

Microsoft Word

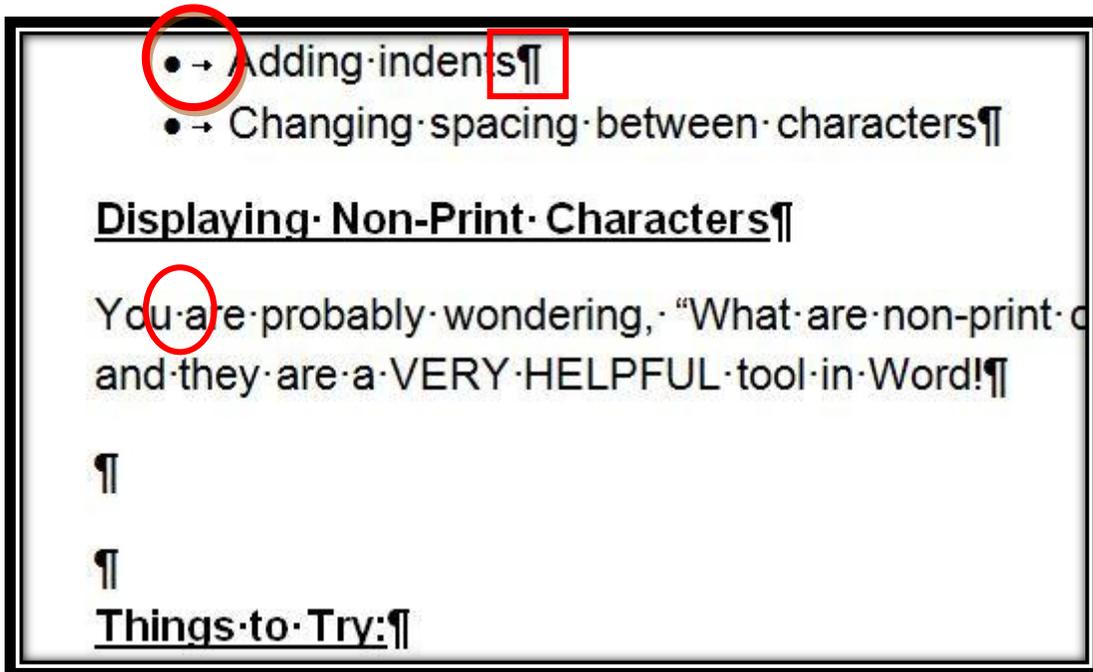
Week 3

This week we will discuss:

- Displaying non-print characters
- Setting & clearing tabs
- Changing paragraph alignment
- Adding numbers & bullets
- Adding indents
- Changing spacing between paragraphs and lines

Displaying Non-Print Characters

You are probably wondering, “What are non-print characters?” This is a great question – and they are a VERY HELPFUL tool in Word! Here is an example – see the things within the red areas? Those are non-print characters and they tell you what is happening within your document.



The arrow that goes to the right means “tab,” the backward P is a paragraph mark (which means you hit the “enter” key on your keyboard) and the dot in the middle of the words means there is a space there.

You turn this off and on by clicking the “backward P” in the Paragraph box in the Ribbon at the top of your screen. It is the third box from the left and looks like this:

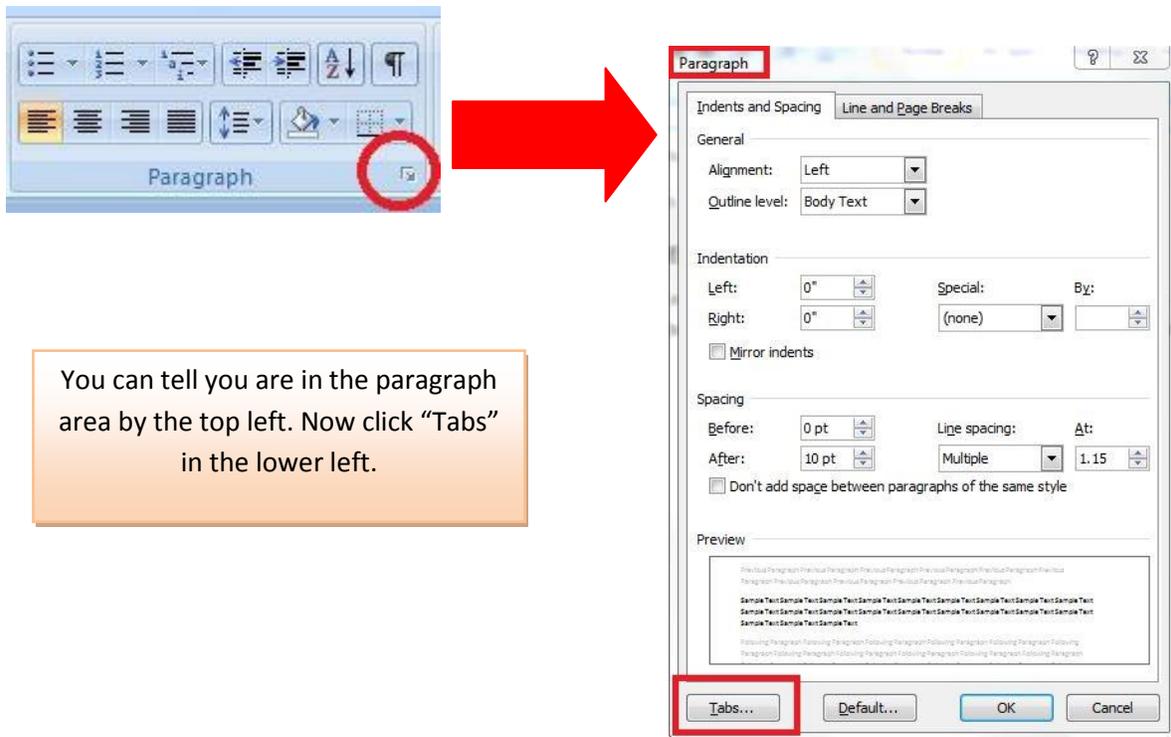


When you are working on a large project and when perfection is the key, you will want to be able to see everything that is going on within your document. This is when you will want the non-print characters to show. Also, if you need to trouble shoot something at some time, you will want to see what Word is thinking you are wanting it to do or not do and this is how you will be able to know that.

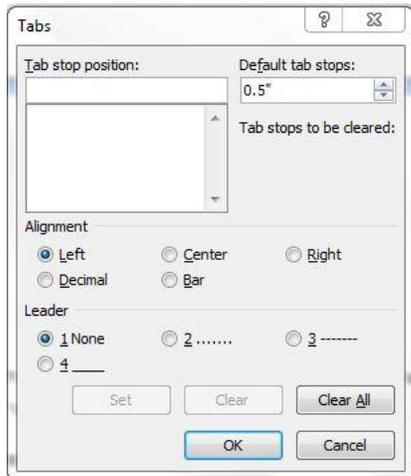
Click it to turn it on, click it again to turn it off. Super easy.

Setting and Clearing Tabs

This is also done in the paragraph area but this time you will want to click the small arrow in the very bottom corner, that will open up all the options within paragraph.



After clicking “Tabs” this appears:



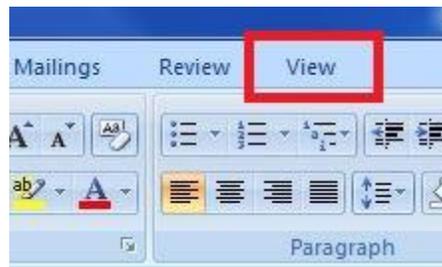
You will enter where you want the tab to stop in the top left under “Tab stop position” and then click “set” and continue to enter until you are done. You can also choose how you want them aligned and if you want a “leader” which is something between your first area and where your tab starts. For instance, if you are doing something where you have a large break between the two, it makes it easier to read one to the next, like this:

Showing how this works.

The above has a tab set at 5 with the dotted leader.

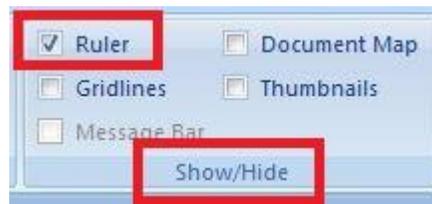
This is a good time to talk about viewing **the ruler** within Word.

In the Ribbon at the top of your screen, you will find tabs that say: Home, Insert, Page Layout, etc. We want to click on “View” [which is just above the paragraphs items we have been discussing].



The choices at the top of your screen will change to those that fall under parts of the “View” tab. You will have “Document Views,” “Show/Hide,” Zoom, etc.

We want to look at the “Show/Hide” area where you will see “Ruler”. You will want to put a check mark in that if there isn’t one already.

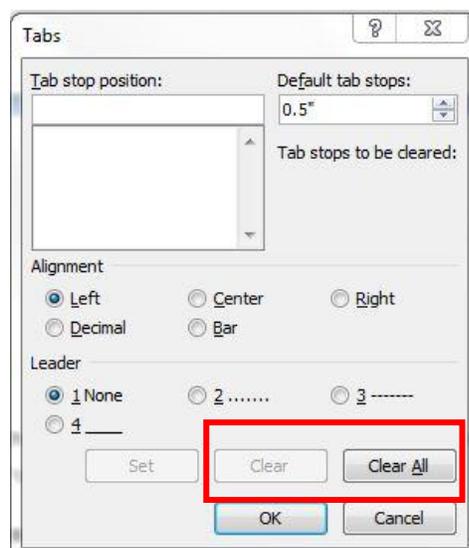


That will allow you to see the rulers on the left and top of your screen. This will be helpful for seeing where your tabs are set.



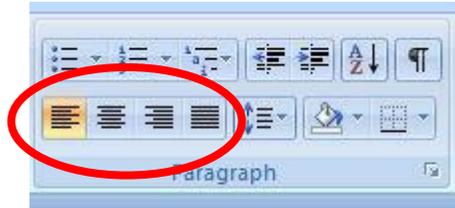
See that little mark within the red circle above? That shows that there is a tab stop at the 5 mark. I love Word!

If you decide you want to **remove or change the tabs**, simply go back in to the tabs area and choose “Clear” or “Clear All” and change as needed.



Changing Paragraph Alignment

We are still in the paragraph area of the Ribbon. See those four little boxes of funky lines? Those are your paragraph alignment. They are left, center, right and justify.



Left aligned means your text is aligned to the left. That is what I am using throughout this lesson.

Right aligned means it is aligned to the right and looks something like this will once I get enough information to have more than one line.

Centered puts the information in the center of the page.

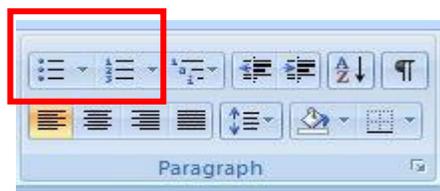
Justify means it spreads it out from left to right to fill the page but you have to have enough information to make it so you can see what it is doing. See how it stretches the information out a little bit so that it covers all between the left and right and has a straight line on both sides. Unlike left and right alignment.

So, to make these changes, type your text and select (as previously discussed) and click the appropriate alignment. To change to something else, type some more, select and click the other button. Easy peasy!

Adding Numbers and Bullets

Now this is FUN!

If you want Word to automatically number things for you and to make things stand out with bullets or numbers. It is really easy. Click the “Bullet” button or the “Numbering” button in the paragraph area at the top and let Word do the rest!



So, if I want to add bullets or numbering you can click the appropriate button and then start typing or you can type it (making sure to hit “enter” on your keyboard between each item you want bullet pointed or numbered) and then select and click the button. Here is an example of numbering:

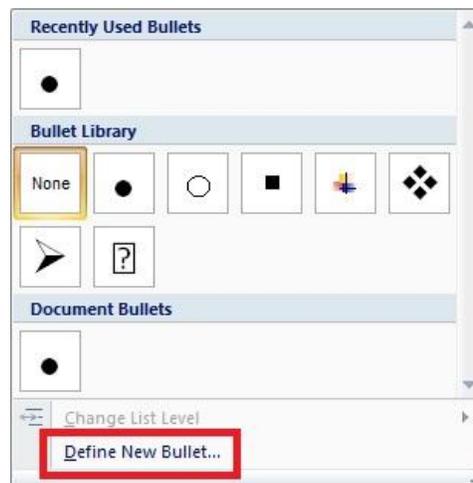
1. I want this to be 1
2. And this to be 2
3. And this to be 3

Word automatically indents it for you.

Here are bullet points:

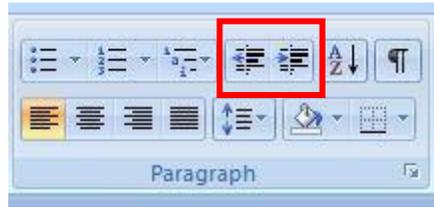
- Here is 1
- Here is 2
- Here is 3

Now I will show you something else that is REALLY FUN! You can change the look of the bullet! How? Here is how you do it! Click the little arrow next to the button example and it will open up more choices for you! And you aren’t limited by what they show! If you want something else, click the “Define New Bullet” and then “Symbols” and look at all those choices! Again, so much fun – and so easy!

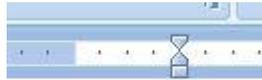


Adding Indents

So first let's discuss the difference between an indent and a tab. Indents make sure things line up properly and tabs are simply movement across the page. Indents are used in the numbering and bullets, for example.



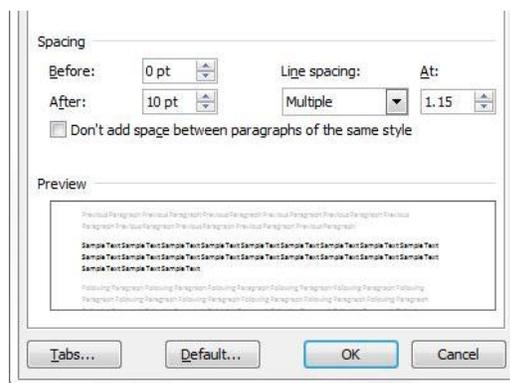
The above two are used for indents. The one on the right will increase and the one on the left will decrease. So, if you want an indent, simply click on the one on the right. Once you do that, you will notice that the “hourglass” in the ruler at the top of your page has moved to the indent spot.



You can decrease the indent by clicking the “decrease indent” button (or the one on the left). You can also click the little square at the bottom of the hourglass and drag it back over to the left.

Changing Spacing Between Paragraphs and Lines

There may be times when you want to change the spacing between your lines and paragraphs. When you want to do that, click the small down arrow in the lower right corner of the “Paragraph” box in the Ribbon and the larger box of choices will pop up. You will want to look in the “Spacing” area which is the lower 1/3 of the box (as shown below). You can pick the amount above and/or below (left side below) and you can pick specific or general (right side).



For example

I've been using "regular" spacing throughout this lesson.

Let your light so shine before men, that they may see your good
works and glorify your Father in heaven. Matthew 5:16

The above centered is double spaced – so it makes the space between the lines more.

Things to Try:

Now it is your turn! Again – DO NOT BE AFRAID! – just play around and have some fun!

These are the things I want YOU to try:

1. Type some information in a blank, new document. Then turn on the non-print characters and look at what it is showing you with the different marks. Learn anything?
2. Set tabs for 2" and 4" with a dotted leader between.
3. Clear the tabs you set.
4. Type a paragraph (at least three lines in Word). Change it to right aligned. Change it to centered. Change it to justified. Change it back to left aligned. Did you notice the differences?
5. Make a list with numbers. Make another list with bullets. Change the bullet to something different than the regular circle.
6. Add and remove indents.
7. Change the line spacing between lines to 3. Change it to 1. Look at the differences.

HAVE FUN! See you next week!

Dawn