Highlight button of the Paragraph group under Home tab of Ribbon as shown in Figure 6.3.
- Select the color and
- The color of the background will be changed.

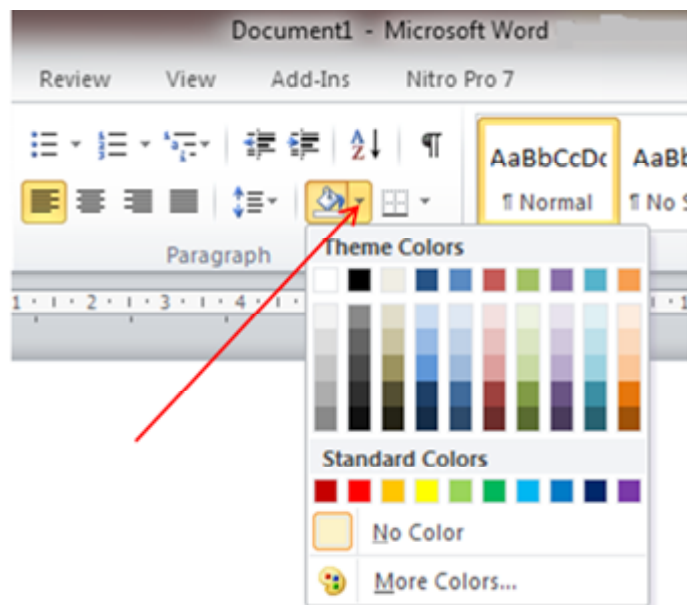


Fig. 6.3: Highlighting button

6.4 FORMATTING PARAGRAPHS

In Word, each time you press the Enter key, you create a new paragraph. Word paragraphs always end with a paragraph mark. When you open a new document, the default paragraph setting stored as a style (Normal)

is applied. You can press ‘Shift+Enter’ combination of keys to force new lines without starting a new paragraph.

Word provides many formatting tools for paragraphs text. Formatting paragraphs allows you to change the looks of the overall document. You can access many of the paragraph formatting tools by clicking the Paragraph Group on the Home Tab of the Ribbon or the Page Layout Tab of the Ribbon.

When you click on the right-bottom of the corner of the Paragraph group of Home or Page Layout tab ribbon, then Paragraph dialog-box appears which include all the options. These are:

- Alignment
- Spacing
- Indentation

6.4.1 Paragraph Alignment

Alignment is a way of organizing the text. It refers to the position of the text relative to the margins. Word enables you to left-align, right-align, center-align and justify the text in your document in order to enhance it. Certain lines, like the main heading, might need to be center-align, subheadings need to be aligned left. Word’s default alignment is left alignment.

The paragraph alignment allows you to change the alignment by clicking the appropriate button for alignment on the Paragraph Group of the Home Tab Ribbon.

To change the alignment of paragraph,

- Select the text you wish to modify.
- Select one of the four **alignment options** from the Paragraph group (as shown in Fig. 6.4) on the Home tab.

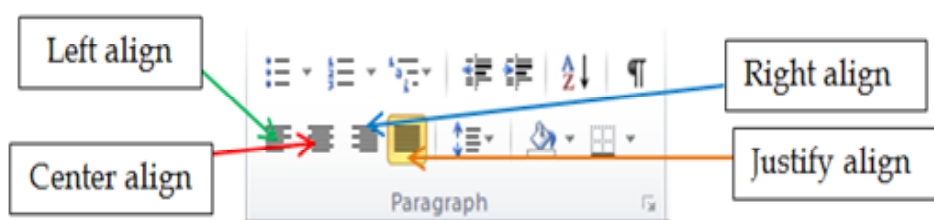


Fig. 6.4: Alignment

- 1) **Left Align:** the text is aligned with the left margin (press Ctrl + L)
- 2) **Center:** The text is centred within the margins (press Ctrl + E)
- 3) **Right Align:** Aligns text with the right margin (press Ctrl + R)
- 4) **Justify:** Aligns text to both the left and right margins. (press Ctrl + J)

The following figure illustrates different alignments:

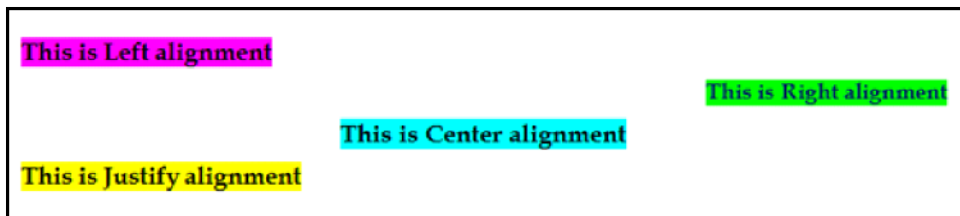


Fig. 6.5: Alignments

6.4.2 Paragraph Spacing

Spacing make document more readable. You can give white spaces before and after paragraph by specifying values in the spacing area of paragraph dialog box.

To set the paragraph spacing, follow these steps:

1. Select the text you want to format.
2. Click on the right-bottom of the corner of the Paragraph group of Home tab ribbon, then Paragraph dialog-box will appear.
3. In the Spacing area of the dialog box, select the desired spacing values in “Before” and “After” respectively in the spacing drop-down menu for specifying spacing before and after paragraph respectively. Using this dialog box, you can control exactly how much space there is before and after the paragraph (see Figure: 6.6).

Line Spacing

Line spacing is used to define space between two lines. By default, it is single. WORD allows you to change the line spacing in your text by giving values in specification area of paragraph dialog box. You can set spacing to single, double or one and half lines. Line spacing can either be measured in **lines** or **points**. For example, when text is **double spaced**, the line spacing is **two lines** high.

To set the line spacing, follow these steps:

1. Select the text you want to format.
2. Click on the right-bottom of the corner of the Paragraph group of Home tab ribbon, then Paragraph dialog-box will appear.
3. In the Spacing area of the dialog box, select the desired spacing value from the Line Spacing drop-down menu for spacing between two lines. (See Figure: 6.6).

You can use Word’s convenient **Set as Default** feature to save all of the formatting changes you have made and automatically apply them to Current document or all new documents.

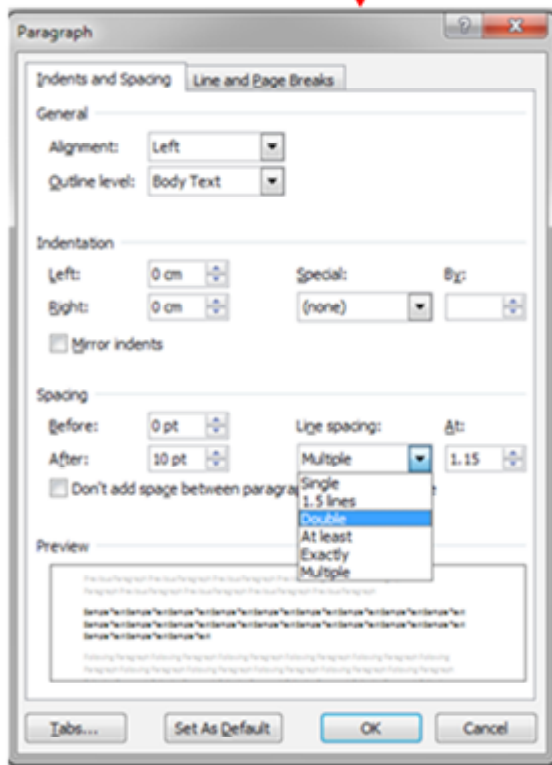
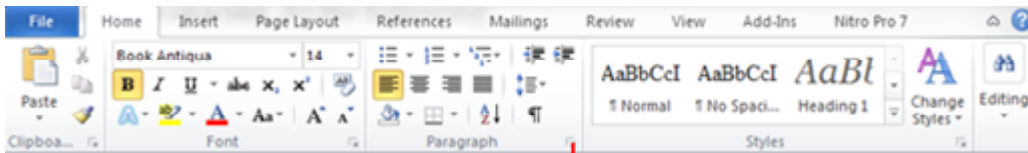


Fig. 6.6: Spacing

6.4.3 Indenting Text

Indenting is making the text look more eye-catching. Indents are added to margin thereby increasing the white space and decreasing the text area for the paragraphs. In many types of documents, you may want to indent only the first line of each paragraph. This helps to separate paragraphs from one another. It is also possible to indent every line except the first line, which is known as a hanging indent.

Following options are for indenting text:

- **First Line:** It controls the left boundary for the first line of a paragraph.
- **Hanging:** It controls the left boundary of every line in a paragraph except the first one.
- **Left:** It controls the left boundary for every line in a paragraph.
- **Right:** It controls the right boundary for every line in a paragraph.

To set the indents for text by using the dialog box:

1. Place the insertion point at the very beginning of the paragraph you want to indent.

2. Click on the right-bottom of the corner of the Paragraph group of Home tab ribbon, then Paragraph dialog-box will appear.
3. Enter the specification for left and/or right indents in the indentation area of paragraph dialog box.
4. Select an option from the Special drop-down list either First line or Hanging.
5. Click on the OK button. Every paragraph in the document will have the same indentation settings.

For Indentation text, do the following and see the changes in figure-6.7:

- Type the following text and name it para-1 without any specification.

The main memory is defined as the central storage in a computer. An example of the main memory is where programs and data are kept. It is also called as read write memory or the main memory or the primary memory.

- Copy and Paste para-1 and name it para-2.
- Select para-2 and click on the right-bottom of the corner of the Paragraph group of Home or Page Layout tab ribbon, then Paragraph dialog-box will appear in which you give the specification for **First line indenting** text like the following: Left : 0.1" > Right : 0" > First Line by 1"
- Copy and Paste para-1 again and name it para-3.
- Select para-3 and give the specification for **Hanging indenting** text as Left : 0.1" > Right : 0" > Hanging by 1"

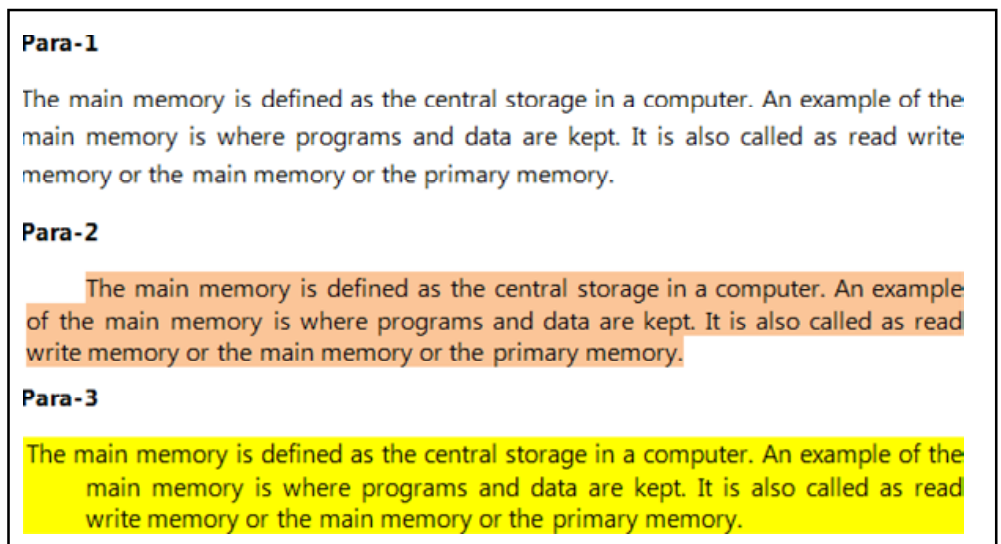


Fig. 6.7: Indentation text

6.5 FORMATTING PAGES

In this section, you will learn more about the page formatting. You can set margins, orientation, header and footer of the page. You can also insert page break and blank page.

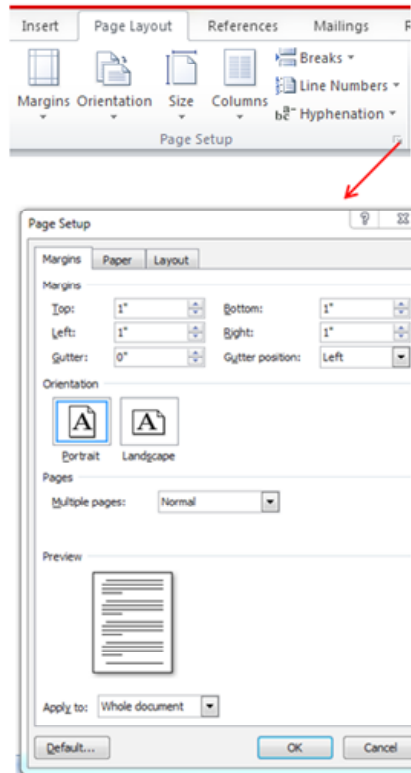


Fig. 6.8: Page Setup Dialog box

Page Margins and Orientations

The default page margin of the document is 1" i.e. 1" for all top, right, bottom and left. If you wish to change the margin, click on margins of page setup group of Page Layout Ribbon or click right-bottom of the corner of the page setup (see figure-6.8) group indicated by red arrow, a page setup dialog box will appear. You can set here page margin as well as orientation of the page.

To change **Orientation** of the page,

- Click on **Portrait** on the same dialog box, the size of the document is 8.5 X 11 inches (most common).
- Click on **Landscape**, if you want your document to be 11 x 8.5 inches in size.

Creating Columns

You must have seen in magazines and newspapers that text on a page is divided into columns. You can do the same with Word as displayed in the Figure 6.9. To divide the page in two columns:

- Click on the page layout button.
- Click on columns and choice desired number of columns in a page.

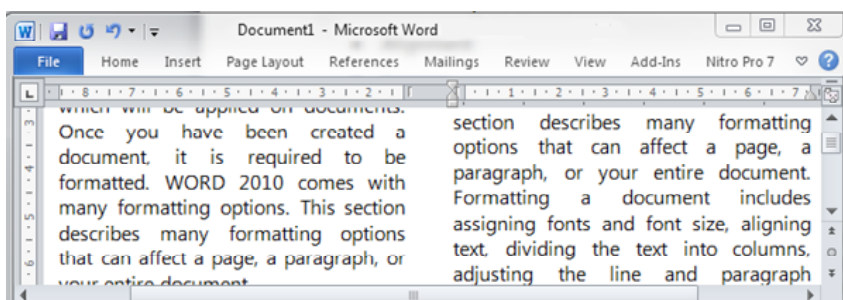


Fig. 6.9: Multi Column Text

Create a Page Break

To insert a page break:

- Place your insertion point where you want to insert page break
- Click the **Insert** Tab on the Ribbon
- On the **Pages** Group (see Figure-6.10)
- Click **Page Break**

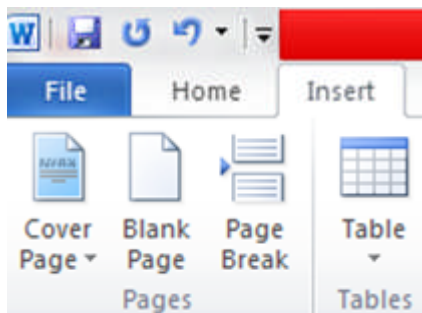


Fig. 6.10: Page Break Option

Insert a Blank Page

To insert a blank page:

- Place your insertion point where you want to insert blank page
- Click the Insert Tab on the Ribbon
- Click the Blank Page Button on the Pages Group(see Figure-6.10)

Insert Header and Footer

Headers and footers are places to put repetitive information in a document's top and bottom margins. Headers print at the top and footers at the bottom of a document. They can be used to print some information on each page, such as a name or a graphic, formatted text, dates and automatic page numbers. Headers and footers are always edited in Page Layout view.

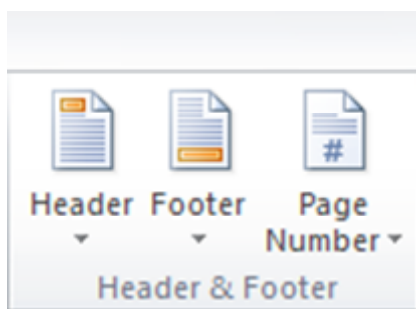


Fig. 6.11: Header & footer option

They can give a uniform look to the document. You can insert common information such as page numbers, date or title to the header (at the top of the page) and footer (at the bottom of the page).

To insert Header and Footer, do the following steps:

- Click on **Header & Footer** Group of **Insert** Tab on the Ribbon (see Figure-6.11)
- Click **Header or Footer**
- Choose appropriate option.

6.6 ADVANCED FORMATTING

Bulleted and Numbered Lists

You can use bulleted and numbered lists in your document to make the text more attractive and easy to read. Using this, you can organize your text. The bulleted lists have different shapes of bullets point and numbered list have numeric numbers, roman numbers and alphabets.

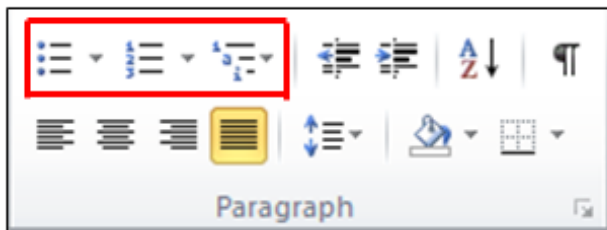


Fig. 6.12 : Bulleted and Numbered lists

To use lists in existing text,

- Select the text to make a list
- From Paragraph group of Home tab Ribbon, click on **Bulleted and Numbered lists** button, (see figure-6.12, in red color).

To create a new List:

1. Place the cursor where you want to create a list
2. Click on **Bulleted and Numbered lists** button
3. Begin typing

You must try these commands

6.7 VIEWING DOCUMENTS

Word can show your document with varying levels of details to make things easier to visualize and quicker to work with. These display options are called views.

Types of Views

Word provides five different views of a document and each view has its own advantages over the others. These are Print Layout, Full Screen Reading, Web Layout, Outline and Draft view.

View can be activated through the following two ways:

- You can click the View tab and then choose a particular view from the tab as shown in figure 6.13.

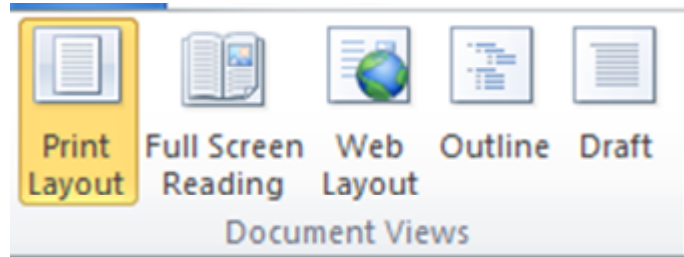


Fig. 6.13: View Menu

- You can use the view buttons next to the zoom slider in the bottom right of the work space as you can see in the following figure.

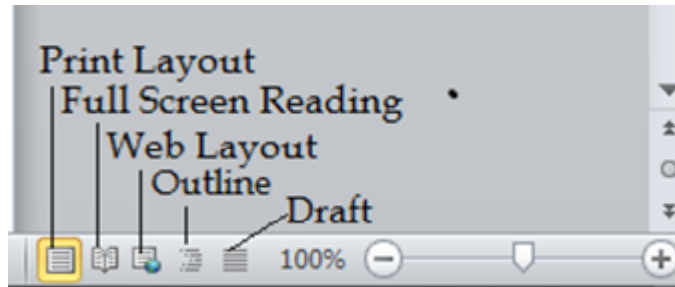


Fig. 6.14: View Button

Each individual view has been discussed below.

6.7.1 Print Layout View

Print Layout View is the default view in Word 2010. You will find yourself in when opening a word document. This view is best used when your document will contain things like images, headers, and footers, columns, etc. Each of these components will be visible. In this view, you can see how the document will appear on printed page.

6.7.2 Full Screen Reading View

Full Screen Reading view is optimized for reading a document on the computer screen. In Full Screen Reading view, you also have the option of seeing the document as it would appear on a printed page. You should view the document in full screen reading view to maximise the space available for reading or commenting on the document.

6.7.3 Web Layout View

Web Layout is suitable if you are designing a web page in Word. Web Layout view shows how your document will look like as a web page. In this view you can see the background, text is wrapped to fit the window, and images appear as they would online.

6.7.4 Outline View

Using outline view, you can view the document as an outline and show the outlining tools. This is useful if you are moving sections of your document, or creating an outline.

6.7.5 Draft View

Draft view is used to view the document as a draft to quickly edit the text. Certain elements of the document, such as headers and footers, will not be visible in this view.

6.8 LET US SUM UP

You have gone through different formatting features for text, paragraphs and pages. The text of document can be made eye catching by using the alignment features such as left, right, centre, justify as well as font types, sizes and styles. You can highlight text by applying bold, italicised and underlined.

You also learnt about different views (such as Print layout, Full Screen Reading View, web Layout, Outline view and Draft document view), formatting paragraphs, formatting pages and some more useful tools like, bullets and numbering lists. Well as with other units you must explore all the options available in all the settings and formatting taught to you for best usage.

At the end of this unit, you can find some descriptive questions as well as practical activity for Word. When you will complete these exercises then you will find yourself more capable to use MS WORD.

6.9 CHECK YOUR PROGRESS EXERCISE

1. What is default alignment for MS-Word?

2. What is Format Painter?

3. List the steps to change the orientation of page.

4. Name the different types of font alignments.

5. What are header and footer?

6. What are different types of break?
.....
.....
.....
7. How many different ways a user can view a document?
.....
.....
.....
8. Make the following changes in the text:
 - a) Open MS Word and type the following text:
 - b) Make 2nd paragraph right aligned.
 - c) Make the last paragraph left aligned.
 - d) Copy the second paragraph after the last paragraph.
 - e) Combine 2nd and 3rd paragraph such that they form one paragraph and whole letter justified.
 - f) The font-size of the document is '12' and font type is 'ALGERIAN'.
 - g) The line spacing between the paragraphs should be 'At least'.
 - h) Apply a hanging indentation to the second paragraph starting "RAM is a type of"
 - i) Move first paragraph and make the last paragraph.
 - j) Insert a new paragraph at the end of document and key in the contents yourself.
 - k) Insert your name, enrolment no and page no in the document using footer option from 'Header & Footer' group of Insert Ribbon.
 - l) Save your document with 'Word 97-2003' option by the name 'Memory'.
 - m) Close the file and open file that you have just created.

6.10 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

1. Left is default alignment for MS-Word.
2. Format painter is used to format an entire document quickly and easily. It copies formats from the selected text to the text to be formatted.
3. The command for repeat formatting is Ctrl + Y or you can select the repeat formatting option (redo) from the Quick Access Toolbar.

4. The different types of font alignments are right, left, Center and justified.
5. Headers and Footers are places to put repetitive information in a document's top and bottom margins respectively.
6. Page break, Column break, Text rapping break are the different types of break.
7. A user can view a document through five main views:Print layout, Full Screen Reading View, web Layout, Outline view and Draft document view.
8. This is a practice exercise. Try doing it yourself.