

Character, Paragraph, and Page Formatting

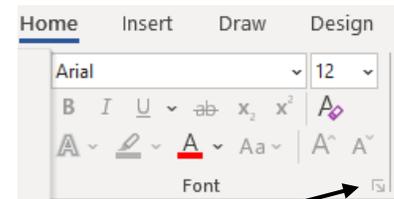
Every object and element in Word can be formatted, right down to individual characters.

Character Formatting

- ◆ **Bold**, *Italics*, and Underline
- ◆ Font type and size
- ◆ Font **Color**
- ◆ Specialty effects like ^{Superscript}, _{subscript}, ~~Strikethrough~~, **SMALLCAPS** and **ALLCAPS**

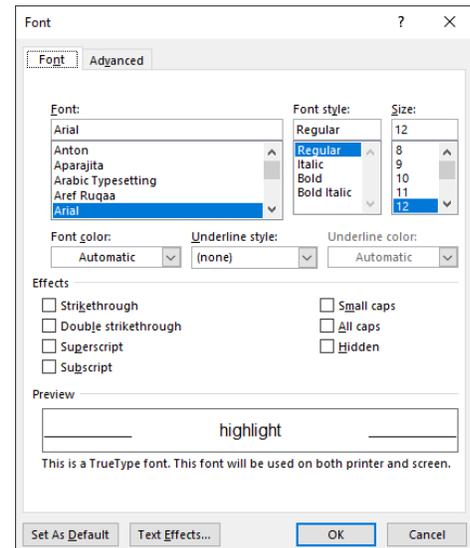
To apply formatting to a character, word or group of words,

1. Select or highlight the desired text.
2. Apply your formatting choices from the Font section on the Home Menu Ribbon.



NOTE: You can also click the DropArrow in this section to view the Font Dialog Box.

The Font Dialog Box has all of the character formatting options available to you.



Paragraph Formatting

In Word, a paragraph is a formatting unit. Just as you format individual characters with character formatting options, you can format paragraphs with paragraph, tab and border formatting options, such as the following:

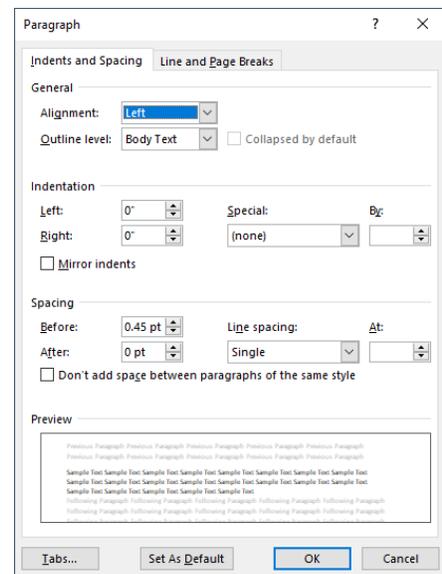
- ◆ **Alignment** – Line up the text of a paragraph to the left, center, right or both margins
- ◆ **Tabs** – Create columns of text that line up perfectly and can be adjusted easily.
- ◆ **Indents** – Indent the left edge, right edge, or first line of a paragraph.
- ◆ **Spacing** – Add space between lines and paragraphs.
- ◆ **Lines, borders, and shading** – Add borders surrounding paragraphs and shading to fill borders.

New paragraphs created when the Enter key is pressed carry over the formatting from the previous paragraph. After you format a paragraph, you can continue that format into additional paragraphs by simply pressing the Enter key.

Paragraph formatting affects the entire paragraph and is stored in the paragraph marker. If you delete the paragraph mark between paragraphs, the text before the mark becomes part of the following paragraph. What was the second paragraph takes on the formatting of the first paragraph.

The paragraph dialog box allows you to set most of the paragraph formats.

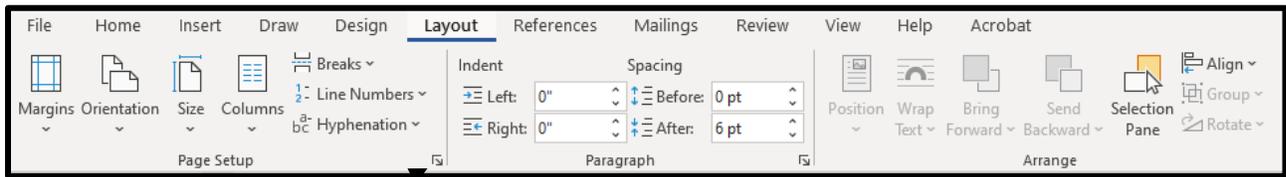
Assigning line spacing to a paragraph can be done by selecting the paragraph and then choosing the desired amount of space between lines in the paragraph as well as choosing the desired amount of space between paragraphs.



Page Formatting

The most common page formatting options include margins, page orientation, page and section breaks, columns, and headers and footers.

By default, many page formatting options, such as margins, headers and footers apply to the entire document. Alternatively, you can apply these options to a designated section, or to text from the position of the insertion point forward in your document. Being able to divide your document into sections and specify where page formatting options apply gives you great flexibility in designing your document. Most of these formatting options can be found on the Layout Menu Ribbon and the Page Setup Dialog Box.



The Page Setup dialog box can be displayed by clicking the DropArrow in the Page Setup section of this Layout Menu Ribbon.

The Margins tab of this dialog box allows you to set the margins for the document or particular section. The PTT Style Guide designates the margins to be one inch on all side of the page. This tab also allows you to designate the orientation as portrait or landscape

On the Paper tab of this dialog box you can designate the paper size – letter, legal, envelope, etc. The Layout tab of this dialog box allows you to set the header and footer distance from the top/bottom of the page.

There are many more options that can be set on these three tabs, like vertical page alignment, page borders, and setting headers and footers to show differently on odd and even pages.

