

HOW TO... FORMAT A WORD PROCESSING DOCUMENT

Setting Margins

- Click on the File Menu and select Page Setup.
- Click on the Margins tab of the Page Setup Dialog box, enter the correct measurement (in inches) in the top, bottom, left, and right margin boxes.
- Click OK.

Tab Key to Indent

- Press the Tab key to indent an automatic one-half inch each time the Tab key is pressed, unless a new tab is set. (One-half inch is equivalent to five character spaces.)

Kinds of Tabs

- Align Left tab aligns a line of text at the left of the tab stop and allows for a straight left margin.
- Center Align tab aligns a line of text at the center of the tab stop.
- Align Right tab aligns a line of text at the right of the tab stop and allows for a straight right margin.
- Justify Align tab inserts extra spaces and expands words to allow for straight left and right margins.

To Set Tabs

Using the Menu bar:

- Click on the Format Menu and choose Tabs.
- Complete the dialog box items to insert the type of tabs where you want them.
- Choose Set after setting each tab and OK when all tabs are placed. The tab symbols will be shown on the ruler where the tab stops are located.

Using the Ruler

- Left-click on the ruler (*ruler line*) at the location where you want to set a tab.

To Delete Tabs

- Left-click tab stop on Ruler and hold as you drag the tab stop downward. This is a quick way to delete a minimal number of tab stops at the location of the cursor.
- Double-click on Ruler and in dialog box, select Clear All to delete all tab stops at the location of the cursor.

Vertical Spacing

- Select the word, sentence, paragraph, or document to be affected by the spacing.
- Click on the Format Menu and choose Paragraph. On the Indents and Spacing tab, click on the down arrow under Line spacing to change to the desired vertical spacing.
- Click OK.

NOTE: The keyboard shortcut for changing the line spacing is CTRL+2 for double spacing, CTRL+3 for triple spacing, and CTRL+1 for single spacing. (While CTRL is depressed, press the number key.)

Centering Text

- Select (highlight) the text to be centered.
- Click on the Center alignment button on the Standard Toolbar (second button to the left of the underline (U) button).