Changing Font Type

One way to emphasize text in a document is by changing its font type. A font type is a set of characters with the same design and shape.

☐ Select the text you want to format.

☐ Click the **Home** tab on the Ribbon and click the **Font** list arrow in the Font group.

A list of the fonts that are available on your computer appears.

✅ **Tip:** As you point to different font types in the Font list, the selected text changes to show you how it will look (Live Preview).

☐ Select a font from the list.

The selected text is changed, and any new text that you enter will appear in the new font type.

🔸 **Other Ways to Change Font Type:**
When text is selected, click the **Font** list arrow on the Mini Toolbar. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> + <Shift> + <F>** to open the Font dialog box. Select a font from the Font list and click **OK**.

✅ Tips

▪ The font you choose changes the look and feel of a document. For example, a professional document would probably use a more formal font like Times New Roman (which you are reading). On the other hand, a more informal document might use a more friendly font, such as Andy. Or, if you were writing a report about Egyptian art, you could use the Egyptian-flavored Papyrus font as a heading accent.

☐ **Exercise File:** Board of Directors Meeting4-1.docx

☐ **Exercise:** Apply the "Cambria" font type to the "Board of Directors Meeting" text in the first line of the document.
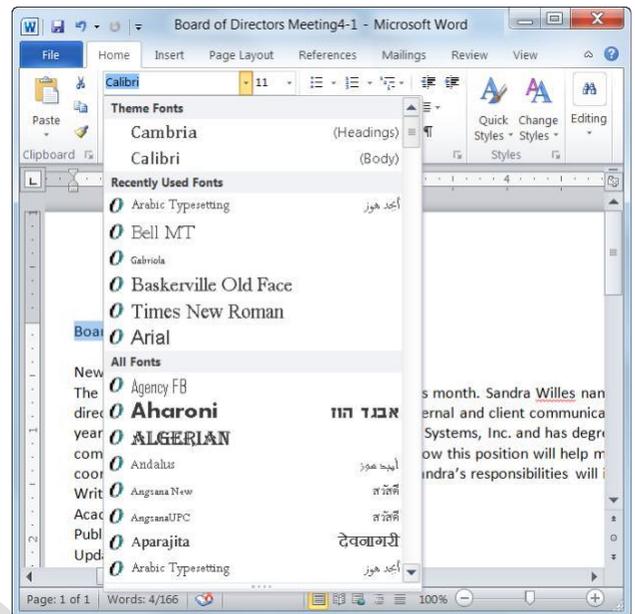

Figure 4-1: Selecting a new font type.

Table 4-1: Common Font Types	
Calibri	Arial
Times New Roman	Courier
Verdana	Trebuchet MS

Changing Font Size

Making text larger is another way to emphasize text.

☐ Select the text you wish to format.

☐ Click the **Home** tab on the Ribbon and click the **Font Size** list arrow in the Font group.

A list of font sizes appears.

✅ **Tip:** As you point to different sizes in the Font Size list, the selected text changes to show you how it will look (Live Preview).

☐ Select a font size from the list.

The selected text is changed, and any new text that you enter will appear in the new font size.

🔘 **Other Ways to Change Font Size:**
Press **<Ctrl>** + **<Shift>** + **< > >** to increase font size, and press **<Ctrl>** + **<Shift>** + **< < >** to decrease font size. Or, click the **Font Size** list arrow on the Mini Toolbar and select a font size from the list. Or, click the **Home** tab on the Ribbon and click the **Increase** or **Decrease Font Size** button in the Font group. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl>** ☐ **<Shift> + <F>** to open the Font dialog box. Select a font size from the Font Size list and click **OK**.

✅ **Tip:** Font size is measured in points (pt.) that are 1/72 of an inch. The larger the number of points, the larger the font.

Figure 4-2: The Font group.

Table 4-2: Common Font Sizes	
8 point	Captions, labels
10 point	Large amounts of text
12 point	Large amounts of text
14 point	Subheadings, headings, titles
18 point	Headings, titles

Table 4-3: Font Size Keystroke Shortcuts	
Increase Font Size	<Ctrl> + <Shift> + < > >
Decrease Font Size	<Ctrl> + <Shift> + < < >

Changing Font Color and Highlighting Text

Changing **font color** is yet another way to emphasize text in a document.

Change font color

Changing **font color** makes text stand out against the white background of the document.

☐ Select the text you wish to format.

☐ Click the **Home** tab on the Ribbon and click the **Font Color** button list arrow in the Font group.

A list of font colors appears.

✅ **Tip:** As you point to different colors in the Font Colors list, the selected text changes to preview how it will look.

☐ Select the color you want to use.

The selected text is changed, and any new text that you enter will appear in the new font color.

✅ **Tip:** You can also apply a gradient, or gradual color change, to a font. When you select **Gradient** from the list of font colors, a list of options appears. Select the gradient you wish to use.

🔶 **Other Ways to Change Font Color:**
Click the **Font Color** button list arrow on the Mini Toolbar and select a color from the list. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> + <Shift> + <F>** to open the Font dialog box. Click the **Font color** list arrow, select a color, and click **OK**.

✅**Tips**

- If you are using a template or theme, the Font Color list will display only those colors that coordinate with the template or theme. If you don't like any of the available colors, select **More Colors** from the list to display the Colors dialog box.
- The Font Color button always displays the color that was used most recently. To quickly apply this color to other text, simply click the **Font Color** button—not the list arrow.
- When applying color to text, make sure to keep it subtle. No one wants to stare at neon green text.
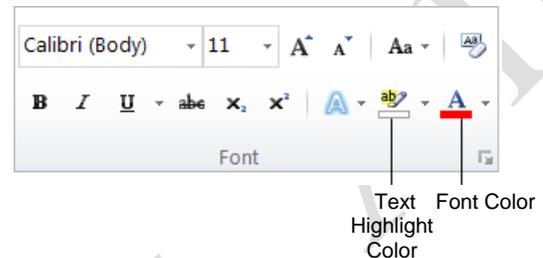
Figure 4-3: The Font group.

Figure 4-4: The Font Colors list appears when you click the Font Color button list arrow.

Highlight text

Highlighted text changes the background behind text so it looks like a marker was drawn across it.

☐ Click the **Home** tab on the Ribbon and click the **Text Highlight Color** button list arrow in the Font group. A list of colors you can use to highlight text appears.

🔶 **Other Ways to Highlight Text:**
Select the text you want to highlight, then click the **Text Highlight Color** button on the Mini Toolbar.

☐ Select the color you want to use.

The cursor changes to indicate it is ready for highlighting text.

☐ Click and drag the ✍ highlight cursor across text you want to highlight.

When you no longer want to highlight text, turn off the highlighter.

☐ Click the **Text Highlight Color** button.

The highlighter is turned off.

🔶 **Other Ways to Stop Highlighting:**
Click the **Text Highlight Color** button list arrow and select **Stop Highlighting** to remove the highlighting cursor.

✅ **Tips**

▪ To remove text highlighting, click the **Text Highlight Color** button list arrow and select **No Color**. Click and drag across highlighted text to remove highlighting.
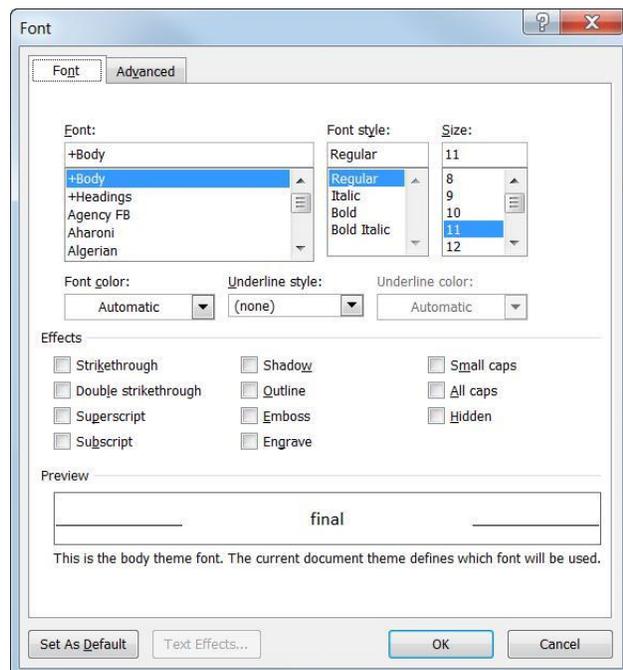
Figure 4-5: The Font dialog box.

Changing Font Styles and Effects

In addition to changing font type, size, and color, you can also emphasize the text in a document by changing the font style and adding font effects. The most common and popular styles are **bold**, *italic*, and underline, but other effects can be applied, such as shadow and ~~strikethrough~~.

Change font style

☐   Select the text you wish to format.

☐   Click the **Home** tab on the Ribbon and click the appropriate button in the Font group.

The formatting is applied to the selected text.

> 🌀 **Other Ways to Apply Font Styles or Effects:** Select the text you wish to format and click the appropriate button on the Mini Toolbar, or use the keystroke shortcuts listed in the table to the right. Or, click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> + <Shift> + <F>** to open the Font dialog box and apply formatting.

Add text effects

Using boldface, italics, and underline makes your text stand out but sometimes it's not quite enough. Word 2010 provides even more text effects to add visual impact to your documents.

☐   Select the text to you want to format.

☐   Click the **Home** tab on the Ribbon and click the **Text Effects** button in the Font group.

A list of available text effects appears.

You can apply one of the available text effects, or you can create your own text effects.

> 🌀 **Other Ways to Add Text Effects:** Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Font group, or press **<Ctrl> <Shift> + <F>** to open the Font dialog box. Click the **Text Effects** button and select the text effect(s) you wish to use.

3.   Select the text effect you wish to use.
The text effect is applied.

☐ **Exercise File:** Board of Directors Meeting4-4.docx

☐ **Exercise:** Apply bold formatting to the "New Communications Director" text.

Apply bold and italics formatting to the fifth line from the bottom, the line that begins with the word "Department".
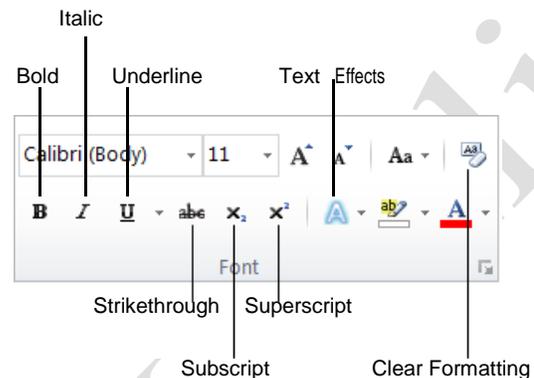

Figure 4-6: The Font group.

Table 4-4: Font Styles and Effects Keystroke Shortcuts

Bold	<Ctrl> + <B>
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Subscript	<Ctrl> + <=>
Superscript	<Ctrl> + <Shift> + <+>

Table 4-5: Font Effects in the Font Dialog Box

~~Strikethrough~~	Shadow	Sᴍᴀʟʟ ᴄᴀᴘs
~~Double strikethrough~~	Outline	ALL CAPS
^{Super}script	Emboss	Hidden*
$_{Sub}$script	Engrave	

☐   Hidden text does not normally appear when the document prints.

✅ Tips

- To remove a font style or effect, follow the same procedure that you used to apply the style or effect. Or, use the **Clear Formatting** button in the Font group.

- You can apply several font styles to text, but be wary—too many font styles can make text difficult to read. Try to limit your document to two or three font types and styles.

- Text effects are a neat feature, but they may not be suitable for every document. Think about the purpose of the document and the audience that will be reading a document to decide if text effects will enhance your font.

Figure 4-7: Click the Text Effects button to view available text effects or to create your own text effects.

Table 4-6: Text Effect Options

Outline	Choose a color outline to outline selected text.
Shadow	Choose a type of shadow to apply to the text.
Reflection	Apply a reflection to selected text.
Glow	Add a glow effect and choose the color that the text should glow.

Applying Spacing and Ligatures

Word allows you to format how individual characters are set in a document. For example, you can adjust spacing between characters or add typographical effects like ligatures to make your document look polished.

✅ **Tips**

▪ Word 2010 fonts include a new type of font, OpenType font. Unlike other types of fonts, OpenType fonts support advanced typographical features such as ligatures.

Apply character spacing

You can change the spacing between individual characters.

☐ Select the text you wish to format.

You can format selected text or a whole document.

☐ Click the **Home** tab and click the **Dialog Box Launcher** in the Font group.

The Font dialog box appears.

🔸 **Other Ways to Open the Font Dialog Box:**
Right-click the mouse and select **Font** from the contextual menu. Or, press **<Ctrl>** + **<D>**.

☐ Click the **Advanced** tab.

The table to the right, *Character Spacing Options*, explains the options for character spacing.

✔ **Tip:** As you select options, a preview of the formatted text appears at the bottom of the dialog box.

☐ Select the option(s) under the Character Spacing heading you want to apply and click **OK**.

The spacing is applied to the text.

Apply ligatures

A ligature is a combination of characters written as though they were a single character. Ligatures can add a more professional feel to the document or a give it a historical look.

☐ Select the text you wish to format.

You can format selected text or a whole document.

☐ **Exercise File:** Board of Directors Meeting4-5.docx

☐ **Exercise:** Apply Standard and Contextual ligatures to the text "New Office Manager".

Table 4-7: Character Spacing Options

Scale	Adjusts the width of the characters, but maintains their height.	100%:	Office
		50%:	Office
		200%:	Office
Spacing	Adjusts the space between characters.	Normal:	Office
		Expanded:	Office
		Condensed:	Office
Position	Adjusts the position of the characters relative to the line.	Normal:	Office
		Raised:	Office
		Lowered:	Office
Kerning for fonts	Automatically adjusts the spacing between characters.	Kerning on:	**WAR**
		Kerning off:	**WAR**
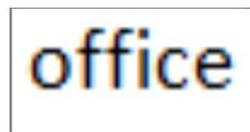
A font without ligatures   A font with Standard and Contextual ligatures

Figure 4-8: Ligatures connect certain letter combinations, such as the "ff" in "Office".

☐ Click the **Home** tab and click the **Dialog Box Launcher** in the Font group.

The Font dialog box appears.

🔔 **Other Ways to Open the Font Dialog Box:**
Right-click the mouse and select **Font** from the contextual menu. Or, press **<Ctrl>** + **<D>**.

☐ Click the **Advanced** tab.

☐ Click the **Ligatures** list arrow.

You can select from the following three options:

Standard only: Uses formally recognized ligatures.

Standard and Contextual: Uses formally recognized ligatures as well as ligatures that are appropriate for use with the selected font, but that are not standard.

Historical and Discretionary: Uses historical ligatures that were once standard but are no longer commonly used. Also uses ligatures the font designer included for a specific purpose.

✅ **Tip:** As you select ligatures, a preview of the formatted text appears at the bottom of the dialog box.

☐ Select the ligature option you want to apply and click **OK**.

The ligature is applied to the text.

✅**Tips**

▪ There are other options you can apply to OpenType fonts as well. See the table below for more information about these options.
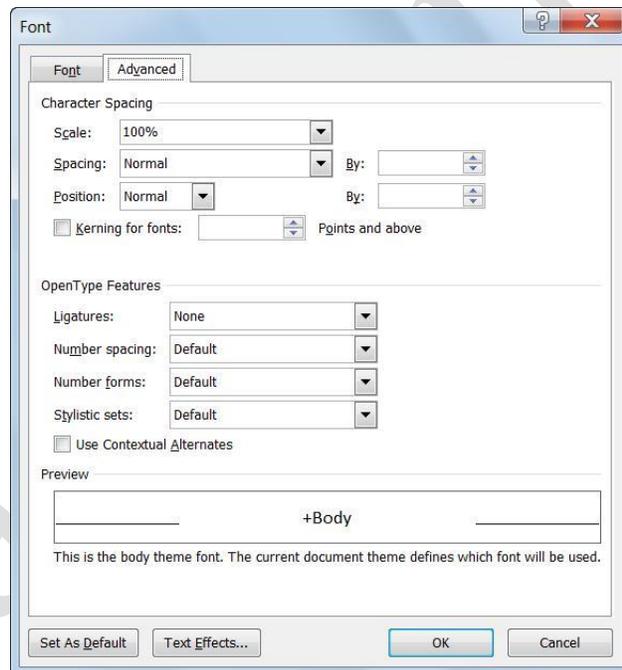
Figure 4-9: The Advanced tab of the Font dialog box.

Table 4-8: Open Type Features	
Number spacing	**Default**: The default number spacing for the font.
	Proportional: Numbers are spaced with varying widths, much like letters.
	Tabular: Each number has the same width. Select this option when you want numbers to align, such as in a table.
Number forms	**Default**: The default number form for the font.
	Lining: Numbers with the same height that don't extend below the baseline of the text.
	Old Style: The lines of the characters flow above or below the line of the text, making the numbers easier to
Stylistic sets	read. A set of characteristics that changes the look of the text. A font may have up to 20 different style sets.
Use Contextual Alternatives	Select this check box to modify the formatting of letters or combinations of letters based on the surrounding characteristics.

Creating Lists

Lists are a great way to present paragraphs of related information.

Create bulleted and numbered lists

Use bulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy. When the order of items in a list does matter, such as to present step-by-step instructions, try using a numbered list.

☐ Select the lines you want to use for the list.

Each line that you want to be bulleted or numbered must appear as its own paragraph.

☐ Click the **Home** tab on the Ribbon and click the **Bullets** or **Numbering** button in the Paragraph group.

The selected lines are bulleted or numbered. Word includes default bullets and numbering, but you can select another style if you would like..

☐ (Optional) Click the **Bullets** or **Numbering** button list arrow and select an option from the library.

✅ Tips

▪ To create a new type of bullet or numbering scheme, click the **Bullets** or **Numbering** button list arrow and select **Define New Bullet** or **Define New Number Format** from the library. Then define the settings in the dialog box.

Create a multilevel list

A multilevel list applies different characters to the levels of text in the document. Outlines and legal documents are examples of multileveled lists.

☐ Select the lines you want to include in the list.

Each line that you want to be marked must be its own paragraph. Indentations and outline levels will determine the character that is applied to a list item.

☐ Click the **Home** tab on the Ribbon and click the **Multilevel List** button in the Paragraph group.

A list of multilevel list types appears.

☐ Select the multilevel list you want to use.

The list is applied to the selected items.

☐ **Exercise File:** Board of Directors Meeting4-6.docx

☐ **Exercise:** Create a bulleted list from the four lines, beginning with the line "Written formal client correspondence" and ending with the line "Updating Acadia's web site".

We're looking forward to seeing how this position will help make Acadia more coordinated and responsive to our clients' needs. Sandra's responsibilities will include:
Written formal client correspondence
Acadia's internal communication
Public communiqués
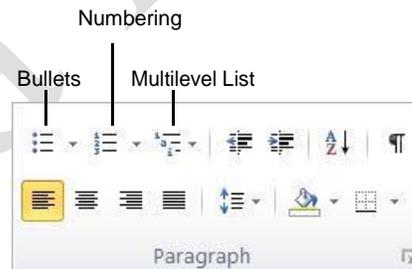Updating Acadia's web site

Figure 4-10: A bulleted list.

Numbering

Bullets   Multilevel List

Figure 4-11: The Paragraph group.

Recently Used Bullets

Bullet Library

None

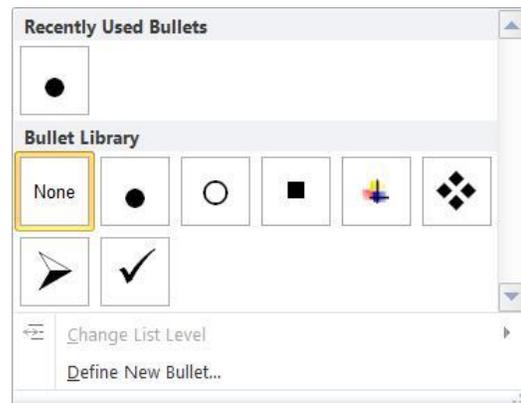Change List Level

Define New Bullet...

Figure 4-12: Choose the bullet style you would like to use from the Bullet Library.

✅ **Tip:** To create a new type of multilevel list, click the **Multilevel List** button and select **Define New Multilevel List**. Then define the settings in the dialog box.

Reset numbering

Numbered lists automatically number each list item in order. However, there are some types of lists where you will need to change a number manually and have Word renumber the items that follow accordingly. You can use this process in a numbered or multilevel list.

☐ Right-click the number in the list you want to change.

A contextual menu appears.

☐ Select **Set Numbering Value** from the list. The

Set Numbering Value dialog box appears.

There are two options you may use to reset the numbering:

Start new list: Select this option to start a new list at the number you specify in the "Set value to" box.

Continue from previous list: Select the "Advance value (skip numbers)" check box and enter the number you wish to begin on in the "Set value to" box.

☐ Specify how you want to reset the numbered list and click **OK**.

✅ **Tips**

▪ To remove bullets and numbering from a list, select the list and click the **Bullets** or **Numbering** button in the Paragraph group on the Ribbon.

▪ You may sort the items in a list. Select the list and click the **Sort** button in the Paragraph group. Determine how you like the text to be sorted in the Sort Text dialog box.

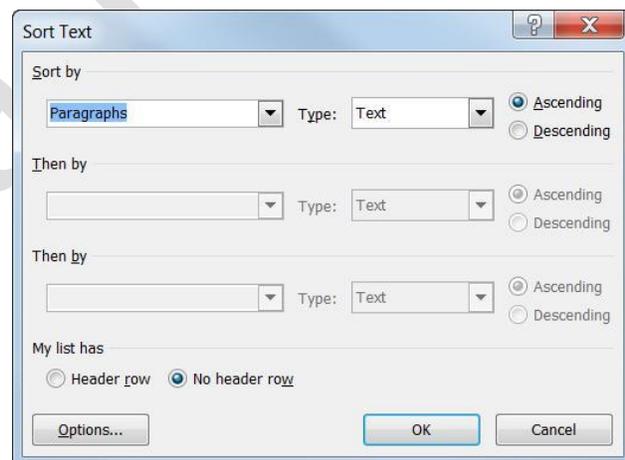**Figure 4-13:** The Set Numbering Value dialog box.

Figure 4-14: The Sort Text dialog box.

Changing Paragraph Alignment

This lesson moves on to paragraph formatting and how to align paragraphs to the left, right, center, or justified on a page.

☐ Place the insertion point in the paragraph you want to change. Or, select the paragraphs you want to change.

☐ Click the **Home** tab on the Ribbon and click the **Align Left**, **Center**, **Align Right**, or **Justify** button in the Paragraph group.

The alignment of the paragraph(s) is changed.

🔸 **Other Ways to Change Paragraph Alignment:** Click the **Dialog Box Launcher** in the Paragraph group. On the Indents and Spacing tab in the Paragraph dialog box, click the **Alignment** list arrow and select an alignment. Click **OK**.

The images below show how each alignment might look in a document.
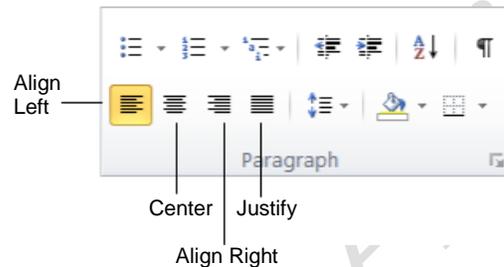
Figure 4-15: The Paragraph group.

Board of Directors Meeting

New Communications Director
The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal

Align Left (<Ctrl> + <L>)

Board of Directors Meeting

New Communications Director
The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal

Align Left (<Ctrl> + <R>)

Board of Directors Meeting

New Communications Director
The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal

Center (<Ctrl> + <E>)

Board of Directors Meeting

New Communications Director
The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal

Justify (<Ctrl> + <J>)

Figure 4-16: Examples of paragraph alignment.

Adding Paragraph Borders and Shading

Adding borders and shading to paragraphs can make them more attractive, organized, and easy to read.

Add a paragraph border

Borders are lines that you can add to the top, bottom, left, or right of paragraphs. They are especially useful for emphasizing headings.

☐ Place the insertion point in the paragraph to which you want to add the border.

If you want to add the same kind of border to several paragraphs, select them all at once.

☐ Click the **Home** tab on the Ribbon and click the **Border** button list arrow in the Paragraph group.

A list of borders you can add to the selected paragraph(s) appears. Use the examples shown next to each border option to guide your decision.

If the border configuration you want doesn't appear in the list, add one border at a time.

☐ Select a border type.

The border is applied.

Notice that the border option you chose now appears as the selected type on the Border button. If you want to apply the same border to another paragraph, just click the **Border** button.

✅ **Tip:** To remove a border, select the **No Border** option under the Border button.

Add paragraph shading

Color the background of a paragraph by adding shading.

☐ Place the insertion point in the paragraph to which you want to add the shading.

If you want to add the same shading to several paragraphs, select them all at once.

☐ Click the **Home** tab on the Ribbon and click the **Shading** button list arrow in the Paragraph group.

A list of colors that coordinate with the Theme Color that is currently selected appears.

✅ **Tip:** If the color you want to use does not appear in the list, click **More Shading Colors** to choose from a larger array of colors.
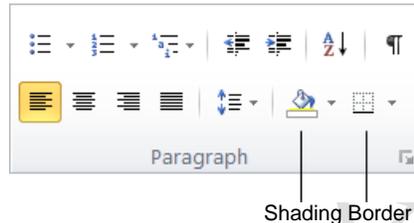
Shading Border

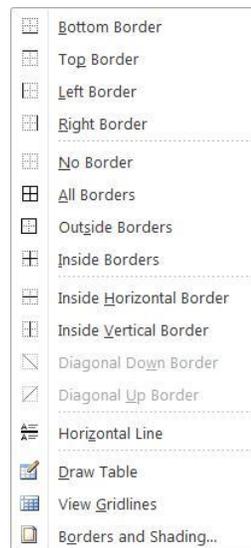**Figure 4-17:** The Paragraph group.

Figure 4-18: This list of border options appears when you click the Border button list arrow.

 ☐ Select the **color** you want to use.

   The shading is applied.

   Notice that the color you chose now appears as the selected color on the Shading button. If you want to apply the same shading to another paragraph, just click the Shading button.

   ✅ **Tip:** When you use shading, make sure the shading color complements the font color so the font is readable.

Borders and Shading dialog box

The Borders and Shading dialog box is another way to work with borders and shading in paragraphs.

 ☐ Select the paragraph(s) to which you want to add borders or shading.

 ☐ Click the **Home** tab on the Ribbon and click the **Border** button list arrow in the Paragraph group.

 ☐ Select **Borders and Shading** from the list.

   The Borders and Shading dialog box appears.

      To apply a border: Click the **Borders** tab and click the side(s) (top, bottom, left, and/or right) of the paragraph in the Preview diagram where you want to apply the borders.

      To apply shading: Click the **Shading** tab. Click the **Fill** list arrow and select the color you want to use.

 ☐ Click **OK**.

✅ Tips

- You may also add a pattern. On the Shading tab of the Borders and Shading dialog box, click the **Style** list arrow to select a pattern style and click the **Color** list arrow to select a pattern color.

- To add a border or shading to text, not an entire paragraph, select the text and open the Borders and Shading dialog box. Click the **Apply to** list arrow and select **Text**. Then specify the border and shading options you want to use.
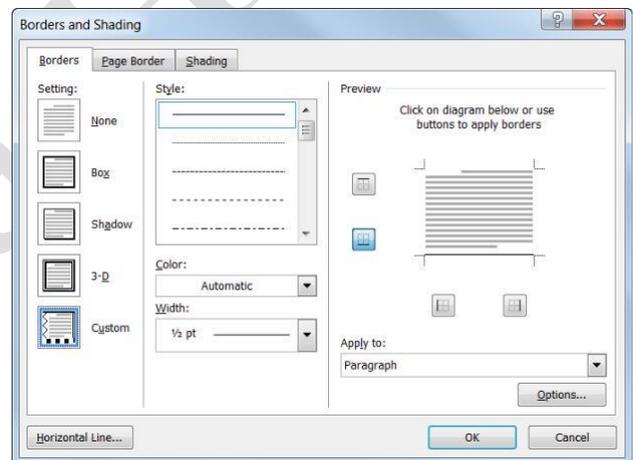

Figure 4-19: A paragraph border.

Figure 4-20: The Borders and Shading dialog box.

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Changing Line Spacing

Adding space between lines makes a document easier to read.

☐ Place the insertion point in the paragraph you want to change. Or, select the paragraphs you want to change.

☐ Click the **Home** tab on the Ribbon and click the **Line Spacing** button in the Paragraph group.

A list of spacing options appears. The default line spacing is 1.0 or Single, which accommodates the largest font in that line, plus a small amount of space.

☐ Select the spacing you want to use.

The line spacing is applied to the paragraph(s).

🔸 **Other Ways to Change Line Spacing:** Click **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group. On the Indents and Spacing tab, click the **Line spacing** list arrow and select an option. Click **OK**.

Table 4-9: Line Spacing Options	
Single	Single spacing—line spacing that accommodates the largest font in that line, plus a small amount of extra space. This is the default setting for paragraphs.
1.5 Lines	Space-and-a-half spacing—line spacing for each line that is one-and-one-half times that of single line spacing. For example, if 10-point text is spaced at 1.5 lines, the line spacing is a little over 15 points.
Double	Double-spacing—line spacing for each line that is twice that of single line spacing. For example, in double-spaced lines of 10-point text, the line spacing is a little over 20 points.
At Least	Minimum line spacing that Word can adjust to accommodate larger font sizes that would not otherwise fit within the specified spacing.
Exactly	Fixed line spacing that Word does not adjust. This option makes all lines evenly spaced.
Multiple	Line spacing that is increased or decreased by a percentage that you specify. For example, setting line spacing to a multiple of 1.2 would increase the space by 20 percent, while setting line spacing to a multiple of 0.8 would decrease the space by 20 percent. Setting the line spacing at a multiple of 2 is equivalent to setting the line spacing at Double. In the "At" box, type or select the line spacing you want. The default is three lines.

Line spacing

Figure 4-21: The Paragraph group.

Single (1.0) line spacing

The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal and client communications.

1.5 line spacing

The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal and client communications.

Double (2.0) line spacing

The search for a communications director ended this month. Sandra Willes named communications director and will coordinate and direct all formal internal and client communications.

Figure 4-22: Line spacing examples.

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Changing Spacing Between Paragraphs

Adding space between the paragraphs in a document gives it structure and makes it easier to read.

☐ Place the insertion point in the paragraph you want to change. Or, select the paragraph(s) you want to change.

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

The Paragraph dialog box appears. You can adjust the space before and after a paragraph:

Before: Adds space above the paragraph.

After: Adds space below the paragraph.

☐ Select the spacing you want to use and click **OK**.

The paragraph(s) are changed with the paragraph spacing.

🔄 **Other Ways to Change Paragraph Spacing:**
Click the **Line Spacing** button in the Paragraph group. Select **Add Space Before Paragraph** or **Add Space After Paragraph**. By default, 12 pts. of space are added in the direction specified.

✅ **Tips**

▪ To remove paragraph spacing, change the spacing values to 0 pt in the Paragraph dialog box. Or, click the **Line Spacing** button in the Paragraph group and select **Remove Space Before Paragraph** or **Remove Space After Paragraph**. Or, click the **Page Layout** tab on the Ribbon and adjust the **Before** and **After** boxes in the Paragraph group.

Figure 4-23: Spacing options in the Paragraph dialog box.

Without paragraph spacing

With paragraph spacing

Figure 4-24: Spacing for the New Communications Director paragraph.

Copying Formatting

If you find yourself applying the same formatting over and over again, then you should familiarize yourself with the Format Painter tool. The Format Painter copies how text is formatted and lets you apply that formatting elsewhere.

☐ Select the text with the formatting you want to copy.

The Format Painter will copy character (font color or italics) and paragraph (line spacing, indentation) formatting attributes of the selected text.

☐ Click the **Home** tab on the Ribbon and click the

Format Painter button in the Clipboard group.

The insertion point changes to a paintbrush (⏚).

🔸 **Other Ways to Access the Format Painter:** Click the **Format Painter** button on the Mini Toolbar.

🍃 **Tip:** Single-click the **Format Painter** button to apply copied formatting once. Double-click the **Format Painter** button to apply copied formatting multiple times.

☐ Click and drag the paintbrush (⏚) across the text to

which you want to apply the copied formatting.

The copied formatting is applied.

✅ **Tips**

▪ If you double-click the Format Painter button, click the **Format Painter** button again to deactivate it, or press **<Esc>**.

▪ To copy paragraph formatting (such as line or paragraph spacing) as well as text formatting, select the entire paragraph you want to copy, then click the **Format Painter** button.
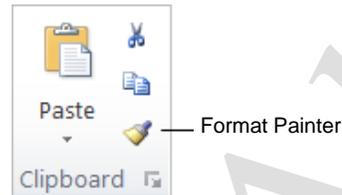
Figure 4-25: The Clipboard group.

Setting Tab Stops

Tabs make it easy to align text. Each time you press the **<Tab>** key, the insertion point moves to the next tab stop. Word has left tab stops set at every half-inch by default, but you can easily create your own stops to be located in a specific position or using a different alignment.

✅ Tips

- To add tab stops to text already in the document, select all the text and paragraphs to which you want to add the tab(s), then add the tab stop(s).

Set tabs with the ruler

The advantage of setting tabs with the ruler is that it is easy to see where the tab is positioned in the document.

☐ (If the ruler is not displayed) Click the **View** tab on the Ribbon and click the **Ruler** check box in the Show/Hide group.

The ruler appears.

☐ Click the **Tab alignment** box on the ruler until you see the type of tab you want to use (left, center, right, decimal, or bar).

The left tab is the default and most common type of tab. However, you can align text differently by using different tabs.

☐ Click where you want to add the tab stop on the ruler.

A tab of the selected tab alignment type is added to the ruler. Now, when the **<Tab>** key is pressed, the cursor will jump to the tab stop where you can now insert text.

Set tabs with the Tabs dialog box

The Tabs dialog box is slightly slower to work with than setting tabs with the ruler, but it is more accurate and gives you more options.

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

The Paragraph dialog box appears.

☐ Click the **Tabs** button near the bottom of the Paragraph dialog box.

The Tabs dialog box appears.

- **Exercise**

☐ **Exercise File:** Board of Directors Meeting4-12.docx

☐ **Exercise:** Select the last five paragraphs of the document, beginning with the paragraph that begins with "Department" and ending with the paragraph that begins with "Design". Set a left tab stop at 1".

Set a center tab stop at 3". Set

a right tab stop at 4.5". Set a

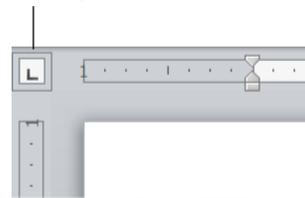decimal tab stop at 5.5".

Tab alignment box

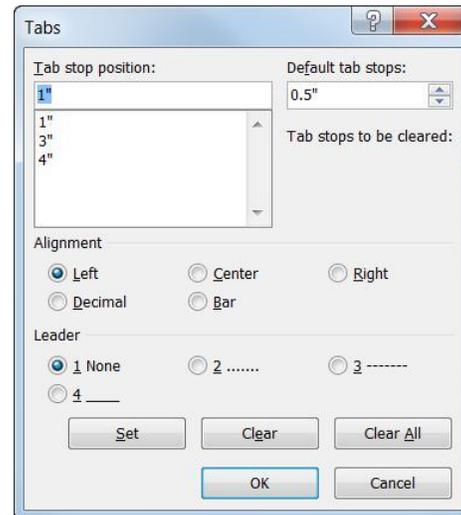**Figure 4-26:** The Tab alignment box on the ruler.

Figure 4-27: Tabs dialog box.

Mustansiriyah University/ College of Dentistry   **Lecturer: Mustafa H. Ali**

☐   Select the alignment, choose the type of leader,
    and specify the location of the tab stop on the ruler.

    Once you've selected the tab settings, you're ready to
    set the tab.

☐   Click **Set**.

    The tab is created with the specified attributes.
    Continue adding more tabs here as necessary.

☐   Click **OK** once each tab is set.

    The tab stops are shown on the ruler.

Table 4-10: Types of Tabs

Left	Center	Right	Decimal	Bar
3.14	3.14	3.14	3.14	3.14
Aligns the left side of text with the tab stop.	Aligns the text so that it is centered under the tab stop.	Aligns the right side of text with the tab stop.	Aligns text and numbers by decimal point.	A vertical line character is inserted at the bar tab.

Adjusting and Removing Tab Stops

Tab stops are also easy to adjust and remove.

Adjust a tab stop with the ruler

Click and drag the tab stop to the desired position on the ruler.

The tab stop is moved.

✅ **Tip:** To remove a tab stop, click and drag the tab stop off of the ruler.

Adjust a tab stop with the Tabs dialog box

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

The Paragraph dialog box appears.

☐ Click the **Tabs** button near the bottom of the Paragraph dialog box.

☐ Select the tab stop you want to adjust.

☐ Make the adjustments in the dialog box and click **Set**.

✅ **Tip:** Click the **Clear** button to remove the tab stop, or click the **Clear All** button to remove all tab stops.

☐ Click **OK** to confirm the change.

The tab stop is moved.

✅ Tips

▪ If you selected text that used the tab stop, the text adjusts to the new position of the tab stop.

Adjust a tab leader

One setting that isn't available on the ruler is tab leaders. A tab leader is a line from the current location to the next tab stop. Tab leaders are usually found in tables of contents and menus.

☐ Open the Tabs dialog box.

☐ Select the tab stop to which you want to add a leader from the Tab stop position list.

☐ Select a leader option.

There are four leader options listed under the Leader section.

☐ Click **Set**.

You can continue to add tab leaders to other tabs until you are finished.

☐ Click **OK**.

▪ **Exercise**

☐ **Exercise File:** Board of Directors Meeting4-13.docx

☐ **Exercise:** Adjust the decimal tab stop to 6". Then remove the new decimal tab stop.

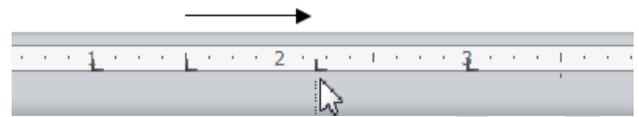Add a dotted leader to the 5.5" decimal tab stop.
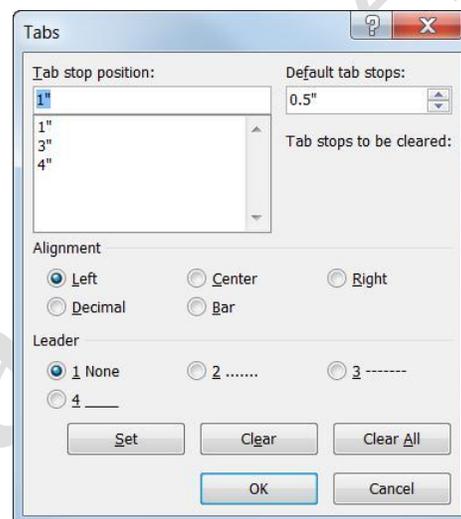

Figure 4-28: Moving a left tab stop.

Figure 4-29: In the Tabs dialog box, select a tab stop and click Clear to delete it.

Figure 4-30: Tab leaders make lists easier to read.

Using Left and Right Indents

Indenting adds blank space between the page margin and the paragraph text. Long quotations, lists, and bibliographies are a few examples of paragraphs that are often indented.

✅ Tips

▪ To use the Left or Right indent markers, the ruler must be displayed. To show the ruler, click the **View** tab on the Ribbon and click the **Ruler** check box in the Show/Hide group.

Left indent

The most common type of indent is a left indent, in which text is moved away from the left margin.

☐ Select or place the insertion point in the paragraph(s) you want to change.

☐ Click the **Home** tab on the Ribbon and click the **Increase Indent** button in the Paragraph group.

The paragraph(s) are indented 0.5", or to the next indent level in the document.

🔸 **Other Ways to Increase Indentation:**
Click and drag the **Left Indent marker** on the ruler. Or, click the **Dialog Box Launcher** in the Paragraph group and enter how much space you want the paragraph indented by in the **Left** indentation box. Or, click the **Page Layout** tab on the Ribbon and adjust the **Indent Left** box in the Paragraph group.

Right indent

A right indentation of a paragraph moves text away from the right margin.

☐ Select or place the insertion point in the paragraph(s) you want to change.

☐ Click and drag the △ **Right Indent** marker on the ruler.

The paragraph is indented from the right margin.

🔸 **Other Ways to Use Right Indent:**
Click the **Dialog Box Launcher** in the Paragraph group and enter the indent in the **Right** indentation box. Or, click the **Page Layout** tab on the Ribbon and adjust the **Indent Right** box in the Paragraph group.

▪ **Exercise**

☐ **Exercise File:** Board of Directors Meeting4-14.docx

☐ **Exercise:** Indent the paragraph below the "New Communications Director" heading 0.25" on the left.

Indent the paragraph below "The Month in Review" heading 0.25" on the left and 0.5" on the right.

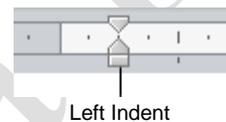

Figure 4-31: The Paragraph group.

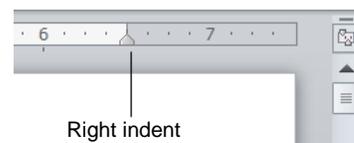**Figure 4-32:** Left indent marker on the Ruler.

Figure 4-33: Right indent marker on the Ruler.

Using First Line and Hanging Indents

Besides the left and right indents, two special indents can be used in your paragraphs: hanging and first line indents.

First Line indent

A first line indentation lets you indent the first line of a paragraph independently of the other lines. Many people do this with a tab instead of changing the indent settings.

☐ Select or position the insertion point in the paragraph(s) you want to indent.

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

☐ Click the **Special** list arrow in the Indentation section and select **First line**.

☐ Enter the desired indent amount in the By box, and click **OK**.

  🔶 **Other Ways to Use a First Line Indent:** Click and drag the ▽ **First Line** indent marker on the ruler. Or, click the **tab alignment** box until you see the First Line Indent marker, then click where you want to insert the indent on the ruler.

Hanging indent

In hanging indentation, the first line of a paragraph stays put next to the left margin while the other lines in the paragraph are indented. Hanging indentations are often used in bibliographies or lists.

☐ Select or position the insertion point in the paragraph(s) you want to indent.

☐ Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.

☐ Click the **Special** list arrow in the Indentation section and select **Hanging**.

☐ Enter the desired indent amount in the By box, and click **OK**.

  🔶 **Other Ways to Use a Hanging Indent:** Click and drag the △ **Hanging** indent marker on the ruler. Or, click the **tab alignment** box until you see the Hanging indent marker, then click where you want to insert the indent on the ruler.

- **Exercise**

☐ **Exercise File:** Board of Directors Meeting4-15.docx

☐ **Exercise:** Add a 0.5" hanging indent to the paragraph below the "New Communications Director" heading.

    Add a 0.5" first line indent to the paragraph below "The Month in Review" heading.
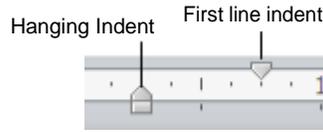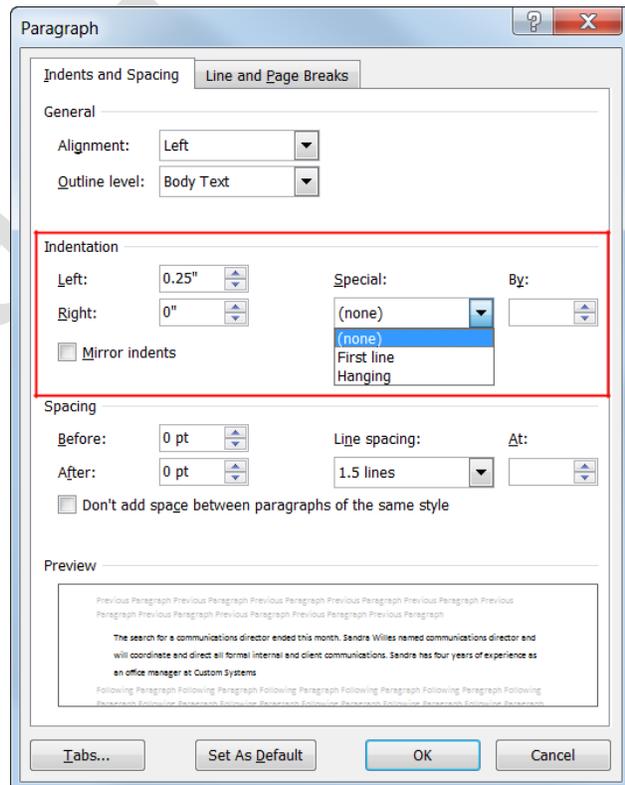

Figure 4-34: Hanging and First Line indents on the ruler.

Figure 4-35: Indentation options in the Paragraph dialog box.

Reference: