

# Microsoft Word 2007

## Basic Formatting Features



### Introduction

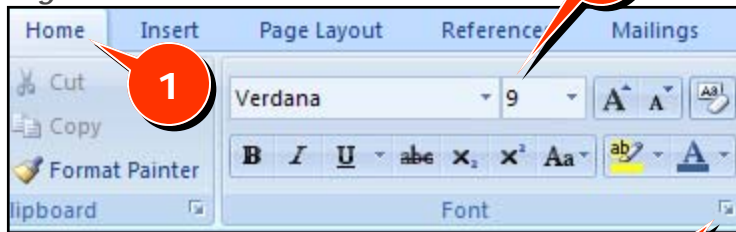
This document will introduce you to several of the basic formatting features available within Word. After completing this Quicksheet you will know how to format text and paragraphs, insert a list, and set tabs.

### Character Formats

#### Using the Font Group

1. Select the text to be formatted.
2. Click on the **Home** tab (Figure 1, 1). Use the buttons in the **Font** group (Figure 1, 2) which will make the needed changes to: Font, Style, Size and Color.

Figure 1



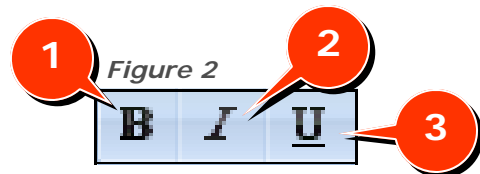
#### Summary

##### Basic Formatting

1. Formatting
  - Text Buttons
  - Copying
  - Aligning Text
2. Bullets and Numbering
3. Lines and Spacing
4. Using Tabs

#### Text Buttons

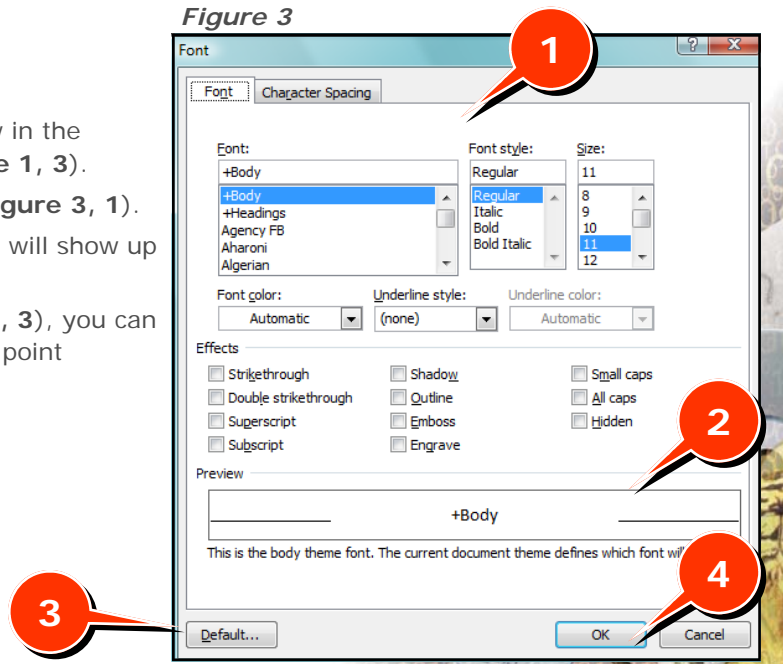
To change the text from **Bold** (Figure 2, 1), **Italic** (Figure 2, 2), or **Underlined** (Figure 2, 3) use the buttons in the **Font** group area.



#### Using the Font Window

1. Select the text to be formatted.
2. On the **Home** tab, click the arrow in the corner of the **Font** group (Figure 1, 3).
3. Select the formatting features (Figure 3, 1).
4. A preview of the formats selected will show up in the preview box (Figure 3, 2).
5. If you click on **Default** (Figure 3, 3), you can change the normal font from this point forward for all new documents.
6. Click **OK** (Figure 3, 4).

Figure 3

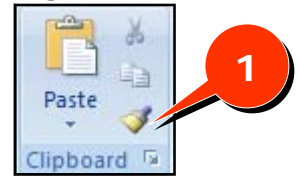


## Copying Formatting

If you wish to have the same format for text or titles in different sections of the document, you can use the **Format Painter** (Figure 4,1) button to copy the formatting. This will copy just the formatting rather than the text itself.

1. Select the text with the formatting you want to copy.
2. Click on the **Format Painter** button (Figure 4,1) in the **Clipboard** group.
3. Select the text to which you want to apply the format. As soon as the text is selected, the new format is applied.

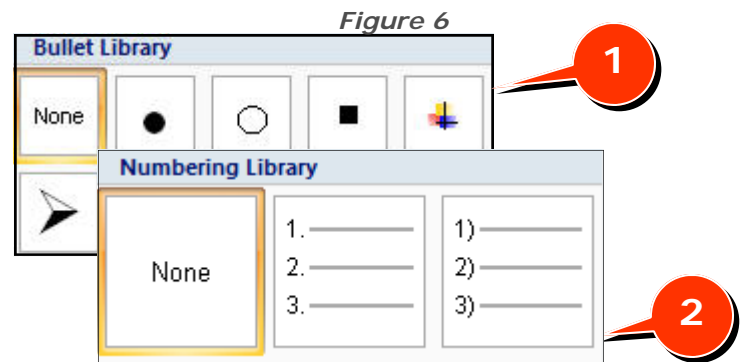
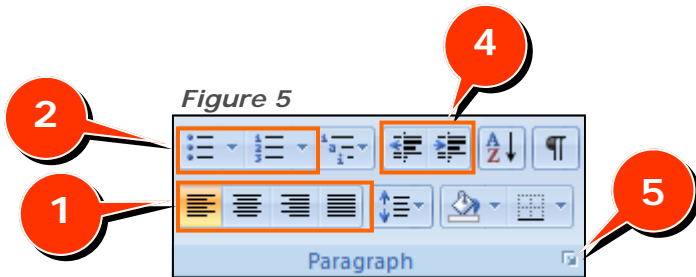
Figure 4



- ★ To use the **Format Painter** repeatedly **double-click** the button after you select the text with formatting that you want to copy. Click it again to turn it off.

## Aligning Text

By default, Word aligns text to the left margin and moves outward to the right as you type. However, you can realign the text to the right margin or center by using the **Alignment** buttons (Figure 5, 1) in the **Paragraph** group.



## Lists Using Bullets and Numbering

### Select Bullets or Numbering Format

1. Select the text that you would like to bullet or number.
2. In the **Paragraph** group (Figure 5, 2), select the drop down arrow located to the right of either **Numbering** or **Bullets** button.
3. Then select your desired format from the **Bullet Library** (Figure 6, 1) or **Numbering Library** (Figure 6, 2).

- ★ Microsoft Word 2007 offers a new feature of showing you a preview of each format that you choose. Scroll over the formats in the menu and watch your selected text change. **Unless you click on a format, your text will not change permanently.**

### Defining New Bullets or Numbering Format

1. To define a new Bullet or Numbering format, select the arrows beside the **Bullets** or **Numbering** buttons (Figure 5, 2).
2. Click the **Define New Bullet** (Figure 7, 1) or **Define New Number Format** (Figure 7, 2) link.
3. Select your desired format options.
4. Click **OK** to return to your document and apply the new format.



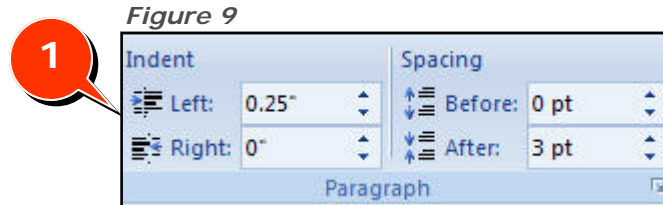
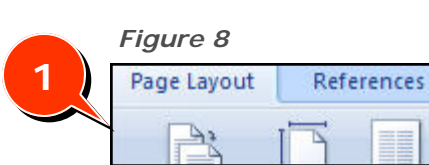
## Lines and Spacing

### Indenting Text

Unlike a tab setting, an indent affects every line of the paragraph, not just the first line. You can indent using the **Paragraph** group on the **Home** tab or the **Page Layout** tab.

#### Using the Paragraph Group:

1. Select the paragraph (s) to be indented.
2. Click the **Increase Indent** button (Shift right) or **Decrease Indent** button (Shift left) (**Figure 5, 4**) located on the **Paragraph** group. The selected paragraph is moved in the appropriate direction.



#### Using the Page Layout tab:

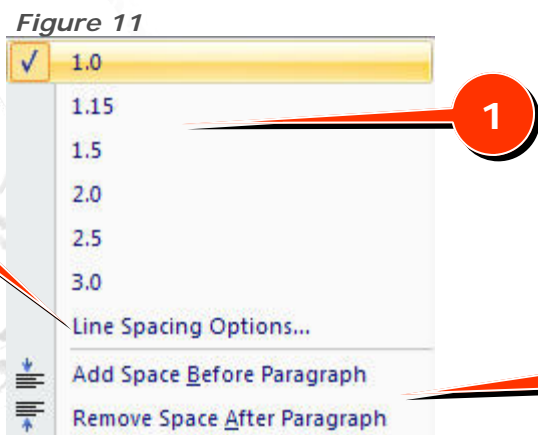
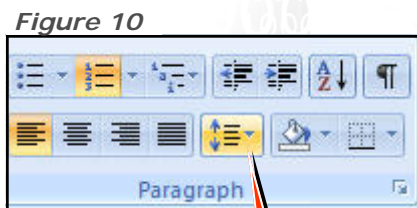
1. Select the paragraph(s) to be indented.
2. Select the **Page Layout** (**Figure 8, 1**) tab at the top of the ribbon.
3. Use the **Indent** (**Figure 9, 1**) section of the **Paragraph** group to change the indent. Increase or decrease the numbers using the up and down arrows or enter your own numbers.

### Line Spacing

Line spacing is the amount of vertical space between paragraphs. Changing the line spacing for a paragraph makes the text easier to read and can be used to set paragraphs further apart from one another for emphasis.

1. Select the paragraph(s) to change the line spacing.
2. Select the **Line Spacing** button (**Figure 10, 1**) located on the **Paragraph** group of the **Home** tab.
3. Select the desired line spacing from the dropdown list (**Figure 11, 1**).
4. Add additional space or remove space by using the **Add Space Before Paragraph** or **Remove Space After Paragraph** links (**Figure 11, 3**).

- ★ The **Line Spacing Options** (**Figure 11, 2**) may be used to set precise spacing requirements.



## Using Tabs

Pressing the Tab key on the keyboard will move the insertion point automatically a set distance, usually creating a gap in the text. Tabs are paragraph-specific. Tab stops are set at every ½ inch by default, but this is overwritten when you insert your own tabs. Not only do you have to decide where you want new tabs to be, but you also have to decide what kind of tab you want:

- Left—(Default) Alignment of text starts from the left and continues to the right.
- Right— Alignment of text starts from the right and continues to the left.
- Center— Alignment of text starts from the center of the document.
- Decimal—Aligns the period (.) of the following text to the tab position. Used to line up a column of numbers by creating a set location for the decimal place.
- Leader—Repeats a symbol such as a period to create a line between the insertion point and the tab position. Used to create phone lists, tables of contents, etc.
- Bar—Inserts a vertical line (|) at the tab position. This was used to create forms in earlier versions of word processing.

### Setting Tabs

1. Click the arrow in the corner of the **Paragraph** group (Figure 5, 5) and click **Tabs** in the bottom left hand corner.
2. Enter the tab spacing (inches) into the Tab stop position field (Figure 12, 1).
3. Set the Default tab stops (Figure 12, 2).
4. Select the desired **Alignment** (Figure 12, 3).
5. Select the desired **Leader** (Figure 12, 4).
6. Select the **Set** button (Figure 12, 5) to enter additional tab stops.
7. Click **OK** (Figure 12, 6). The new position will be in the tab list.

### Deleting Tabs

1. To delete a single tab stop, select the **Tab Stop** from the tab list (Figure 12, 1) and click **Clear** (Figure 12, 7).
2. To delete all the current tab stops click **Clear All** (Figure 12, 8).

Figure 12

