DE MONTFORT UNIVERSITY
LEICESTER

Office 2007

Word

Document Formatting

October 2010

CONTENTS

INTRODUCTION

This training guide will show you how to format a document using tabs, indents, and tables. You will also look at bulleted and numbered lists, and paragraph spacing.

Knowledge assumed

experience of using a computer, for example keyboard familiarity

experience of using Windows

basic experience of using Microsoft Word

Areas covered

paper size and margins

tabs

indents

bulleted and numbered lists

line and paragraph spacing

tables

page numbers

headers and footers

page and section breaks

Document signposts

Instructions for you to type

Bold text

Shortcuts

Reminders

Notes

Exercises

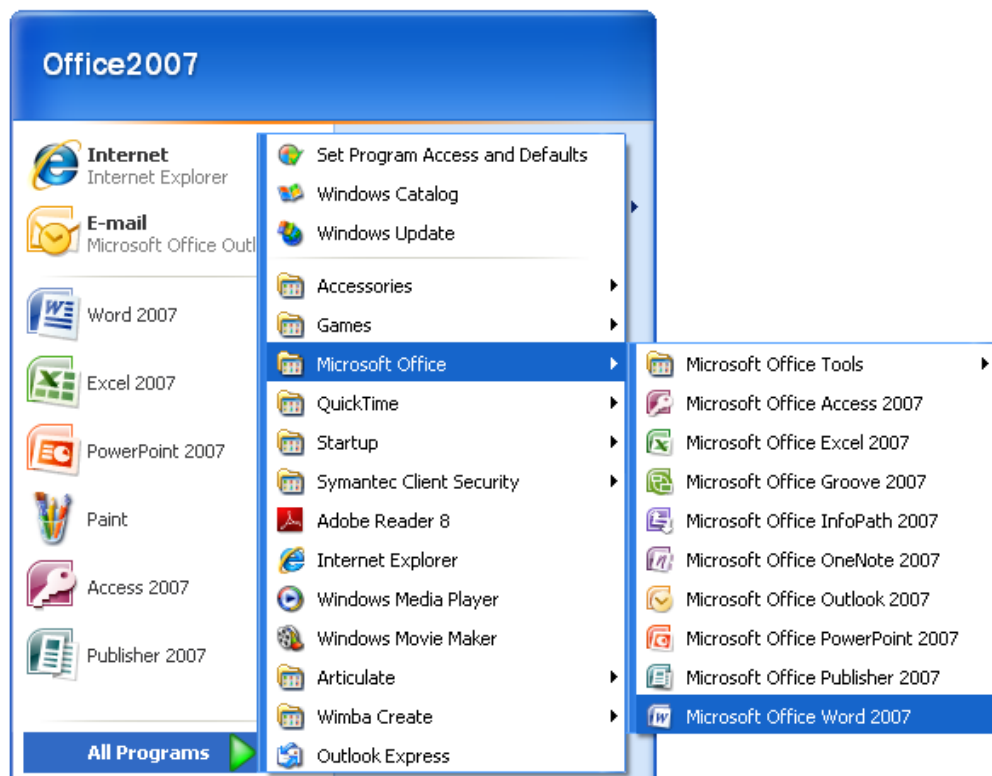# GETTING STARTED

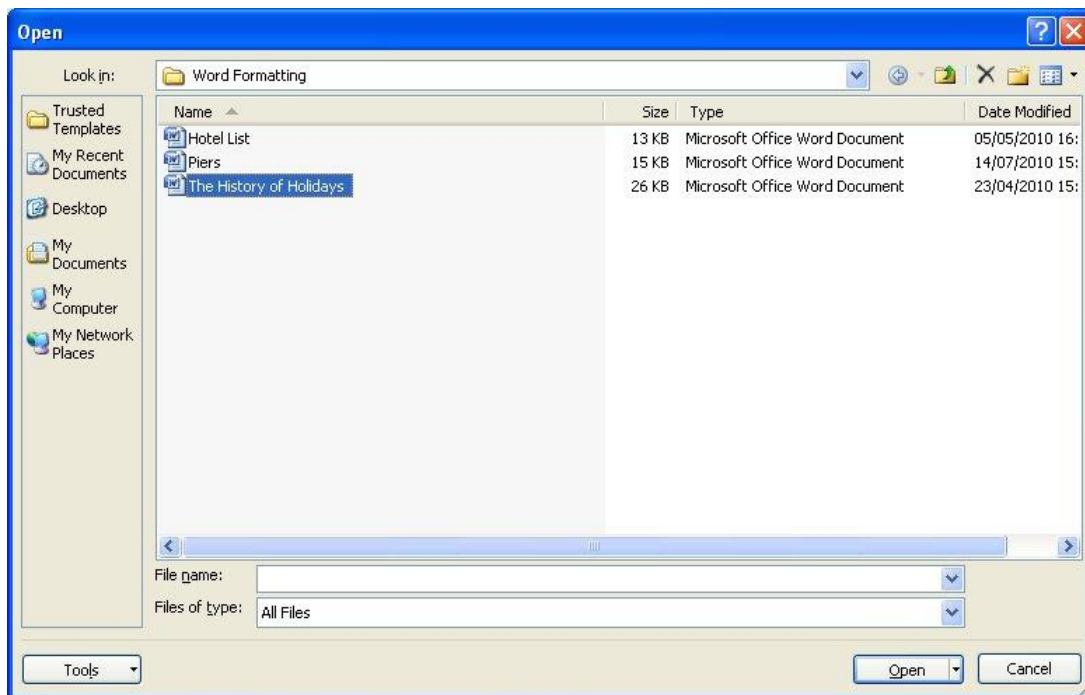➢ Double click the Word 2007 icon on the desktop

or

➢ Click the **Start** button

➢ Choose **All Programs**

➢ Click **Microsoft Office Word 2007**

A blank document is opened ready for use.

OPENING A DOCUMENT

➢ Click the Microsoft Office button

➢ Click **Open**

➢ Locate the **Word Formatting** folder on drive **C**

➢ Select **The History of Holidays**

➢ Click **Open**

PAGE SETUP

When you open a new document, and before you begin to create the content, it is useful to set the paper size and orientation. However, do bear in mind that these can be altered at any time.

PAPER SIZE

A default paper size is already set. You can change this but must remember that you are constrained by the printer that you are using. Some will print sheets only up to A4 size (21cm x 29.7cm) others will print much larger sheets.

You are able to specify the size of paper and the orientation – portrait or landscape – using the commands in the Page Setup group on the Page Layout tab.

To check the paper size:

➢ From the **Page Setup** group on the **Page Layout** tab, click the **Size** button
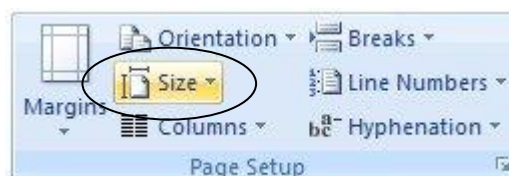
A list of page sizes is displayed with A4 automatically selected.
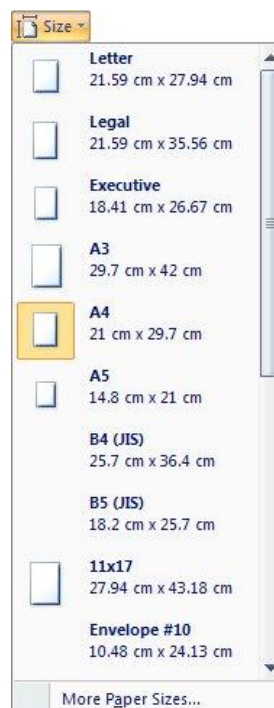
➢ Click away from the list to close it

ORIENTATION

Orientation refers to whether the page is laid out vertically or horizontally.

Computer models will then test how effective artificially intelligent systems are at controlling traffic lights.

This information will be used to see when measures need to be taken to reduce air pollution.

The project will also explore how to turn people's mobile phones into personal satnavs. Using the technology, bus passengers could opt in to receive updates that tell them not only when the next bus is due, but if another bus would get them there quicker.

The project is funded by £30,000 from the Higher Education Collaboration Grant from the Transport Innovation Network.

Portrait   Landscape

To change the orientation of the page:

➢ From the **Page Setup** group on the **Page Layout** tab, click the **Orientation** button

➢ Select **Landscape**

The document is displayed in Landscape orientation.

➢ Click the Microsoft Office Button

➢ Point to the arrow next to **Print**, and then click **Print Preview**

➢ Close Print Preview

➢ Return the document to **Portrait** orientation

MARGINS

Margins are the blank spaces around the edges of the text. You may set top, bottom, left and right margins. In general, you insert text and graphics in the printable area inside the margins. However, some items can be placed in the margins — for example, headers, footers, and page numbers.

Usually the default margins of a document are set to 2.54 cm, but these can be varied as required.

➢ From the **Page Setup** group on the **Page Layout** tab, click the **Margins** button
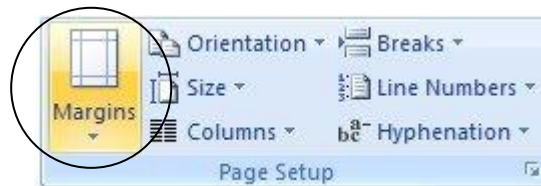
The Margins options are displayed.

The currently selected option (Normal) is highlighted.

You are going to increase the left and right margins by 1.5 cm – the new margins will be 4.04 cm.

➢ At the bottom of the list, click **Custom Margins**

The Page Setup dialog box is displayed.
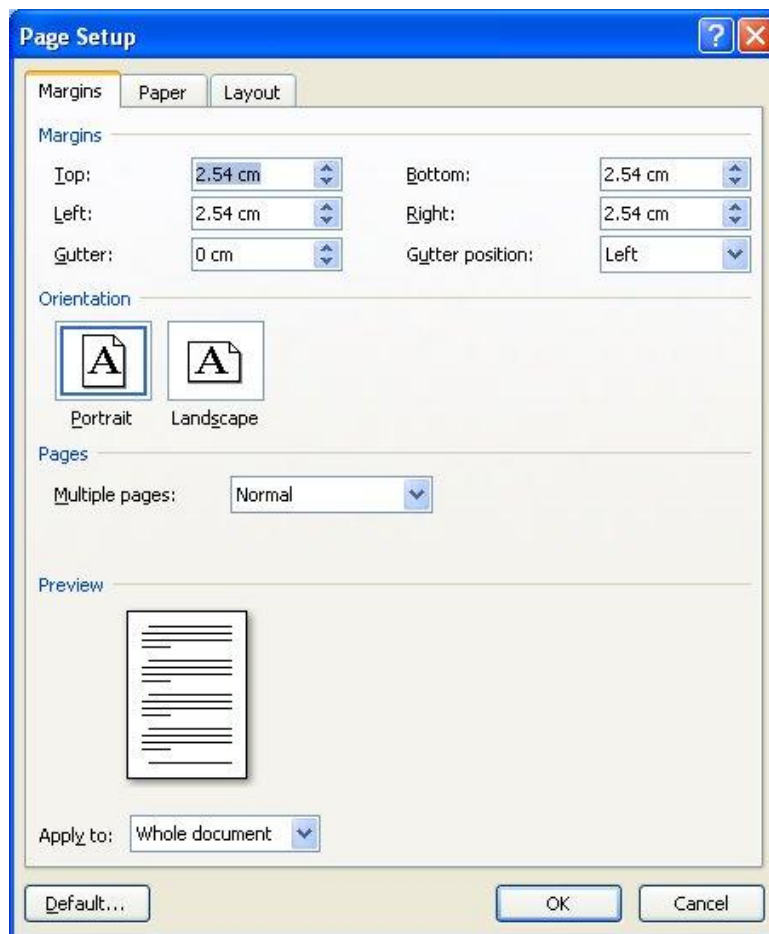
➢ In the **Margins** section of the dialog box, highlight the text in the **Left** window

➢ Type **4.04 cm**

➢ Highlight the text in the **Right** window

➢ Type **4.04 cm**

➢ Click **OK**

➢ Decrease the top and bottom margins by 1 cm

➢ Save the file

ALIGNMENT

The quickest way to change the horizontal alignment of text is to use the buttons in the **Paragraph** group on the **Home** tab.

There are four options available as shown below:
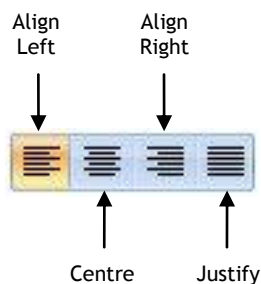
Default alignment is Align Left (left justified).

> ➢ Click anywhere in the first heading (The History of Holidays)

> ➢ Click the **Centre** button

The heading is centred.

> ➢ Centre the second heading (Early reasons for travel)

> ➢ Highlight all of the remaining text below the second heading to the end of the document

> ➢ Click the **Justify** button

The text is fully justified.

LINE SPACING

The line spacing option sets the amount of vertical space between lines of text. The default spacing is 1.15 between lines, but you can also choose, for example, one-and-a-half or double line spacing.

> This paragraph is double-line spaced. You might use this for a draft
>
> document where you need space between lines in which to detail
>
> amendments.

➢ To move to the top of the document, press **Ctrl** + **Home**

➢ Click three times in the first paragraph beginning 'In 1947...' to select it

➢ In the **Paragraph** group on the **Home** tab, click the **Paragraph** dialog box launcher
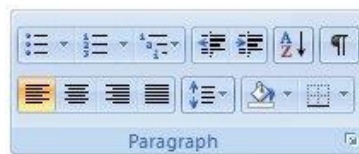
Dialog box launcher

The Paragraph dialog box is displayed.

➢ Click the down arrow in the **Line spacing** box

Line spacing options

➢ Select **Double**

➢ Click **OK**

An alternative way of changing line spacing is to use the **Line Spacing** button in the **Paragraph** group on the **Home** tab.

➢ Using the Line Spacing button, change the second paragraph to one-and-a-half (1.5) line spacing

The available line spacing options are:

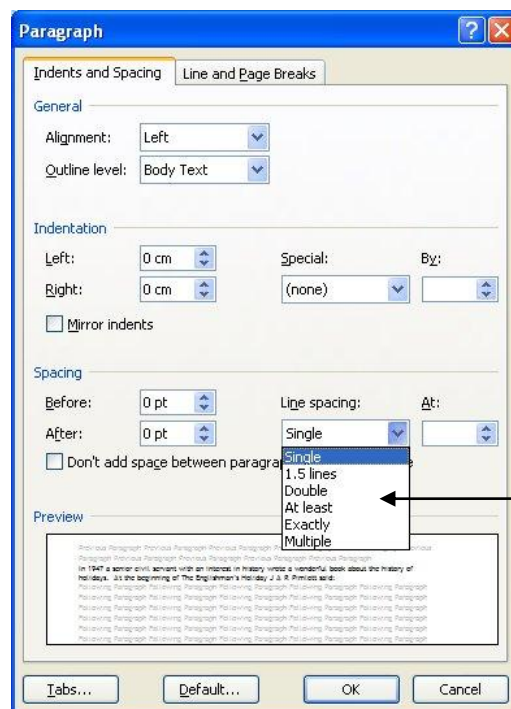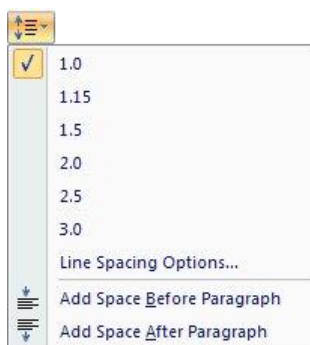| Line spacing	Result
At least	The minimum line spacing that Word can adjust to accommodate larger font sizes or graphics that would not otherwise fit within the specified spacing.
Exactly	Fixed line spacing that Word does not adjust. This option spaces all lines evenly.
Multiple	Line spacing that is increased or decreased by a user-specified percentage. For example, setting line spacing at 1.2 will increase the space by 20%, whilst setting line spacing to a multiple of 0.8 will decrease the space by 20%. Setting the line spacing at 2 is equivalent to setting the line spacing to **Double**. In the **At** box, enter or select the line spacing you want. The default is 3 lines.
At	The amount of line spacing you select. This option is available only if you select **At Least**, **Exactly**, or **Multiple** in the **Line spacing** box.

➢ Save the file

EMPHASISING TEXT

To enhance the appearance of your document you can utilise character formatting.

BOLD, ITALIC AND UNDERLINE

The quickest way to change the character formatting is to use the buttons in the **Font** group on the **Home** tab.

These buttons are like light switches – you switch them on when you need them, and turn them off when you don't.

You can have one or more of these buttons in use at any one time.
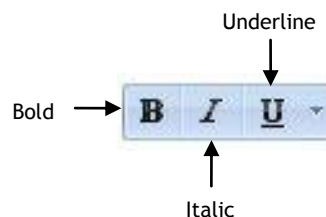
You can switch (toggle) these buttons on and off while typing text, or they can be used to emphasise text that has already been typed.

> As underlining tends to cut through the descenders of some letters, 'pygmy' providing one such example, it may be advisable to use Bold and Italic to emphasise text where possible.

EMPHASISING TEXT AS YOU TYPE

➢ Position the insertion point on the very top line of the document, immediately to the left of the first letter of the title

➢ Press **Enter** three times to create blank lines

➢ Move the insertion point to the top of the document (on the first empty line)

- ➢ Click the **Bold** button (to turn bold on)

- ➢ Type your name

- ➢ Click the **Bold** button (to turn bold off)

- ➢ Press the Spacebar twice

- ➢ Click the *Italic* button

- ➢ Type your name

- ➢ Click the *Italic* button

- ➢ Press the Spacebar twice

- ➢ Click the Underline button

- ➢ Type your name

- ➢ Click the Underline button

- ➢ Press the Spacebar twice

- ➢ Click the **Bold,** *Italic* and Underline buttons one after the other

- ➢ Type your name

- ➢ Click the **Bold,** *Italic* and Underline buttons

Ann Other *Ann Other* Ann Other ***Ann Other***

The History of Holidays

In 1947 a senior civil servant with an interest in history wrote a
wonderful book about the history of holidays. At the beginning of
The Englishman's Holiday J A R Pimlott said:

'…this migration of holiday makers to the sea, the countryside,
and the mountains… is as typical of Western European culture…
as were bread and circuses of ancient Rome and the pilgrims of the
Middle Ages'.

Using the keyboard to emphasise text

Position the insertion point in the word you want to emphasise

Hold the **Ctrl** key down and press the relevant key:

|	
B	**bold** text
I	*italicised* text
U	<u>underlined</u> text

EMPHASISING EXISTING TEXT

➢ Select the title **The History of Holidays**

➢ Click the **Bold** button

➢ Click away from the highlighting to remove the selection

➢ Save the file

CHANGING FONT AND FONT SIZE

Now that you have practised using bold, underline and italic you are ready to go a step further and change the size and style of the font.

If you are going to amend the font size and style of existing text, then it needs to be selected first.

➢ Select the title **The History of Holidays**

➢ In the **Font** group on the **Home** tab click the **Font** dialog box launcher

Dialog box
launcher
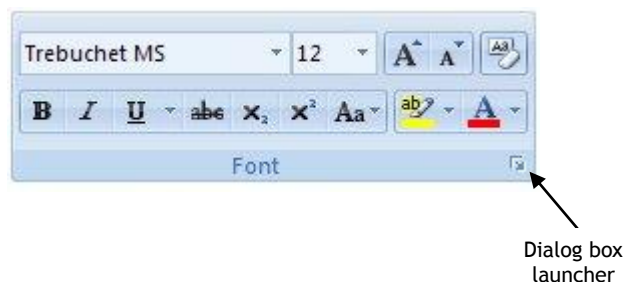
The Font dialog box is displayed.
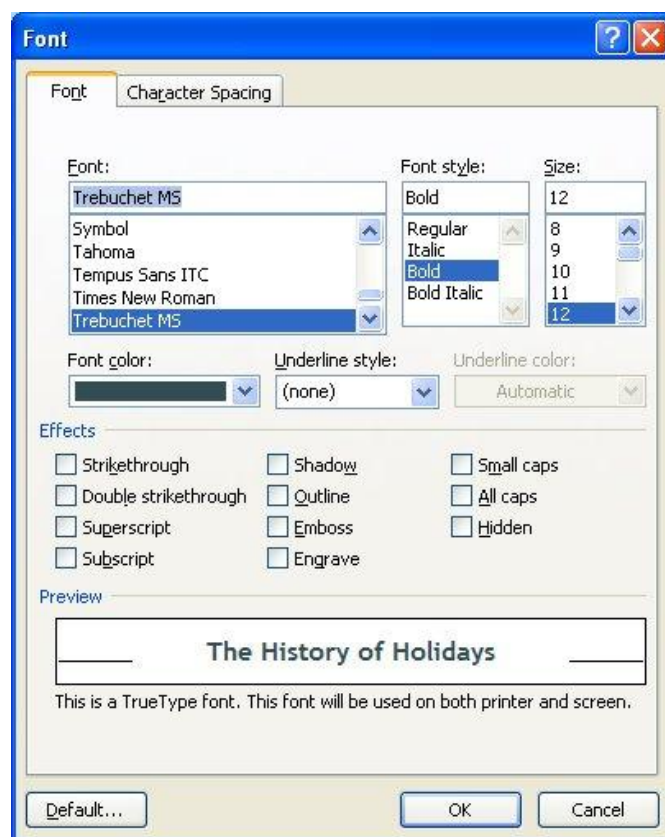
You can choose the font, the style (bold, italic), the size, as well as underline styles and special effects such as subscript and superscript.

➢ Look at the **Font** window

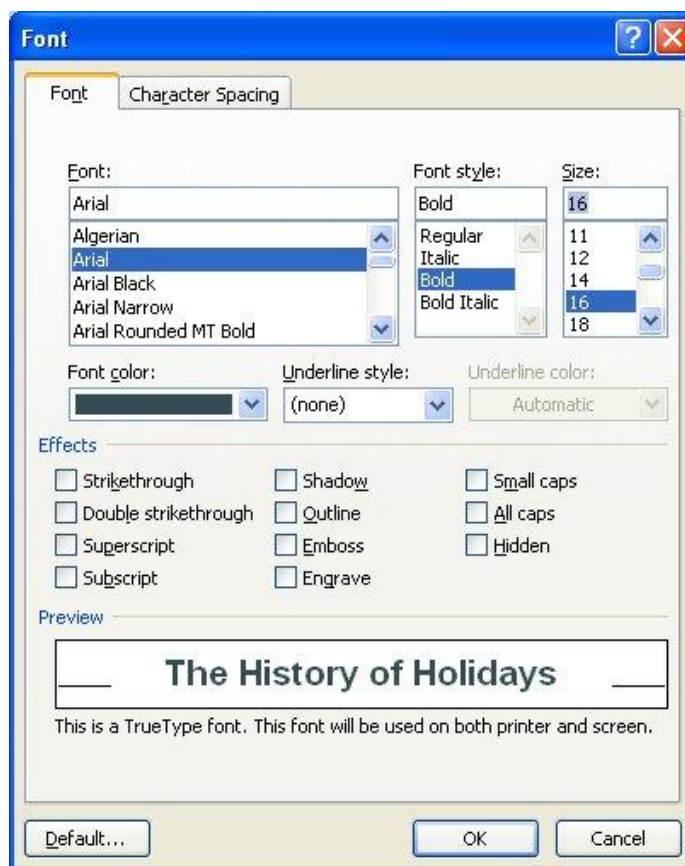The fonts are listed in alphabetical order – the one currently in use is highlighted.

➢ Scroll up the list and select **Arial**

A sample of the Arial font is shown in the **Preview** window at the bottom of the dialog box.

The **Font style** is already **Bold** – do not change this.

➢ Select **16** from the **Size** window in the same way

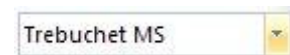Again, the Preview window reflects the result of this change.

➢ Click **OK**

The heading is displayed in Arial Bold 16 font.

Ann Other *Ann Other* Ann Other ***Ann Other***

The History of Holidays

In 1947 a senior civil servant with an interest in history wrote a
wonderful book about the history of holidays. At the beginning of
The Englishman's Holiday J A R Pimlott said:

'…this migration of holiday makers to the sea, the countryside,
and the mountains… is as typical of Western European culture…
as were bread and circuses of ancient Rome and the pilgrims of the
Middle Ages'.

Once you are familiar with the appearance of the different font styles, you can
choose the same options from the **Font** group on the **Home** tab.

➢ Select the first two paragraphs of the document beginning 'In 1947.....' and
ending '.....the Middle Ages'

➢ Click the down arrow next to the **Font** box in
the **Font** group

Trebuchet MS

Click the
arrow

The list of fonts is displayed.

Trebuchet MS

Theme Fonts
Cambria (Headings)
Calibri (Body)
Recently Used Fonts
Arial
FELIX TITLING
GOUDY STOUT
Trebuchet MS
Comic Sans MS
Lucida Calligraphy
Arial Black
Bradley Hand ITC
All Fonts
Agency FB
ALGERIAN
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
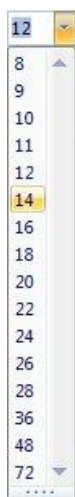Arial Unicode MS
Baskerville Old Face
Bauhaus 93

As you scroll down the list, you can see the effect of each font on the text currently selected.

➢ Select **Arial**

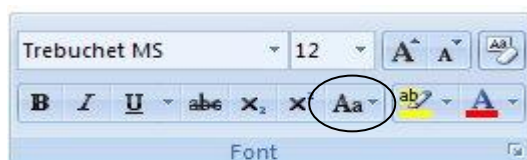➢ Click the down arrow in the **Font Size** box in the **Font** group

Click the arrow

➢ Select **14**

| 12 |
|----|
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 14 |
| 16 |
| 18 |
| 20 |
| 22 |
| 24 |
| 26 |
| 28 |
| 36 |
| 48 |
| 72 |

CHANGE CASE

It is easy to change the capitalisation of words, sentences, or paragraphs using the **Change Case** button in the **Font** group on the **Home** tab.

➢ Select the heading **The History of Holidays**

➢ From the **Font** group on the **Home** tab, click the **Change Case** button
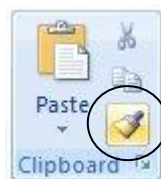
➢ From the list select **UPPERCASE**

Aa
- Sentence case.
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOGGLE cASE
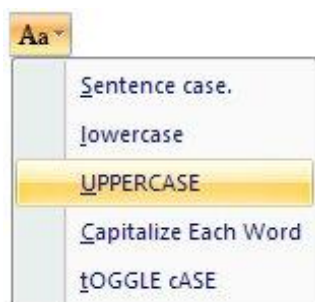
The selected text changes to uppercase.

➢ Choose **Sentence case**

➢ Save the document

➢ Close the document

FORMAT PAINTER

The Format Painter in the Clipboard group on the Home tab is a really useful tool. You can use it to copy the format of one piece of text to another.

➢ Open the document called **Piers**

➢ Position the insertion point in the text beginning '*LLANDUDNO pier*.....'

It is the format of this paragraph that you are going to copy.

➢ From the **Clipboard** group on the **Home** tab, click the **Format Painter** button

You will see a small brush attached to the mouse pointer as you move it over the document.

➢ Select the second paragraph

The format is copied to the selected text and the Format Painter command is switched off. Note that Format Painter does not copy the upper case format.

If you want to copy the format to several pieces of text, click the Format Painter button twice before copying to the first location.

➢ Select the text in the paragraph beginning '*LLANDUDNO pier*.....'

➢ Change the format of this paragraph by choosing a different font and font colour, and centre aligning the text

➢ Ensure the insertion point is positioned within the paragraph that you have changed

➢ Double click the Format Painter button

➢ Scroll down the page and select line 1 in the numbered list

The format is changed. Notice that the line number has been removed, as the format you are copying does not include numbers.

➢ Select line 4 then line 6

➢ Turn Format Painter off by clicking the button again

➢ Save the document

➢ Close the document

INSERTING A PAGE BREAK

As you type, Word recognises when a page is full and automatically moves the next line of text on to a new page.

There will be times when the page automatically breaks in an unsuitable place perhaps leaving you with just one or two lines on a page. Or you may want to force the next paragraph or heading to begin on a new page.

Let's say that you have a document, the first page contains the heading and one paragraph and the second paragraph needs to start on the second page. In this situation, many people will simply press the Enter key to move the insertion point to the next page. This is **not** a good idea.

All those additional blank lines may cause you extra work every time you edit the document as they will be saved within the text.

Instead, you should insert a page break command into the document that will give you a flexible ending to the page – it will allow you to add or delete lines without changing the page ending.

➢ Open the **History of Holidays** document

➢ Scroll down the document and position the insertion point to the left of the heading **Spa towns**

➢ From the **Pages** group on the **Insert** tab, click **Page Break**
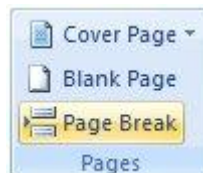
➢ Scroll up and down the document to see the two pages

➢ Save the document

A quick way to insert a page break is to press **Ctrl** + **Enter**

If, after you have inserted page breaks into the document, you then add more text, don't forget to check the document using Print Preview or Zoom (see page 23) before printing to ensure there are no blank pages.

DELETING A PAGE BREAK

If you need to delete a page break that you have inserted:

➢ From the **Paragraph** group on the **Home** tab click the **Show/Hide** button

The formatting marks throughout the document are displayed.

Page break commands are shown like this:

·...Page Break..

➢ Locate the page break that you inserted before the heading **Spa towns**

➢ Position the insertion point at the beginning of the line and press the **Delete** key

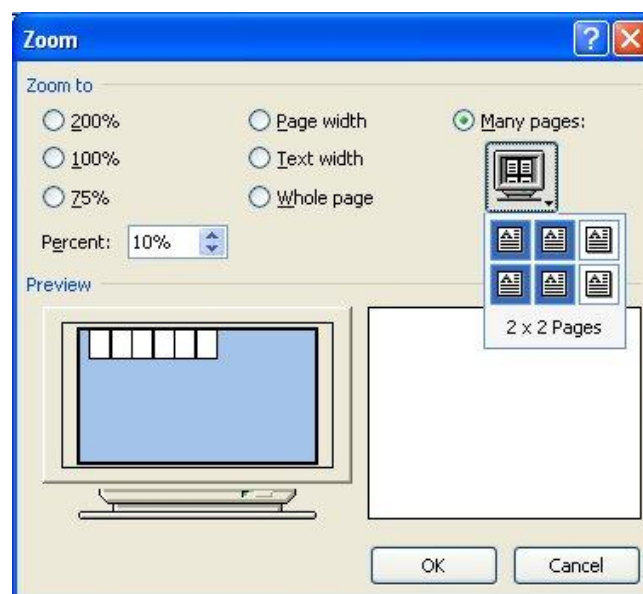➢ Click the **Show/Hide** button again

VIEWING A DOCUMENT

When a document has several pages it is useful to see them together to check text layout and find blank pages.

➤ From the **Zoom** group on the **View** tab, click the **Zoom** button
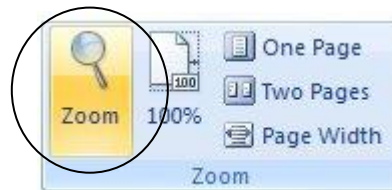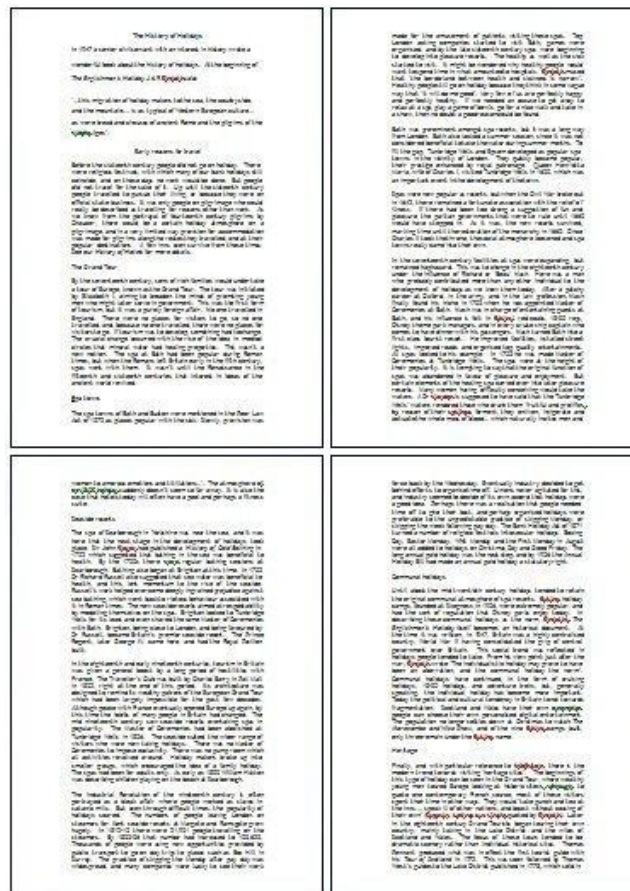

The Zoom dialog box is displayed.

➤ Select **Many pages**

➤ Click the down arrow and move the cursor over the icons to select four pages (2 x 2 Pages)

➤ Click **OK**

The document is displayed four pages at a time.

➢ From the **Zoom** group on the **View** tab, click the **100%** button


TABS

Tab stops enable you to line text up to the left, right, centre, or to a decimal character.

DEFAULT TAB STOPS

When you open a new document, tabs are already set at 1.27 cm intervals. If you look closely at the ruler you will see markers indicating where the default tabs are positioned.
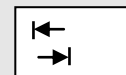

Default tab
positions
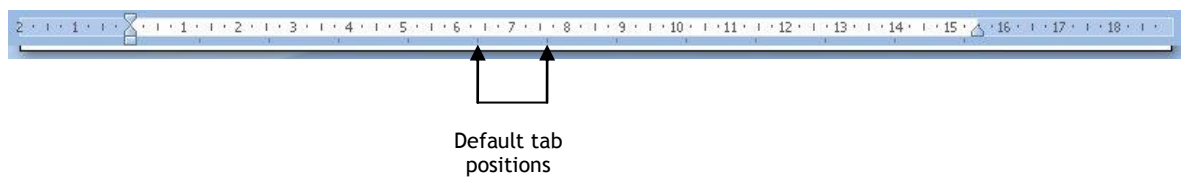
If the ruler is not displayed, click the **View Ruler** button at the top of the vertical scroll bar.
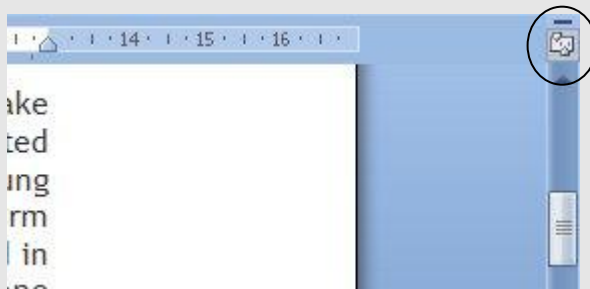
➢ Press **Ctrl** + **End** to move to the end of the document

➢ Insert a page break (**Ctrl** + **Enter**)

➢ Press the **Tab** key three times

The Tab key is on the left side of the keyboard

The insertion point moves to align with the third tab on the ruler.

> Type **Yorkshire Dales**

> Press **Enter**

> Press **Tab** three times

> Type **Norfolk Broads**

> Press **Enter**

> Press **Tab** three times

> Type **Brecon Beacons**

> Press **Enter**

> Press **Tab** three times

> Type **Dartmoor**

> Press **Enter** twice

Third default
tab position

Yorkshire Dales
Norfolk Broads
Brecon Beacons
Dartmoor
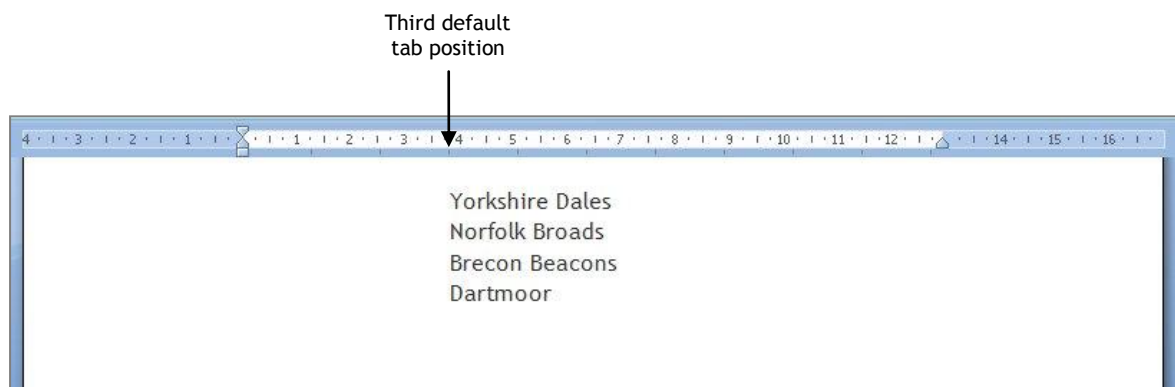
You can see that the first character of each line of text is perfectly aligned with the third tab.

Instead of using a tab stop, you might think it easier to use the spacebar to align the text, and this may give the same result on the screen as the example shown above.

However, when you print, the spaces you have inserted will be used to 'best fit' the rest of the text on the line, with the result that the printed text will not be correctly aligned. By using tabs to align text, you ensure that there are no spaces available to be manipulated when printing.

While the default tab settings are useful, you can also set your own using the Tabs dialog box or the ruler.
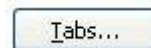
SETTING TABS USING THE TABS DIALOG BOX

➢ From the **Home** tab, click the **Paragraph** dialog box launcher
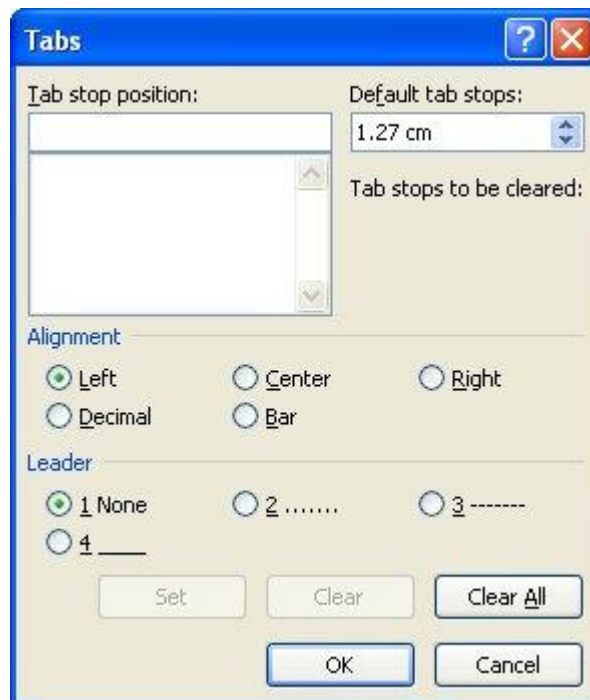

Dialog box launcher
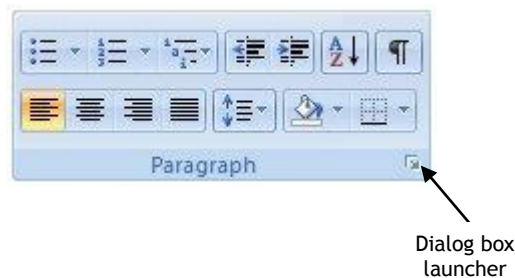
The Paragraph dialog box is displayed.

➢ Click the **Tabs** button at the bottom of the dialog box

The Tabs dialog box is displayed.

This dialog box allows you to:

- set individual tabs
- set a new default position for tabs
- select alignment for tabs
- select a leader for the tab you are about to set

Alignment

In the Alignment section of the dialog box, left alignment is selected by default. This indicates that a left tab will be set.

➢ In the **Tab stop position** window, type **5**

➢ Click **Set**

➢ Click **OK**

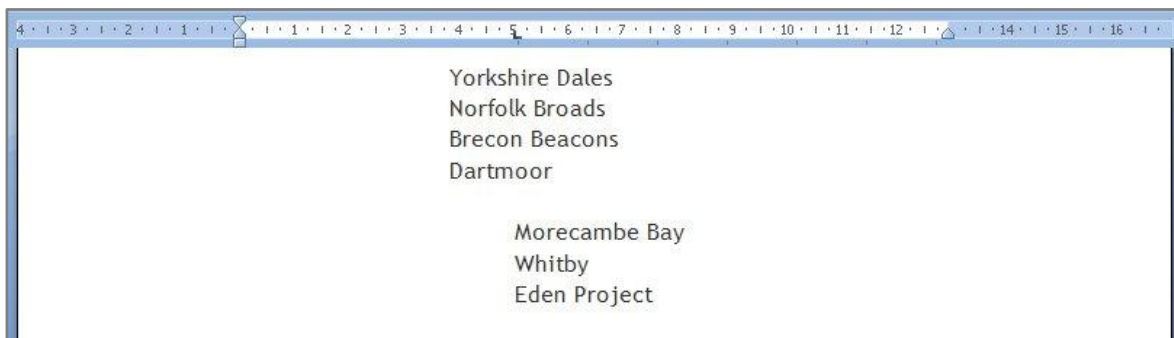A left tab has been set at 5cm and is shown as ⌐ on the ruler.

➢ Press **Tab** once

Notice that the insertion point has moved to the tab at 5 cm.

➢ Type the following list aligning the name of each character at the tab

    Morecambe Bay
    Whitby
    Eden Project

➢ Press **Enter** twice

Yorkshire Dales
Norfolk Broads
Brecon Beacons
Dartmoor

    Morecambe Bay
    Whitby
    Eden Project

Now you will try a centre tab.

➢ Display the **Tabs** dialog box (see page 27)

➢ Click the **Clear** button to cancel the current tab

➢ In the **Tab stop position** window, type **6**

➢ In the **Alignment** section, choose **Centre**
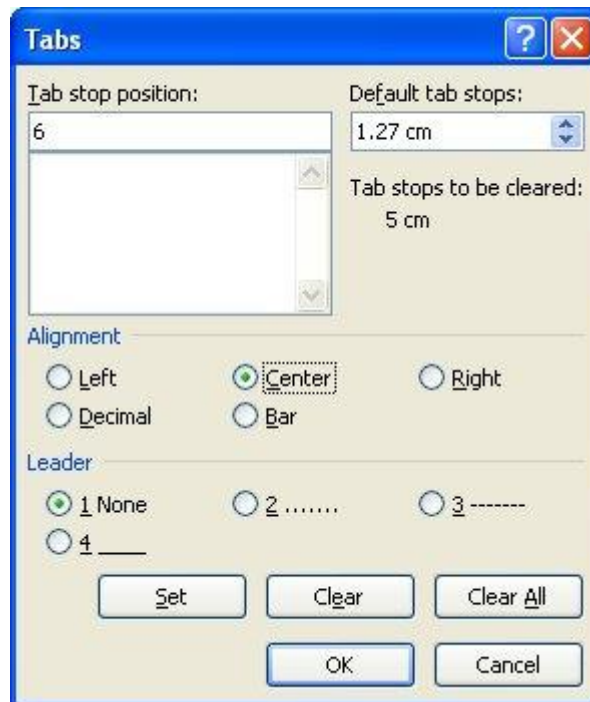
➢ Click **Set**

➢ Click **OK**

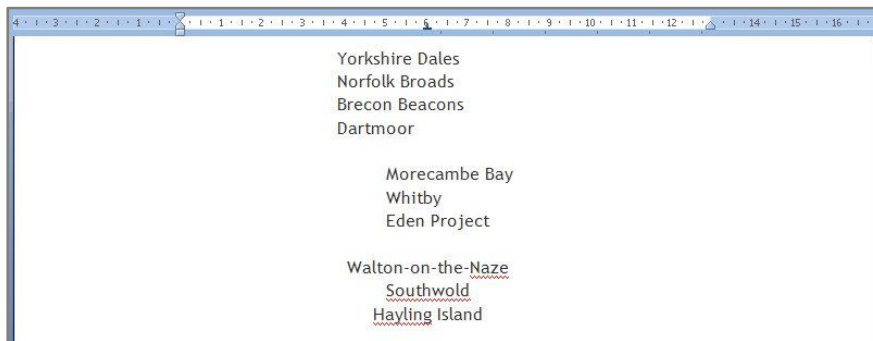A centre tab is set at 6cm, and is shown as ⊥ on the ruler.

The new tab is effective from the current position in the document and will stay until you choose to change it. The text that you typed earlier is not affected by the new tab.

➢ Using the **Tab** key, align the following text to the centre tab:

        Walton-on-the-Naze
        Southwold
        Hayling Island

➢ Press **Enter** twice

Each time you press the Tab key, the insertion point moves to the tab position on the ruler. The centre of each line of text is aligned with the tab.

Use the **Tabs** dialog box to:

➢ Clear the centre tab

➢ Set a **right** tab at 7 cm

➢ Using the **Tab** key, align the following text to the right tab:

        Great Central Railway
        Guildhall
        Bradgate Park

➢ Press **Enter** twice

A right Tab is shown as ⌐ on the ruler.

This time the straight edge is to the right of the text which is in line with the tab on the ruler.

Use the **Tabs** dialog box to:

➤ Clear the right tab
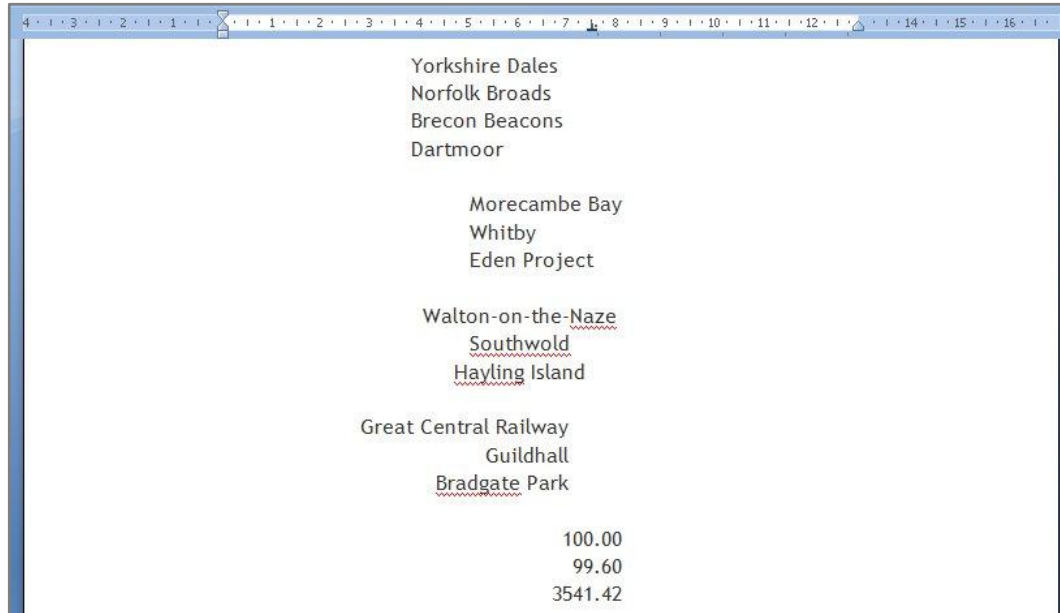
➤ Set a **decimal** tab at 7.5 cm

A decimal tab is shown as ⊥ on the ruler.

➤ Using the Tab key, align the following numbers to the decimal tab:

> **100.00**
> **99.60**
> **3541.42**

➤ Press **Enter** twice

Use a decimal tab when you need to align numbers such as currency.

You can see that the decimal point is always aligned regardless of the number of characters on each line.

SETTING TABS USING THE RULER

You can also set tabs visually using the ruler, but this is not an exact science. If you want to be able to fine-tune a tab to a very specific position, then you should use the Tabs dialog box to achieve that.

However, if you just need to line up some text by eye, then adding and dragging tabs on the ruler will probably be sufficient for your purpose.

To add a tab to the ruler, you first need to determine the type of tab you want by clicking the tab control at the left of the ruler.
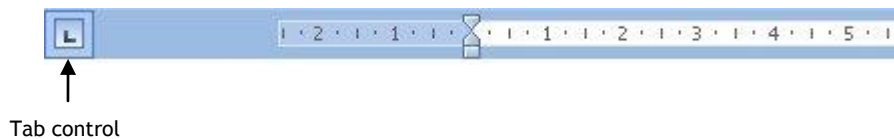
Tab control

Repeated clicking of the tab control will cycle through all five types of tab (left, centre, right, decimal, and bar). In addition to this, the tab control also gives you the option of setting a First Line or Hanging Indent.

Once you have decided on the type of tab, you simply point and click on the ruler where you want the tab to be positioned.

CHANGING EXISTING TAB POSITIONS

Your document now has several blocks of text in it, each aligned in a different way.

By using tabs to align text, you make it much easier to change alignment, if necessary. You simply select the text to be realigned and alter the tabs accordingly.

➤ Select the text containing the names Morecambe Bay, Whitby, Eden Project

Use the Tabs dialog box to:

➤ Clear the current left tab

➤ Set a new left tab at **8 cm**

The selected lines of text are realigned to the new tab position.

➤ Select the text Great Central Railway, Guildhall, Bradgate Park and realign it at a right tab position of **13.75 cm**

1. An existing tab may be dragged along the ruler to a new position. However, this process is not always as accurate as resetting the tab using the Tabs dialog box.

2. You can remove a tab by dragging it off the ruler.

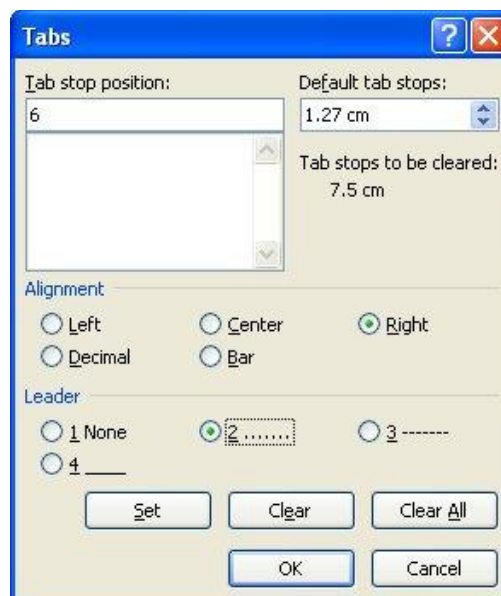➢ Position the insertion point at the end of the document

LEADERS

You use a leader to fill the empty space to the left of a tab stop.

For example, if you choose to use a dash leader, a row of dashes will be printed in front of the text that is aligned with the tab.

➢ Display the Tabs dialog box

➢ Clear the current tab

➢ Set a right tab at **6 cm**

➢ Select leader **2…….**

➢ Click **OK**

➢ Press **Tab**

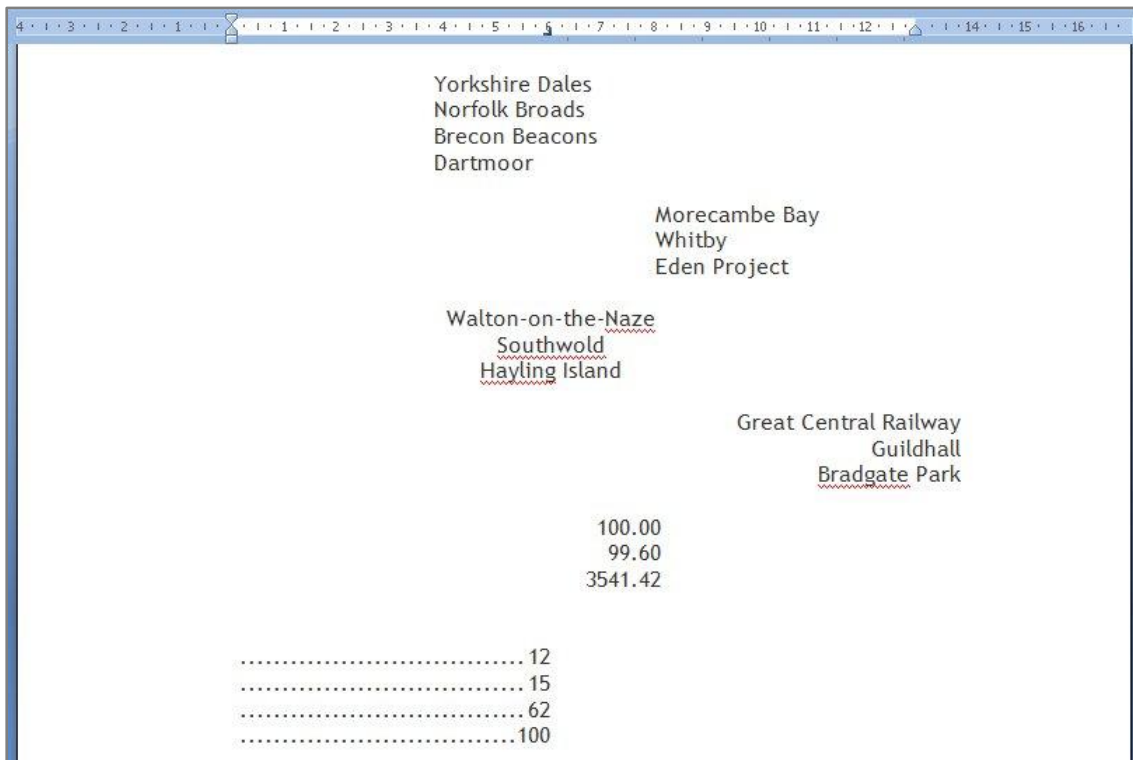The insertion point moves to the right tab and a dotted line is displayed to the tab position.

➢ Using the Tab key, align the following text to the right tab:

    12
    15
    62
    100

➢ Press **Enter** twice

Tabs with leader characters are usually used in a table of contents or an index.

Word will create both a table of contents and an index automatically. These features are covered in the 'Word 2007 Advanced' course.

INDENTS

Indented text is set in from the margin. You can indent the first line of a paragraph, or indent an entire paragraph.

Once you've set up an indent, text will wrap to the indent markers and can be adjusted quickly and easily.

➤ Position the insertion point in the third paragraph of the document which begins 'Before the sixteenth century.....'

➤ Look at the indent markers on the ruler

First line
indent

Left
indent

Right
indent
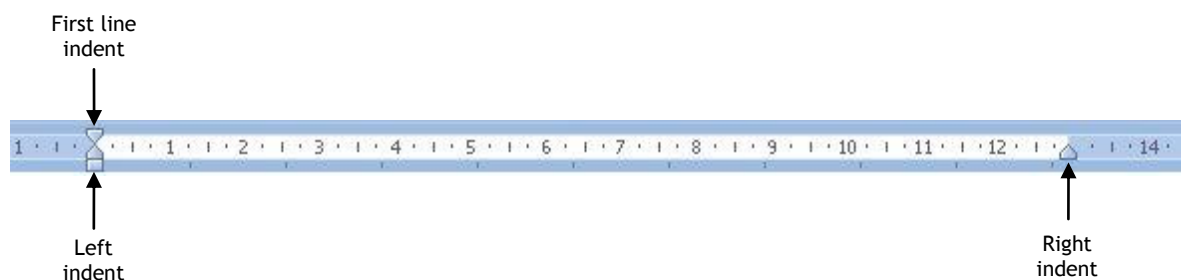
The indent marker at the left is in two parts, the first-line indent and the left indent – note that these work independently of each other. When they are aligned the text is fully indented.

➤ From the **Paragraph** group on the **Home** tab, click the Paragraph dialog box launcher

➤ In the **Indentation** section of the dialog box, set the **Left** indent to **2 cm**
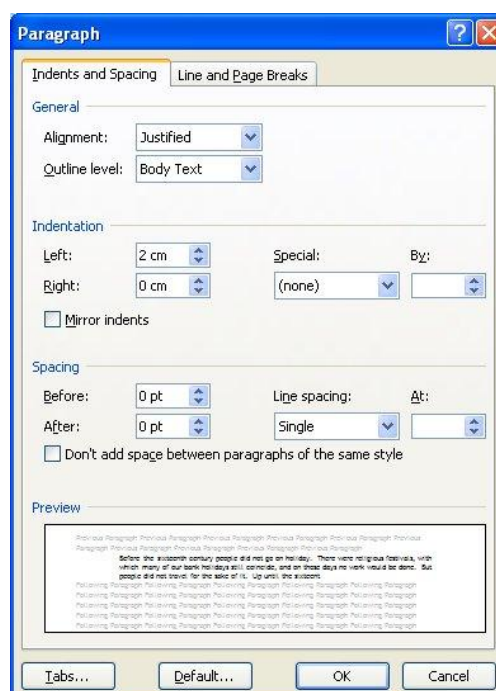
➤ Click **OK**

The text is indented 2 cm from the left margin.
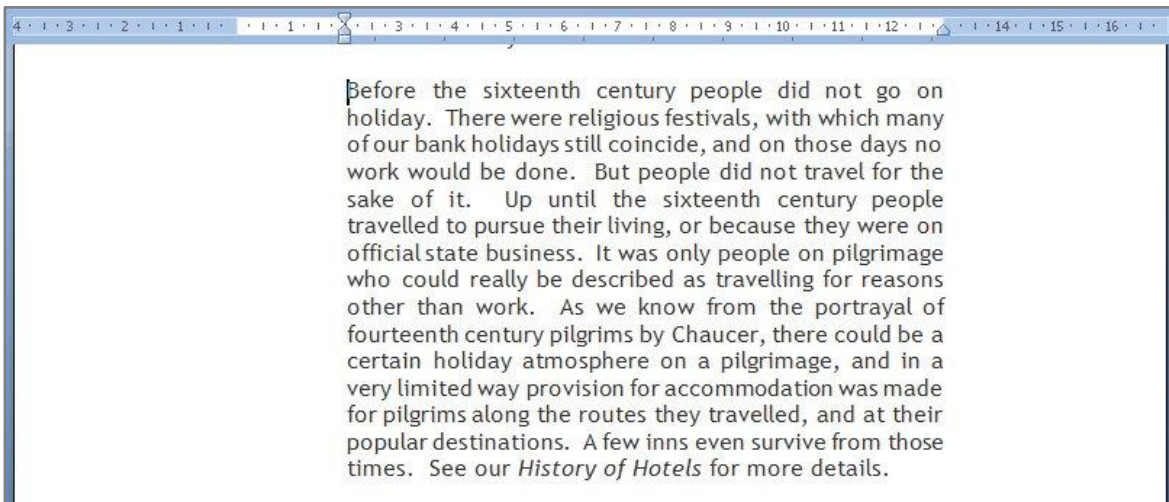
Next you will set a first line indent.

➤ Open the Paragraph dialog box again

➤ Click the down arrow in the **Special** box

➤ Select **First line**
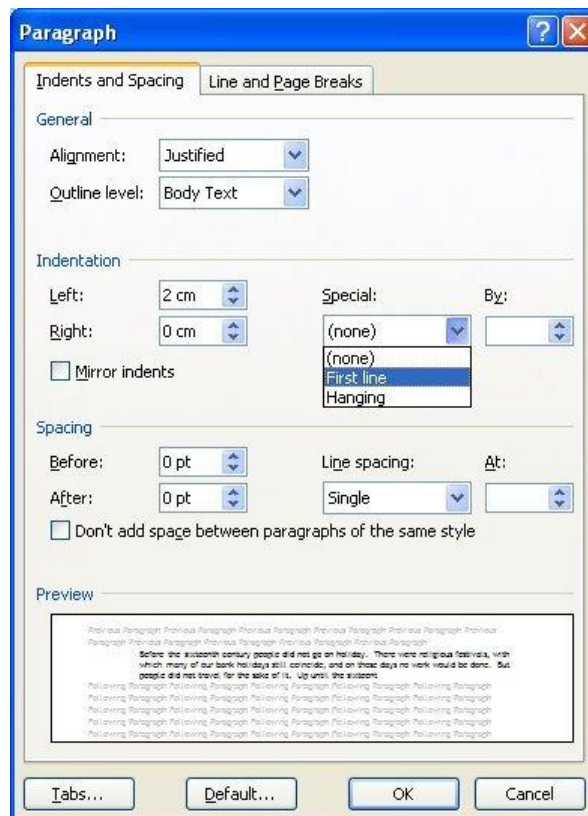
➢ In the **By** box, type **3.75 cm**
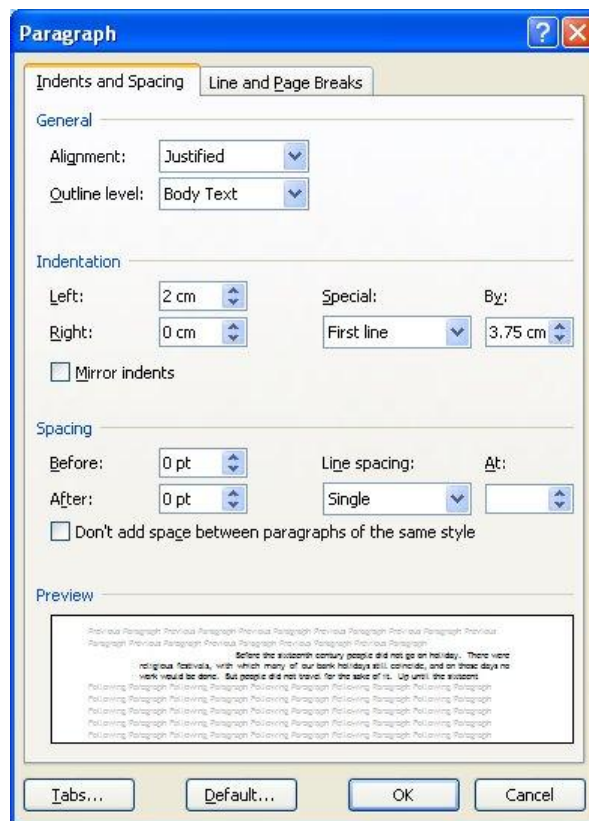
➢ Click **OK**

The first line is indented 3.75 cm from the rest of the paragraph.
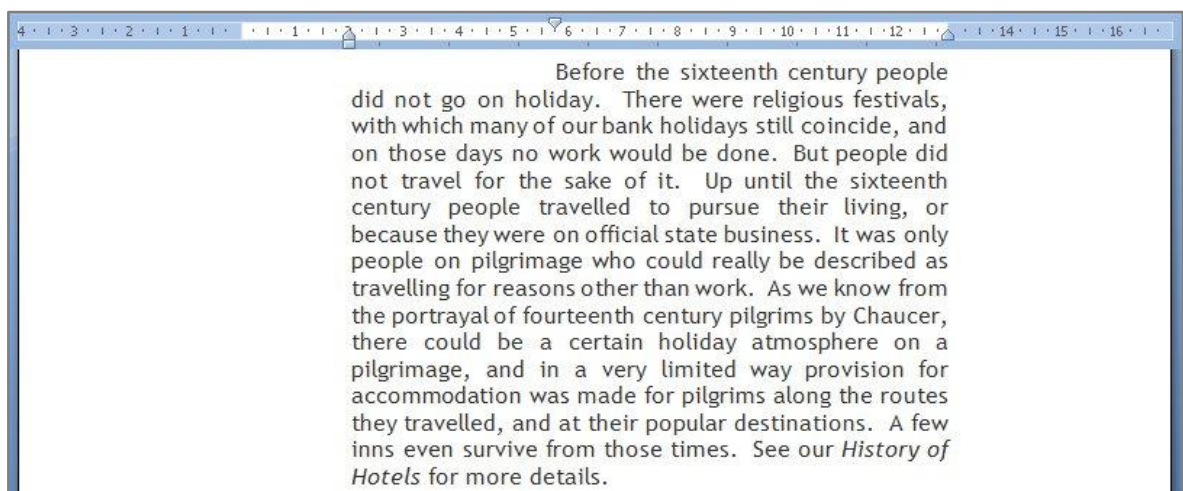
Now let's set a hanging indent, where the first line marker is to the left of the left indent.

➢ Open the Paragraph dialog box again

➢ Click the down arrow in the **Special** box

➢ Select **Hanging**

➢ In the **By** box, type **0.75 cm**
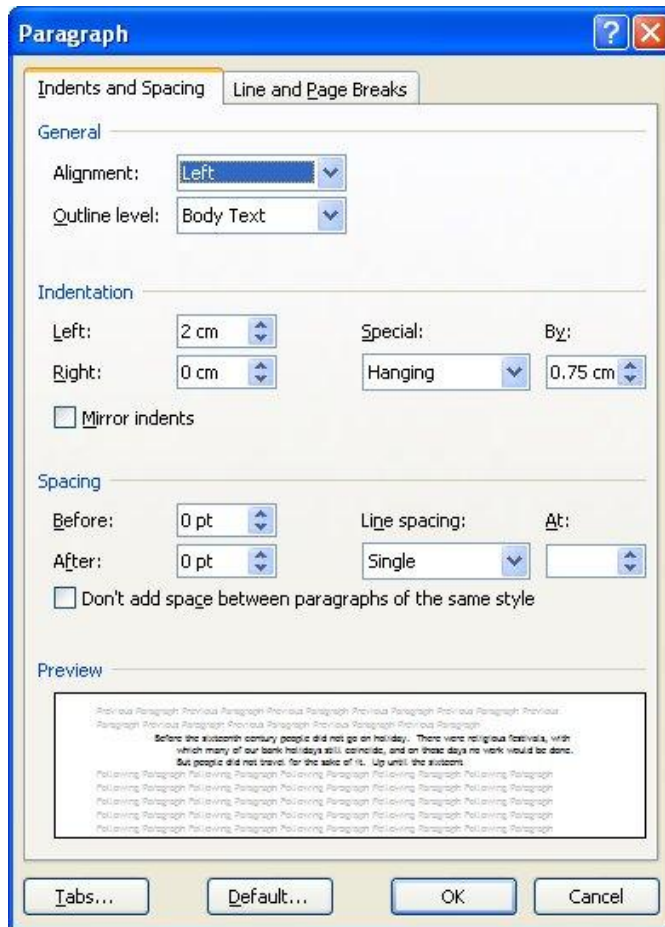
➢ Click **OK**

This is the result:
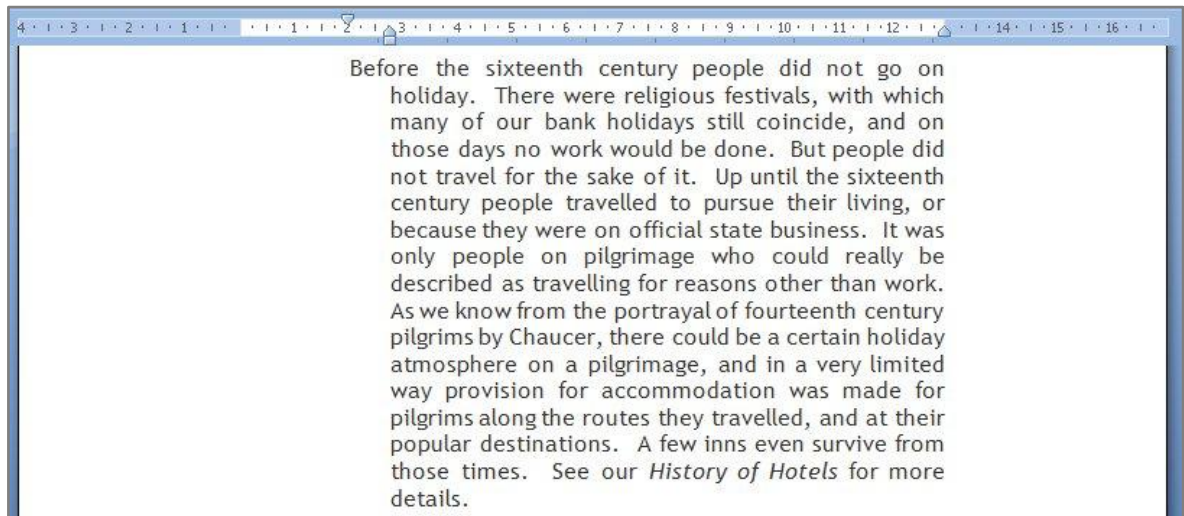
The right indent controls the position of the right side of the text.

➢ Set the **Right** indent at **1.5 cm**
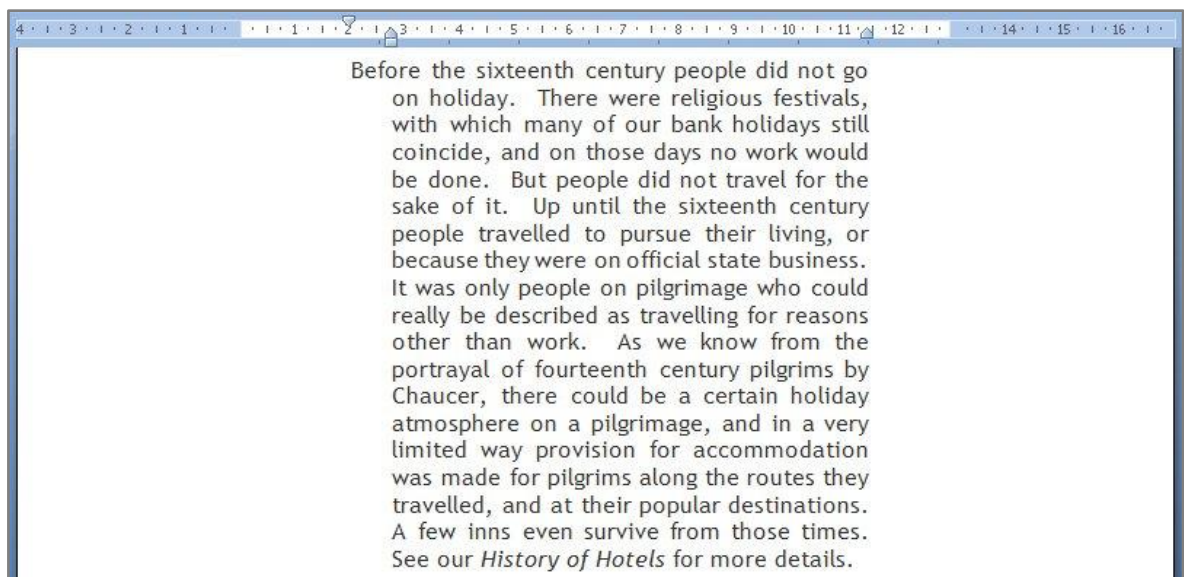
As with tabs, the left and right indents can be dragged to the required position on the ruler. However, this is not as accurate as setting them using the dialog box.

➢ Save the document

NUMBERED AND BULLETED LISTS

You can format text as a numbered or bulleted list as you type, or apply the required formatting afterwards. For this exercise you will apply the bullets as you type.

➢ Position the insertion point at the end of the document

➢ Change the text alignment to left

To start a bulleted list:

➢ On a new line type an asterisk and press the Spacebar

The line is automatically indented and a default style bullet point is inserted as the first character on the line.

If bullets do not start automatically:

➢ Click the **Office Button**

➢ Click **Word Options**

➢ Choose **Proofing**

➢ Click **AutoCorrect Options**

➢ Click the **AutoFormat As You Type** tab

➢ Under **Apply as you type**, select the **Automatic bulleted lists** check box

➢ Click **OK**

➢ Click **OK**

➢ Type the following list:

> **The Grand Hotel**
> **Westfield Lodge Hotel**
> **Admiral Hornblower Hotel**

Each time you press **Enter** at the end of a line, a bullet is inserted on the line below.

If you want to add some text beneath a bulleted item – perhaps a description of the hotel - you hold down the Shift key and press Enter.

➢ Type **The Snooty White Lion** then hold down the **Shift** key and press **Enter**

➢ Type the following:

Located in the centre of town, this very popular pub also offers bed and breakfast.

➢ Press **Enter**

➢ Add these items to the list:

The George Inn
A sixteenth-century inn approximately two miles from the town centre.
The Swan Inn
Old Wisteria Hotel

The list now looks like this:

- The Grand Hotel
- Westfield Lodge Hotel
- Admiral Hornblower Hotel
- The Snooty White Lion
  Located in the centre of town, this very popular pub also offers bed and breakfast
- The George Inn
  A sixteenth-century inn approximately two miles from the town centre
- The Swann Inn
- Old Wisteria Hotel
-
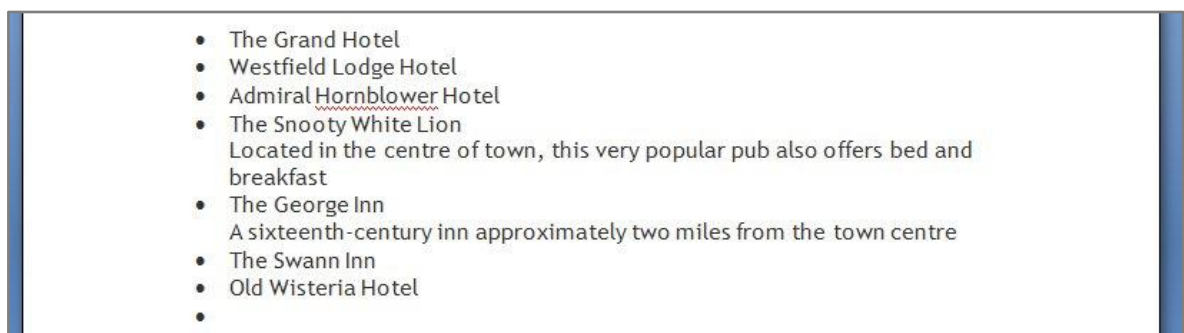
To stop the bulleted list:

➢ Press **Enter**

Notice that the list is automatically indented. This can be changed, if necessary, using the Paragraph dialog box.

To change the style of the bullets:

➢ Position the insertion point anywhere in the list

➢ From the **Paragraph** group on the **Home** tab, click the down arrow next to the **Bullets** button
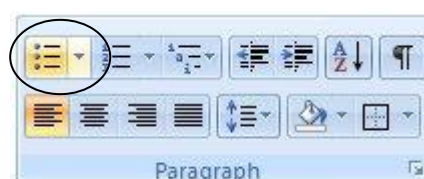
As you move the mouse pointer over the different bullet styles you see a preview of what the list would look like with the selected bullet.
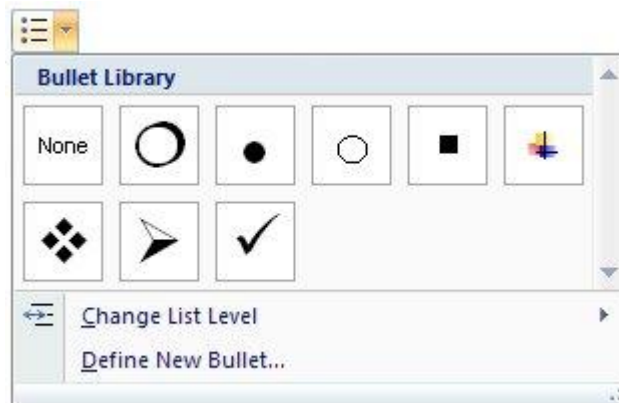
➢ Choose the tick ✓

To start a numbered list:

Press the number 1 key followed by a full stop and then press the spacebar

If numbering does not start automatically:

➢ Click the **Office Button**

➢ Click **Word Options**

➢ Choose **Proofing**

➢ Click **AutoCorrect Options**

➢ Click the **AutoFormat As You Type** tab

➢ Under **Apply as you type**, select the **Automatic numbered lists** check box

➢ Click **OK**

➢ Click **OK**

CHANGING BULLETS TO NUMBERS

➢ Position the insertion point in the list

➢ From the **Paragraph** group of the **Home** tab, click the **Numbering** button

The list is numbered.


```
     1.  The Grand Hotel
     2.  Westfield Lodge Hotel
     3.  Admiral Hornblower Hotel
     4.  The Snooty White Lion
         Located in the centre of town, this very popular pub also offers bed and
         breakfast
     5.  The George Inn
         A sixteenth-century inn approximately two miles from the town centre
     6.  The Swann Inn
     7.  Old Wisteria Hotel
```
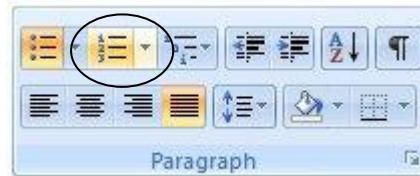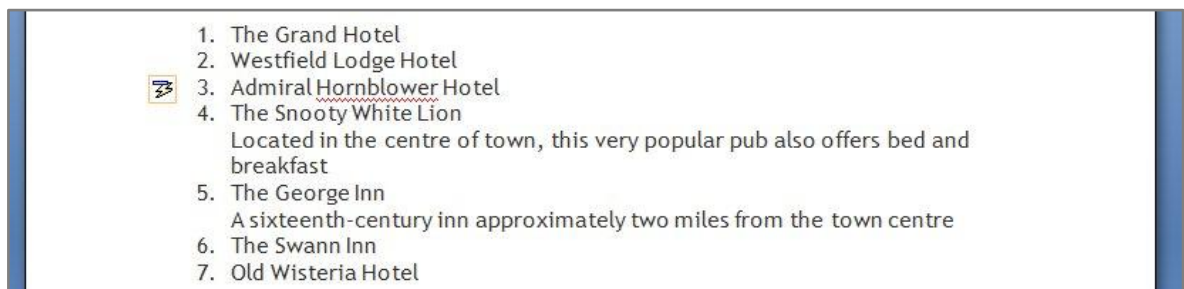
➢ Save and close the document

MULTILEVEL LISTS

A multilevel list shows the list items at different levels rather than at one level.

First of all you will format text in an existing document as a multilevel list.

➢ Open the document named **Hotel List**

1. The Grand Hotel
   A long-established four-star hotel located in a prime position overlooking the sea.
2. Westfield Lodge Hotel
   This small family-run hotel offers a warm welcome to new and returning guests. All rooms ensuite with tea and coffee making facilities.
3. Admiral Hornblower Hotel
   Just five minutes' walk from the seafront, the Admiral Hornblower has six ensuite double rooms, four twin and two single rooms.
4. The Snooty White Lion
   Located in the centre of town, this very popular pub also offers bed and breakfast.
5. The George Inn
   A sixteenth-century inn approximately two miles from the town centre.
6. The Swann Inn
   This ancient inn has recently been updated and offers an opportunity to get away from it all and relax in luxury.
7. Old Wisteria Hotel
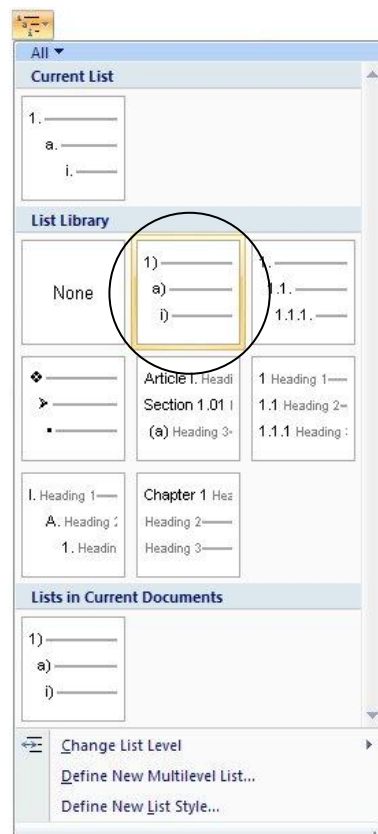   A three-star establishment located in a former convent, offering service and food of the highest quality.

➢ Select the entire list

➢ Click the **Multilevel List** button in the **Paragraph** section of the **Home** tab

➢ From the List Library section, select the format as shown in the picture below

Some of the multilevel list formats are used on documents formatted with styles.

The list is reformatted.

1) The Grand Hotel
   a) A long-established four-star hotel located in a prime position overlooking the sea.
2) Westfield Lodge Hotel
   a) This small family-run hotel offers a warm welcome to new and returning guests.
   b) All rooms ensuite with tea and coffee making facilities.
3) Admiral Hornblower Hotel
   a) Just five minutes' walk from the seafront, the Admiral Hornblower has six ensuite double rooms, four twin and two single rooms.
4) The Snooty White Lion
   a) Located in the centre of town, this very popular pub also offers bed and breakfast.
5) The George Inn
   a) A sixteenth-century inn approximately two miles from the town centre.
6) The Swann Inn
   a) This ancient inn has recently been updated and offers an opportunity to get away from it all and relax in luxury.
7) Old Wisteria Hotel
   a) A three-star establishment located in a former convent, offering service and food of the highest quality.

➤ Close the document without saving

Next you will create a multilevel list as you type.

➤ Open a new document

➤ Using the **Multilevel List** button, select the same format as you used previously

➤ Type **Blackpool Tower**

➤ Press **Enter**

➤ Press **Tab**

➤ Type **Opened to the public on 14th May 1894 and is 518 feet 9 inches at its highest point.**

➤ Press **Enter** twice

➢ Repeat the process with the following text:

Cabot Tower
This Bristol landmark opened on 6th September 1898. The 105 feet high tower commemorates the 400th anniversary of John Cabot's voyage to Newfoundland in 1497.
Clavell Tower
A Dorset landmark, the tower was built in 1830 by Reverend John Richards Clavell of Smedmore as an observatory and folly.
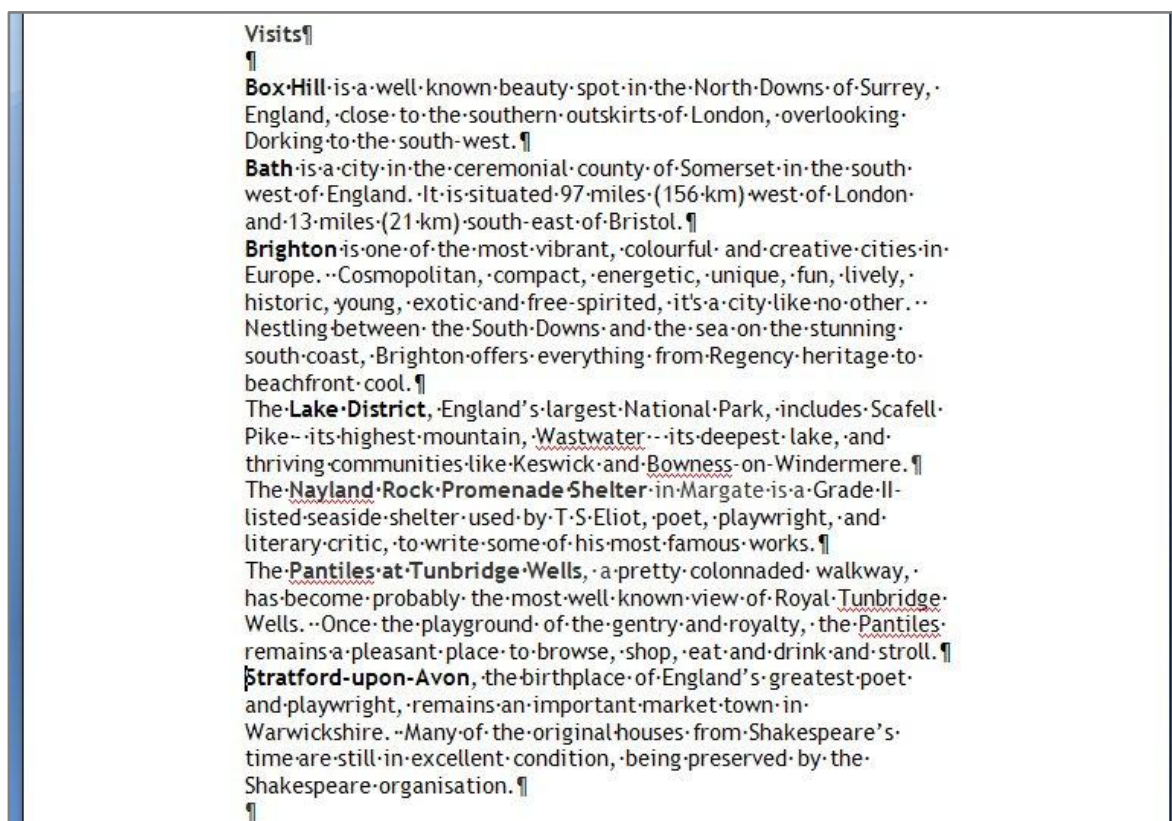
➢ Close the file without saving

PARAGRAPH SPACING

Many factors determine how text is positioned. Margins specify how much blank space there is around the edge of the page, while indents and text alignment control how paragraphs fit between the margins. You can also determine how much space occurs before and after paragraphs.

➢ Open the document **Visits**

➢ From the **Paragraph** group on the **Home** tab, click the **Show/Hide** ¶ button to display the formatting marks

The document looks like this:

Visits¶
¶
Box·Hill·is·a·well·known·beauty·spot·in·the·North·Downs·of·Surrey,· England,·close·to·the·southern·outskirts·of·London,·overlooking· Dorking·to·the·south·west.¶
Bath·is·a·city·in·the·ceremonial·county·of·Somerset·in·the·south· west·of·England.·It·is·situated·97·miles·(156·km)·west·of·London· and·13·miles·(21·km)·south·east·of·Bristol.¶
Brighton·is·one·of·the·most·vibrant,·colourful·and·creative·cities·in· Europe.··Cosmopolitan,·compact,·energetic,·unique,·fun,·lively,· historic,·young,·exotic·and·free-spirited,·it's·a·city·like·no·other.·· Nestling·between·the·South·Downs·and·the·sea·on·the·stunning· south·coast,·Brighton·offers·everything·from·Regency·heritage·to· beachfront·cool.¶
The·**Lake·District**,·England's·largest·National·Park,·includes·Scafell· Pike-·its·highest·mountain,·Wastwater··-its·deepest·lake,·and· thriving·communities·like·Keswick·and·Bowness·on·Windermere.¶
The·**Nayland·Rock·Promenade·Shelter**·in·Margate·is·a·Grade·II-listed·seaside·shelter·used·by·T·S·Eliot,·poet,·playwright,·and· literary·critic,·to·write·some·of·his·most·famous·works.¶
The·**Pantiles·at·Tunbridge·Wells**,·a·pretty·colonnaded·walkway,· has·become·probably·the·most·well·known·view·of·Royal·Tunbridge· Wells.··Once·the·playground·of·the·gentry·and·royalty,·the·Pantiles· remains·a·pleasant·place·to·browse,·shop,·eat·and·drink·and·stroll.¶
Stratford-upon-Avon,·the·birthplace·of·England's·greatest·poet· and·playwright,·remains·an·important·market·town·in· Warwickshire.··Many·of·the·original·houses·from·Shakespeare's· time·are·still·in·excellent·condition,·being·preserved·by·the· Shakespeare·organisation.¶
¶

Each paragraph is separated by a paragraph mark ¶. You are now going to specify the amount of space you want between paragraphs.

➤ Select the text from '**Box Hill**....' down to '....**Shakespeare organisation**.'

➤ From the **Paragraph** group on the **Home** tab, click the **Paragraph** dialog box launcher

The Paragraph dialog box is displayed.

Specify how much space you want before and after each paragraph →
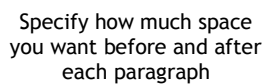
You want to add a line space (12 pt) between paragraphs.

➢ In the **Spacing** section, type **12 pt** in the **Before** and **After** boxes
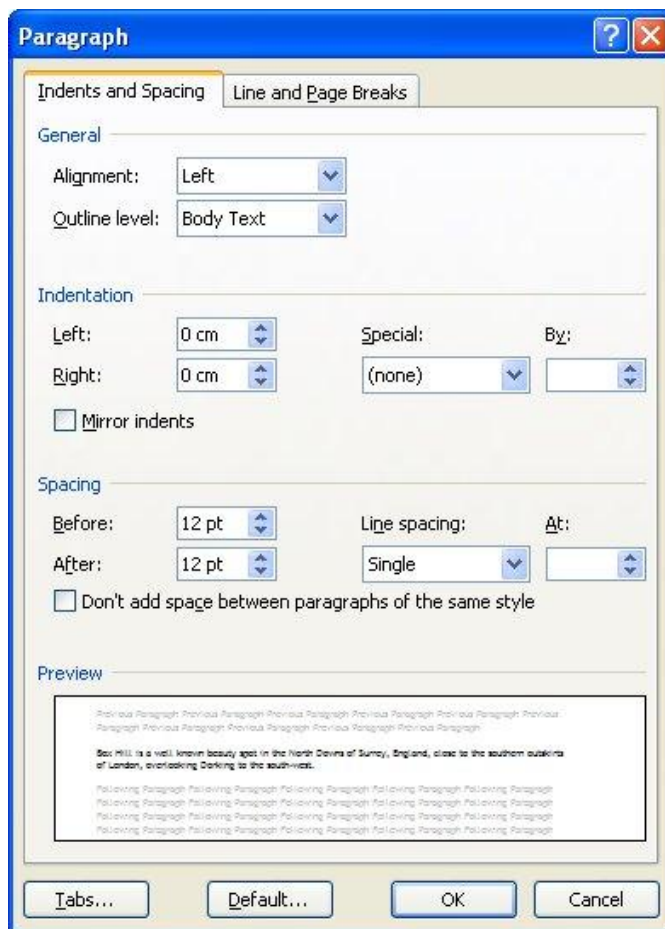
➢ Click **OK**

➢ Click the **Show/Hide** button on the ribbon to hide the formatting marks

➢ Save and close the document

PAGE NUMBERS

There are two methods of including page numbers in a document:

- using Page Number in the Header & Footer group on the Insert tab
- using either Header or Footer in the Header & Footer group on the Insert tab

This section will cover the former option, while the latter option is dealt with in the Headers and Footers section.

INSERTING PAGE NUMBERS USING THE PAGE NUMBER BUTTON

➢ Open the **History of Holidays** document

The insertion point can be positioned anywhere within the document.

➢ In the **Header & Footer** group on the **Insert** tab, click the **Page Number** button

➢ From the list, point to **Bottom of Page**

➢ From the list of built-in layouts, click **Plain Number 2**
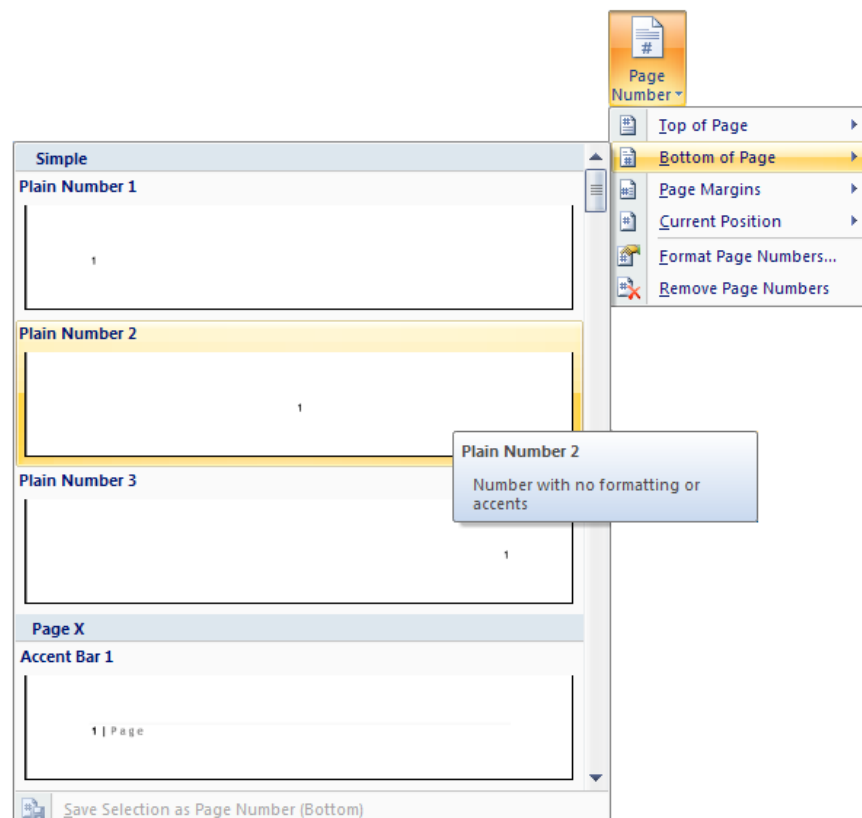
A page number is inserted into the footer of each page.
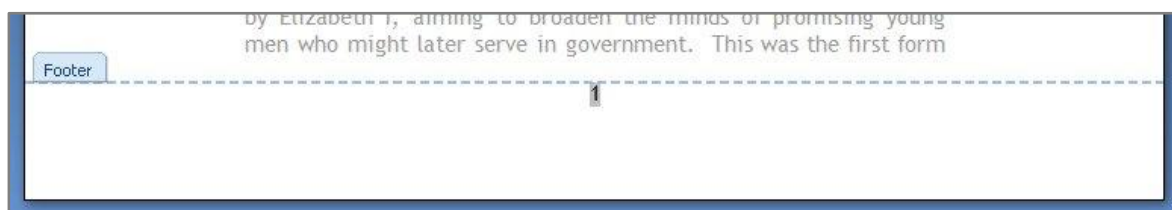
Notice that the contextual tab for Header & Footer Tools is displayed on the ribbon.
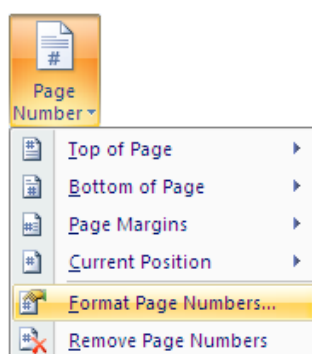
➢ Click the **Close Header and Foote**r button in the **Close** group

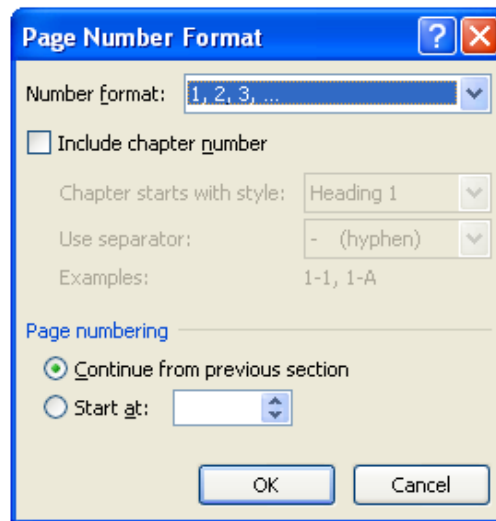Double click in the document (outside of the footer) to close the Footer.

PAGE NUMBER FORMATS

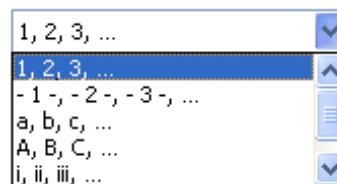Various page number formats are available for you to choose from.

➢ In the **Header & Footer** group on the **Insert** tab, click the **Page Number** button

➢ Choose **Format Page Numbers** from the list

The Page Number Format dialog box is displayed.
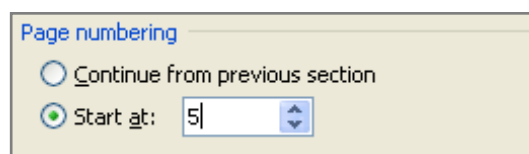

➢ Click the down arrow in the **Number Format** window

➢ Select format **-1-,-2-,-3-**

START PAGE NUMBER

In the **Page numbering** section of the dialog box, the **Start at** radio button gives you the option to specify the starting page number.

➢ Click the **Start at:** radio button and type **5** in the box

➢ Click **OK**

➢ Print Preview the document to see the numbering format

➢ Close Print Preview

➢ Save the document

When you add page numbers, they are applied to the entire document.

If you want a different number format on, say, the table of contents page, then you must use a section break to divide the document into different sections (see page 58).

Similarly, if you don't want page numbers on every page, but on selected pages only, then a section break is required to split the document to allow you to apply different formats.

HEADERS AND FOOTERS

Headers and footers are areas in the top and bottom margins of each page in a document.

You can insert text or graphics in headers and footers — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name — that are printed at the top or bottom of each page in a document.
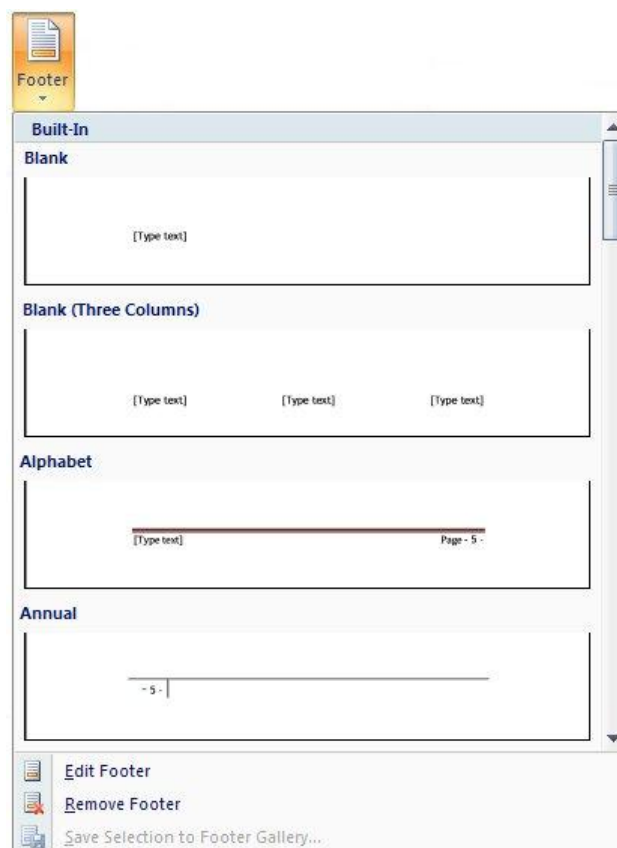
INSERTING A FOOTER

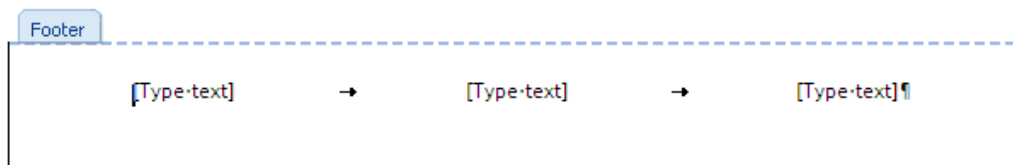The document **The History of Holidays** should still be open.

➢ In the **Header & Footer** group on the **Insert** tab, click the **Footer** button

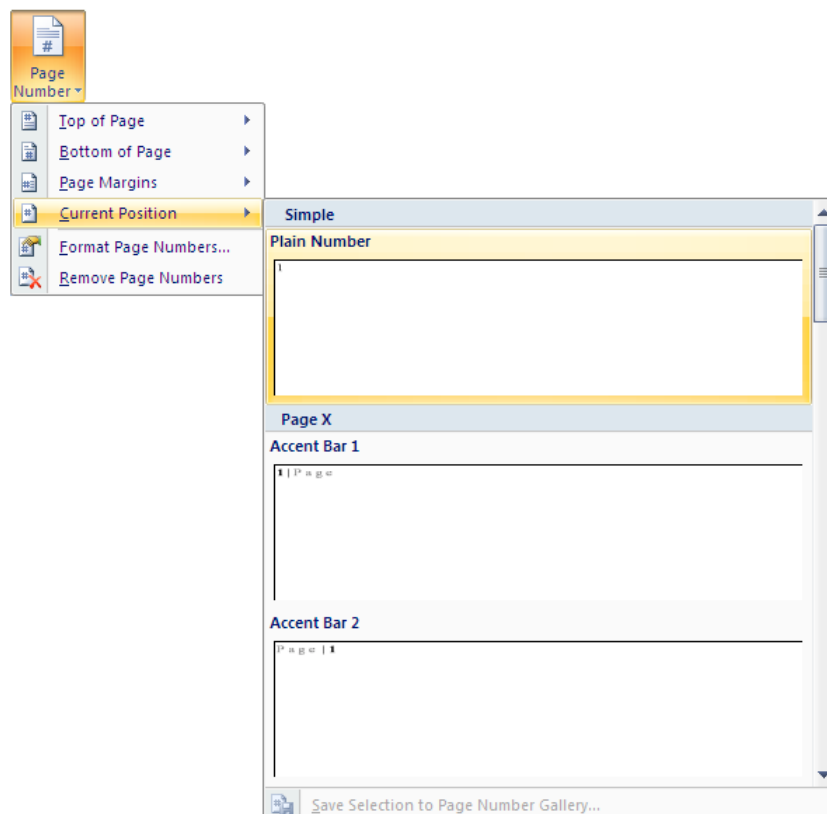A list of built-in layouts is displayed.

➤ Choose **Blank (Three Columns)**

Footer

[Type·text]   →   [Type·text]   →   [Type·text]¶

You can see that a footer has been included in the document, but the page number that you inserted in the previous exercise has been deleted.

➤ Click the 'Type text' prompt in the **left** position and type **History of Holidays**

➤ Click the 'Type text' prompt in the **centre** position

➤ In the **Header & Footer** group on the **Design** tab, click **Page Number**

➤ Select **Current Position**

➤ Select **Plain Number**

Page Number ▾

- Top of Page ▸
- Bottom of Page ▸
- Page Margins ▸
- Current Position ▸

    Simple
    Plain Number

    1

    Page X
    Accent Bar 1

    1 | Page

    Accent Bar 2

    Page | 1

- Format Page Numbers...
- Remove Page Numbers

Save Selection to Page Number Gallery...

A page number is added to the footer in the same format as the one that was deleted when you inserted the built-in footer.

➢ Select the 'Type text' prompt at the **right** of the footer and type **your name**

➢ Close the footer

| History of Holidays | - 5 - | Ann Other |

IMPORTANT TO REMEMBER

When you use one of the built-in formats for page numbers, headers or footers, you run the risk of it replacing text that you are already using.


DELETING A PAGE NUMBER

➢ Double click the footer area of the document to activate it

➢ Select the page number

➢ Press the **Delete** key

➢ Delete your name from the footer

➢ Close the footer

➢ Save the document

If you have inserted the page number using the Page Number option on the Insert tab:

➢ Choose the **Insert** tab

➢ Click Page Number in the Header & Footer group

➢ Click Remove Page Numbers

This method does not work if you have included the page number as part of the insert footer option.
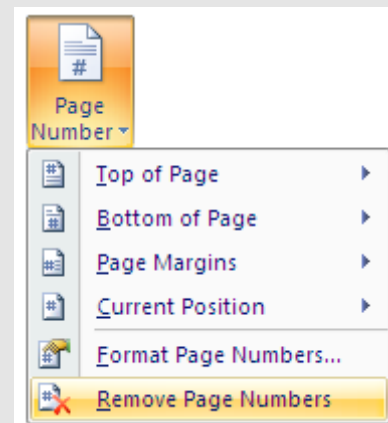
SECTIONS

When you open a new blank document, it consists of a single section. Any formatting changes, such as margins or columns, will affect the whole document, not just the page you make the changes to.

If you need to apply different section formatting within the same document, you must insert section breaks to divide the document into separate sections. Each section may then be formatted as required.

You can use section breaks to change the layout or formatting of a page or pages in a document. For example, you can lay out part of a single-column page as two columns. You can separate the chapters in a document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document.

Bear in mind that a section break controls the section formatting of the text that precedes it. So, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting.

The last paragraph mark (¶) in the document holds the section formatting of the last section in the document.

A paragraph mark is inserted into the document each time you press the Enter key.

Types of section break:

| Next page	Inserts a section break and starts the new section on the next page.
Continuous	Inserts a section break and starts the new section on the same page.
Odd page or Even page	Inserts a section break and starts the new section on the next odd-numbered or even-numbered page

EXAMPLES OF SECTION BREAKS

Continuous

The following example shows the result of inserting **Continuous** breaks in a document
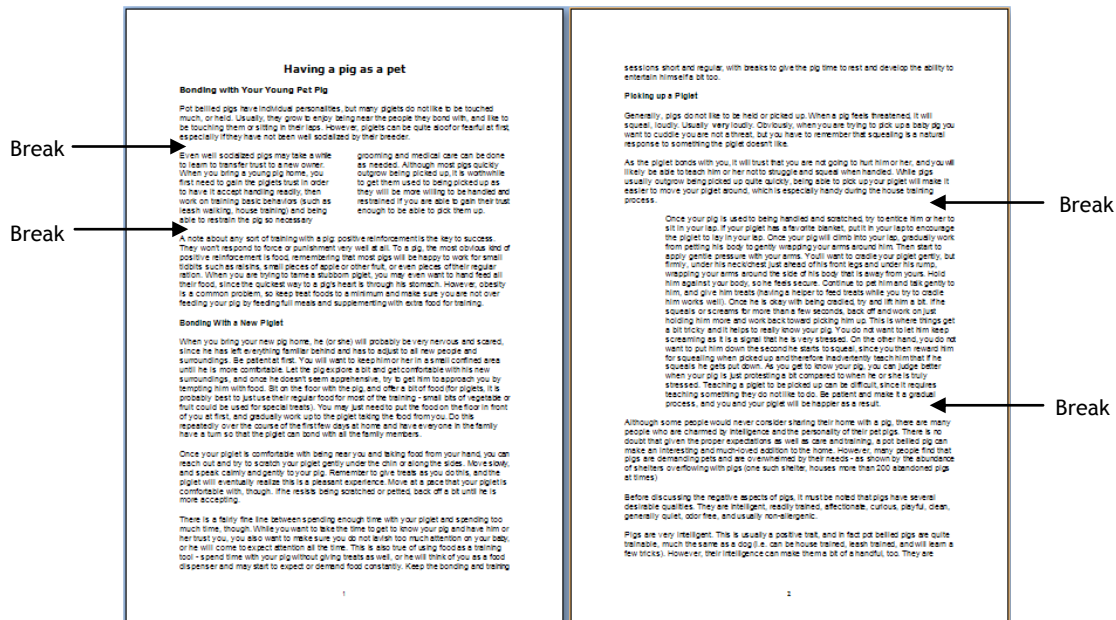
Next Page

The following example shows a **Next page** break. This type of break starts the following text on a new page.
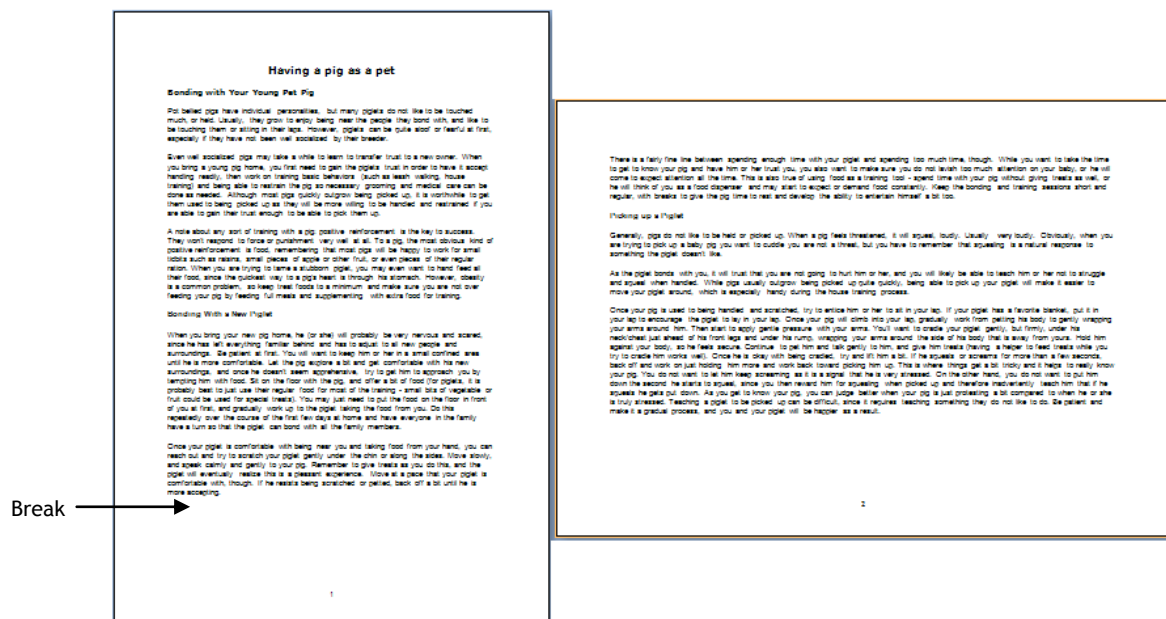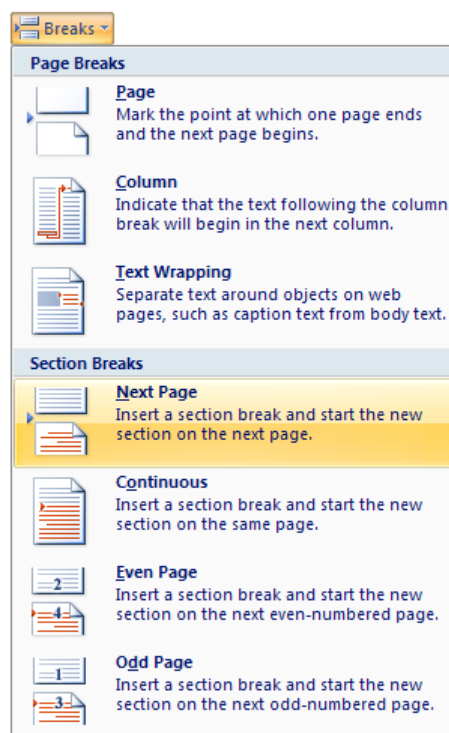
INSERTING A SECTION BREAK

➢ Position the insertion point immediately to the left of the first letter of the heading 'The Grand Tour' on the first page

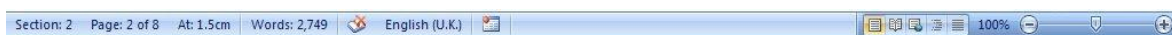➢ In the **Page Setup** group on the **Page Layout** tab, click **Breaks**
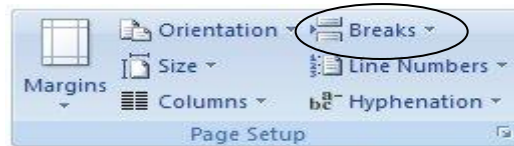
➢ Choose **Next Page** from the list

A next page section break is inserted into the document.

Notice that the Status bar at the bottom of the screen displays the number of the section where the insertion point is currently positioned.

Section number

➢ Select page 1 and then page 2 of the document to see the section number change

Now you will add page numbers to the document, starting on the second page which you will number '1'. The first page of the document will not have a page number.

➢ Open the footer on the second page – the page that is headed 'The Grand Tour'

Notice that the Footer is labelled **Section 2**, and also that a **Same as Previous** label is displayed.

'Same as Previous' indicates that the footer in section 2 follows the same format as the footer in section 1.

As you want to add page numbers to section 2, but do not want page numbers in section 1, you need to break the link between the sections.

In the **Navigation** group on the **Design** tab, you will notice that **Link to Previous** is selected.
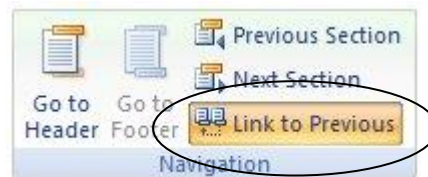
➢ Click **Link to Previous**

The link between the sections is broken.

➢ Add page numbering to section **2** (see page 56), ensuring that it starts at **1** (see page 53)

➢ Scroll up and down the document to check the page numbering

➢ Close the footer

➢ Save and close the document

TABLES

Tables are very easy to create and manipulate. You can use them as placeholders to position text and then hide the table borders.

We are going to look at two different methods of inserting a table into a document.
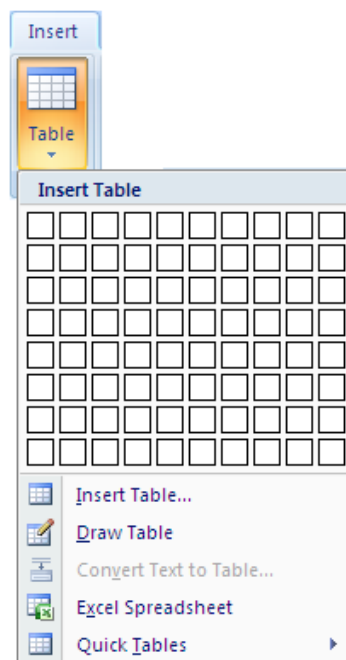
- Using the Table tool grid
- Using the Insert Table dialog box

USING THE TABLE TOOL GRID

➢ Open a new document

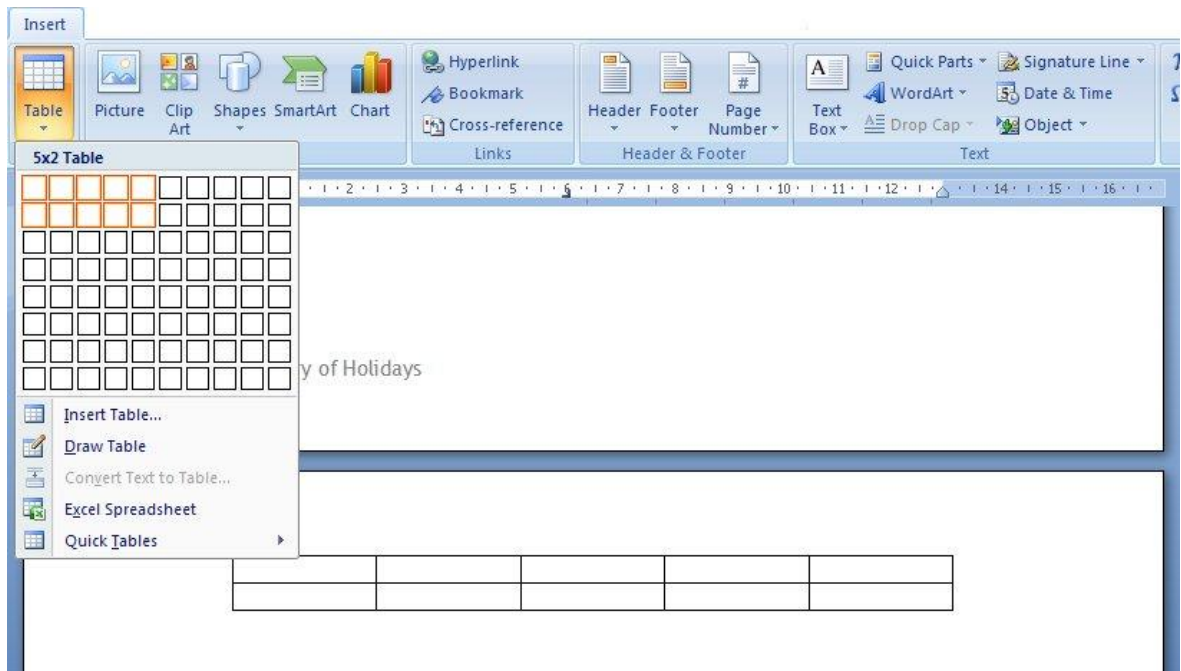➢ In the **Tables** group on the **Insert** tab, click the **Table** button

The Table tool grid is displayed.

➢ Drag the mouse pointer across the grid until you have highlighted five cells and down the grid to highlight two

The table is displayed in the document as you select the cells.

> Click the left mouse button in the last cell on the grid to create the table


The table fills the width of the page between the left and right margins and borders are visible around each cell.

When the insertion point is inside the table, contextual tabs are displayed on the ribbon.

The **Design** tab offers table styles, and borders and shading among other options.

On the **Layout** tab you will find options such as inserting rows and columns, splitting and merging cells, and text direction.
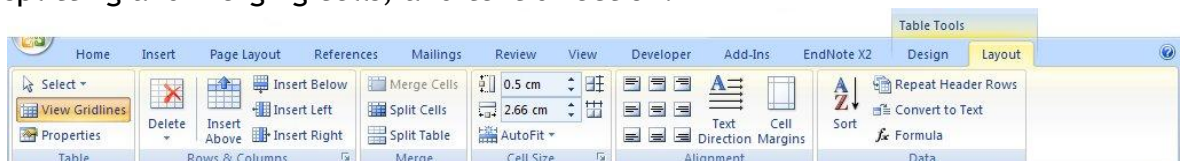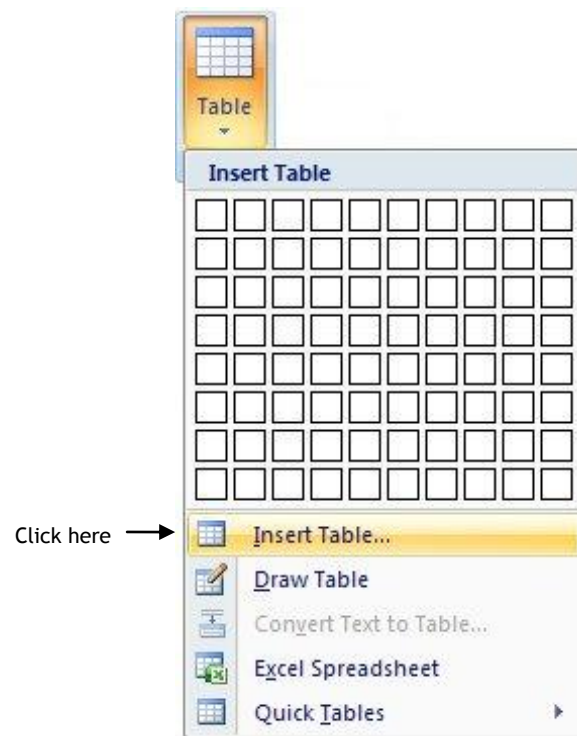
DELETING A TABLE

To delete a table:

➢ Ensure the insertion point is within the table

➢ In the **Rows & Columns** group on the **Layout** tab, click the **Delete** button
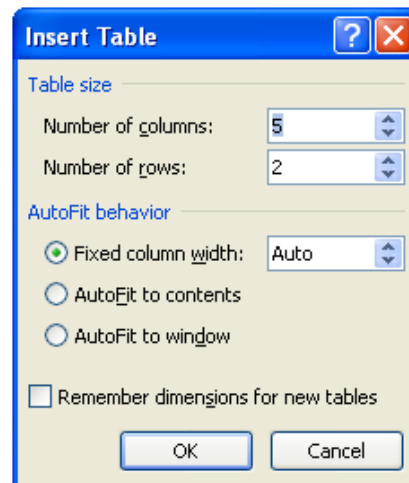
➢ Click **Delete Table**
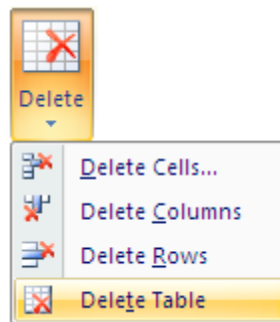
USING THE INSERT TABLE DIALOG BOX

Now you will insert a table using the dialog box.

➢ In the **Tables** group on the **Insert** tab, click **Table**

➢ Click **Insert Table**

The Insert Table dialog box is displayed.

You can see that, by default, you are offered a table with 5 columns and 2 rows.

➢ In the **Number of Columns** box type **2**

➢ Click **OK**

A two column two row table is created.

If you are unsure of the number of rows you will need in the finished table, accept the default of 2 rows. You can add more as you need them.

When you click in the last cell of a table and press the Tab key, a new row is automatically added to the table.

The table you are aiming to create will look like this:

You can see that the finished table has a different layout to the one in your document. The first row has been merged to form a single cell and the columns in rows two and three are not of equal size.

CHANGING THE COLUMN WIDTH

When a table is created, the cells are an equal size across the page. You can change the width of the columns to accommodate the amount of text or simply to enhance the presentation of the table.

To make the cells in the first column narrower:

➢ Position the mouse pointer over the dividing line between the two columns

The mouse pointer changes to a ⁺‖⁺   (column width indicator).

➢ Click and hold the left mouse button, and drag the column boundary to the left to approximately 2.5 cm on the ruler

➢ Release the mouse button

MERGING CELLS

You are going to insert the table heading into the first cell, but, now that the left hand column has been made narrower, it is no longer wide enough to hold all of the text without wrapping around.   To overcome this problem, you need to merge together the cells in the first row.

➢ Move the mouse pointer into the margin to the left of the first row of the table and click the left mouse button to select the row

➢ In the **Merge** group on the **Layout** tab, click **Merge Cells**
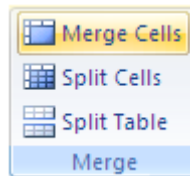
The two cells in the first row have been merged into one.

ENTERING TEXT INTO THE TABLE

➢ Position the insertion point in the first row

➢ Type **ADDITIONAL HOTEL REQUIREMENTS**

➢ Embolden the heading

ADDITIONAL HOTEL REQUIREMENTS	

➢ Position the insertion point in the second cell of the second row

➢ Type **Room service**

➢ Press the **Tab** key once

A new row is added to the table.

ADDITIONAL HOTEL REQUIREMENTS	
	Room service

➢ Press **Tab** again

➢ Type **Swimming pool**

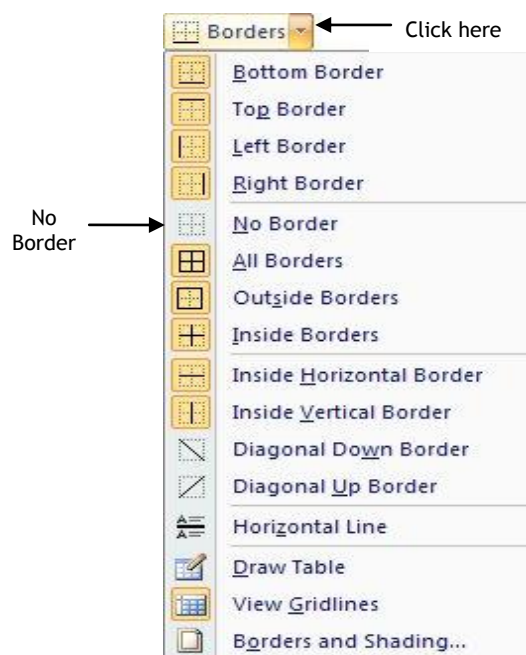| ADDITIONAL HOTEL REQUIREMENTS	
	Room service
	Swimming pool

HIDING THE TABLE BORDERS

The cells of the table are being used as place holders for the text and it is not intended that the borders around the cells will be visible when the document is printed. Therefore, you need to hide the borders.

When you position the mouse pointer over the table, the table move handle ⊞ is displayed at the top left corner of the table.

Move handle →

ADDITIONAL HOTEL REQUIREMENTS	
	Room service
	Swimming pool

➢ Select the whole table by pointing to the table move handle and clicking the left mouse button

➢ In the **Table Styles** group on the **Design** tab, click the down arrow to the right of the **Borders** button

Borders ⌄ ← Click here

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border   ← No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

➢ Choose **No Border**

The borders are removed leaving only gridlines (which do not print) as an aid when working with the table.

ADDITIONAL HOTEL REQUIREMENTS	
	Room service
	Swimming pool

If you do not see the gridlines, you can turn them on.

With the insertion point in the table:

➢ In the **Table Styles** group on the **Design** tab, click the down arrow next to the **Borders** button

➢ Click **View Gridlines**

or

➢ In the **Table** group on the **Layout** tab, click the **View Gridlines** button

INSERTING A ROW

When you create a table you don't always know how many rows and columns you are going to need.

You've already seen how easy it is to add a row to the end of a table, but in this exercise you will insert a row in the middle of a table.
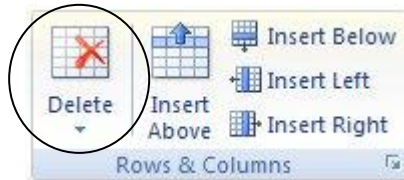
➢ Position the insertion point in the second row of the table

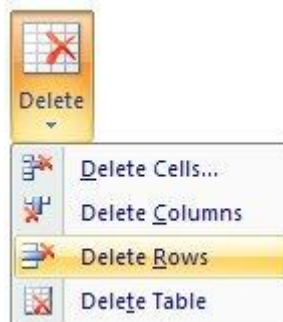➢ In the **Rows & Columns** group on the **Layout** tab, click **Insert Above**
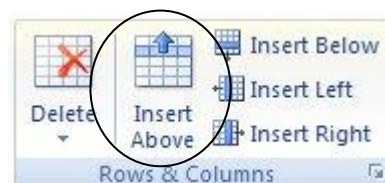
A row is inserted into the table.

DELETING A ROW

➢ Position the insertion point in the empty row

➢ In the **Rows & Columns** group on the **Layout** tab, click **Delete**
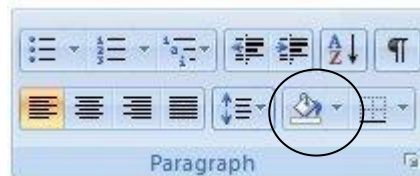

➢ Choose **Delete Rows**

The row is deleted.

If you select several rows you can delete them all at the same time.

ADDING SHADING

➢ Position the insertion point in the row containing the heading

➢ In the **Paragraph** group on the **Home** tab, click the down arrow next to the **Shading** button

The colour palette is displayed.

➢ Move the mouse pointer over the colour palette and see the selected row of the table change to match the currently selected colour

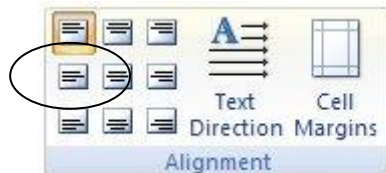➢ Choose **White, Background 1, Darker 15%**

VERTICAL ALIGNMENT

Now that the row has shading, it is noticeable that the text is not centred vertically.

To change the vertical alignment, with the insertion point positioned in the top row of the table:
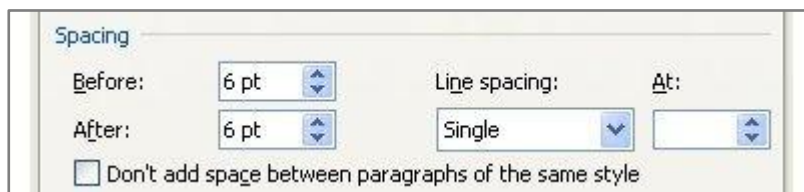
➤ In the **Alignment** group on the **Layout** tab, choose **Align Centre Left**

The text does not appear to have moved because the row is not very deep.

To solve the problem, with the insertion point still in the top row:

➤ Change the spacing to **6pt Before** and **After** the Paragraph

➤ Select the other two rows of the table and change the spacing to **3pt Before** and **After** the Paragraph

For further information, see **Paragraph Spacing** on page 48.

The table now looks like this:

ADDITIONAL HOTEL REQUIREMENTS	
	Room service
	Swimming pool

If you have an awkward layout to produce, consider using a table.

➤ Close the document without saving