Word Processing 5N1358

3. Text Processing Features

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RMN & SO'N

CREATE DOCUMENTS APPLYING A RANGE OF TEXT PROCESSING FEATURES INCLUDING:

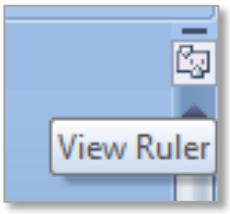
1. MARGINS AND LINE SPACING

Change Margins, Set Margins

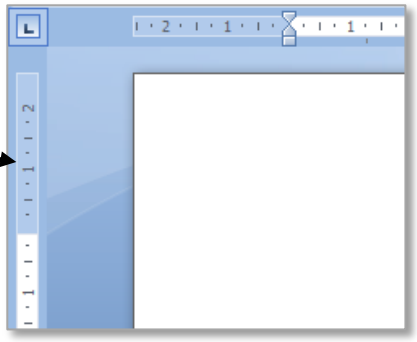
Page **margins** are the blank space around the edges of the page. In general, text and graphics are inserted in the printable area between the margins. However, some items can be positioned in the margins — for example, headers, footers, and page numbers.

View Ruler

To edit and change the margins of a word document first ensure the rulers are turned on. Go to the **View** tab to the **Show** group and click on the **Ruler** toggle button, alternatively turn on the ruler symbol on the top right of the page, as shown.

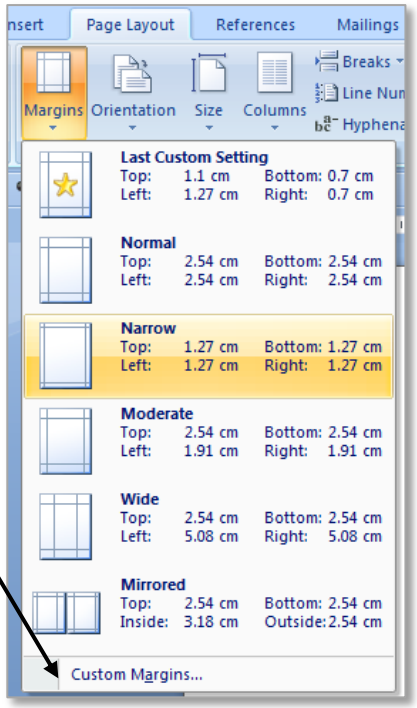


This will turn on the ruler showing the Top, Bottom, Left and Right ruler margins. These can all be adjusted manually by dragging on the ruler between the white and the blue margins here.



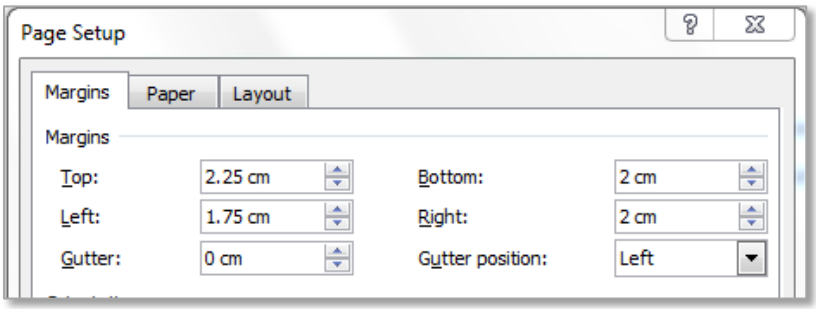
Pre-set Margins

In addition **pre-set** margins can be accessed by going to the **Page Layout** tab to the **Page Setup** group and selecting the **Margins** command button. A variety of different pre-set margins are available for selection. Each shows the Top, Bottom, Left and Right margins, in the *Narrow* example shown the margins are all set to 1.27 cm.



Custom margins

Customer margins can also be set using the option at the bottom of the **Margins** menu. Each margin can be typed to the exact correct measurement.



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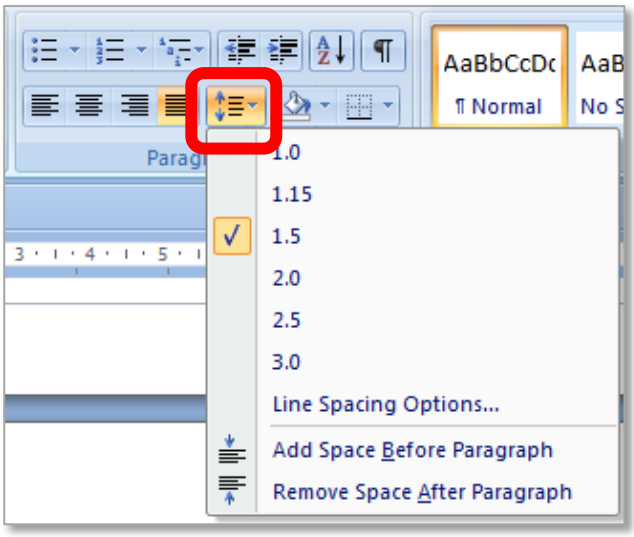
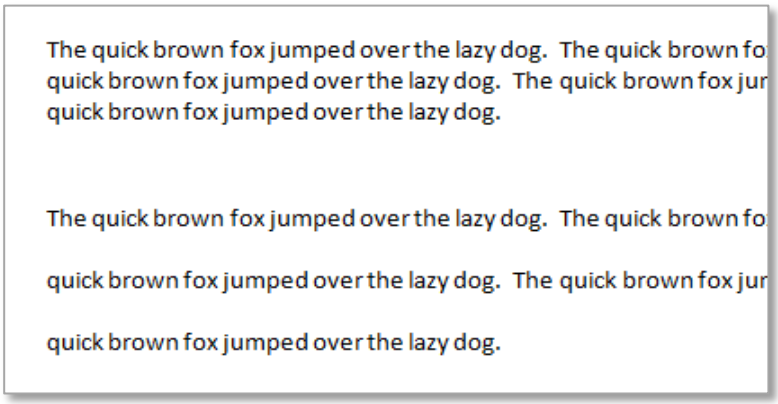
2. LINE SPACING

Line Spacing determines the amount of vertical space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above or below a paragraph.



To apply line spacing options highlight the paragraph which the line spacing will be added too and go to the **Home** tab to the **Paragraph** group and select the **Line Spacing** command button to access the drop down list as shown.

This diagram shows an example of a paragraph with **single** line spacing and then a paragraph with **double** line spacing.



Paragraph Spacing

Paragraph Spacing can also be set from this drop down menu, this reduces and increases the spacing between individual paragraphs and between paragraphs and headings. This feature can be very useful when trying to create more space on a page.

Line Spacing Options

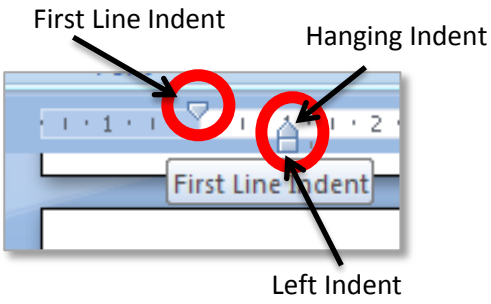
Single	This option accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.
1.5 lines	This option is one-and-one-half times that of single line spacing.
Double	This option is twice that of single line spacing.
At Least	This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.
Exactly	This option sets fixed line spacing, expressed in points. For example, if the text is in a 10 point font, the line spacing can be specified as 12 points.
Multiple	This option sets line spacing that can be expressed in numbers greater than 1. For example, setting line spacing to 1.15 will increase the space by 15 percent, and setting line spacing to 3 increases the space by 300 percent (triple spacing).

3. INDENTING TEXT AND PARAGRAPHS

Indenting Text – Hanging Paragraphs, Side Headings, Shoulder Headings

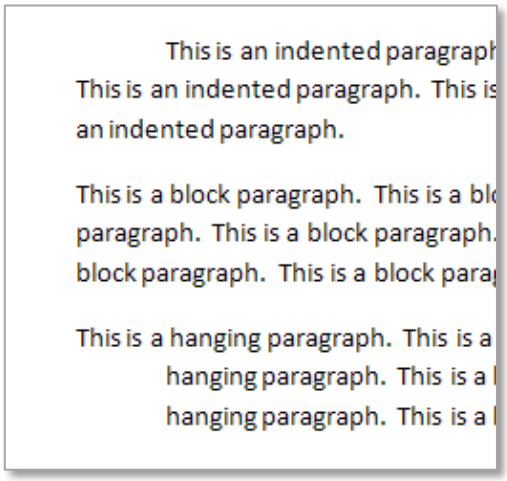
Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, it is possible to increase or decrease the indentation of a paragraph or group of paragraphs. Negative indents (also known as an outdents) can also be created, these pull the paragraph out toward the left margin. Another type of indent is a hanging indent, in which the first line of the paragraph is not indented, but subsequent lines are.

The three indents tools shown here are the *First Line Indent*, the *Hanging Indent* and the *Left Indent*. In addition there is also the *Right Indent* on the right side of the page. To set the indent click on these tools and drag to the required indent length alternatively, go to **Page Layout** to the **Paragraph** group and set the **Indents** as required**.**



Different types of paragraph can be describe as follows:

1. An ***indented paragraph*** has a space in front of the first line of the paragraph.
2. A ***block paragraph*** has no indent.
3. A ***hanging paragraph*** or ***shoulder heading*** is the opposite of an indented paragraph. The first line starts at the margin and all other lines are indented.
4. A ***Side Heading*** is a new sub-heading in a document where the first line of the paragraph starts after the last word in the side heading.



4. TABS

Apply Tabs

Tabs are default distances used to keep text in line down the length of the page. On the **ruler** bar the tab appears as a small black **L**. To apply tabs click on the ruler at the desired length and a tab will appear. To move a tab you click on it and drag it to a new location.

To apply **tabs** first ensure the ruler toolbar is turned on. To do this go to the **View** tab to the **Show** group and click the **Ruler** toggle box (as mentioned on page 1).

To add a tab to the toolbar simply click on the toolbar and the tab will appear. To move a tab click and hold then drag it to the left or to the right. To move the cursor or text across to the use the **Tab** button on the keyboard.

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NOTE: Tab types

Tab Rules

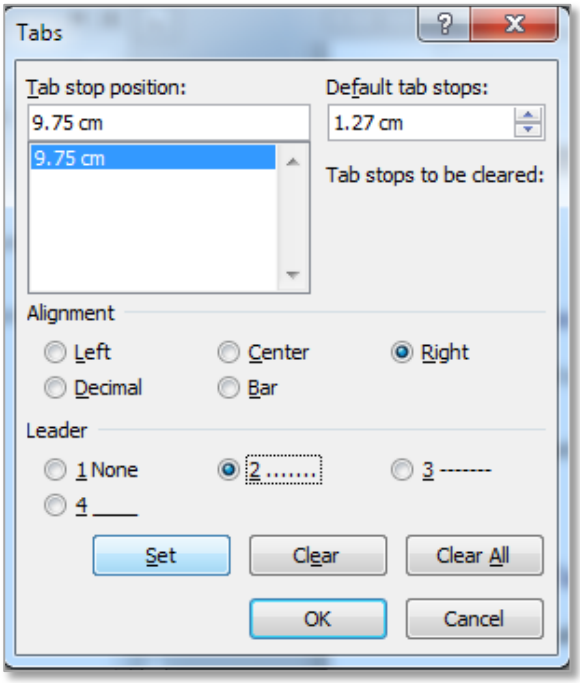
1. Note that once a tab is created it is applied from that point forward for the rest of a document.
2. To apply a tab to a paragraph that has already been created, highlight the paragraph and apply that tab.

Create Tabs

Tabs can also be created in the **Tab Dialogue box** to open the Tab dialogue box double click on any tab.

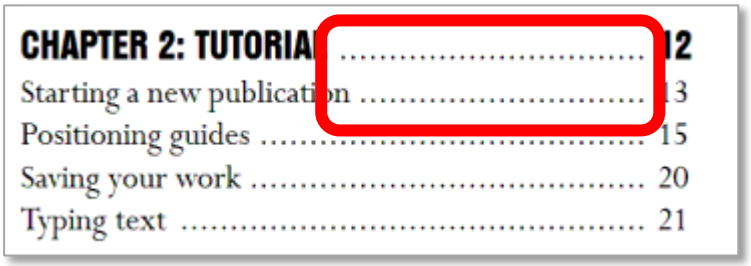
The tabs dialogue box can be used to set the exact position on the ruler of all the tabs to be created. From here the **alignment** of the text on the tabs and any **Leader** styles that might be required can also be set (for example 2 leader dots is turned on in this screen shot).

The **alignment** of the tab refers to the alignment of the text towards that tab. Text will move to the right of a tab set to **right** and so on. **Decimal** tabs are commonly used to align numbers with decimal points (e.g. currecy).



Use Leader Dots

Leader dots are used mostly on list or contents pages where the list object and the price or page number are separated by some distance. The leader dots are used to allow the reader to easily see which lines belong together. In the example shown we can see leader dots between each topic in the book and the page number. Leader dots are used on the first page of these notes on the cover page in the contents menu.

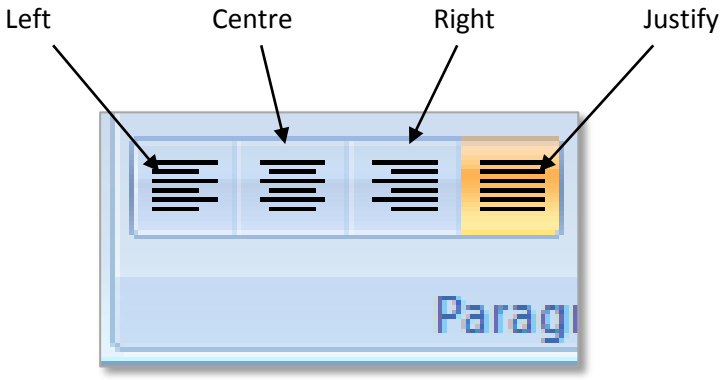


To turn on leader dots select the **tab stop position** (very important) and click the **leader** style required, then click on **Set**. See the screen shot above.

5. ALIGNING TEXT – LEFT, RIGHT, CENTRE, JUSTIFIED

Horizontal **alignment** determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins. For example, in a paragraph that is left-aligned (the most common alignment), the left edge of the paragraph is flush with the left margin. In this document this current paragraph is *Justified*.

To apply alignment highlight the paragraph or click on the sentence and go to **Home > Paragraph Group** and choose the appropriate alignment.



NOTES:

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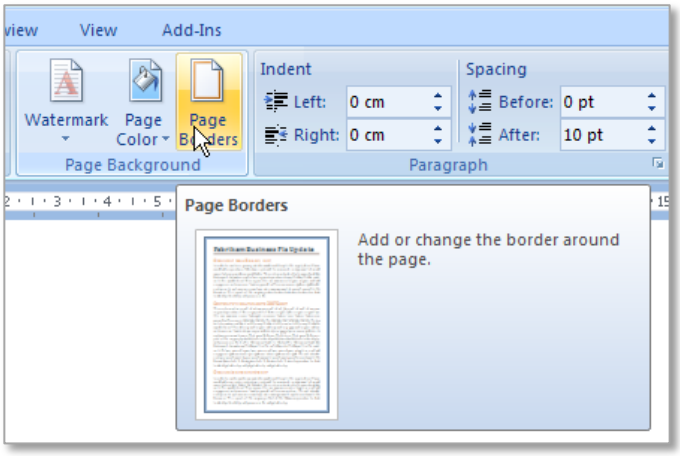
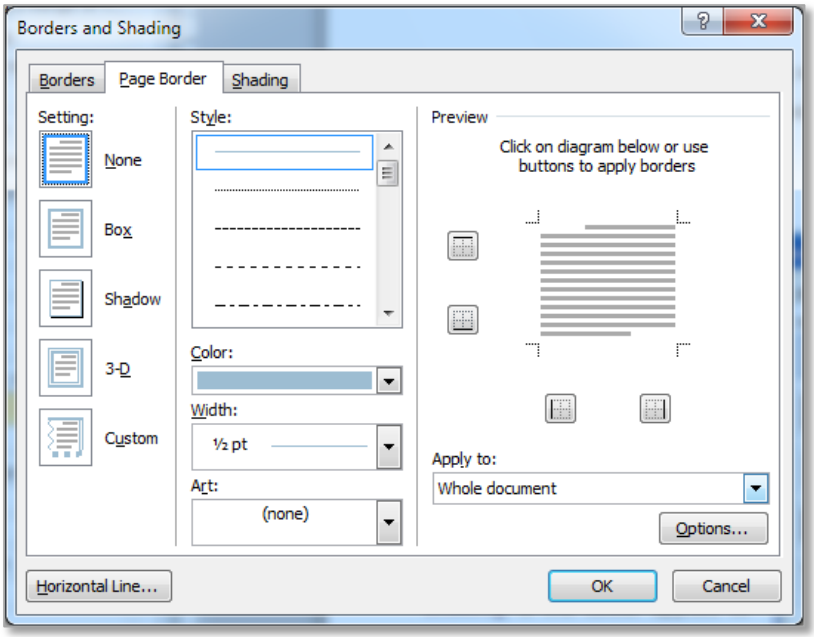
6. BORDERS AND SHADING

To apply **border and shading** options go to the **Page Layout** tab to the **Page Background** group and click on the **Page Borders** command as shown.



This will open the **Borders and Shading** dialogue box, in this dialogue box there are three tabs: *Borders, Page Border* and *Shading*.



Borders are applied to the current selected or highlighted area.

Page Border is applied to the whole page.

Shading is the colour applied to the background of the selected text.

Formatting Borders The formatting options available allow the style of the border to be changed, the *colour* and the *width/thickness* of the line. From these options a picture can also be added as a border.

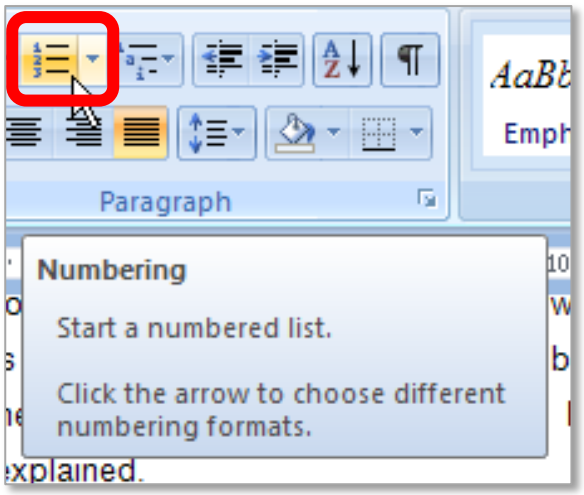
NOTE: It is important to ensure the correct **border** style is selected, a common mistake is to confuse an area or text border with a page border.

To apply **borders** to a paragraph highlight the paragraph and select the border required.

Shading can also be applied by highlighting text and using the 'bucket of paint' shading button on the **Home** tab in the **Paragraph** group.

7. NUMBERING AND BULLETS

To apply **numbering** use the **numbering** command button, this is available on the **Home** tab in the **Paragraph** group as shown.

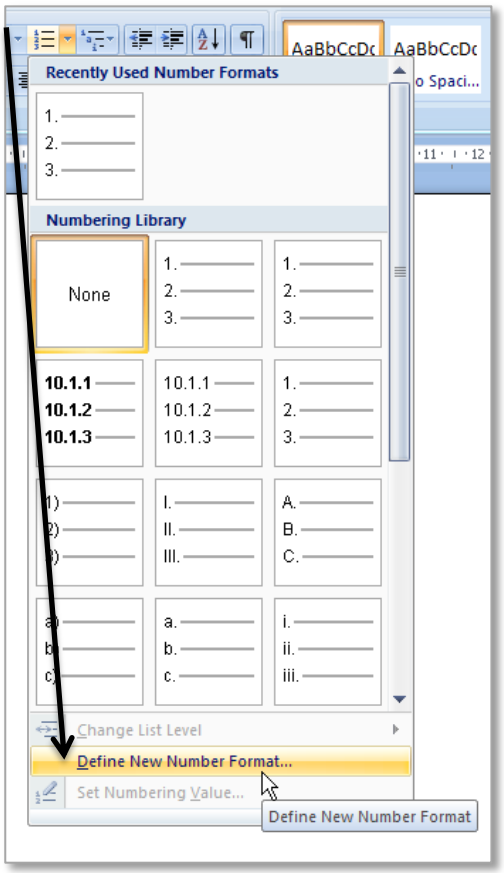


The numbering feature adds a new number at the start of every new line if the **Enter** key has been pressed. This allows the automatic creation of a numbered list with a set tab and will ensure that the list is numbered in the correct order.

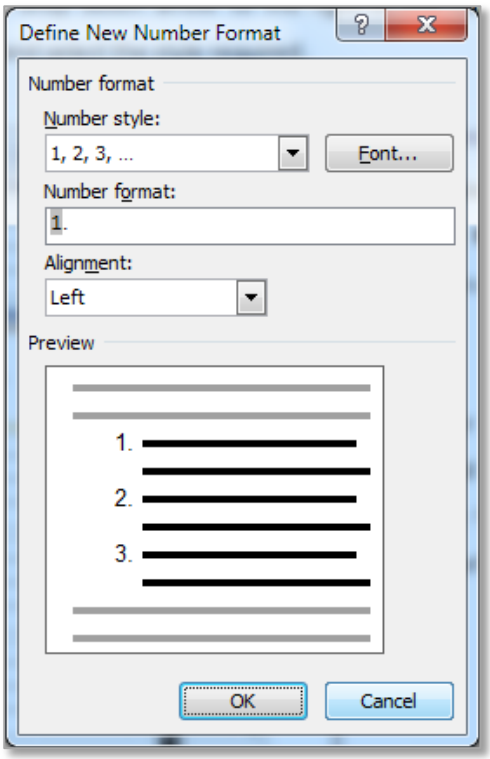
There are many different numbering styles. To access these use the drop down arrow to the right of the numbering button and select the style required.

Customise Numbering Options

To create a different structure for your numbered list select the **Define New Number Format...** option. This will allow the creation of any number format required.



Number formatting can be changed using the **Font** button and by typing directly into the **Number format:** text box.



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A Numbered List

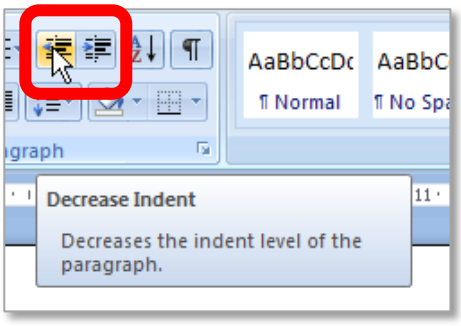
1. Question 1
2. Question 2
    a. Part A
    b. Part B
3. Question 3

In the example of a numbered list above under Question 2 has two outlined numbers. An outline numbered list shows list items at different levels rather than indented at one level. To move an outline numbered item to the appropriate numbering level, use one of the following two methods.

1. The first is on the **Formatting** toolbar:

To demote the item to a lower numbering level, click a list number, and click **Increase Indent**.

To promote the item to a higher numbering level, click a list number, and click **Decrease Indent**.



2. The second option is to simply press the tab key on the keyboard at the start of the line or sentence. This will automatically start the second outlined list.

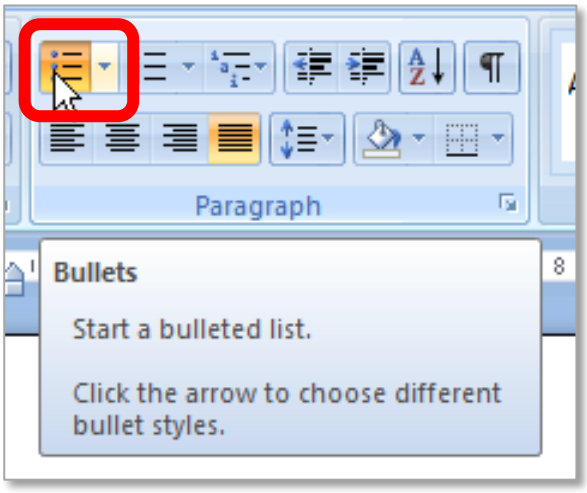
Bullet Points

To apply **bullet options** you can click on the **bullet** button on the formatting toolbar, this is available on the Home toolbar as shown.

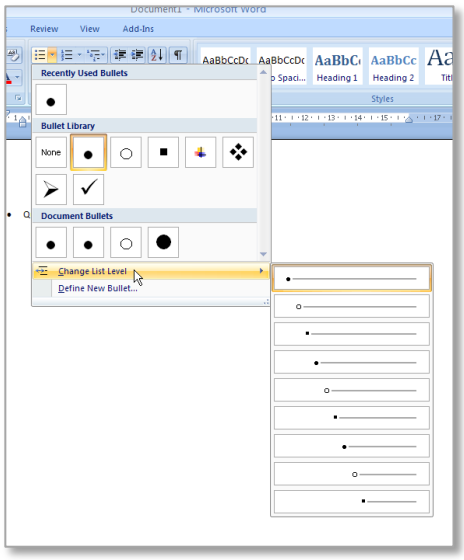
Using this option will add a bullet point to the start of the line the cursor is on. As with the numbering button, bullets can also be indented to hold lists within lists.

To use the indented bullet do the following:

- To add a bullet second bullet pointed list use the **Increase Indent** button.
- To bring the bullet back out use the **Decrease Indent** button



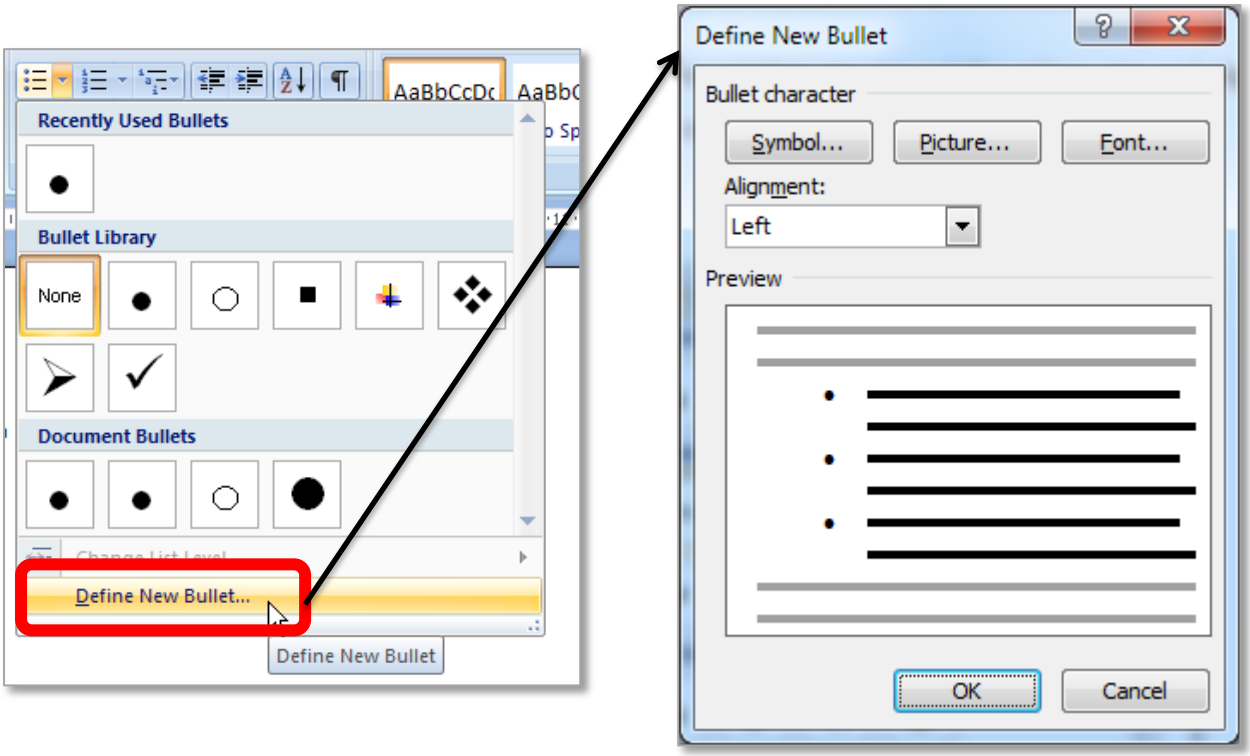
To customise your bullet options there are two methods available to you. The first is to choose an option which has been pre-set in the **Bullet Library** this can be accessed by selecting the drop down button to the right of the bullet button.



Define New Bullet

The second option is to use the **Define New Bullet** option. This will allow the user to change the style, size, colour and layout of the bullet. To do this select the define new bullet option.

From this dialogue box you can set the colour, size and alignment of the bullet and you can also set the bullet to a symbol or image of your choice.



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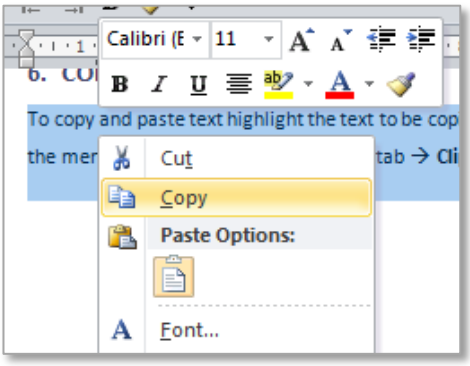
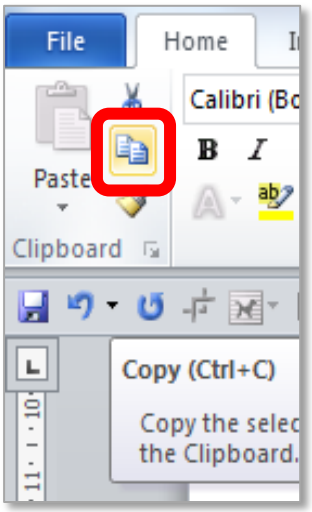
8. COPYING AND PASTING TEXT

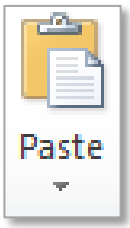
Copy



To **copy** and **paste** text highlight the text to be copied, right click on the highlighted text and choose copy from the menu. Alternatively the **copy** command button is on the **Home** tab in the **Clipboard** group as shown below. Note that the keyboard shortcut for copying is **Ctrl + C**.



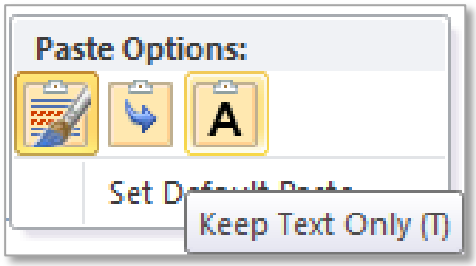
Paste



To **paste** text that has been copied you can use similar methods to copying as shown. After copying the text, right click and choose **paste** from the drop down menu. Or alternatively, go to the **Home** tab to the **Clipboard** group and select the **Paste** command button.

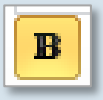
When using the paste command be aware that there are different methods of pasting. The most common of these are to **Keep the source formatting**, to **merge list** and to **paste as a picture**. When pasting from another source such as a web page additional paste options will be available such as **Keep text only**. To access these options first paste the text, then the following option will appear in the bottom right corner after the pasted text (this will only be their briefly and will disappear after an further text is entered).

From this drop down menu a variety of paste options can be access. Review these options and ensure each of them are fully understood.



9. ENHANCING TEXT

To enhance text simply means to change the formatting or how the text looks. The following command are all methods of enhancing text in Microsoft Words these are all available on the **Home** tab review each of these commands and ensure they are understood.

Tool	Button or Symbol	Notes
Bold		Makes the selected text **Bold.** Shortcut: Ctrl + B
Italic		*Italics* applied to the selected text. Shortcut: Ctrl + I
Underline		Selected text is underlined. Shortcut: Ctrl + U
~~**Strikethrough**~~		A line is ~~striked through~~ the text.
Colour Font		Colour of selected text is changed.
cHANGE cASE		Case of text is changed between small and CAPITAL letters.
Left Alignment		Text is aligned to the left. Shortcut: Ctrl + L
Centre Alignment		Text is aligned to the centre. Shortcut: Ctrl + E
Right Alignment		Text is aligned to the right. Shortcut: Ctrl + R
Justify a paragraph of text to have two straight edges along the end of the paragraph.		Text is justified aligned with straight edges. Shortcut: Ctrl + J
Line Spacing		Line and paragraph spacing is applied to selected text.

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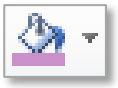
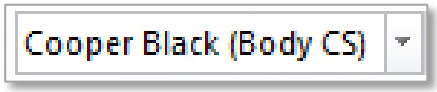
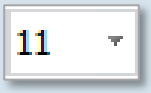
Shading		Colour is applied to the background behind the text.
Show/Hide		Paragraph marks and other hidden formatting are shown. Shortcut: Ctrl + Shift + *
Font Style		The font face is change to a new style of writing. Calibri and Times New Roman are popular examples.
Font Size		The size of the selected text is changed.
• **Bullets**		Start a bullets list. This adds bullet points to the start of a paragraph.
1. **Numbering**		Start a numbered list. This adds numbers to the start of a paragraph.
Increase Tab		Increase the indent level of the tab in the ruler.
Decrease Tab		Decrease the indent level of the tab in the ruler.

NOTES: