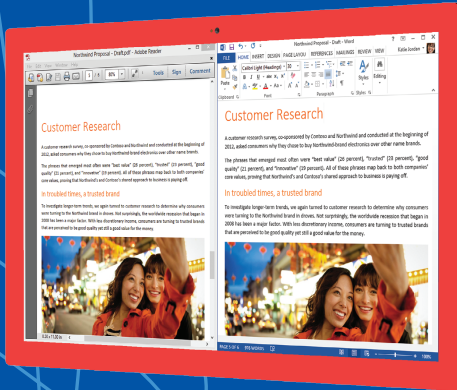


# Step by Step



Build exactly the skills you need.  
Learn at the pace you want.

# Microsoft<sup>®</sup> Word 2013

Joan Lambert and Joyce Cox

**Microsoft®**

# Microsoft® Word 2013

Step by Step

Joan Lambert

Joyce Cox

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# Introduction

Part of the Microsoft Office 2013 suite of programs, Microsoft Word 2013 is a sophisticated word-processing program that helps you quickly and efficiently author, format, and publish all the business and personal documents you are ever likely to need. *Microsoft Word 2013 Step by Step* offers a comprehensive look at the features of Word that most people will use most frequently.

## Who this book is for

*Microsoft Word 2013 Step by Step* and other books in the *Step by Step* series are designed for beginning to intermediate-level computer users. Examples shown in the book generally pertain to small and medium-sized businesses but teach skills that can be used in organizations of any size. Whether you are already comfortable working in Word and want to learn about new features in Word 2013 or are new to Word, this book provides invaluable hands-on experience so that you can create and modify professional documents with ease.

## How this book is organized

This book is divided into three parts. Part 1 teaches readers how to create, print, and distribute standard documents in Word 2013. Tutorials lead the reader through the process of creating document elements such as formatted text, columns, lists, tables, and simple graphics. Part 2 discusses ways of enhancing standard document content with diagrams, charts, and other visual elements; organizing and arranging content; and saving Word files in various formats. Part 3 delves into advanced techniques and tools that include creating reference elements, creating mail merge documents, collaborating on document creation, and customizing program functionality to fit the way you work. This three-part structure allows readers who are new to the program to acquire basic skills and then build on them, while readers who are comfortable with Word 2013 basics can focus on material that is of the most interest to them.

Chapter 1 contains introductory information that will primarily be of interest to readers who are new to Word or are upgrading from Word 2003 or an earlier version. If you have worked with a more recent version of Word, you might want to skip directly to Chapter 2.

This book has been designed to lead you step by step through all the tasks you're most likely to want to perform with Word 2013. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with most types of Word documents. However, each topic is self-contained, so you can jump in anywhere to acquire exactly the skills you need.

## Download the practice files

Before you can complete the exercises in this book, you need to download the book's practice files to your computer. These practice files can be downloaded from the following page:

<http://aka.ms/Word2013sbs/files>

**IMPORTANT** The Word 2013 program is not available from this website. You should purchase and install that program before using this book.

If you would like to be able to refer to the completed versions of practice files at a later time, you can save the practice files that you modify while working through the exercises in this book. If you save your changes and later want to repeat the exercise, you can download the original practice files again.

The following table lists the practice files for this book.

Chapter	File
Chapter 1: Explore Microsoft Word 2013	Prices.docx
	Procedures.docx
	Rules.docx
Chapter 2: Enter, edit, and proofread text	Brochure.docx
	Letter.docx
	Orientation.docx
	Regulations.docx
Chapter 3: Modify the structure and appearance of text	Association.docx
	BambooInformation.docx
	BambooStyled.docx
	Cottage.docx
	Guidelines.docx

<b>Chapter</b>	<b>File</b>
Chapter 4: Organize information in columns and tables	ConsultationA.docx ConsultationB.docx RepairCosts.docx RoomPlanner.docx
Chapter 5: Add simple graphic elements	AgendaDraft.docx Announcement.docx Authors.docx Joan.jpg Joyce.jpg OTSI-Logo.png
Chapter 6: Preview, print, and distribute documents	InfoSheetA.docx InfoSheetB.docx InfoSheetC.docx OfficeInfo.docx
Chapter 7: Insert and modify diagrams	Garden.jpg Neighborhood.docx Park.jpg Pond.jpg ServiceA.docx ServiceB.docx Woods.jpg
Chapter 8: Insert and modify charts	CottageA.docx CottageB.docx CottageC.docx Temperature.xlsx
Chapter 9: Add visual elements	AuthorsDraft.docx Flyer.docx MarbleFloor.jpg OTSI-Logo.png Welcome.docx
Chapter 10: Organize and arrange content	BambooInfo.docx DeliveryTruckPurchase.docx Loan.xlsx LoanComparisons.docx OfficeProcedures.docx

Chapter	File
Chapter 11: Create documents for use outside of Word	ParkingRules.docx WebPlanner.docx
Chapter 12: Link to information and content	Conductors.docx Conductors.pptx ProceduresFields.docx RulesBookmarks.docx Symphony.docx VisitorGuide.docx
Chapter 13: Reference content and content sources	BambooBibliography.docx BambooInfoA.docx BambooInfoB.docx ProceduresContents.docx RulesIndex.docx
Chapter 14: Work with mail merge	AnniversaryLetter.docx CustomerList.xlsx ThankYouEmail.docx
Chapter 15: Collaborate on documents	CompetitiveAnalysisA.docx CompetitiveAnalysisB.docx Loans.docx ProceduresRestricted.docx Service.docx ServiceCP.docx ServiceTA.docx
Chapter 16: Work in Word more efficiently	Agenda.docx AuthorsBlank.docx Bamboo.docx RoomFlyer.docx

## Your companion ebook

With the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

To download your ebook, please see the instruction page at the back of the book.

# Get support and give feedback

The following sections provide information about getting help with this book and contacting us to provide feedback or report errors.

## Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site, which you can find at:

*<http://aka.ms/Word2013sbs/errata>*

If you find an error that is not already listed, you can report it to us through the same page.

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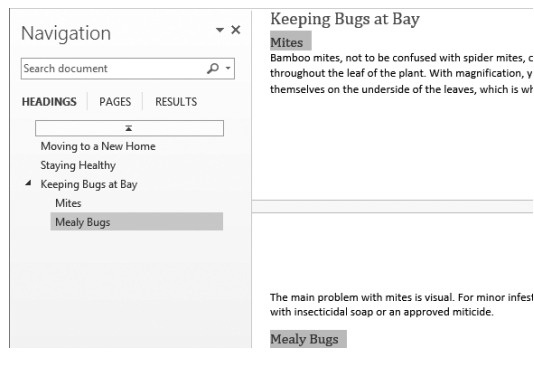




# Chapter at a glance

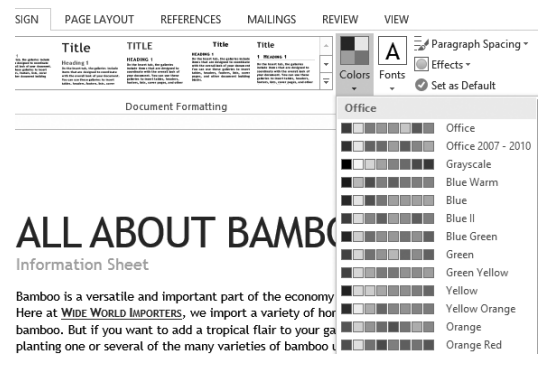
## Style

Apply styles to text,  
page 94



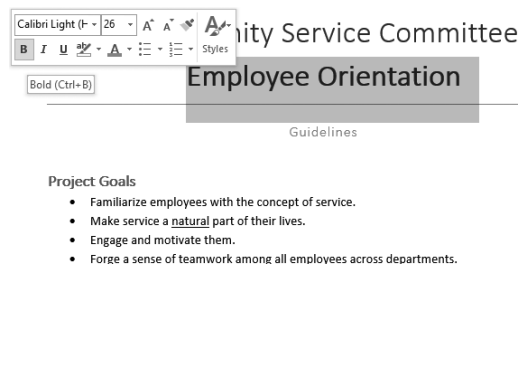
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page 102



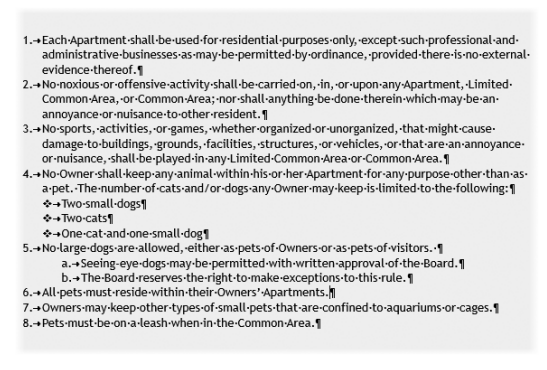
## Format

Manually change the look of characters,  
page 108



## List

Create and modify lists,  
page 130



# Modify the structure and appearance of text

## 3

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Apply styles to text.
- Change a document's theme.
- Manually change the look of characters.
- Manually change the look of paragraphs.
- Create and modify lists.

The appearance of your documents helps to convey their message. Microsoft Word 2013 can help you develop professional-looking documents whose appearance is appropriate to their contents. You can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can also change the look of major elements within a document by applying predefined sets of formatting called *styles*, and you can change the look of selected text by applying predefined combinations called *text effects*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

In this chapter, you'll first experiment with built-in styles and text effects, and then you'll change the theme applied to a document. You'll change the look of individual words, and then you'll change the indentation, alignment, and spacing of individual paragraphs. You'll also add borders and shading to make paragraphs stand out. Finally, you'll create and format both bulleted and numbered lists.

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**PRACTICE FILES** To complete the exercises in this chapter, you need the practice files contained in the Chapter03 practice file folder. For more information, see "Download the practice files" in this book's Introduction.

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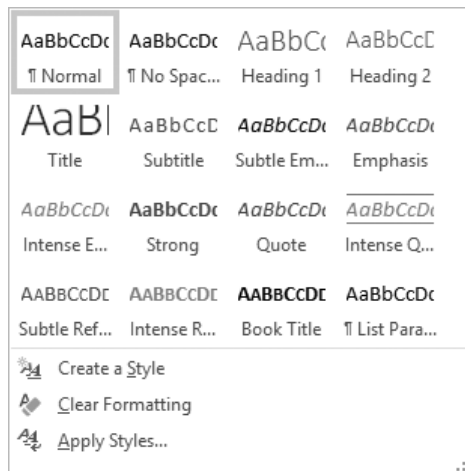
# Applying styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can structure a document by applying styles that are linked to outline levels. In doing so, you build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.

**SEE ALSO** For information about tables of contents, see "Creating and modifying tables of contents" in Chapter 13, "Reference content and content sources."

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

By default, Word makes the most common predefined styles available in the Styles gallery on the Home tab.



*The Styles gallery in a new, blank document based on the Normal template.*

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content as a certain type so that you can easily locate it.

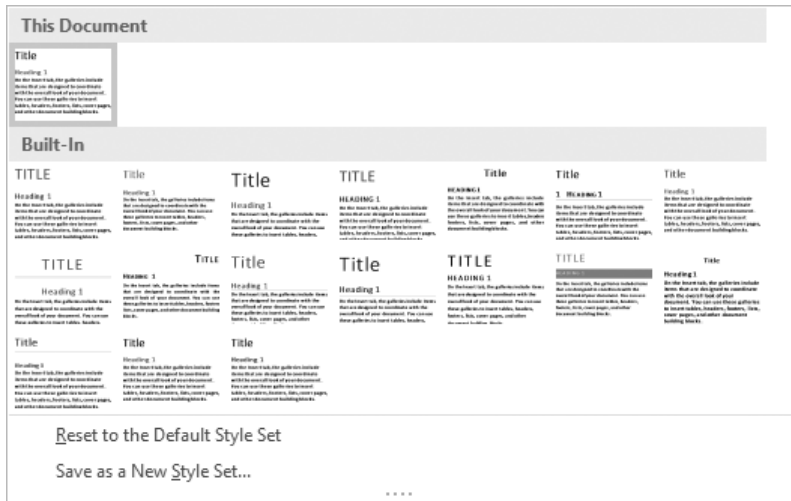
The screenshot shows a document interface. On the left is a 'Navigation' pane with a search box and tabs for 'HEADINGS', 'PAGES', and 'RESULTS'. Under 'HEADINGS', a tree view lists categories like 'General Administration', 'Facilities', 'Accounting', and 'Shipping'. 'Facilities' is expanded to show 'Office', 'Warehouse', and 'Phone System'. The main content area on the right displays the text for the selected 'Facilities' heading, including sub-sections for 'Office' and 'Warehouse' with their respective descriptions and a bulleted list for the warehouse areas.

*Heading styles define a document's outline.*

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply styles from the current style set, you can easily change the look of the entire document by switching to a different style set, which associates different formatting rules with the same styles. So if you have applied the Heading 1 style to a paragraph, you can change its formatting simply by changing the style set.

**SEE ALSO** For information about document theme elements, see "Changing a document's theme," later in this chapter.

Style sets are available from the Document Formatting menu on the Design tab.



Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document.

**TIP** Style sets provide a quick and easy way to change the look of an existing document. You can also modify style definitions by changing the template on which the document is based. For more information about styles and templates, see “Creating custom styles and templates” in Chapter 16, “Work in Word more efficiently.”

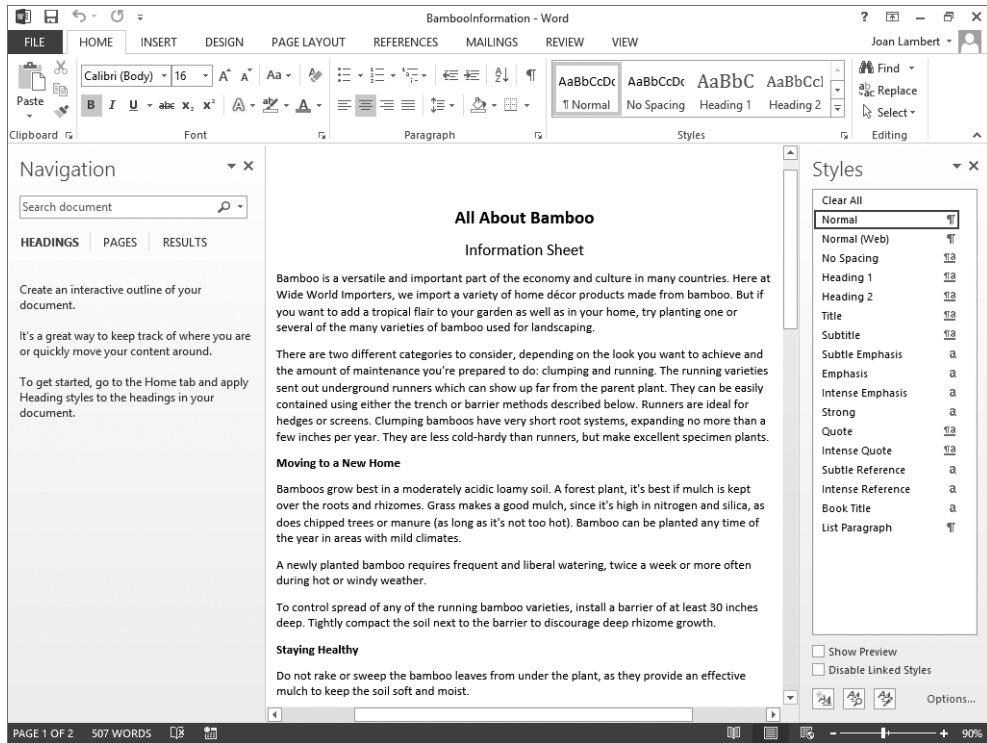
In this exercise, you’ll experiment with the styles in the Normal template and change the look of a document by switching to a different style set.



**SET UP** You need the **BambooInformation** document located in the **Chapter03 practice file** folder to complete this exercise. Open the document in **Print Layout** view, and then follow the steps.

- 1 Scroll through the document to gain an overview of its contents. Notice that the document begins with a centered title and subtitle, and there are several headings throughout.
- 2 Display the **Navigation** pane. Notice that the **Headings** page of the **Navigation** pane does not reflect the headings in the document.
- 3 On the **Home** tab, click the **Styles** dialog box launcher to display the **Styles** pane. If it floats above the page, drag it by its title bar to the right edge of the program window to dock it.

- 4 If necessary, change the zoom level of the page to fit the page content between the **Navigation** pane and the **Styles** pane.



3

*You're ready to build a document structure by applying styles.*

**TIP** Squiggly lines indicating possible grammatical errors might appear below some words in this document. You can remove them by right-clicking each word and then clicking **Ignore**.

- 5 Click anywhere in the document title, **All About Bamboo**, and then click in the first heading, **Moving to a New Home**. In the **Styles** pane, notice that each of these paragraphs is styled as **Normal**. Because the document headings do not have heading styles applied to them, they do not appear in the **Navigation** pane.
- 6 Click again in the document title and then, in the **Styles** pane, click **Title** to apply the style. Notice that Word applies the style to the entire paragraph even if you haven't selected it.
- 7 In the **Styles** pane, point to the **Title** style.



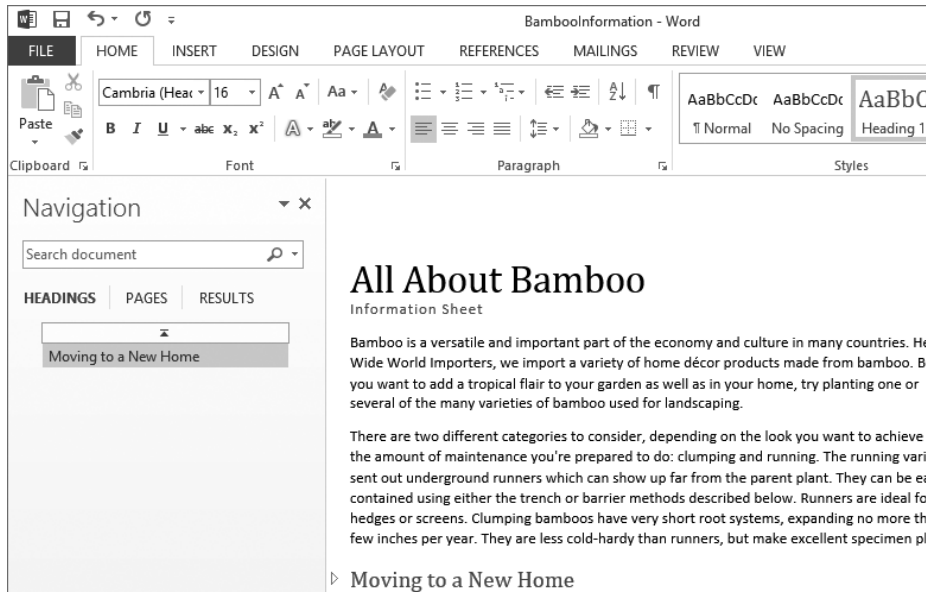
*A ScreenTip displays a description of the font and paragraph formats associated with the style, as well as the base style information.*

- 8 Click anywhere in the **Information Sheet** paragraph and then, in the **Styles** pane, click **Subtitle** to apply the style. Notice that the **Navigation** pane still contains no headings. This is because the **Title** and **Subtitle** styles are not associated with outline levels.
- 9 Select the bold heading **Moving to a New Home**. In the **Styles** pane, point to the **Heading 1** style to display a description of the style. Notice that the paragraph description includes **Outline Level: Level 1** to indicate that paragraphs with this style appear at the first level of an outline.
- 10 In the **Styles** gallery, point to the **Heading 1** style to display a live preview of the selected text with that style. Notice the different result of pointing to the style in the **Styles** gallery and in the **Styles** pane.
- 11 In the **Styles** gallery or in the **Styles** pane, click **Heading 1** to apply the style. Notice that the selected heading also appears in the **Navigation** pane.

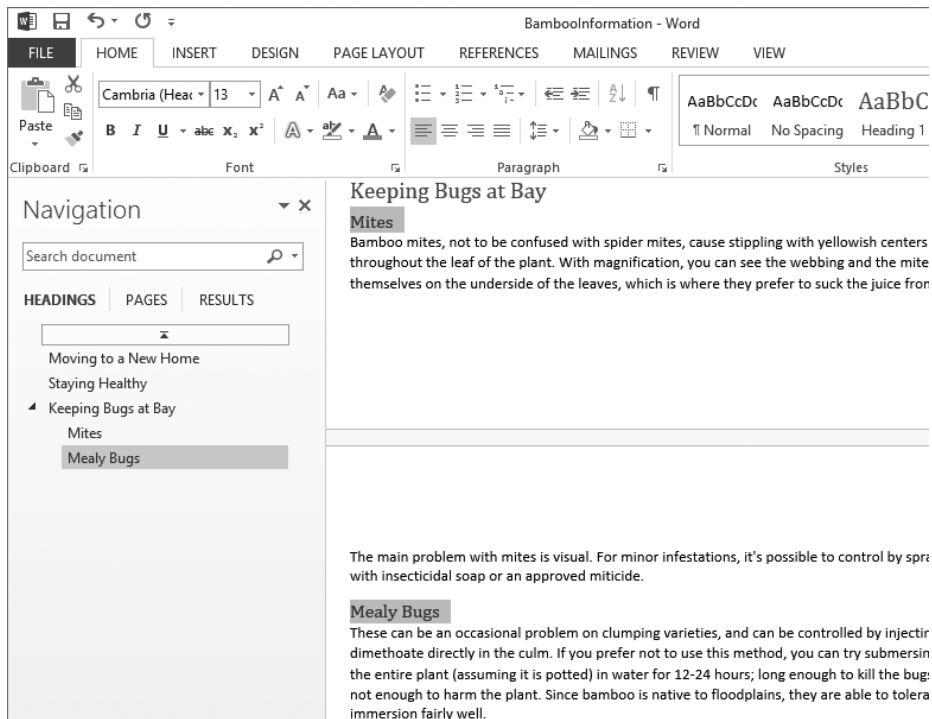
Document headings provide not only an outline structure and formatting; you can also use them to collapse entire sections. This is a nifty new feature in Word 2013. Let's try it.



- 12 In the document, point to the heading to display a downward-angled gray triangle to its left. Then click the gray triangle to hide the content that follows the heading.



- The gray triangle changes to a right-facing white triangle to indicate that content is hidden.*
- 13 Click in the text above the heading. Notice that the white triangle remains visible to the left of the heading to indicate that content associated with the heading is hidden.
- 14 Click the white triangle to the left of the heading to display the hidden document content.
- 15 Select **Staying Healthy**, and click the **Heading 1** style to apply it. Then select **Keeping Bugs at Bay** and on the **Quick Access Toolbar**, click the **Repeat** button to apply the same style to the selected text. This is a technique you can use to quickly apply multiple instances of a style.
- KEYBOARD SHORTCUT** Press **Ctrl+Y** to repeat the previous action. For more information about keyboard shortcuts, see "Keyboard shortcuts" at the end of this book.
- 16 Display the page so that both underlined headings are visible. Select **Mites**, press and hold the **Ctrl** key, and then select **Mealy Bugs**. With both headings selected, click **Heading 2** in the **Styles** gallery or **Styles** pane to simultaneously apply the style to both selections.



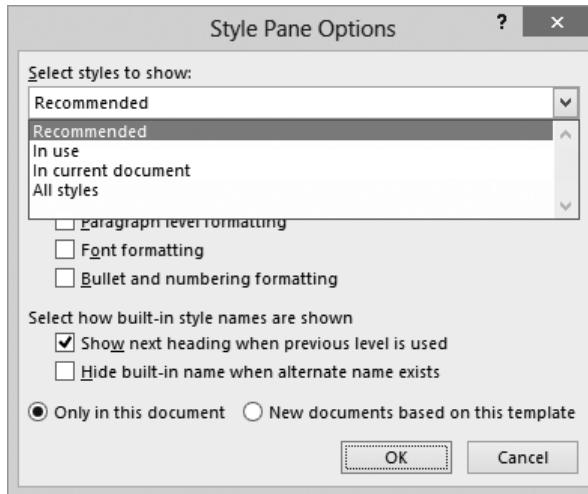
*Applying multiple heading styles creates a multilevel outline in the Navigation pane.*

- 17 Notice that **Heading 3** now appears in the **Styles** pane. The **Normal** template contains many more headings than are currently displayed in the **Styles** pane or **Styles** gallery. At the bottom of the **Styles** pane, click **Options** to open the **Style Pane Options** dialog box. Notice that **Show next heading when previous level is used** is selected by default; this is the setting that caused **Heading 3** to appear in the **Styles** pane after you applied the **Heading 2** style.

Let's look at the many styles that are available for use in this document.

- 18 In the **Style Pane Options** dialog box, click the **Select styles to show** arrow. Notice that you can display all styles, all styles that are in the document template, all styles that are currently being used, or a selection of "recommended" styles.

**SEE ALSO** For more information about working with styles and the **Styles** pane, see "Creating custom styles and templates" in Chapter 16, "Work in Word more efficiently."



You can choose to display any of four categories of styles in the Styles pane.

- 19 In the **Select styles to show** list, click **All styles**. In the **Select how list is sorted** list, click **Alphabetical**. Then in the **Style Pane Options** dialog box, click **OK** to display the full list of available styles in the **Styles** pane.

**TIP** To add any style from the Styles pane to the Styles gallery, point to the style name, click the arrow that appears, and then click **Add To Style Gallery**.

- 20 Scroll through the **Styles** pane to view the wide range of available styles, and point to any that interests you to display a description. Notice that many of the built-in styles are intended for specific uses, such as the **Index** and **TOC** (table of contents) styles.

- 21 In the **Navigation** pane, just above the headings, click the **Jump to the beginning** button to return to the document title.

Now we'll apply some character styles to the document content, so we can see how they change when we change the style set.

- 22 In the first paragraph of the document, select the company name **Wide World Importers**. In the **Styles** group, click the **More** button to expand the **Styles** gallery, and then click the **Intense Reference** thumbnail to apply the style.

- 23 In the second paragraph, near the end of the first sentence, select the word **clumping** and apply the **Emphasis** style. Then, at the end of the sentence, apply the same style to the word **running**. Notice that the application of these character styles does not affect the **Navigation** pane contents.

- 24 Close the **Navigation** pane and the **Styles** pane. On the **View** tab, in the **Zoom** group, click **Multiple Pages** to display both pages of the document in the window.
- 25 On the **Design** tab, in the **Document Formatting** gallery, point to each of the style sets in the **Built-In** area to display a live preview of the effect of applying that style set. Notice how the style set affects the appearance of the headings and text to which you applied styles, and also how it affects the document length.
- 26 In the **Document Formatting** gallery, click the **Basic (Elegant)** thumbnail. Then on the **View** tab, click **Page Width** to have a closer look at the changes. Notice that the selected style set formats the font of the **Title** style as uppercase, and the font of the **Intense Reference** style as “small caps” and underlined.



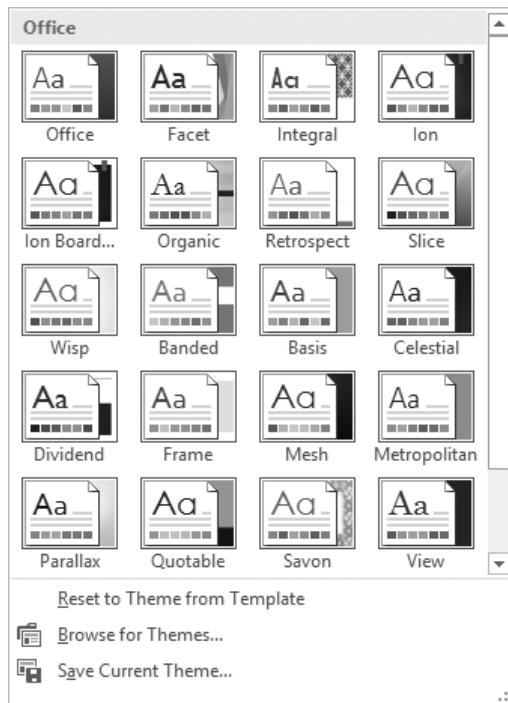
*You can control the case of text by applying a style.*



**CLEAN UP** Close the **BambooInformation** document, saving your changes if you want to.

## Changing a document's theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme by clicking the Themes button in the Document Formatting group on the Design tab, and then making a selection in the Themes gallery.



*The default installation of Word 2013 offers 21 themes to choose from.*

If you like the background elements of one theme but not the colors or fonts, you can mix and match theme elements. First apply the theme that most closely resembles the look you want, and then select colors and fonts from the Theme Colors and Theme Fonts galleries in the Document Formatting group.

In addition to colors and fonts, you can control more subtle elements such as paragraph spacing and visual effects that are associated with a theme.

If you create a combination of theme elements that you would like to be able to use with other documents, you can save the combination as a new theme. By saving the theme in the default Document Themes folder, you make the theme available in the Themes gallery. However, you don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location. To use a theme that is stored in a different location, click **Browse For Themes** at the bottom of the Themes menu, locate the theme you want in the **Choose Theme Or Themed Document** dialog box, and then click **Open** to apply that theme to the current document.

**TIP** The default Document Themes folder is stored within your user profile. On a default freestanding installation, the folder is located at C:\Users\*user name*\AppData\Roaming\Microsoft\Templates\Document Themes. In a corporate environment with managed computer configurations, the user profile folder might be located elsewhere. To find the location of your Document Themes folder, click Save Current Theme at the bottom of the Themes menu and then in the Save Current Theme dialog box, click the icon at the left end of the address bar to display the full path to the Document Themes folder.

By default, Word applies the Office theme to all new, blank documents. In Word 2013, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. You can make a different theme the default by applying the theme you want and then clicking Set As Default in the Document Formatting group.

**TIP** If multiple people create corporate documents for your company, you can ensure that everyone's documents have a common look and feel by assembling a custom theme and making it available to everyone. Use theme elements that reflect your corporate colors, fonts, and visual style, and then save the theme to a central location or send the theme file by email and instruct your colleagues to save it to the default Document Themes folder.

In this exercise, you'll apply a theme to an existing document and change the colors and fonts. Then you'll save the new combination as a custom theme.



**SET UP** You need the **BambooStyled** document located in the **Chapter03** practice file folder to complete this exercise. Open the document, and then follow the steps.

- 1 On the **Design** tab, in the **Document Formatting** group, click the **Themes** button to display the **Themes** menu.
- 2 Point to each thumbnail in turn to display a live preview of the theme. (Scroll through the gallery so that you can explore all the themes.)
- 3 In the **Themes** gallery, click **Facet** to change the colors and fonts to those defined for that theme. Notice that the font and character formatting controlled by the styles and style set you applied to the document in the previous exercise do not change; the title and first-level headings remain uppercase.

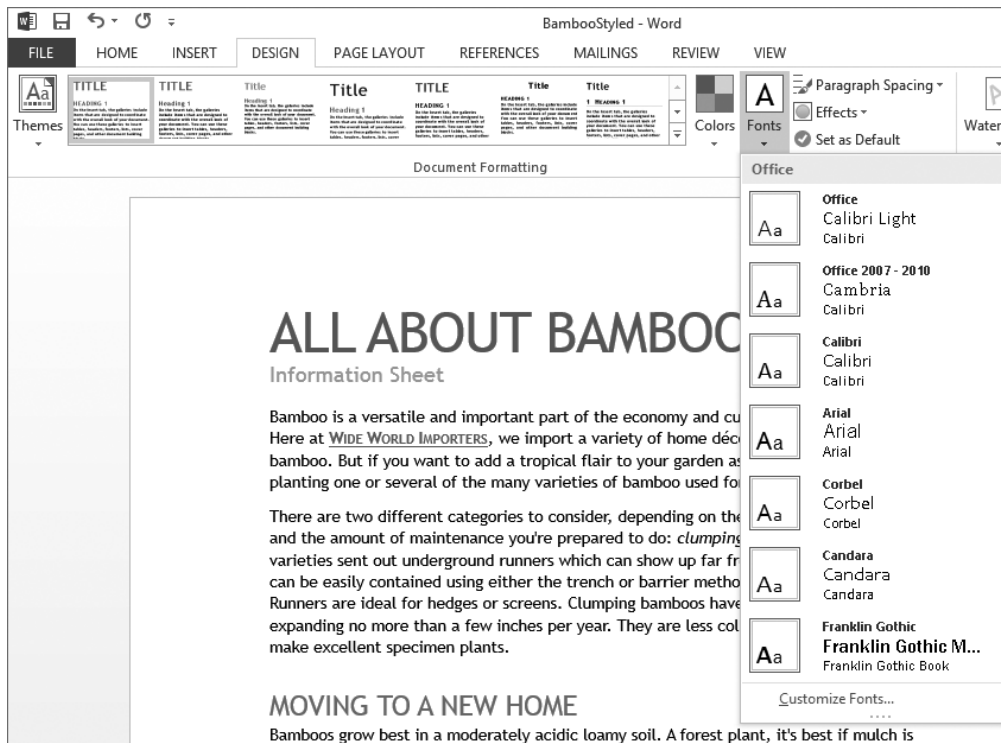
**TIP** If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, click **Reset To The Default Style Set** on the Document Formatting menu.

- 4 In the **Document Formatting** group, click the **Colors** button to display the **Colors** menu.
- 5 Point to any color palette that interests you to preview its effects on the document. Notice that the first color in each palette is applied to the **Title** and **Intense Reference** styles, and different shades of the third color are applied to the **Subtitle**, **Heading 1**, and **Heading 2** styles. Each color in the palette has a specific role assigned to it.



*You can change the color palette of any theme.*

- 6 In the **Theme Colors** gallery, click the **Orange** palette. The selected colors replace the **Facet** colors, but nothing else in the document changes.
- 7 In the **Document Formatting** group, click the **Fonts** button to display the **Theme Fonts** menu.

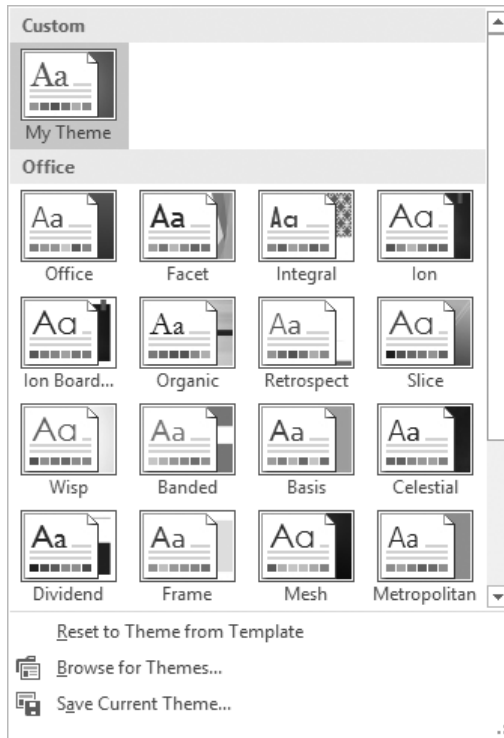


You can modify the theme by applying any font set.

- 8 Point to any font set that interests you to preview its effects on the document. Each font set includes two fonts—the first is used for headings and the second for body text. In some font sets, the heading and body fonts are the same.
- 9 In the **Theme Fonts** gallery, click **Georgia**. The selected fonts replace the **Facet** fonts, but the colors and style elements remain the same.  
Now that you've made some changes to the theme, let's save the modified theme so you can reuse it on other documents.
- 10 In the **Document Formatting** group, click the **Themes** button, and then at the bottom of the menu, click **Save Current Theme** to display the contents of the **Document Themes** folder in the **Save Current Theme** dialog box.
- 11 In the **File name** box, replace the suggested name with **My Theme**, and then click **Save**.



- 12 Display the **Themes** menu. Notice that it now includes a **Custom** area that contains your theme.



*You can apply your custom theme to any document.*

- 13 Click away from the menu to close it without making a selection.

**CLEAN UP** Close the **BambooStyled** document, saving your changes if you want to.

**TIP** If you want to delete the custom theme you created in this topic, open File Explorer, navigate to the Document Themes folder, and delete the My Theme file, or, in Word, display the Themes menu, right-click your custom theme, and click Delete. Note that the second method removes the theme choice from the gallery but does not remove the theme file from your Themes folder.

# Manually changing the look of characters

Word 2013 makes changing the look of content in a styled document almost effortless. But styles and themes can't do everything. To be able to precisely control the look of your text, you need to know how to manually change individual elements.

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time. The available fonts vary from one computer to another, depending on the programs installed. Common fonts include Arial, Verdana, and Times New Roman.

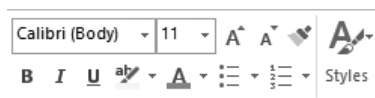
You can vary the look of a font by changing the following attributes:

- **Size** Almost every font comes in a range of sizes, which are measured in points from the top of letters that have parts that stick up (ascenders), such as h, to the bottom of letters that have parts that drop down (descenders), such as p. A point is approximately 1/72 of an inch (about 0.04 centimeters).
- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Color** A palette of coordinated colors is available, and you can also specify custom colors.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter. Collectively, the font and its attributes are called *character formatting*.

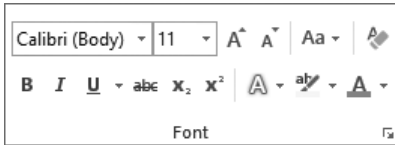
You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.



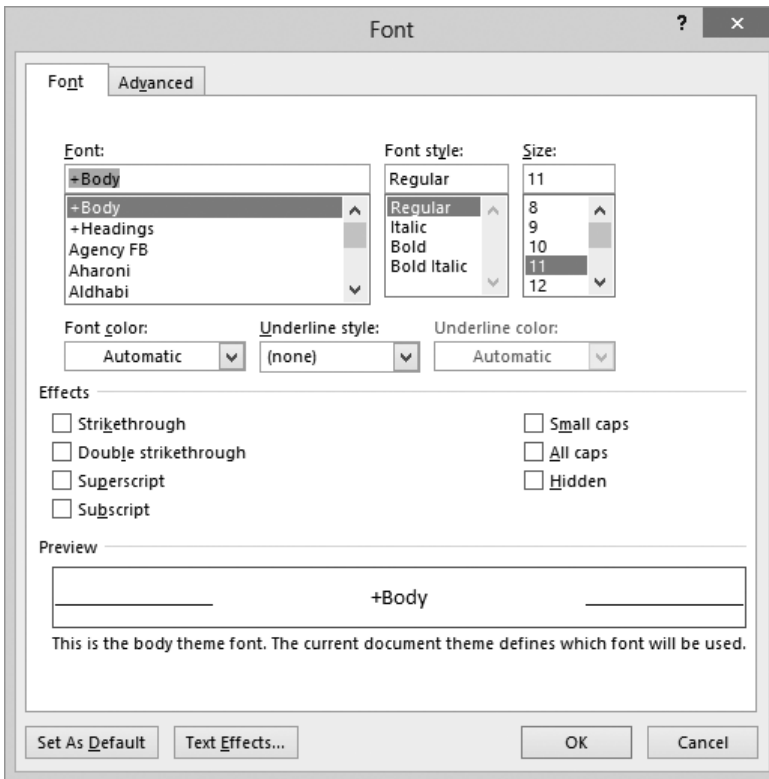
*The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely.*

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.



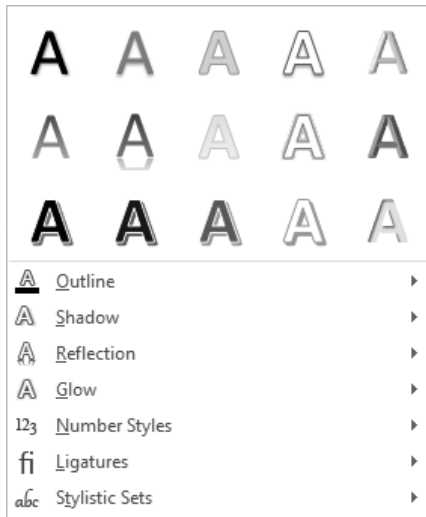
*The Font group.*

- **Font dialog box** Less-commonly applied attributes such as small caps and special underlining are available from the Font dialog box, which you display by clicking the Font dialog box launcher.



*Most font attributes are set from the Font page of the dialog box, except character spacing and OpenType attributes, which are set on the Advanced page.*

In addition to applying character formatting to change the look of characters, you can apply predefined text effects to a selection to add more zing. Clicking the Text Effects And Typography button in the Font group on the Home tab displays a gallery of effects matched to the current theme colors.



*You can apply any predefined effect in the gallery to selected text, or you can click options below the gallery and define a custom effect.*

These effects are dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

In this exercise, you'll format the text in a document by changing its font, style, size, color, and character spacing. You'll experiment with highlighting and apply text effects. Then you'll return selected text to its original condition by clearing some formatting you no longer want.

**→** **SET UP** You need the **Guidelines** document located in the **Chapter03** practice file folder to complete this exercise. Open the document, and then follow the steps.

- 1 In the second bullet point, click anywhere in the word **natural**.
- 2 On the **Home** tab, in the **Font** group, click the **Underline** button to underline the word containing the cursor. Notice that you did not have to select the entire word.

**KEYBOARD SHORTCUT** Press **Ctrl+U** to underline the active word or selection.

- 3 In the fourth bullet point, click anywhere in the word **all**, and then on the **Quick Access Toolbar**, click the **Repeat** button. Word repeats the previous formatting command. Again, although you did not select the entire word, it is now underlined.

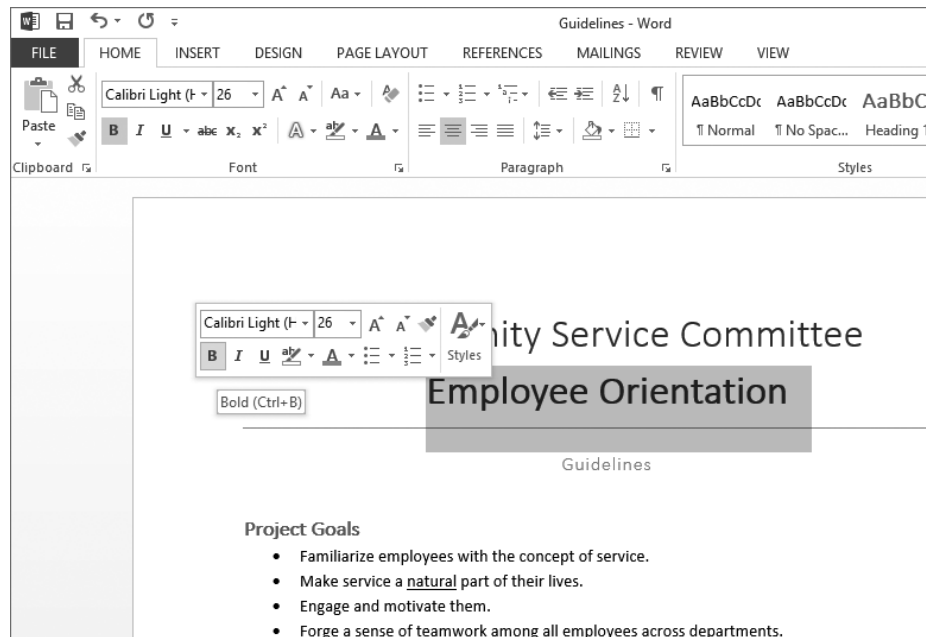
**KEYBOARD SHORTCUT** Press **Ctrl+Y** to repeat the previous command.

- 4 In the same bullet point, click anywhere in the word **across**. In the **Font** group, click the **Underline** arrow and then click **Thick underline** (the third option) to apply a thick underline to the word. Then click the next word, **departments**, and click the **Underline** button (not the arrow). Notice that the thick underline has now been assigned to the **Underline** button.

**TIP** You can choose an underline style and color from the Underline gallery or from the Font dialog box.

- 5 Select the **Employee Orientation** heading, and leave the pointer in place to display the **Mini Toolbar**.
- 6 On the **Mini Toolbar**, click the **Bold** button to apply bold formatting to the heading. Notice that the active buttons on the **Mini Toolbar** and in the **Font** group on the **Home** tab indicate the attributes applied to the selection.

**KEYBOARD SHORTCUT** Press **Ctrl+B** to make the active word or selection bold.

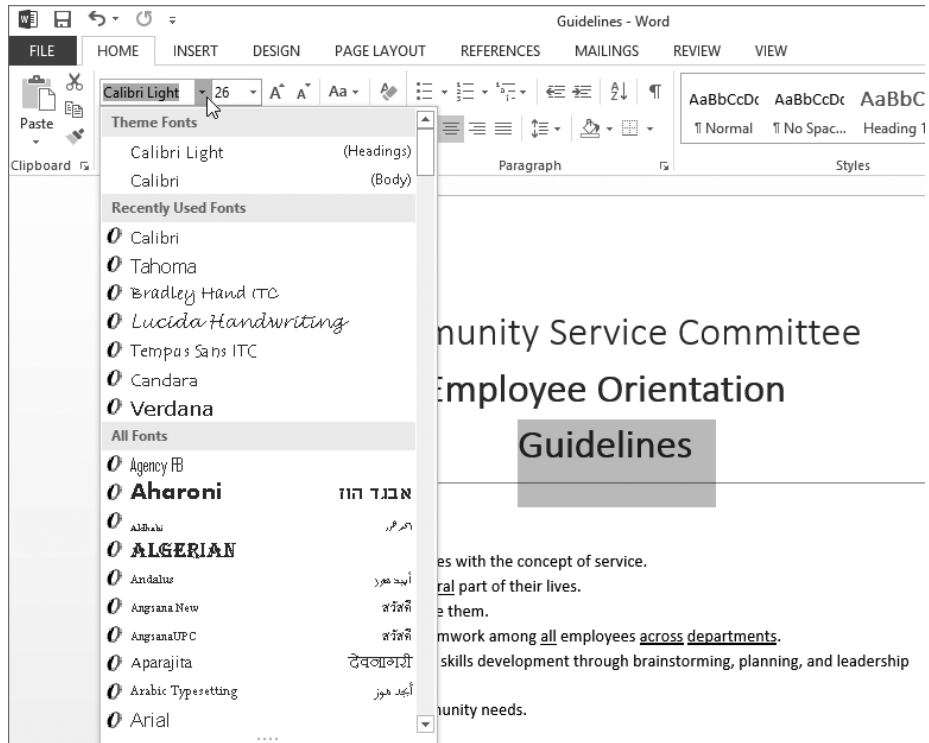


*The ribbon reflects the settings in the Mini Toolbar.*

- 7 On the **Mini Toolbar**, click the **Format Painter** button.

**TIP** The Format Painter button is available in the Clipboard group on the Home tab.

- 8 Move the pointer into the selection area to the left of the **Guidelines** subtitle, and click the mouse button to apply the formatting of **Employee Orientation** to **Guidelines**.
- 9 With **Guidelines** selected, on the **Home** tab, in the **Font** group, click the **Font** arrow to expand the **Font** gallery.



*Word comes with many fonts.*

- 10 Scroll through the gallery of available fonts, press the letter **I** to move to the fonts beginning with that letter, and then click **Impact** to apply that font to the **Guidelines** heading.

**TROUBLESHOOTING** If **Impact** is not available, select any heavy font that catches your attention.

- 11 In the **Font** group, click the **Font Size** arrow, and then in the list, click **20**. The size of the heading text decreases to 20 points.

**TIP** You can increase or decrease the font size in set increments by clicking the Increase Font Size or Decrease Font Size buttons in the Font group or on the Mini Toolbar, or by pressing Ctrl+> or Ctrl+<.

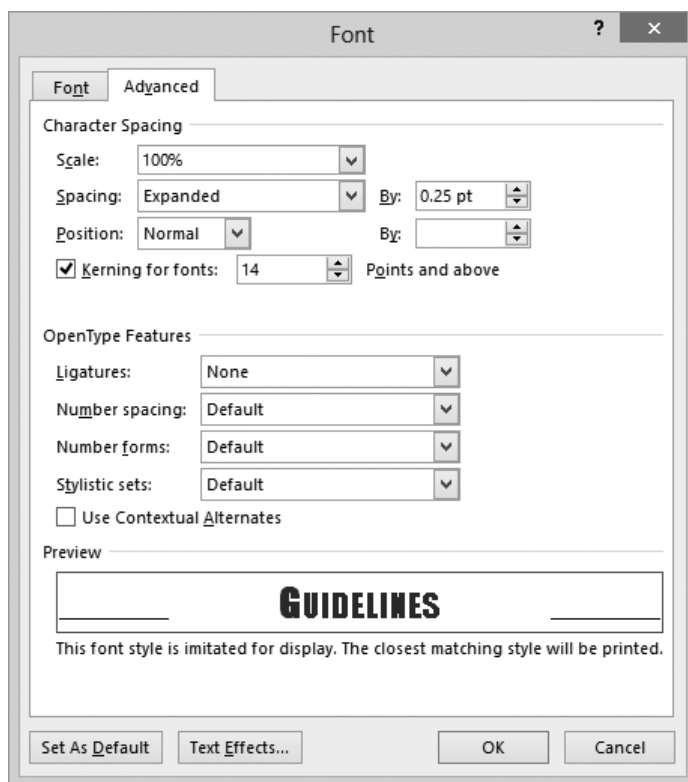
Next we'll apply some font formatting that isn't available from the ribbon.

- 12 With **Guidelines** still selected, click the **Font** dialog box launcher to open the **Font** dialog box.

**KEYBOARD SHORTCUT** Press Ctrl+Shift+F to display the Font dialog box.

- 13 On the **Font** page, in the **Effects** area, select the **Small caps** check box.

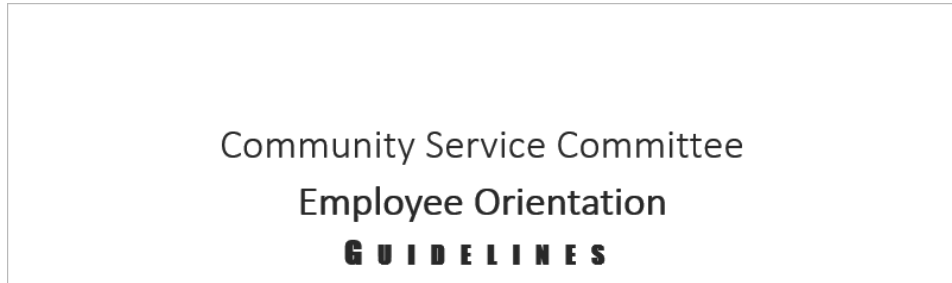
- 14 Click the **Advanced** tab to display character spacing and typographic features.



*The Spacing option is currently set to Expanded.*

**TIP** OpenType is a common scalable computer font format that incorporates options to enhance the font's ability to support advanced typographic capabilities and render multiple languages gracefully.

- 15 To the right of the **Spacing** list, in the **By** box, select **0.25 pt** and enter **10 pt** (the *pt* stands for *points*). Then click **OK**. In the document, press the **Home** key to release the selection. Notice that the manually formatted text appears in small capital letters with the spacing between the characters expanded by 10 points.



*You can expand and contract the spacing between letters to create different effects.*

- 16 Select **Employee Orientation**. In the **Font** group, click the **Font Color** arrow, and then in the **Theme Colors** palette, click the top green swatch (**Green, Accent 6**) to change the color of the selected words.

**TIP** To apply the **Font Color** button's current color, you can simply click the button (not its arrow). If you want to apply a color that is not shown in the **Theme Colors** or **Standard Colors** palette, click **More Colors**. In the **Colors** dialog box, click the color you want in the honeycomb on the **Standard** page, or click the color gradient or enter values for a color on the **Custom** page.

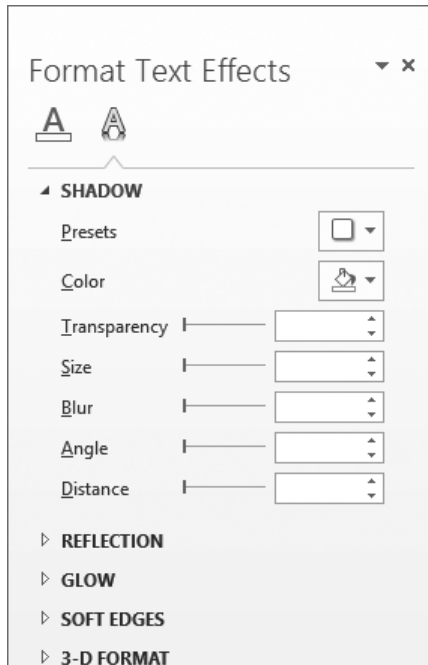
- 17 Select **Community Service Committee**. In the **Font** group, click the **Text Effects and Typography** button and then, in the gallery, point to each of the thumbnails to preview its effect on the selected heading.

- 18 Below the gallery, click **Outline**, and then in the **Theme Colors** palette, click the **Green, Accent 6** square to outline the letters in the same color you applied to **Employee Orientation**.

This is interesting, but let's get a little fancier.

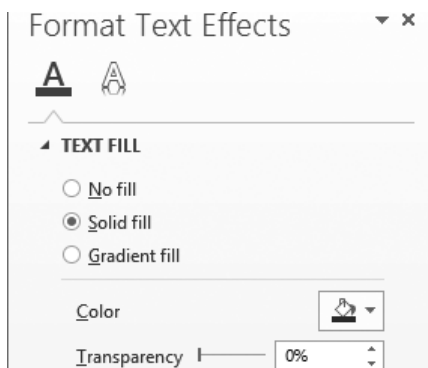
- 19 Click the **Text Effects and Typography** button, click **Shadow**, and then click **Shadow Options** to display the **Text Effects** page of the **Format Text Effects** pane.





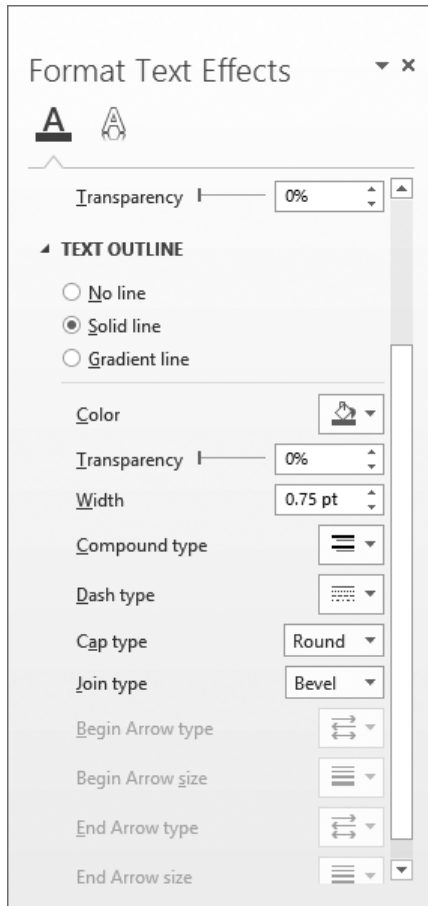
The *Format Text Effects* pane includes the *Text Fill & Outline* page and the *Text Effects* page.

- 20 In the **Shadow** settings, click the **Presets** button, and then in the **Outer** section of the **Presets** gallery, click the thumbnail at the right end of the top row.
- 21 Click the **Color** button, and then in the **Theme Colors** palette, click the bottom green swatch (**Green, Accent 6, Darker 50%**) to create a dark green shadow.
- 22 At the top of the **Format Text Effects** pane, click the **Text Fill & Outline** button to display that page. Then click the **Text Fill** heading to expand those settings.



You can format characters with a solid or gradient fill.

- 23 With **Solid fill** selected, click the **Color** button, and then in the **Theme Colors** palette, click the top green swatch (**Green, Accent 6**).
- 24 Click the **Text Outline** heading to expand those settings. With **Solid line** selected, click the **Color** button, and then in the **Theme Colors** palette, click the second green swatch from the bottom (**Green, Accent 6, Darker 25%**). You have now applied three text effects to the selected text using three shades of the same green. Notice that there are many other options for formatting the text outline.



*You can format characters with a solid or gradient outline of varying widths.*

- 25 Close the **Format Text Effects** pane and click away from the selected heading to review the effects of your changes.
- 26 In the first bullet point, select the phrase **the concept of service**. On the **Mini Toolbar**, click the **Text Highlight Color** arrow, and click the **Bright Green** swatch in

the top row. The selected phrase is now highlighted in green, and the **Text Highlight Color** button shows bright green as its active color.

**TIP** If you click the **Text Highlight Color** button without first making a selection, the shape of the mouse pointer changes to a highlighter that you can drag across text. Click the button again, or press **Esc**, to turn off the highlighter.

27 In the fifth bullet point, double-click the word **brainstorming**. Hold down the **Ctrl** key, double-click **planning**, and then double-click **leadership**.

28 In the **Font** group, click the **Change Case** button, and then click **UPPERCASE**.

**KEYBOARD SHORTCUT** Press **Shift+F3** to change the case of the selected text. Press **Shift+F3** multiple times to move through the case options (Sentence case, **UPPERCASE**, lowercase, and Capitalize Each Word). Note that the options vary based on the selected text. If the selection ends in a period, Word does not include the Capitalize Each Word option in the rotation. If the selection does not end in a period, Word does not include Sentence case in the rotation.

29 In the document, click away from the bullet point to release the selection and review the results. The selected words now appear in all capital letters.

**Community Service Committee**  
**Employee Orientation**  
**GUIDELINES**

---

**Project Goals**

- Familiarize employees with **the concept of service**.
- Make service a **natural** part of their lives.
- Engage and motivate them.
- Forge a sense of teamwork among **all** employees **across** departments.
- Provide appropriate skills development through **BRAINSTORMING**, **PLANNING**, and **LEADERSHIP** opportunities.
- Meet genuine community needs.

*Instead of retyping, you can have Word change the case of words.*

**TIP** To remove all styles and formatting other than highlighting from selected text, click the **Clear Formatting** button in the **Font** group. To remove only manually applied formatting (and not styles) press **Ctrl+Spacebar**. To remove highlighting, select the highlighted text and then in the **Text Highlight Color** menu, click **No Color**.

 **CLEAN UP** Close the **Guidelines** document, saving your changes if you want to.

## Character formatting and case considerations

The way you use case and character formatting in a document can influence its visual impact on your readers. Used judiciously, case and character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is the mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

**TIP** Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

## Manually changing the look of paragraphs

A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead you define the size of the white space—the left, right, top, and bottom margins—around the text. You click the Margins button in the Page Setup group on the Page Layout tab to define these margins, either for the whole document or for sections of the document.

**SEE ALSO** For information about setting margins, see “Previewing and adjusting page layout” in Chapter 6, “Preview, print, and distribute documents.” For information about sections, see “Controlling what appears on each page” in the same chapter.

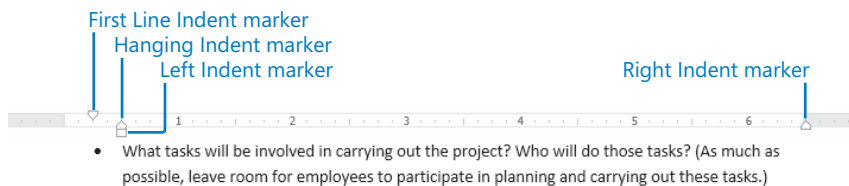
Although the left and right margins are set for a whole document or section, you can vary the position of the paragraphs between the margins. The quickest way to indent a paragraph from the left is to click the Increase Indent button; clicking the Decrease Indent button has the opposite effect.

**TIP** You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.

Another way to control the indentation of lines is by dragging markers on the horizontal ruler to indicate where each line of text starts and ends. You can set four individual indent markers for each paragraph:

- **First Line Indent** The paragraph's first line of text begins at this marker.
- **Hanging Indent** The paragraph's second and subsequent lines of text begin at this marker at the left end of the ruler.
- **Left Indent** The left side of the paragraph aligns with this marker.
- **Right Indent** The paragraph text wraps when it reaches this marker at the right end of the ruler.

You display the horizontal and vertical rulers by selecting the Ruler check box in the Show group on the View tab.



*You can manually change a paragraph's indentation by moving the indent markers on the horizontal ruler.*

Setting a right indent indicates where the lines in a paragraph should end, but sometimes you might want to specify where only one line should end. For example, you might want to break a title after a specific word to make it look balanced on the page. You can end an individual line by inserting a text wrapping break (more commonly known as a *line break*). After positioning the cursor where you want the break to occur, click the Breaks button in the Page Setup group on the Page Layout tab, and then click Text Wrapping. Word indicates the line break with a bent arrow (visible when hidden formatting symbols are shown). Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.

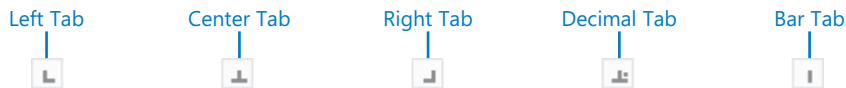
**KEYBOARD SHORTCUT** Press Shift+Enter to insert a line break.

You can also determine the positioning of a paragraph between the left and right margins by changing its alignment. There are four paragraph alignment options:

- **Align Left** Aligns each line of the paragraph at the left margin, with a ragged right edge  
**KEYBOARD SHORTCUT** Press Ctrl+L to left-align a paragraph.
- **Center** Aligns the center of each line in the paragraph between the left and right margins, with ragged left and right edges  
**KEYBOARD SHORTCUT** Press Ctrl+E to center-align a paragraph.
- **Align Right** Aligns each line of the paragraph at the right margin, with a ragged left edge  
**KEYBOARD SHORTCUT** Press Ctrl+R to right-align a paragraph.
- **Justify** Aligns each line between the margins and modifies the spacing within the line to create even left and right edges  
**KEYBOARD SHORTCUT** Press Ctrl+J to justify a paragraph.

**TIP** If you know that you want to create a centered paragraph, you don't have to type the text and then align the paragraph. You can use the Click And Type feature to create appropriately aligned text. Move the pointer to the center of a blank area of the page, and when the pointer's shape changes to an I-beam with centered text attached, double-click to insert the cursor in a centered paragraph. Similarly, you can double-click at the left edge of the page to enter left-aligned text and at the right edge to enter right-aligned text.

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is to use the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). To set a custom tab stop, start by clicking the Tab button located at the left end of the ruler until the type of tab stop you want appears.



*The tab options.*

You have the following options:

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of the tab stop

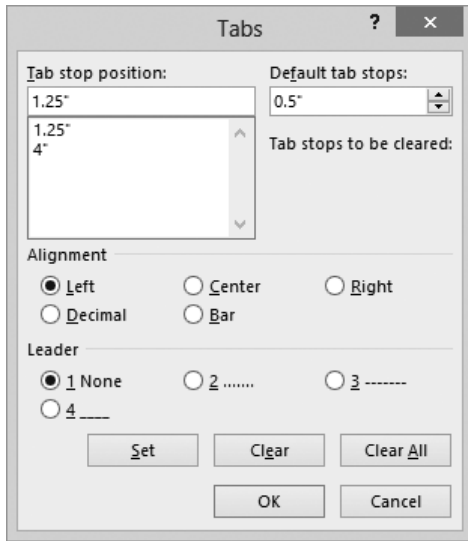
After selecting the type of tab stop you want to set, simply click the ruler where you want the tab stop to be. Word then removes any default tab stops to the left of the one you set.



*The ruler displays the custom tab stops for the selected paragraph.*

To change the position of an existing custom tab stop, drag it to the left or right on the ruler. To delete a custom tab stop, drag it away from the ruler. Or, if you find it too difficult to “grab” the tab stops on the ruler, you can set, clear, align, and format tab stops from the Tab dialog box, which you open by clicking the Tabs button at the bottom of the Paragraph dialog box. You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

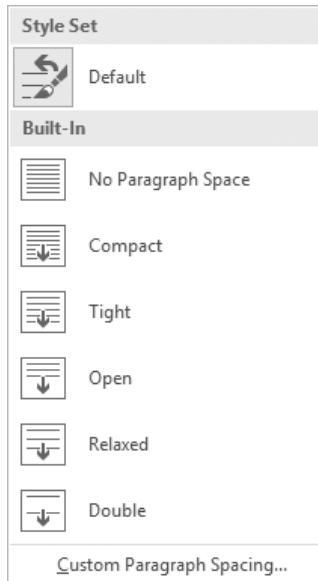
To align the text to the right of the cursor with the next tab stop, press the Tab key. The text is then aligned on the tab stop according to its type. For example, if you set a center tab stop, pressing Tab moves the text so that its center is aligned with the tab stop.



*You can specify the alignment and tab leader for each tab.*

To make it obvious where one paragraph ends and another begins, you can add space between them. There are several methods for adjusting paragraph spacing within a document:

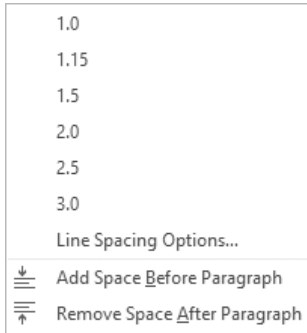
- To set the spacing for all paragraphs in a document, choose from the **Paragraph Spacing** options in the **Document Formatting** group on the **Design** tab.



*Each paragraph spacing option controls space around and within the paragraph.*

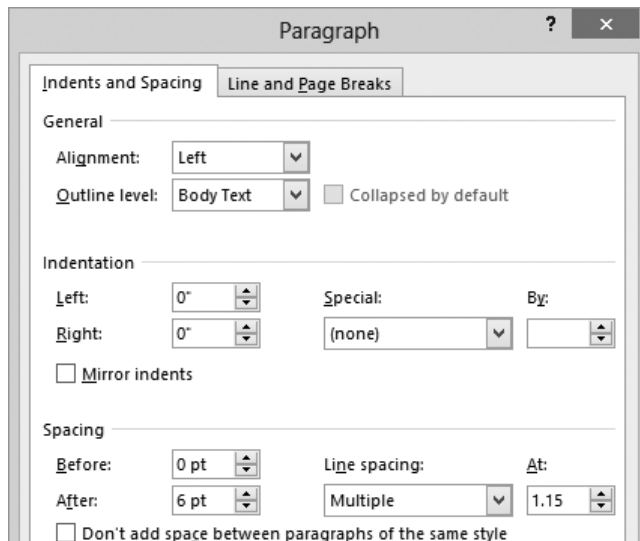


- To set the spacing for only selected paragraphs, adjust the **Spacing Before** and **Spacing After** settings in the **Paragraph** group on the **Page Layout** tab.
- To make a quick adjustment to selected paragraphs, click the paragraph spacing commands on the **Line And Paragraph Spacing** menu that is available in the **Paragraph** group on the **Home** tab.



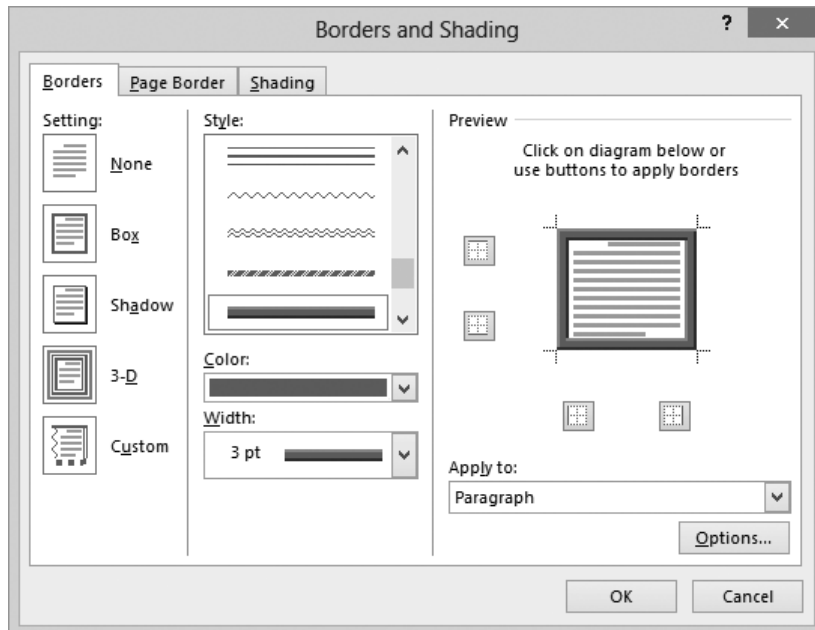
*You can set internal line spacing or add or remove external space from this menu.*

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to use the Paragraph dialog box than to click buttons and drag markers. Clicking the Paragraph dialog box launcher on either the Home tab or the Page Layout tab opens the Paragraph dialog box.



*The Indents And Spacing page of the Paragraph dialog box.*

You can do a lot with the options in the Paragraph dialog box, but to make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) Clicking the Border arrow in the Paragraph group on the Home tab displays a menu of border options. You can select a predefined border from the Borders menu, or click Borders And Shading at the bottom of the menu to display the Borders And Shading dialog box, in which you can select the style, color, width, and location of the border.



*You can customize many aspects of the border. By clicking Options you can set the specific distance between the paragraph text and border.*

In this exercise, you'll change text alignment and indentation, insert and modify tab stops, modify paragraph and line spacing, and add borders and shading to paragraphs.

**→ SET UP** You need the Cottage document located in the Chapter03 practice file folder to complete this exercise. Open the document, click the Show/Hide ¶ button to turn on the display of formatting marks, and then follow the steps.

- 1 On the **View** tab, in the **Show** group, select the **Ruler** check box. Then adjust the zoom level to display most or all of the paragraphs in the document.

**TIP** In the following steps, we give measurements in inches. If you're using a different measurement unit, you can substitute approximate measurements in those units. If you want to change the measurement units Word uses, display the Advanced page of the Word Options dialog box. Then in the Display area, click the units you want in the Show Measurements In Units Of list, and click OK.

First we'll modify the paragraph formatting.

- 2 Select the first two paragraphs (**Welcome!** and the next paragraph). Then on the **Home** tab, in the **Paragraph** group, click the **Center** button to center the lines between the margins.

**TIP** When applying paragraph formatting, you don't have to select the entire paragraph.

- 3 In the second paragraph, click to the left of **your**. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and click **Text Wrapping**. Notice that Word inserts a line break character and moves the part of the paragraph that follows that character to the next line.



*The bent arrow after cottage indicates that you have inserted a line break.*

**SEE ALSO** For information about page and section breaks, see “Controlling what appears on each page” in Chapter 6, “Preview, print, and distribute documents.”

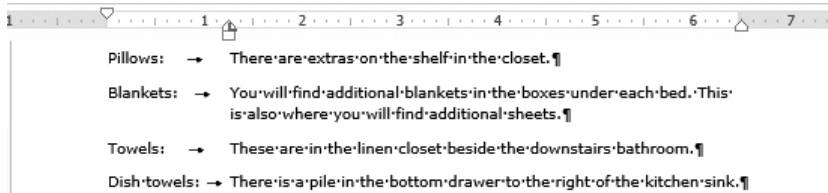
- 4 Click anywhere in the third paragraph, and then on the **Home** tab, in the **Paragraph** group, click the **Justify** button. Word inserts space between the words in the lines of the paragraph so that the edges of the paragraph are flush against both the left and right margins.
- 5 With the cursor still in the third paragraph, on the horizontal ruler, drag the **Left Indent** marker (the rectangle at the left margin) to the 0.5 inch mark. The **First Line Indent** and **Hanging Indent** markers (the triangles) move with the **Left Indent** marker.

- 6 At the right end of the ruler, drag the **Right Indent** marker (the triangle at the right margin) to the 6 inch mark. The paragraph is now indented a half inch in from each of the side margins.



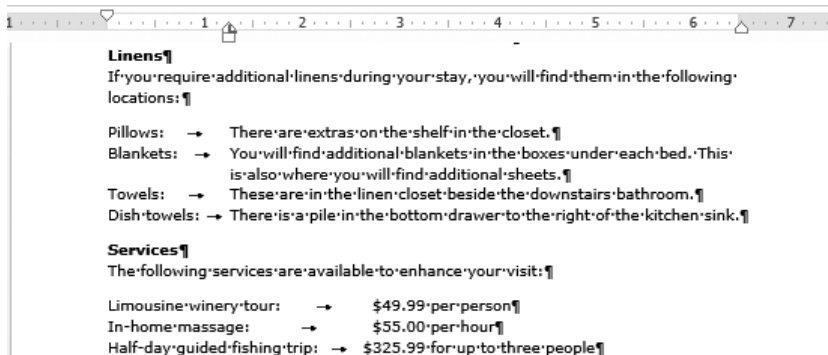
*Left and right indents are often used to make paragraphs such as quotations stand out.*

- 7 Click in the **Be careful** paragraph, and then in the **Paragraph** group, click the **Increase Indent** button.  
Now we'll override the default tab stops.
- 8 Select the **Pillows**, **Blankets**, **Towels**, and **Dish towels** paragraphs. Ensure that the **Left Tab** marker is active at the top of the vertical ruler (if it's not, click the tab stop marker until the **Left Tab** stop appears), click the ruler at the 2 inch mark to insert a custom left-aligned tab at that location on the ruler and void the default tab stops prior to that location.
- 9 In the **Pillows** paragraph, click to the left of **There**, press **Backspace** to delete the space, and then press the **Tab** key to align the description with the tab stop. Repeat the process to insert tabs in each of the next three paragraphs. The part of each paragraph that follows the colon is now aligned at the 2-inch mark, producing more space than you need.
- 10 Select the four paragraphs containing tabs, and on the ruler, drag the custom **Left Tab** stop from the 2 inch mark to the **1.25** inch mark.
- TROUBLESHOOTING** If your attempts to drag the tab stop result in placing an additional tab stop on the ruler, drag the extra tab stop away from the ruler to delete it.
- 11 With the four paragraphs still selected, on the ruler, drag the **Hanging Indent** marker to the tab stop at the **1.25** inch mark (the **Left Indent** marker moves with it) to cause the second line of the paragraphs to start in the same location as the first line. Then press **Home** to release the selection so you can review the results.



You can use hanging indents to create table-like effects.

- 12 At the bottom of the document, select the three paragraphs containing dollar amounts. At the top of the vertical ruler, click the **Tab** button three times to display the **Decimal Tab** button, and then click the ruler at the 3 inch mark.
- 13 In each of the three paragraphs, replace the space to the left of the dollar sign with a tab to align the prices on the decimal points.  
Next, we'll adjust the line spacing.
- 14 Select the **Pillows** paragraph, hold down the **Ctrl** key, and then select the **Blankets**, **Towels**, **Limousine winery tour**, and **In-home massage** paragraphs.
- 15 On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Remove Space After Paragraph**. Then press the **Home** key to review the results. Now only the last paragraphs of the two lists have extra space after them.

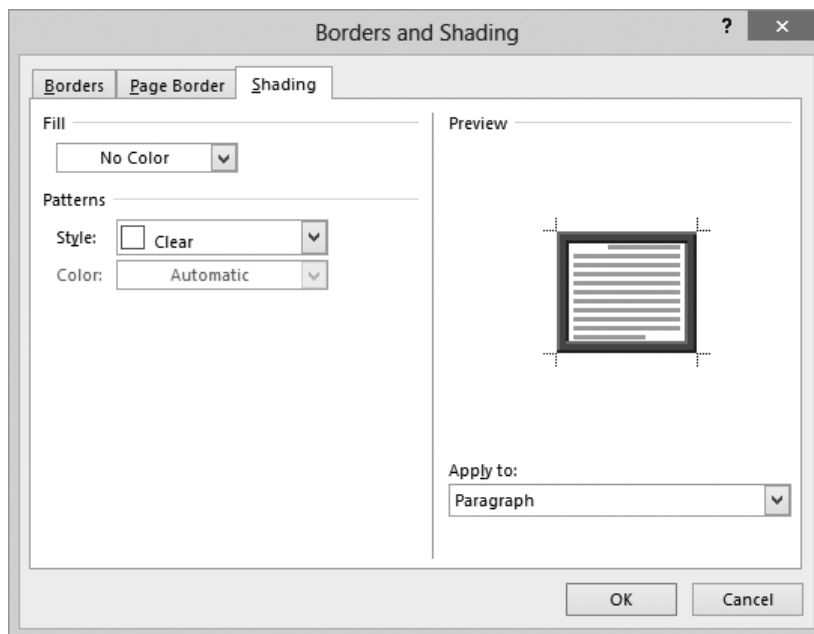


Removing space from between list paragraphs makes them easier to read.

And finally, we'll apply paragraph borders.

- 16 Move to the top of the document, and click anywhere in the **Please take a few minutes** paragraph. On the **Home** tab, in the **Paragraph** group, click the **Border** arrow, and then click **Outside Borders**.

- 17 Click anywhere in the **Be careful** paragraph, click the **Border** arrow, and then at the bottom of the list, click **Borders and Shading** to display the **Borders** page of the **Borders and Shading** dialog box.
- 18 In the **Setting** area, click the **3-D** icon to select that border style. Scroll through the **Style** list and click the fourth style from the bottom (the wide gradient border). Then click the **Color** arrow, and in the top row of the **Theme Colors** palette, click the **Red, Accent 2** swatch.
- TIP** If you want only one, two, or three sides of the selected paragraphs to have a border, click the buttons surrounding the image in the Preview area to remove the border from the other sides.
- 19 In the **Borders and Shading** dialog box, click the **Shading** tab.



*You can use the options on this page to format the background of the selected paragraph.*

- 20 Click the **Fill** arrow, and then in the **Theme Colors** palette, click the lightest-colored square in the red column (**Red, Accent 2, Lighter 80%**). Then click **OK** to close the **Borders and Shading** dialog box. A border surrounds the paragraph, and a light red color fills its background. The border stretches all the way to the right margin.

- 21 To achieve a more balanced look, on the **Page Layout** tab (not the **Home** tab), in the **Paragraph** group, enter **.5"** in the **Right** box and press **Enter**. Then on the **Home** tab, in the **Paragraph** group, click the **Center** button. The paragraph is now centered between the page margins and within its surrounding box.
- 22 In the **Paragraph** group, click the **Show/Hide ¶** button to hide the formatting marks to better display the results of your work.

**Welcome!**

We would like to welcome you to our cottage,  
your home away from home during your visit to beautiful Walla Walla.

Please take a few minutes to read the following information about our home and its amenities. Knowing where things are and how they work will help make your stay more comfortable and relaxing.

**Kitchen**  
Our kitchen is fully equipped for everything from a simple breakfast to a gourmet dinner. You'll find a coffee maker on the counter and a grinder in the cupboard above.

Be careful when using the hot water—very hot!

Spill something on the glass cooktop? Please use the special cleaner under the sink to remove the spill before your next use.

**Dining room**  
Our cozy dining room table expands into a round table that will seat eight. Just use the stools from the kitchen for those larger gatherings.

**Den**  
The downstairs sitting area is a relaxing place to watch TV or a movie or listen to music after a day out. You'll find board games in the cupboard.

**Linens**  
If you require additional linens during your stay, you will find them in the following locations:

Pillows: There are extras on the shelf in the closet.  
Blankets: You will find additional blankets in the boxes under each bed. This is also where you will find additional sheets.  
Towels: These are in the linen closet beside the downstairs bathroom.  
Dish towels: There is a pile in the bottom drawer to the right of the kitchen sink.

**Services**  
The following services are available to enhance your visit:

Limousine winery tour:	\$49.99 per person
In-home massage:	\$55.00 per hour
Half-day guided fishing trip:	\$325.99 for up to three people

*A combination of a border and shading really makes text stand out. Don't overdo it!*



**CLEAN UP** Close the Cottage document, saving your changes if you want to.

## Finding and replacing formatting

In addition to searching for words and phrases in the Find And Replace dialog box, you can use the dialog box to search for a specific character format, paragraph format, or style, and replace it with a different one.

**SEE ALSO** For information about finding and replacing text, see “Finding and replacing text” in Chapter 2, “Enter, edit, and proofread text.”

To search for a specific format and replace it with a different format:

- 1 On the **Home** tab, in the **Editing** group, click the **Replace** button to display the **Replace** tab of the **Find and Replace** dialog box, and then click **More** to expand the dialog box.

**KEYBOARD SHORTCUT** Press Ctrl+H to display the Replace tab of the Find And Replace dialog box.

- 2 With the cursor in the **Find what** box, in the **Replace** section, click **Format**, and on the **Format** menu, click either **Font** to open the **Find Font** dialog box, **Paragraph** to open the **Find Paragraph** dialog box, or **Style** to open the **Find Style** dialog box.
- 3 In the dialog box, click the format or style you want to find, and then click **OK**.
- 4 Click in the **Replace With** text box, click **Format**, click **Font**, **Paragraph**, or **Style**, click the format or style you want to substitute for the original format or style, and then click **OK**.
- 5 Click **Find Next** to search for the first occurrence of the format or style, and then click **Replace** to replace that one occurrence or **Replace All** to replace every occurrence.

## Creating and modifying lists

Lists are paragraphs that start with a character and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document.



To format a new list item as you enter content, start the paragraph as follows:

- **Bulleted list** Enter \* (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
- **Numbered list** Enter 1. (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the library, click None.

**TIP** If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar.

If you want to create a list that has multiple levels, start off by creating the list in the usual way. Then when you want the next list item to be a level lower (indented more), press the Tab key at the beginning of that paragraph, before you enter the lower-level list item text. If you want the next list item to be a level higher (indented less), press Shift+Tab at the beginning of the paragraph. In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.

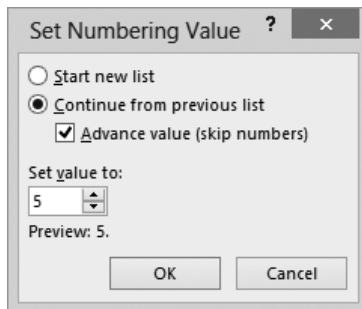
If you create a set of paragraphs containing a series of items and then decide you want to turn the set into a list, you can select the paragraphs and then click the Bullets, Numbering, or Multilevel List button in the Paragraph group on the Home tab.

After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list by dragging the indent markers on the horizontal ruler. You can change both the overall indentation of the list and the relationship of the first line to the other lines.

**SEE ALSO** For information about paragraph indentation, see "Manually changing the look of paragraphs" earlier in this chapter.

- For a bulleted list, you can sort list items into ascending or descending order by clicking the **Sort** button in the **Paragraph** group on the **Home** tab.
- For a bulleted list, you can change the bullet symbol by clicking the **Bullets** arrow in the **Paragraph** group and making a selection from the **Bullets** gallery. You can also define a custom bullet (even a picture bullet) by clicking **Define New Bullet**.
- For a numbered list, you can change the number style by clicking the **Numbering** arrow in the **Paragraph** group and making a selection from the **Numbering** gallery. You can also define a custom style by clicking **Define New Number Format**.
- For a numbered list, you can start a list or part of a list at a predefined number by clicking **Set Numbering Value** in the **Numbering** gallery and then entering the number you want in the **Set Numbering Value** dialog box.



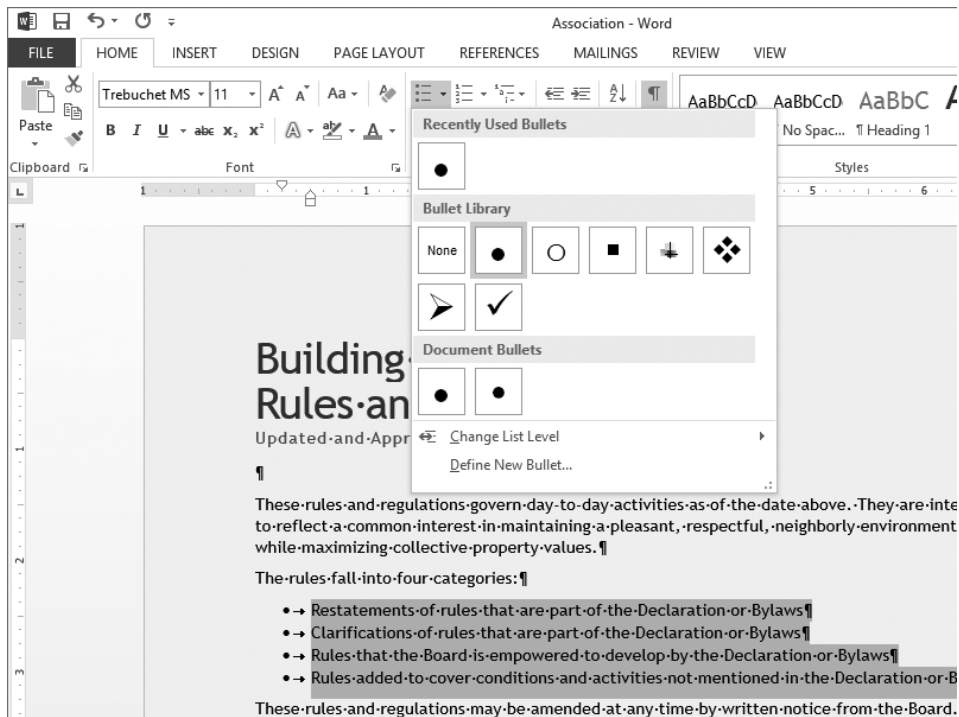
*You can start or restart a numbered list at any number.*

- For a multilevel list, you can change the numbering pattern or bullets by clicking the **Multilevel List** button in the **Paragraph** group and then clicking the pattern you want, or you can define a custom pattern by clicking **Define New Multilevel List**.

In this exercise, you'll create a bulleted list and a numbered list and then modify the lists in various ways.

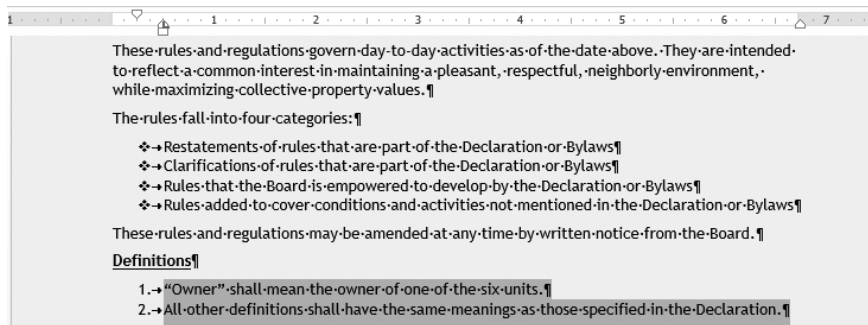
**→ SET UP** You need the Association document located in the Chapter03 practice file folder to complete this exercise. Open the document, display formatting marks and rulers, and then follow the steps.

- 1 Select the first four paragraphs below **The rules fall into four categories**, and then on the **Home** tab, in the **Paragraph** group, click the **Bullets** button to format the selected paragraphs as a bulleted list.
- 2 With the paragraphs still selected, in the **Paragraph** group, click the **Bullets** arrow to display the **Bullets** menu.



The Bullets menu offers several predefined bullet choices.

- 3 In the **Bullets** gallery, point to each bullet character under **Bullet Library** to display a live preview in the document, and then click the bullet composed of four diamonds to change the bullet character that begins each item in the selected list.
- 4 Select the two paragraphs below the **Definitions** heading, and then in the **Paragraph** group, click the **Numbering** button to number the selected paragraphs sequentially.



You can choose the bullet characters and numbering style that suit your document.

5 Select the first four paragraphs below the **General Rules** heading, and then click the **Numbering** button to format the paragraphs as a second numbered list. Notice that the new list starts with the number 1.

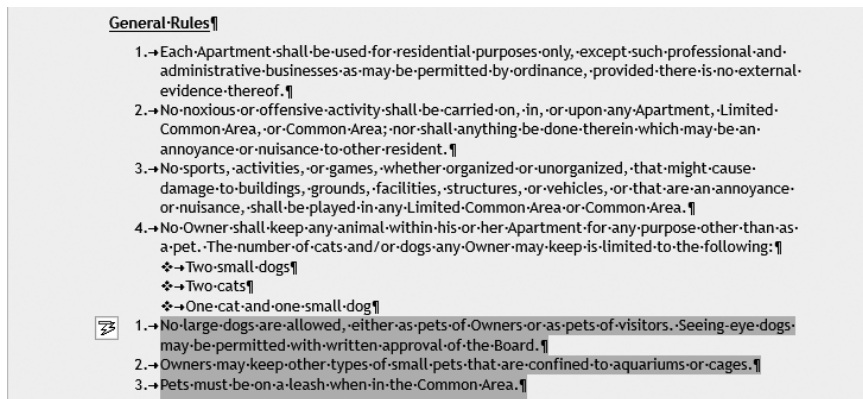
6 Select the next three paragraphs, and then in the **Paragraph** group, click the **Bullets** button to format the paragraphs as a bulleted list. Notice that Word uses the bullet symbol you specified earlier.

The new bulleted list is meant to be a subset of the preceding numbered list item and should be indented.

7 With the three bulleted items still selected, in the **Paragraph** group, click the **Increase Indent** button to move the bulleted paragraphs to the right. Notice that because you selected a custom bullet, the bullet character doesn't change when the list items are indented.

**TIP** You can also adjust the indent level of a selected bulleted list by dragging the **Left Indent** marker on the ruler to the left or right. You can adjust the space between the bullets and their text by dragging only the **Hanging Indent** marker.

8 Select the remaining three paragraphs, and then click the **Numbering** button.



Word restarts the numbered list from 1 and an AutoCorrect Options button appears temporarily to the left of the list items.

You want the numbered list to continue the sequence of the previous numbered list.

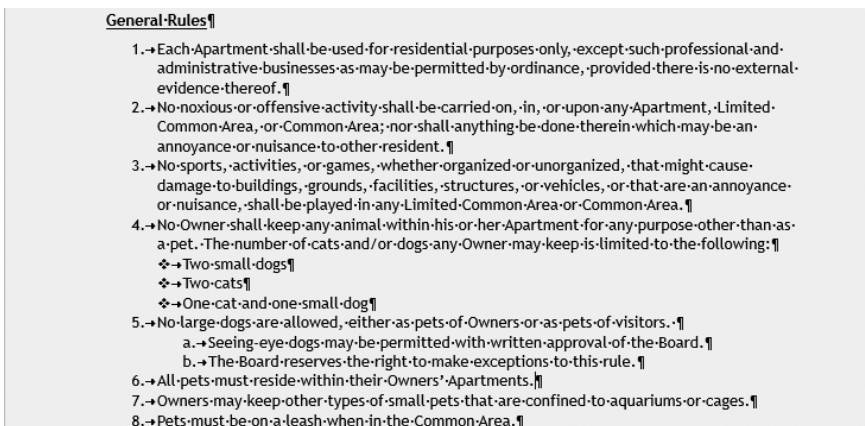
- 9 Click the **AutoCorrect Options** button, and then click **Continue Numbering**.

**TROUBLESHOOTING** If the AutoCorrect Options button disappears, right-click the number preceding the No Large Dogs list item, and then click Continue Numbering.

- 10 In the **No large dogs** numbered item, click to the left of **Seeing**, press **Enter**, and then press **Tab**. Notice that Word first creates a new number **6** item and renumbers all subsequent items. However, when you press **Tab** to make this a second-level item, Word changes the **6** to an **a**, indents the item, and restores the original numbers to the subsequent items.

- 11 Press the **End** key, and then press **Enter** to start a new list item. Enter **The Board reserves the right to make exceptions to this rule**.

- 12 Press **Enter**, and then press **Shift+Tab**. In the new first-level item, enter **All pets must reside within their Owners' Apartments**. Notice that the **General Rules** list is now organized hierarchically.



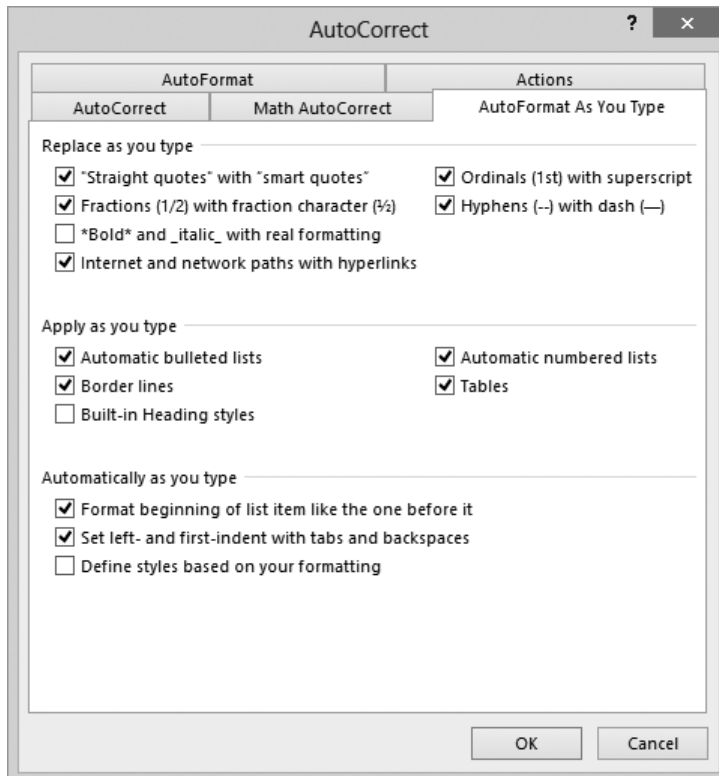
Word takes the work out of creating hierarchical lists.

- 13 Select the three bulleted paragraphs, and then in the **Paragraph** group, click the **Sort** button to open the **Sort Text** dialog box.

## Formatting text as you type

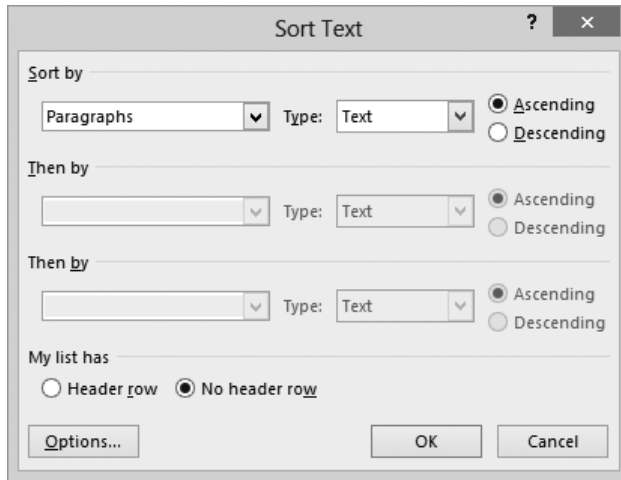
The Word list capabilities are only one example of the program's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the AutoCorrect dialog box, which you can open from the Proofing page of the Word Options dialog box.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



*You can select and clear options to control automatic formatting behavior.*

One interesting option in this dialog box is Border Lines. When this check box is selected, typing three consecutive hyphens (-) or three consecutive underscores (\_) and pressing Enter draws a single line across the page. Typing three consecutive equal signs (=) draws a double line, and typing three consecutive tildes (~) draws a zigzag line.



You can sort list items in ascending or descending order.

- 14 With the **Ascending** option selected, click **OK** to reorder the bulleted list items in ascending alphabetical order.

 **CLEAN UP** Close the Association document, saving your changes if you want to.

## Key points

- Styles and style sets make it simple to apply combinations of character and paragraph formatting to give your documents structure and a professional look.
- The same document can look very different depending on the theme applied to it. Colors, fonts, and effects can be combined to create just the look you want.
- You can format characters with an almost limitless number of combinations of font, size, font style, and effect. For best results, resist the temptation to use more than a handful of combinations.
- You can change the look of paragraphs by varying their indentation, spacing, and alignment and by setting tab stops and applying borders and shading. Use these formatting options judiciously to create a balanced, uncluttered look.
- Bulleted and numbered lists are a great way to present information in an easy-to-read, easy-to-understand format. If the built-in bulleted and numbered formats don't provide what you need, you can define your own formats.

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