



# Microsoft Word:

## formatting paragraphs and pages

### Microsoft Word

- Microsoft Word is a document processor made by Microsoft.
- It is best used for typing letters and creating documents with text and some pictures.

### Paragraph Formatting

- The Paragraph group of the Home tab contains tools used to change the alignment (left, center, right).
- It also contains tools used to add bulleted, numbered, and outlined lists.
- The indent of items within a list can be increased or decreased using tools within the Paragraph group as well.
- Clicking on the arrow in the Paragraph group brings up the paragraph dialog box.
  - Options in the Spacing section allow specific amounts of space to be added before or after each paragraph.
  - The Line spacing options allow space to be added between each line within a paragraph.
- Lists can be alphabetized using the Sort tool in the Paragraph group.

### Page Layout

- The Page Setup group of the Page Layout tab contains a variety of tools which affect the page itself and the appearance of text on the page.
- The Orientation tool provides the option to toggle between portrait and landscape.
- The Margins tool provides a variety of preset margins such as Normal, Narrow, and Wide.
- Columns can be created using preset options within the Columns tool.
- Custom columns can be created by clicking on “More Columns...” within the Columns tool.

### Insert

- Tools within the Insert tab can also be used to customize a document.
- The Page Break tool in the Pages group can be used to force subsequent text onto another page.

### File

- Options on the File tab can be used to save and print the document.
- The option to create a new document is also available on the File tab.

### Tips

- Save often.
- Use the proper tools for lists, line spacing, and page breaks.
- Modify the margins and page orientation using tools on the Page Layout tab.
- Do not be afraid to ask for help.