LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Formatting Paragraphs	Set indentation.	2.2.7
Setting Line Spacing in Text and Between Paragraphs	Set line spacing. Modify line spacing. Set paragraph spacing.	2.2.5 3.3.4 2.2.4
Creating and Formatting a Bulleted List	Add numbering or bullets. Create custom bullets. Modify list indentation. Increase and decrease list levels.	3.3.1 3.3.2 3.3.3 3.3.5
Creating and Formatting a Numbered List	Add numbering or bullets. Modify numbering.	3.3.1 3.3.6
Creating and Modifying a Multilevel List		
Setting and Modifying Tabs		

KEY TERMS

- alignment
- first-line indent
- hanging indent
- horizontal alignment
- indent
- leaders
- line spacing
- negative indent
- vertical alignment

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You are employed at Books and Beyond, an independent used bookstore. Your job responsibilities include receiving and assessing used books, issuing trade credit, stocking the bookshelves, and placing special orders. Because you have good computer skills, you are also responsible for creating and modifying documents as needed. Currently, you are working on the store's employee handbook. In this lesson, you learn how to use Word's formatting features to change the appearance of paragraphs. In particular, you learn to set indents; change alignment and line spacing; create numbered, bulleted, and multilevel lists; and set tabs.

SOFTWARE ORIENTATION

The Indents and Spacing Tab in the Paragraph Dialog Box

The Paragraph dialog box contains Word's commands for changing paragraph alignment, indentation, and spacing. The Indents and Spacing tab of the Paragraph dialog box is shown in Figure 4-1. Use this figure as a reference throughout this lesson as well as the rest of this book.
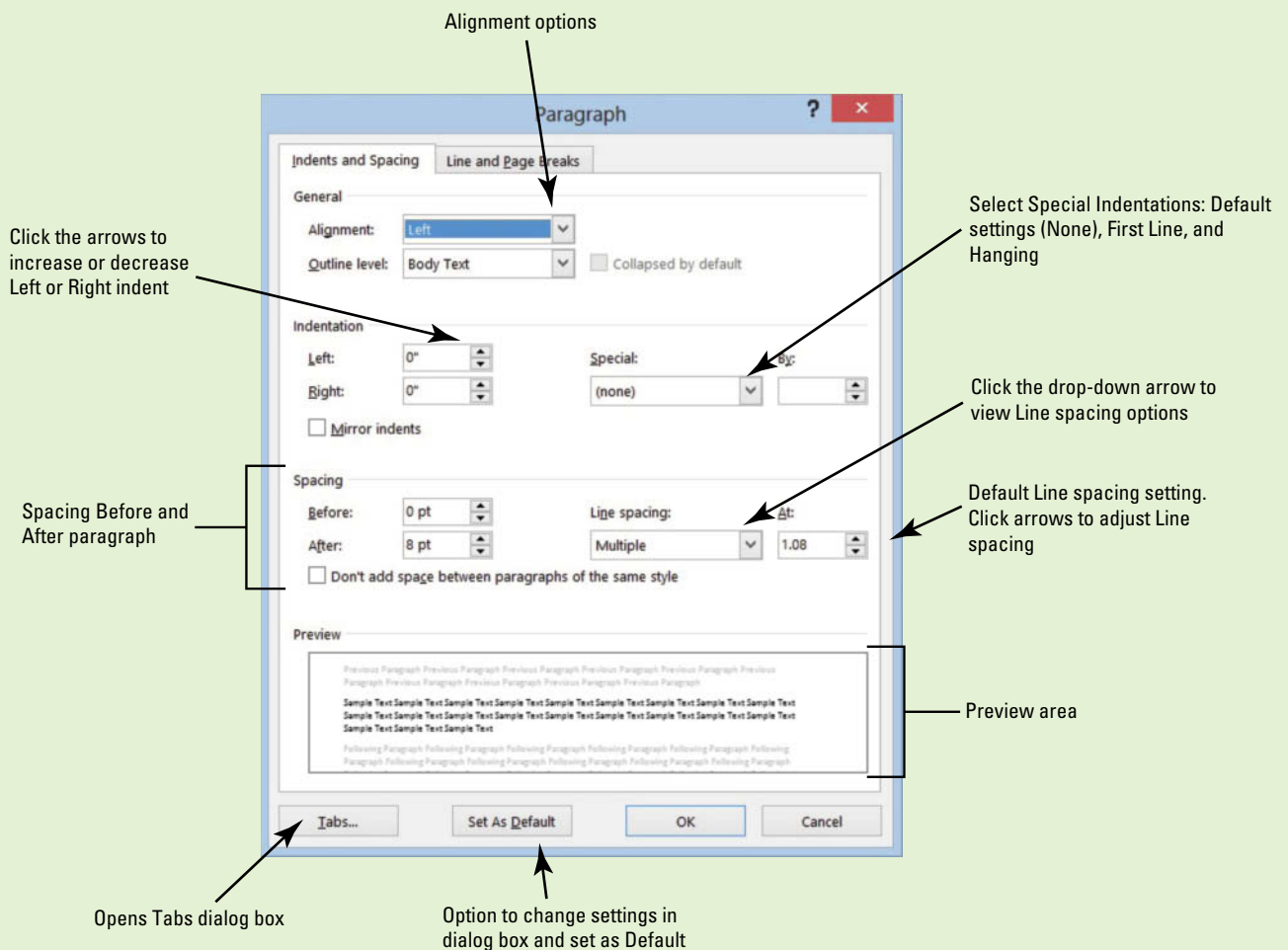

Alignment options

Click the arrows to increase or decrease Left or Right indent

Select Special Indentations: Default settings (None), First Line, and Hanging

Click the drop-down arrow to view Line spacing options

Spacing Before and After paragraph

Default Line spacing setting. Click arrows to adjust Line spacing

Preview area

Opens Tabs dialog box

Option to change settings in dialog box and set as Default

Figure 4-1
Indents and Spacing tab of the Paragraph dialog box

FORMATTING PARAGRAPHS

The Bottom Line

Paragraph formatting is an essential part of creating effective, professional-looking documents in Word. When a document is formatted properly and text is spaced and positioned, the reader can focus on the content. Word's paragraph formatting feature enables you to determine paragraph alignment, indentation, and spacing between paragraphs. Word's formatting features also enable you to remove paragraph formatting altogether.

Setting Indents

Indents can be used to set paragraphs off from other text in your documents. Word documents can include first-line indents, hanging indents, and negative indents. The commands for indenting paragraphs are available in the Paragraph command group on the Home tab, as well as in the Paragraph command group of the Page Layout tab. Both command groups have dialog box launchers that give you access to additional commands. In this exercise, you learn to set indents using the dialog box and the ruler.

An **indent** is a blank space inserted between text and the left or right margin. A **first-line indent** inserts blank space between the left margin and the first line of the paragraph (one-half inch is the default setting for this indent). A **hanging indent**, common in legal documents and in a bibliography page, begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are then indented from the left margin. A **negative indent** extends paragraph text into the left margin. You can indent paragraphs from the left margin, the right margin, or both, and you can set the sizes of indents using Word's paragraph-formatting tools. You can also drag the markers on the ruler to set indents. Table 4-1 shows the various indent markers as they appear on the ruler.

Table 4-1

Types of indents on the Ruler

Indent Option	Associated Marker on the Ruler
First-line indent	
Hanging indent	
Left indent	
Right indent	
Negative indent	

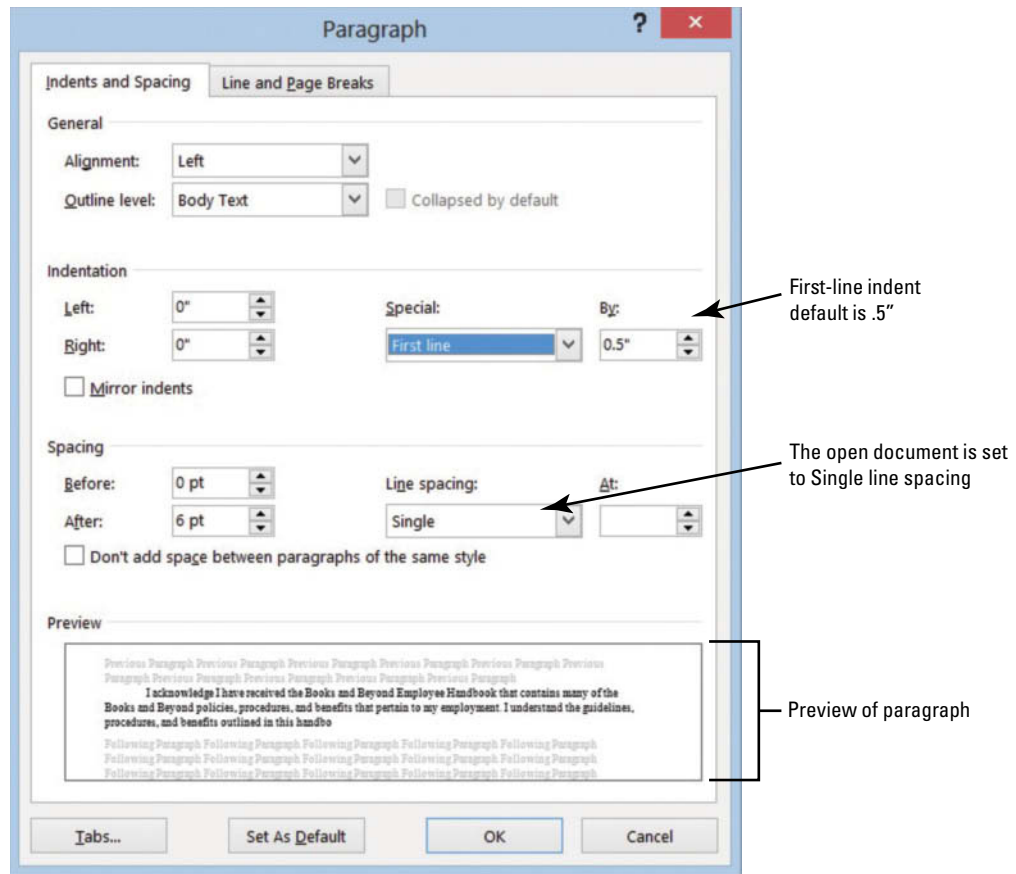**STEP BY STEP** **Set First-Line Indents**

GET READY. Before you begin these steps, be sure to launch Microsoft Word.

1. Connect your flash drive to one of the USB ports on your computer.
2. Click the **File** tab, and then click **Computer**.
3. Click the **Browse** button. Use the vertical scroll bar to scroll down and locate the data files for this lesson on your flash drive. Double-click the lesson folder to open it.
4. Locate and **OPEN** the file named *Books Beyond*.
5. Click the **View** tab. Then, in the Show group, click the check box that displays the Ruler.
6. Select the four paragraphs under *Acknowledgement*.
7. On the Home tab, in the Paragraph group, click the dialog box launcher located in the bottom right corner of the group. Verify that the Indents and Spacing tab is the active tab.
8. In the Indentation section of this tab, change the Special selection by clicking the drop-down arrow and selecting **First line**. The By box lists 0.5 inches by default, as shown in Figure 4-2.

Figure 4-2

Paragraph dialog box

First-line indent default is .5"

The open document is set to Single line spacing
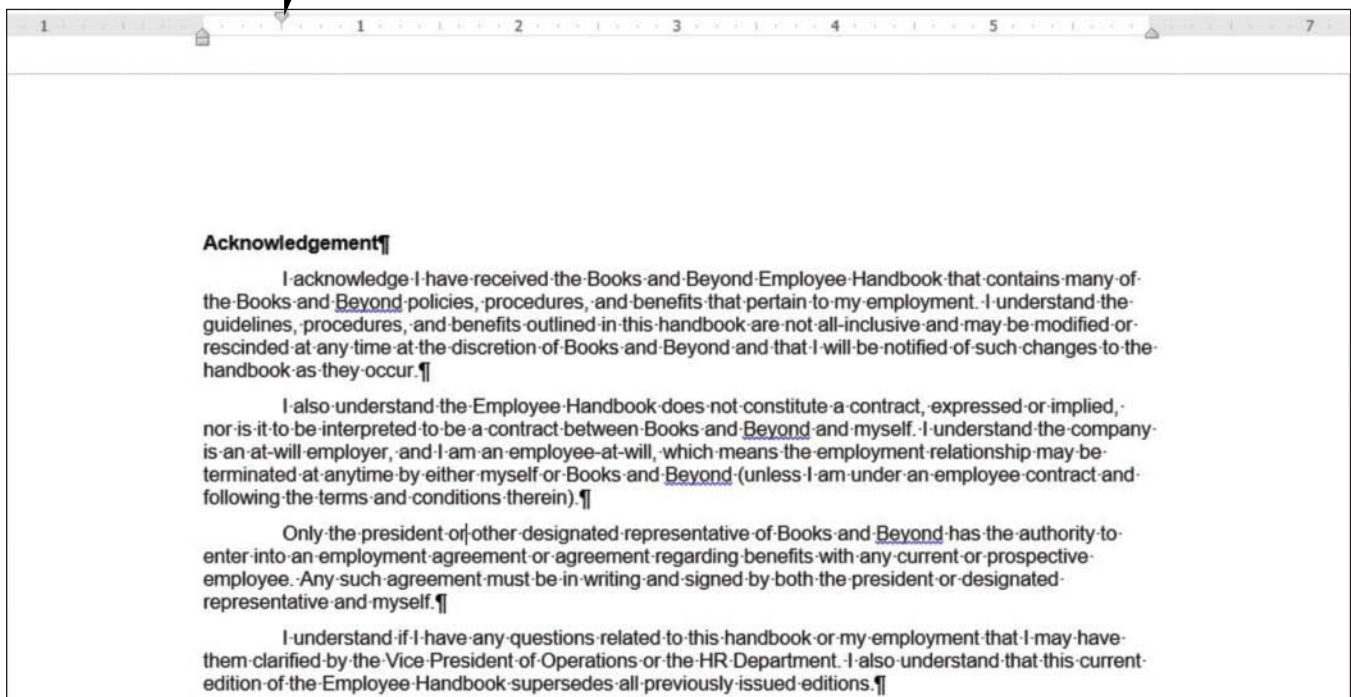
Preview of paragraph

Another Way

You can also click to place the insertion point anywhere within the paragraph to set the indent, and then drag the first-line indent marker on the ruler (see Figure 4-3) to the place where you want the text to be indented.

9. Click **OK**. The first line of each paragraph is indented 0.5 inches from the left margin.

10. Figure 4-3 displays the ruler and the paragraphs with the first-line indent you just set.

Figure 4-3

Ruler with first-line indent marker on paragraphs

First line indent marker on ruler

11. Select the four paragraphs under *Introduction*.

12. On the horizontal ruler, press and hold the left mouse button and drag the First-line indent ▽ marker to **0.5** inches.

Troubleshooting   Click the *View* tab and choose *Ruler* from the Show command group.

Another Way
To indent the first line of a paragraph, click in front of the line and press *Tab*. To indent an entire paragraph, select the whole paragraph and press *Tab*.

13. Select all the paragraphs under the *General Performance Expectation Guidelines*.

14. On the Page Layout tab, in the Paragraph group, launch the Paragraph dialog box, and change the Special selection to **First line** by clicking the drop-down arrow. Click **OK** to accept the default setting of 0.5 inches.

15. Select both paragraphs under the *Equal Employment Opportunity and Diversity*.

16. Right-click and select **Paragraph**—this is another way to open the Paragraph dialog box.

17. Change the Special selection to **First line**. Click **OK**. Using a shortcut method, you can also access the *Paragraph* dialog box.

18. **SAVE** the document as ***B&B First Line Indent*** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY?   **2.2.7**

How would you set indents?

STEP BY STEP   **Set Hanging Indents**

USE the document that is open from the previous exercise.

1. Place the insertion point at the beginning of the first paragraph under the heading *Acknowledgement*, and then select the first two paragraphs.

2. On the Home tab, launch the Paragraph dialog box and change the Special selection from First Line to **Hanging**. Click **OK**. The first line of both paragraphs begins at the left of the margin whereas the remaining paragraphs are indented 0.5 inches from the left margin.

3. Under the same heading, select the last two paragraphs. On the horizontal ruler, press and hold the left mouse button and drag the **first-line indent** ▽ marker so that it aligns with the left margin. You need to reposition the first-line indent marker so that it doesn't move when you begin dragging the hanging indent marker. Your markers on the ruler should match Figure 4-4.

Figure 4-4

Markers on ruler aligned

First line and Hanging indent markers are aligned to the left margin

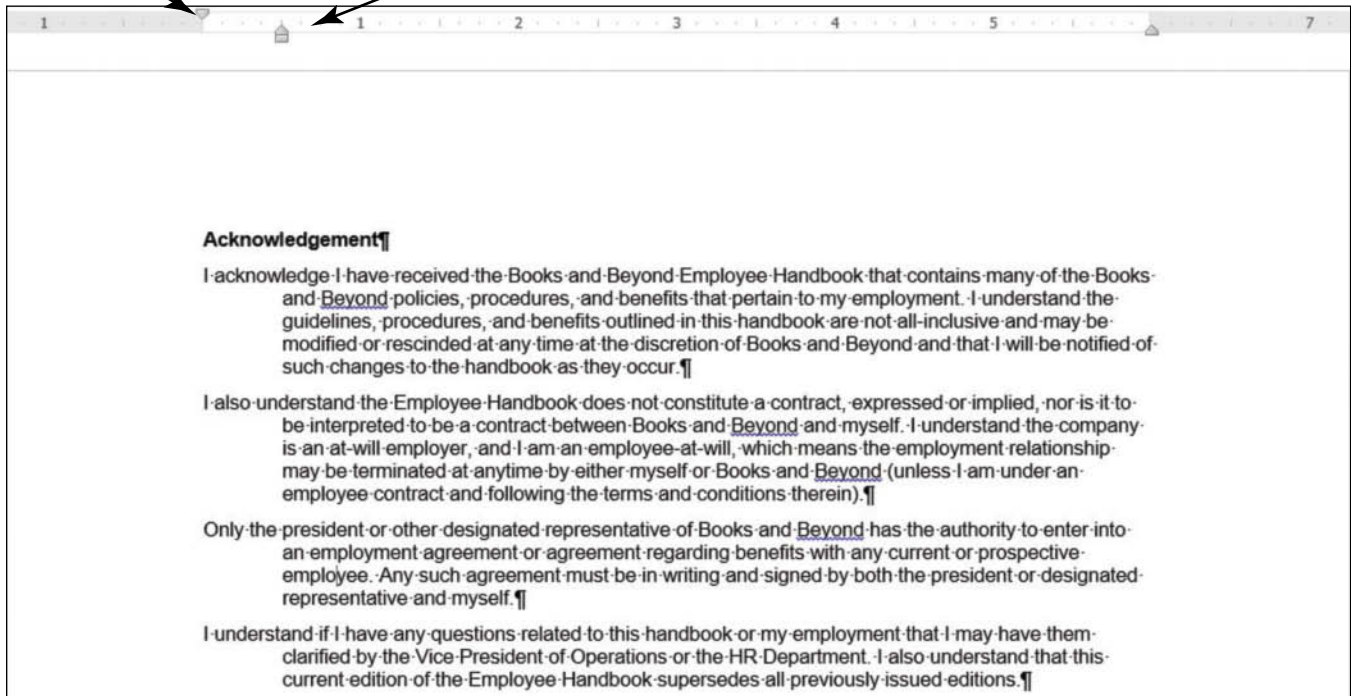The selected paragraphs are no longer indented
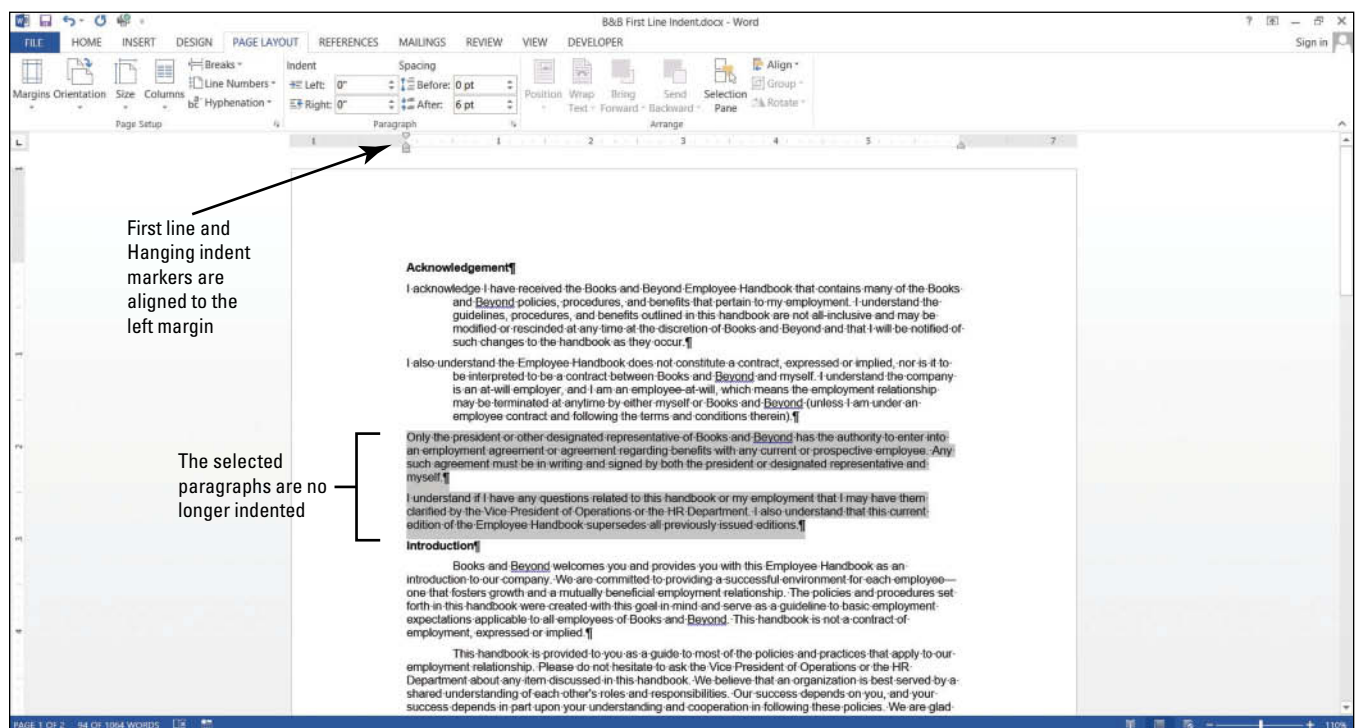
4. Press and hold the left mouse button and drag the **hanging indent** 📄 marker to **0.5** inches. You have now repositioned the marker using the ruler, and both paragraphs are indented. Your document should look similar to the one shown in Figure 4-5.

Figure 4-5

Sample document with hanging indent

First line indent marker is positioned on left margin

Hanging indent marker is positioned 0.5" from the left margin

Acknowledgement¶

I·acknowledge·I·have·received·the·Books·and·Beyond·Employee·Handbook·that·contains·many·of·the·Books·and·Beyond·policies,·procedures,·and·benefits·that·pertain·to·my·employment.·I·understand·the·guidelines,·procedures,·and·benefits·outlined·in·this·handbook·are·not·all-inclusive·and·may·be·modified·or·rescinded·at·any·time·at·the·discretion·of·Books·and·Beyond·and·that·I·will·be·notified·of·such·changes·to·the·handbook·as·they·occur.¶

I·also·understand·the·Employee·Handbook·does·not·constitute·a·contract,·expressed·or·implied,·nor·is·it·to·be·interpreted·to·be·a·contract·between·Books·and·Beyond·and·myself.·I·understand·the·company·is·an·at-will·employer,·and·I·am·an·employee-at-will,·which·means·the·employment·relationship·may·be·terminated·at·anytime·by·either·myself·or·Books·and·Beyond·(unless·I·am·under·an·employee·contract·and·following·the·terms·and·conditions·therein).¶

Only·the·president·or·other·designated·representative·of·Books·and·Beyond·has·the·authority·to·enter·into·an·employment·agreement·or·agreement·regarding·benefits·with·any·current·or·prospective·employee.·Any·such·agreement·must·be·in·writing·and·signed·by·both·the·president·or·designated·representative·and·myself.¶

I·understand·if·I·have·any·questions·related·to·this·handbook·or·my·employment·that·I·may·have·them·clarified·by·the·Vice·President·of·Operations·or·the·HR·Department.·I·also·understand·that·this·current·edition·of·the·Employee·Handbook·supersedes·all·previously·issued·editions.¶

5. **SAVE** the document as *B&B Hanging Indent* in the lesson folder on your flash drive.

PAUSE. **LEAVE** the document open to use in the next exercise.

STEP BY STEP   **Set Left and Right Indents**

**USE** the document that is open from the previous exercise.

1. Select the paragraphs under *Introduction*.
2. You will move the first-line indent back to the default settings. Launch the Paragraph dialog box from the Home tab. Under the Special group, select **(none)**. Click **OK**. Notice the paragraphs are left aligned.
3. Select the first two paragraphs under *Introduction*.
4. Right-click and click **Paragraph** to open the dialog box. In the Indentation group, change the left and right indents to **1** inch by clicking the up arrow. Click **OK**.
5. Select the last two paragraphs under the same heading.
6. On the Page Layout tab, in the Paragraph group, click the up arrow next to **Indent Left** 📄 Left: to indent the left side of the paragraph to **1** inch on the ruler.
7. Click the up arrow next to **Indent Right** 📄 Right: to indent the right side of the paragraph to **1** inch on the ruler. Notice that paragraphs are one inch from the left and right margins (see Figure 4-6).

Left indent marker is
one-inch from the
margin
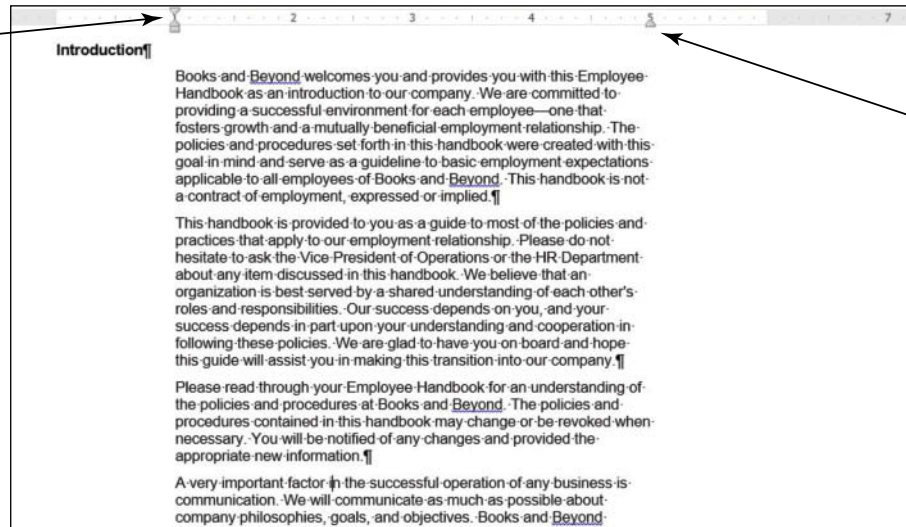
Right indent marker
is one-inch from the
right margin

8. **SAVE** the document as *B&B Left&Right Indent* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP **Set Negative Indents**

**USE** the document that is open from the previous exercise.

1. Under the *Equal Employment Opportunity and Diversity* heading, select both paragraphs.
2. Launch the Paragraph dialog box from the Home tab. Under the Special group, select **(none)**. Click **OK**.
3. Select the first paragraph under the heading.
4. Click the Page Layout tab, in the Paragraph group, click the down arrow next to **Indent Left** ⫟ Left: to indent the left side of the paragraph to −**0.5** inch on the ruler as shown in Figure 4-7.

Figure 4-7

Sample document with
negative left indent

Negative left
indent on ruler

Paragraph
extends into
left margin
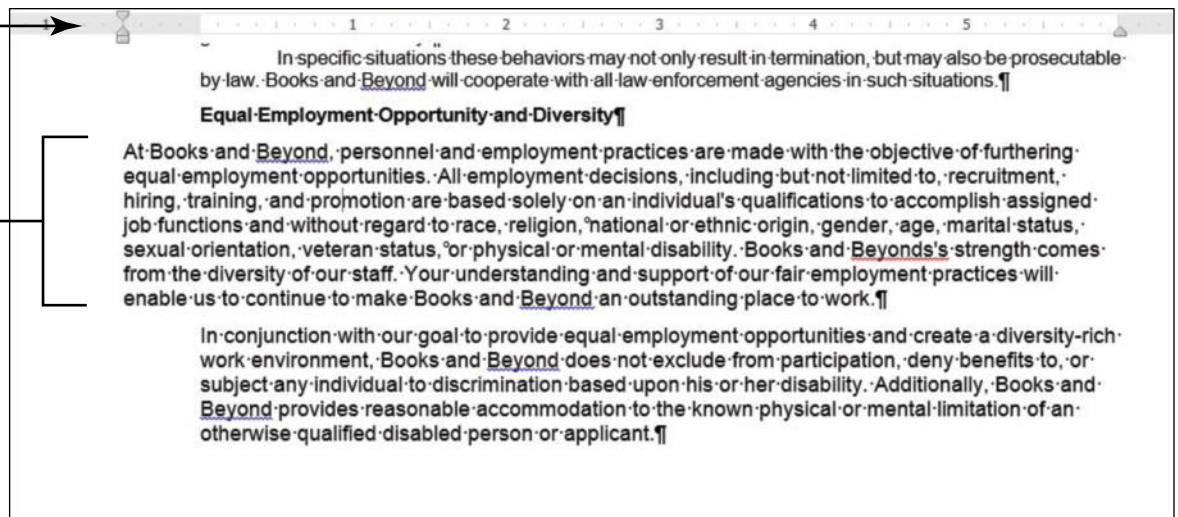
5. Position your insertion point anywhere in the last paragraph, and then launch the Paragraph dialog box from the Page Layout tab.

6. Under the Indentation group, click the down arrow next to **Right** to indent the right side of the paragraph to **−0.5** inch (see Figure 4-8). Click **OK**. When repositioning the indentations, you can select or place the insertion point anywhere in the paragraph. For multiple paragraphs, select them and change the indents.

Figure 4-8

Sample document with negative right indent

Negative Right Indent on ruler

Paragraph extends beyond right margin
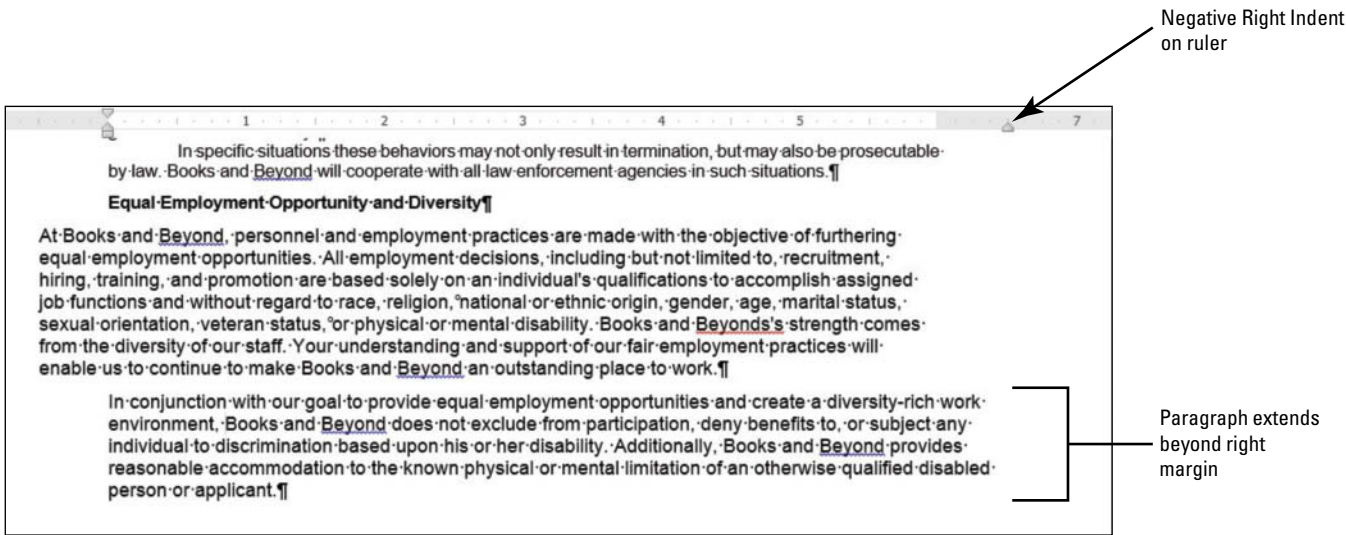
7. SAVE the document as *B&B Negative Indent* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Take Note Changing paragraph indents can be completed by using the Ruler or launching the Paragraph dialog box found on the Home or Page Layout tabs.

Changing Alignment

Another Way
To access the Paragraph dialog box using the shortcut method, place the insertion point in the paragraph, and then right-click and select *Paragraph* from the menu that appears.

Paragraph **alignment** refers to how text is positioned between a document's margins. By default, text is left-aligned at the top of the page. However, as you continue to format a document, you might need to change your text's horizontal or vertical alignment. In this exercise, you learn to align text left, center, right, and justify and to vertically center text in the document.

Horizontal alignment refers to how text is positioned between the left and right margins. There are four types of horizontal alignments: left align, center align, right align, or justify. Horizontal alignment can be changed in the Paragraph group on the Home tab. Also, when the Paragraph dialog box is open and the Indents and Spacing tab is active, you can change alignment in the General section of the tab. Alternatively, you can use various shortcut keys, as shown in Table 4-2.

Table 4-2

Horizontal alignment options

Option	Button	Shortcut Keys	Description
Align left		Ctrl+L	Lines up text flush with the left margin, leaving a ragged right edge
Center		Ctrl+E	Centers text between the left and right margins, leaving ragged edges on both sides
Align right		Ctrl+R	Lines up text flush with the right margin, leaving a ragged left edge
Justify		Ctrl+J	Lines up text flush on both the left and right margins, adding extra space between words as necessary for a clean look

Vertical alignment refers to how text is positioned between the top and bottom margins of the page. Text can be aligned vertically at the top margin, at the center of the page, or at the bottom of the page, or it can be justified. Top-of-the-page vertical alignment is the default when launching Word. Centered vertical alignment places the text evenly between the top and bottom margins. Bottom vertical alignment places text next to the bottom margin of the document. Finally, justified vertical alignment aligns text evenly among the top, bottom, left, and right margins (see Table 4-3).

Table 4-3

Vertical alignment options

Option	Description
Top vertical alignment	Aligns text at the top margin
Centered vertical alignment	Aligns text between the top and bottom margins
Bottom vertical alignment	Aligns text at the bottom margin
Justified vertical alignment	Aligns text equally among the top, bottom, left, and right margins

There are two ways to set vertical alignment.

• From the Page Layout tab, in the Page Setup group, launch the Page Setup dialog box. From the Layout tab, under the Page group, you will find the Vertical Alignment pull-down menu.

• From the File tab, select Print then Page Setup. This launches the Page Setup dialog box also. From the Layout tab, under the Page group, you will find the Vertical Alignment pull-down menu.

STEP BY STEP   **Change Alignment to Justify**

OPEN *Books Beyond* from the data files from this lesson.

1. Select all four paragraphs under *Acknowledgement*.
2. On the Home tab, in the Paragraph group, click the **Justify** button. The paragraphs are justified between the left and right margins. Notice that the Justify button is highlighted.
3. Select all four paragraphs under *Introduction*.
4. On the Home tab, in the Paragraph group, click the arrow in the lower-right corner of the group to launch the Paragraph dialog box. The Indents and Spacing tab should be selected.
5. In the Alignment list under General, click the drop-down arrow, and then click **Justified**. Click **OK**.
6. Select the first two paragraphs under *General Performance Expectation Guidelines*. Avoid selecting the numbered list.
7. Press **Ctrl+J** to justify the paragraphs. Using the keyboard shortcut is a quick way to change the alignment in a paragraph.
8. Select the two paragraphs under *Equal Employment Opportunity and Diversity* and justify the paragraph using one of the methods.
9. **SAVE** the document as *B&B Justify* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Change Alignment to Right

USE the document that is open from the previous exercise.

1. Place the insertion point in the first paragraph under *Acknowledgement*.
2. On the Home tab, in the Paragraph group, click the **Align Right** ≣ button. The right side of the paragraph is even whereas the left is uneven.
3. Select the second paragraph, right-click and select **Paragraph**.
4. In the Alignment list under General, click the drop-down arrow, and then click **Right**. Review the Preview area, the paragraph is right-aligned. Click **OK**.
5. Select the last two paragraphs under *Acknowledgement*, and press **Ctrl+R** to align the text on the right. The right side of the paragraphs are even, whereas the left are uneven.
6. **SAVE** the document as *B&B Right Align* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Change Alignment to Center

USE the document that is open from the previous exercise.

1. Place the insertion point in the *Acknowledgement* heading.
2. On the Home tab, in the Paragraph group, click the **Center** ≣ button. The heading is now centered between the left and right margin.
3. Use the multi-selection and select the headings, **Introduction**, **General Performance Expectation Guidelines**, and **Equal Employment Opportunity and Diversity**.

🔍 **Cross Ref**   In Lesson 2, you learn to select text using different methods. To select multiple text areas, press *Ctrl* and select the text.

4. Press **Ctrl+E** to center the headings using the shortcut key.
5. **SAVE** the document as *B&B Centered Headings* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Change Alignment to Left

USE the document that is open from the previous exercise.

1. Select all four paragraphs under *Acknowledgement*.
2. On the Home tab, in the Paragraph group, click the **Left** ≣ button. The paragraphs are now left-aligned, which is the default when you begin a new document.
3. Select all four paragraphs under *Introduction*.
4. Right-click and select **Paragraph** to open the Paragraph dialog box.
5. In the Alignment list under General, click the drop-down arrow, and then click **Left**. Review the Preview area—the paragraphs are aligned left. Click **OK**.
6. Select the first two paragraphs under *General Performance Expectation Guidelines*.
7. On the Page Layout tab, launch the Paragraph dialog box. In the Alignment list under General, click the drop-down arrow, and then click **Left**. Click **OK**.
8. Select the two paragraphs under *Equal Employment Opportunity and Diversity*.
9. Press **Ctrl+L** to align the paragraphs to the left using the shortcut key.
10. **SAVE** the document as *B&B Left Align* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Change Alignment to Vertical

USE the document that is open from the previous exercise.

1. Select the text beginning with the heading *Introduction...* to the end of the document and press **Delete**.
2. Press **Ctrl+Home** to position the insertion point at the beginning of the document.
3. On the Page Layout tab, in the Page Setup group, click the arrow in the lower-right corner of the group to open the *Page Setup* dialog box.
4. Select the **Layout** tab.
5. In the Vertical alignment list under Page, click the drop-down arrow and select **Center**.
6. In the Apply to list under Preview, Whole document is selected as the default, as shown in Figure 4-9.
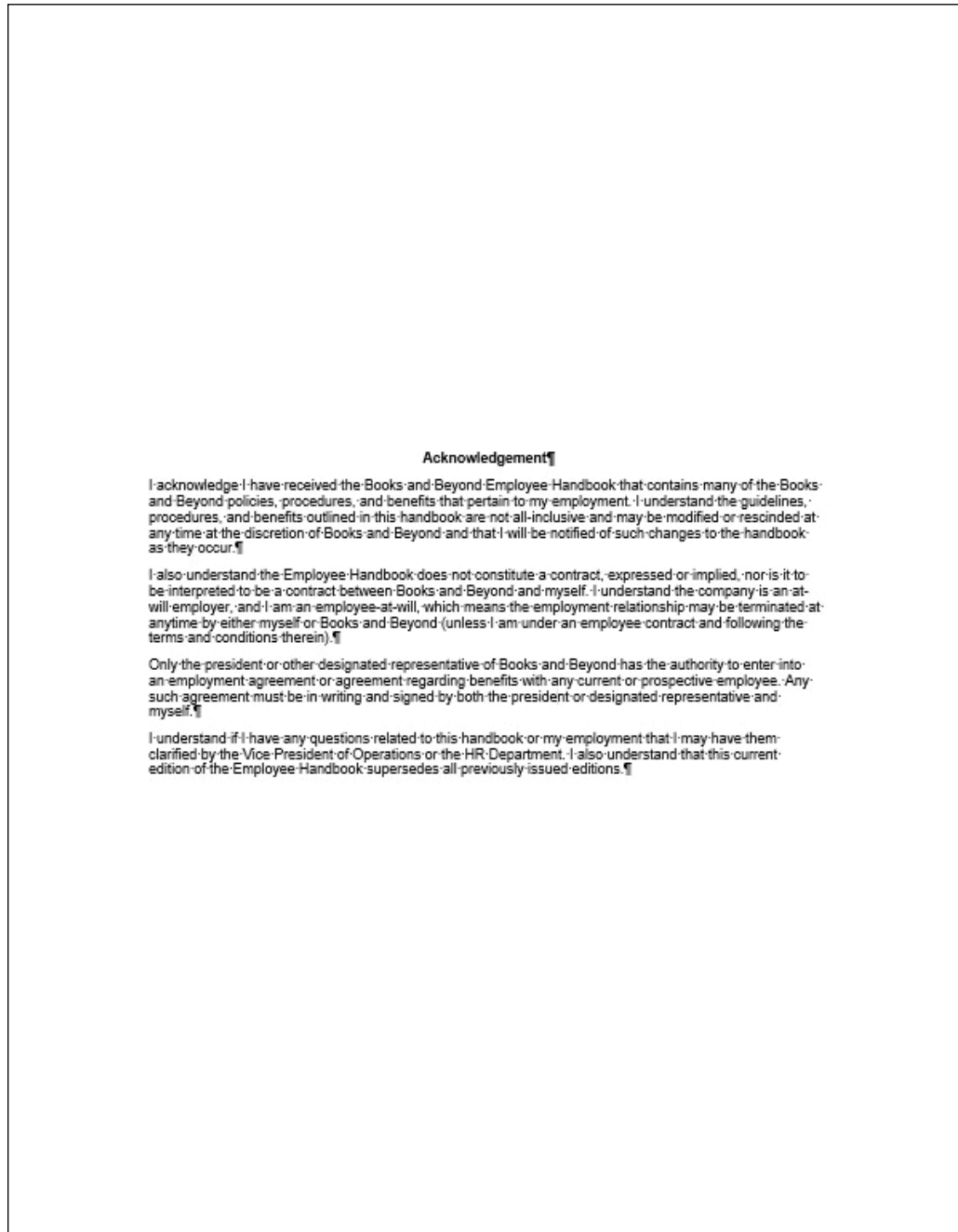
Figure 4-9

Page Setup dialog box

Default setting
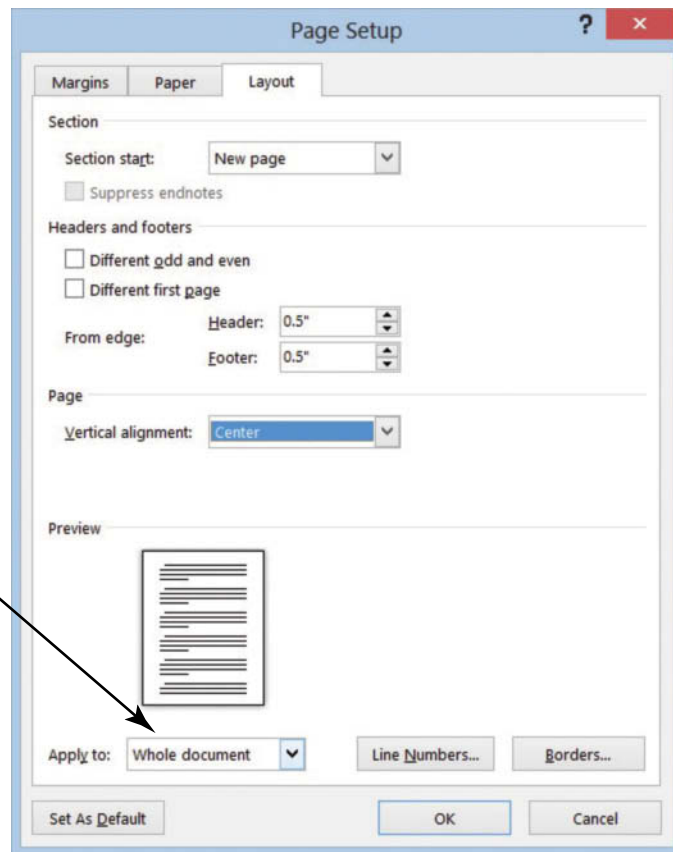
7. Click **OK**. The text is centered between the top and bottom margins, as shown in Figure 4-10.

Figure 4-10

Horizontal and vertical
alignments

8. SAVE the document as *B&B Vertical Alignment* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Shading a Paragraph

In this exercise, you learn to use Word's Shading feature to color the background behind selected text or paragraphs.

To apply shading to a paragraph, click the *Shading* button in the Paragraph group on the Home tab. To choose another color, click the drop-down arrow next to the Shading button, and choose a color in the current theme or a standard color from the Shading menu (place your insertion point over a color to see a ScreenTip with the color's precise name). To remove shading, click *No Color*.

Click *More Colors* to open the Colors dialog box, where additional options are available. You can choose standard colors on the Standard tab, or you can create a custom color from the Custom tab.

Shade a Paragraph

USE the document that is open from the previous exercise.

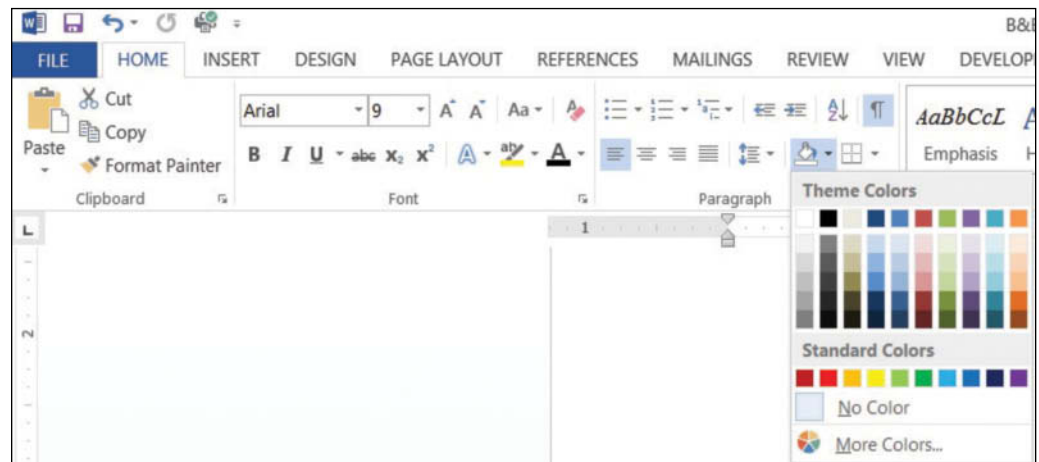**1.** Select the first paragraph under the heading.

2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Shading button to display the menu shown in Figure 4-11.
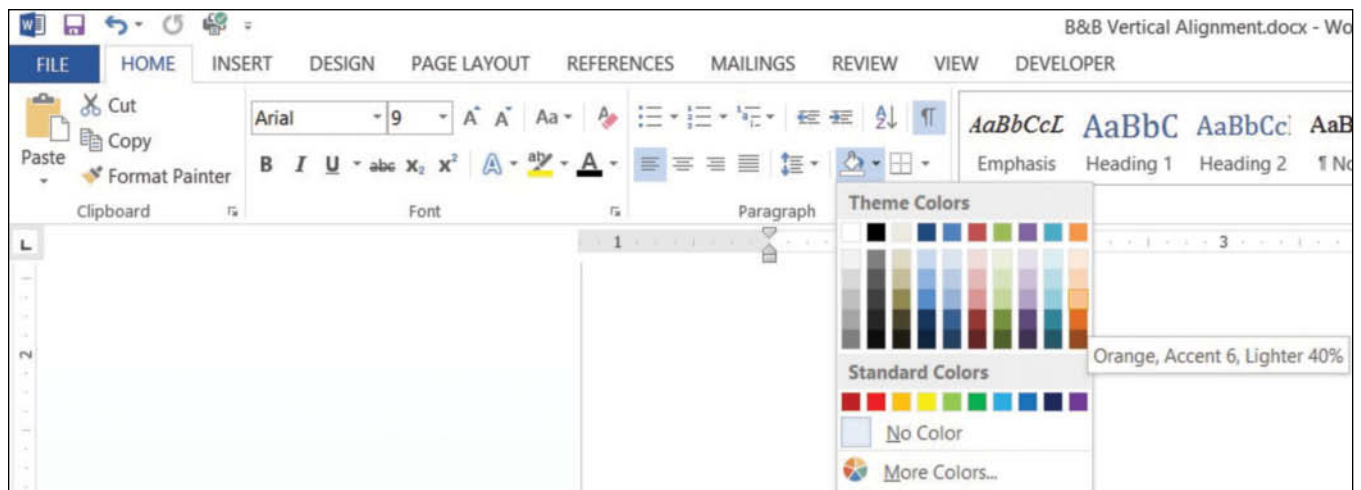
Figure 4-11

Shading menu

3. In the Theme Colors palette, locate and select **Orange, Accent 6, Lighter 40%** as shown in Figure 4-12.

Figure 4-12

Selecting the color

4. **SAVE** the document as *B&B Shaded Paragraph* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Placing a Border around a Paragraph or Text

Like shading, borders can add interest and emphasis to paragraphs or text. Borders can be formatted with a variety of styles, colors, and widths. In this exercise, you use Word's Borders options to apply a border to a paragraph in your document.

You can apply a border to a paragraph by clicking the *Borders* button in the Paragraph group on the Home tab. To change the border style, click the drop-down arrow next to the Borders button.

For additional options, click the *Borders and Shading* option on the Borders menu to open the Borders tab of the Borders and Shading dialog box. You can choose a number of border colors and styles in this dialog box, or you can remove a border completely. This dialog box also contains tabs for page border options and shading.

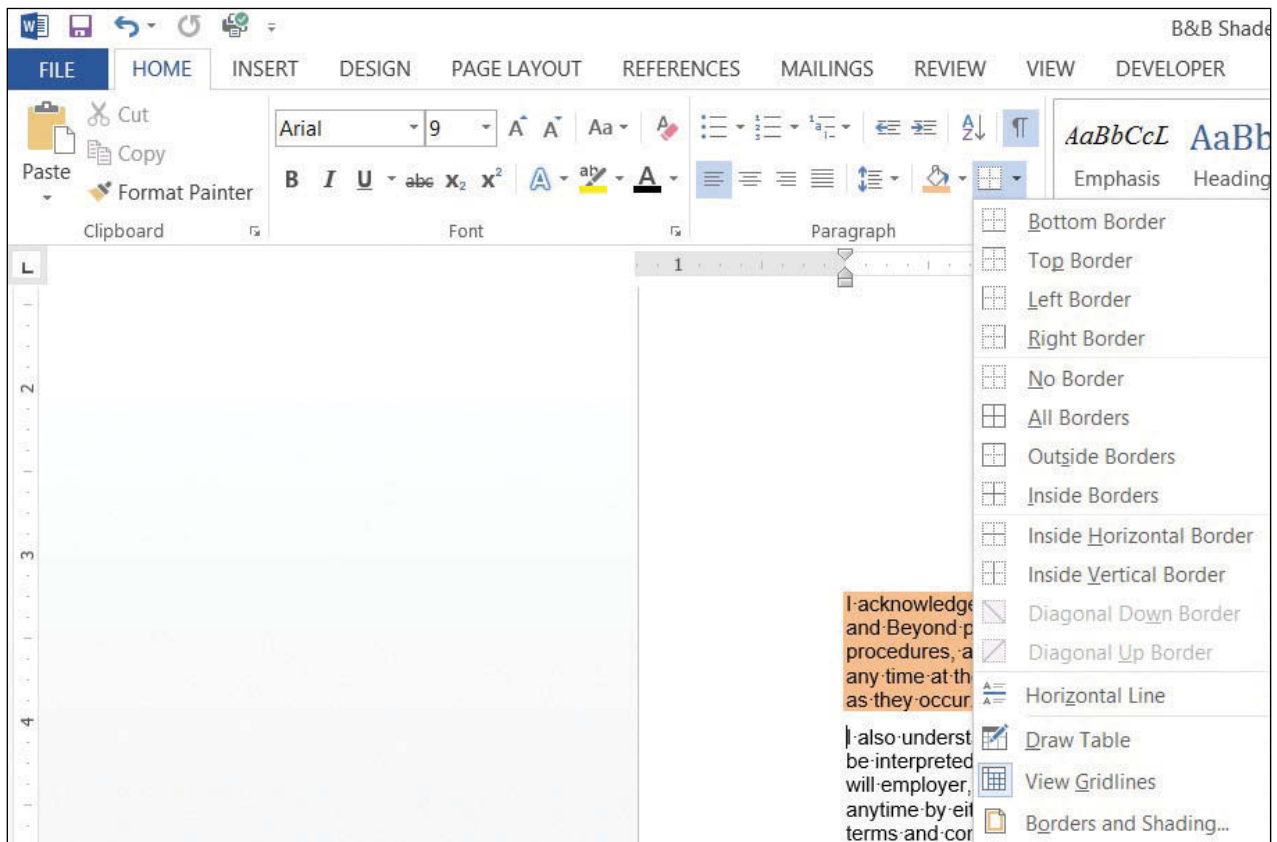**STEP BY STEP**   **Place a Border around a Paragraph**

USE the document that is open from the previous exercise.

1. Place the insertion point in the second paragraph beginning with "*I also understand…*"
2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Borders button to display the menu shown in Figure 4-13.
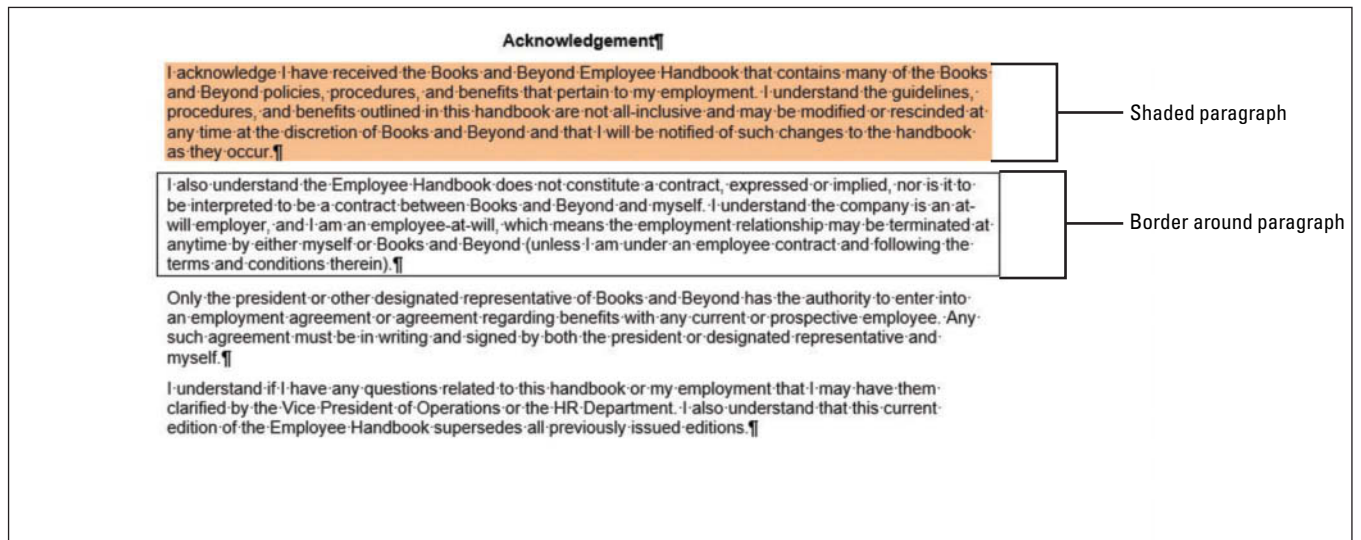
Figure 4-13

Border menu

3. Select **Outside Borders** on the menu. Your document should look similar to Figure 4-14.
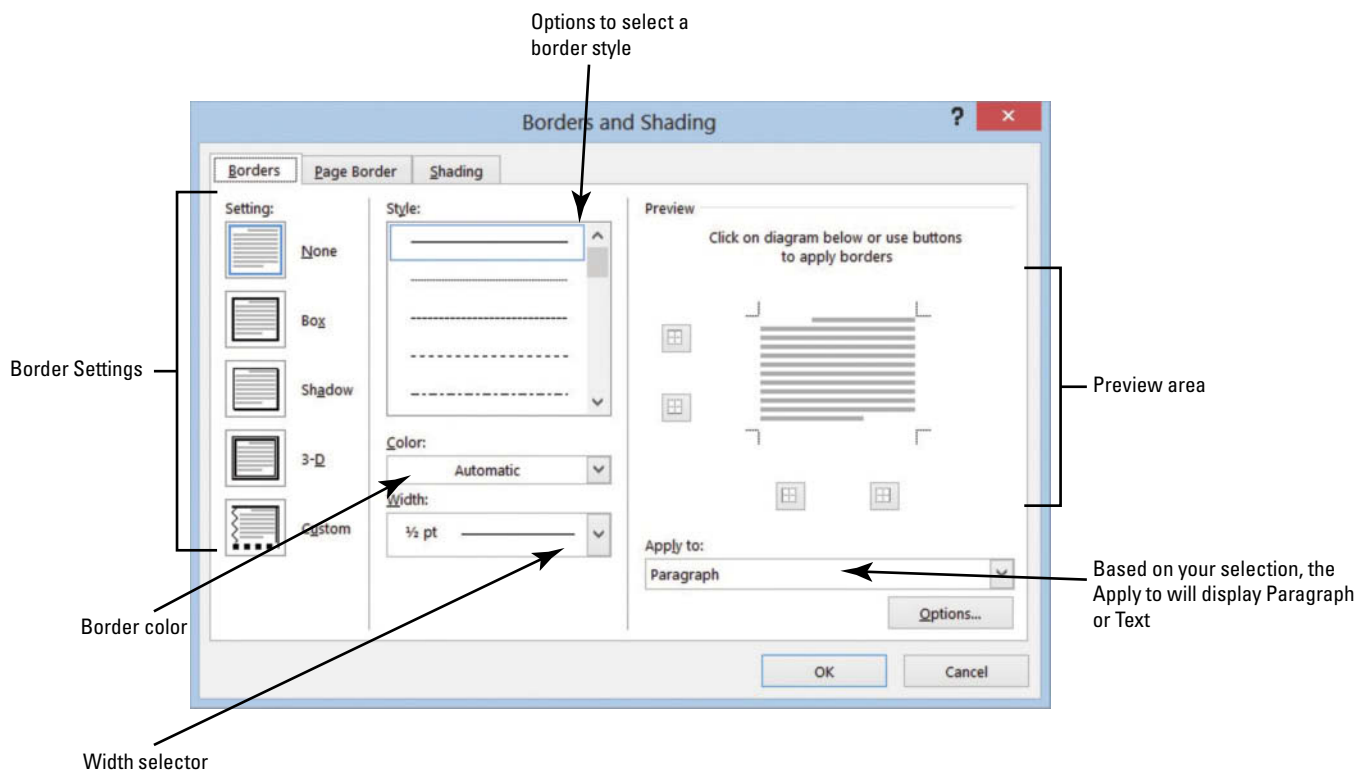
Figure 4-14

Shading and border

Shaded paragraph

Border around paragraph

4. Place the insertion point in the third paragraph.

5. On the Design tab, in the Page Background group, click **Page Borders** to open the Borders and Shading dialog box, and then click the **Borders** tab to make it active (see Figure 4-15). The Design tab on the Ribbon is a new tab for Word 2013 and contains many additional features to format a document. In Lesson 7, you learn more about the Design tab.

Figure 4-15

Borders and Shading dialog box

Options to select a border style

Border Settings

Preview area

Border color

Based on your selection, the Apply to will display Paragraph or Text

Width selector

6. Select **Shadow** under the Settings.

7. Select the **ninth** option under Style. Select **Dark Blue, Text 2** for color, and change the width to **2 ¼** pt.

8. Review the Preview area before you click **OK**. Note that the border is applied to the paragraph.

9. **SAVE** the document as *B&B with Borders* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note   Borders can also be added to pages, sections, tables, cells, graphic objects, and pictures.

STEP BY STEP   **Place a Border around Text**

USE the document that is open from the previous exercise.

1. On the Home tab, enable the **Show/Hide** to display the nonprinting characters. Select the title without selecting the paragraph mark (¶).

Cross Ref   In Lesson 1, you learn to enable Show/Hide, and in Lesson 2 you learn different ways to select text.

2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Borders button to display the menu and select **Borders and Shading** to open the dialog box.

3. Click the **Borders** tab to make it active. Notice the title appears in the Preview area and in the Apply to section, Text is displayed. Not selecting the paragraph mark (¶) allows you to place a border around text only.

4. Select **Box** under Setting and change the width to **1 ½** pt. Click **OK**. Notice that the border wraps around the text.

5. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP   **Removing Borders around Text or a Paragraph**

USE the document that is open from the previous exercise.

1. Place the insertion point in the second paragraph under the heading.

2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Borders button to display the menu and select **Borders and Shading**. The *Borders and Shading* dialog box opens.

3. Select the **Borders** tab, and then select **None** under Setting. Click **OK**.

4. Remove the border on the third paragraph by repeating steps 2 and 3.

5. For the title select only the text before repeating steps 2 and 3.

6. **SAVE** the document as *B&B with No Borders* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Clearing the Formats from a Paragraph

After formatting your document, you might decide that you no longer want any formatting in a paragraph or that you want to begin again. The Clear Formatting command provides an easy way to change a paragraph back to plain text. When you execute this command, all formatting is removed, and the font and font size revert to the original document settings. In this exercise, you use the Clear Formatting command to clear all formats from selected paragraphs in Word.

Clear Paragraph Formats

USE the document that is open from the previous exercise.

1. Select the whole document.
2. On the Home tab, in the Font group, click the **Clear Formatting** button.

Cross Ref   You can also clear formatting in the Styles group by clicking the *More* button. For more information, see Lesson 3.

3. **SAVE** the document as *B&B No Formatting* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

SETTING LINE SPACING IN TEXT AND BETWEEN PARAGRAPHS

The Bottom Line

In Word, you can determine how much space separates lines of text, and you also can set the spacing between paragraphs. By default, Word sets line spacing (the space between each line of text) to 1.08. Line spacing is paragraph based and can be customized by specifying a point size. Paragraph spacing, which affects the space above and below paragraphs, is set to 8 points after each paragraph by default. The higher the point size is, the greater the space between paragraphs. In this exercise, you learn to set both line and paragraph spacing.

Setting Line Spacing

Line spacing is the amount of space between the lines of text in a paragraph. In this exercise, you learn to set line spacing using a number of Word paragraph formatting tools.

Line spacing options are available in the Home and Page Layout tabs within the Paragraph group by using the Line and Paragraph Spacing button. The line spacing options can also be accessed through the Indents and Spacing tab of the Paragraph dialog box. New in Word 2013 is the Design tab, which includes Paragraph Spacing settings. Table 4-4 provides additional information regarding line spacing options and descriptions.

Table 4-4

Line spacing options

Option	Keyboard Shortcut	Description
Single	Ctrl+1	Accommodates the largest letter in a line, plus a small amount of extra space.
1.5	Ctrl+5	One-and-one-half times the amount of space used in single spacing.
Double	Ctrl+2	Twice the amount of space used in single spacing.
At least		Sets the spacing at the minimum amount needed to fit the largest font on the line.
Exactly		Sets the spacing at a fixed amount that Word does not adjust.
Multiple		Sets the spacing at an amount that is increased or decreased from single spacing by a percentage that you specify. Setting the line spacing to 1.3, for example, increases the space by 30%.
No Paragraph Spacing		The Built-in Before and After spacing is set to 0 pt. and the line spacing is set to 1.
Compact		The Built-in Before spacing is set to 0 pt., After is set to 4 pt., and the line space is set to 1.
Tight		The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing 1.15.
Open		The Built-in Before spacing is set to 0 pt., After to 10 pt., and line spacing 1.15.
Relaxed		The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing to 1.5.
Double		The Built-in Before spacing is set to 0 pt., After 8 pt., and line spacing 2.

**STEP BY STEP**   **Set Line Spacing in a Paragraph**

OPEN the *Books Beyond* document from the lesson folder.

1. Place the insertion point in the first paragraph under the *Acknowledgement* heading.
2. On the Home tab, in the Paragraph group, click the **Line and Paragraph Spacing** [icon] button to display the Line Spacing menu and options to add and remove spacing before and after paragraphs (see Figure 4-16).

Figure 4-16

Line Spacing menu

Opens a dialog box
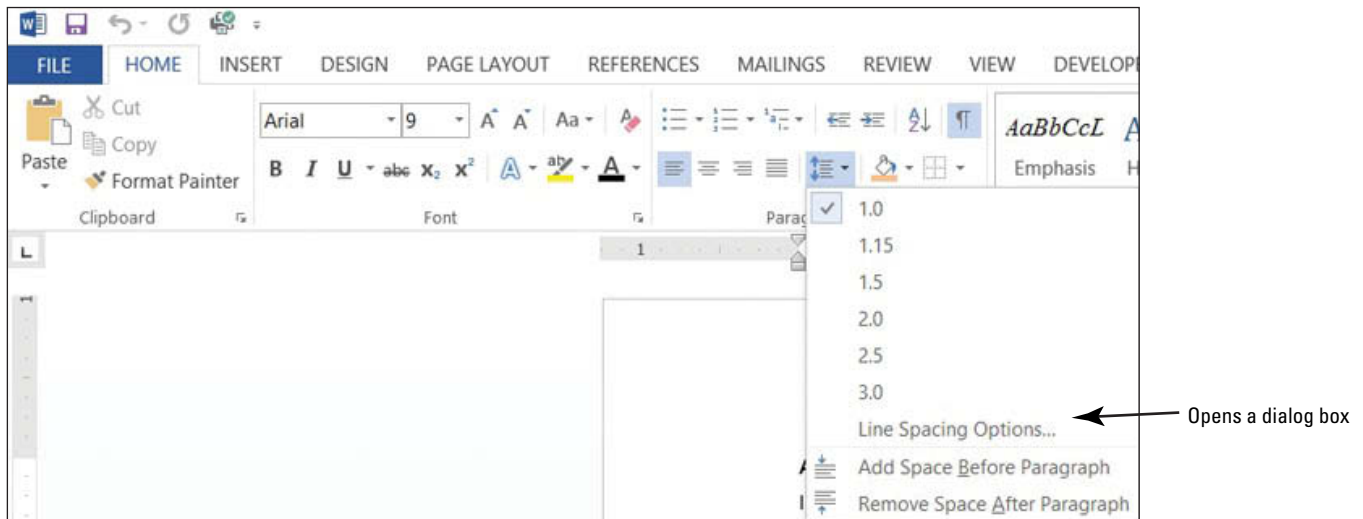
3. Select **2.0** to double-space the text.
4. Place the insertion point in the second paragraph.
5. In the Paragraph group, launch the dialog box.
6. In the Spacing group, change the Line spacing by clicking the drop-down arrow and selecting **Double**. Click **OK**. The paragraph is now double-spaced.
7. Place the insertion point in the third paragraph.
8. Press **Ctrl+2** to double-space the paragraph.
9. Click the **Design** tab and in the Document Formatting group, click the **Paragraph Spacing** [icon] button to display the menu as shown in Figure 4-17.

Figure 4-17

Paragraph Spacing menu

Default settings →

Built-in paragraph spacing —

Customize Paragraph Spacing
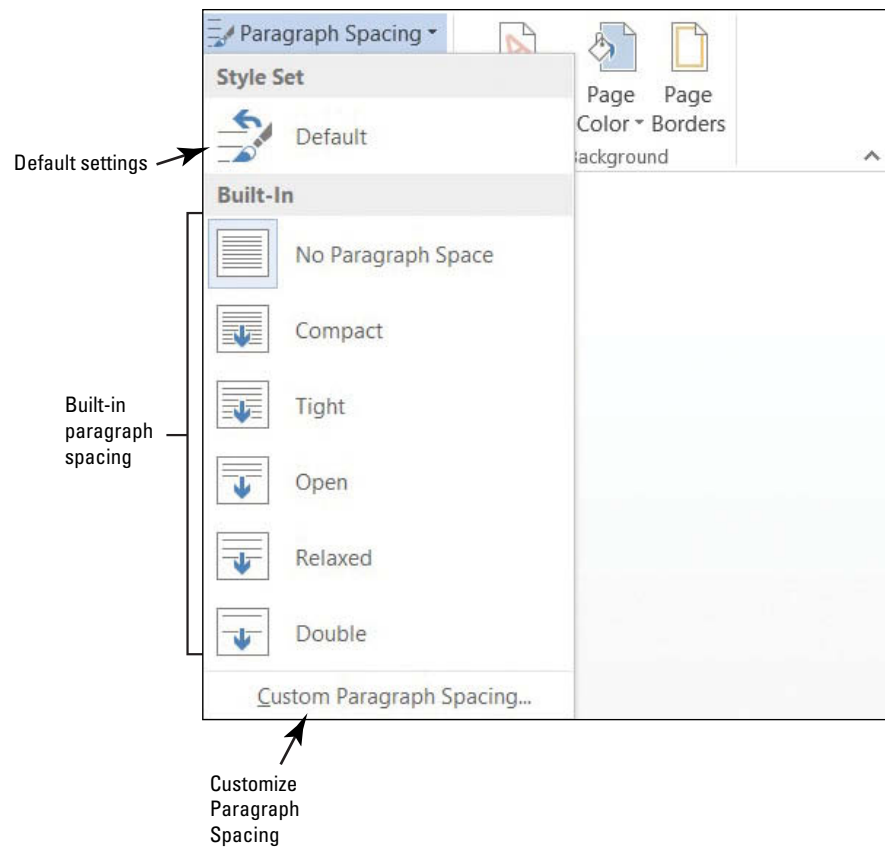
10. Select **Double**. Notice that the remaining document is double-spaced. This new feature in Word 2013 changes spacing for the entire document to include new paragraphs.

Take Note   When using the Document Formatting group to apply paragraph spacing, the document does not need to be selected when using one of the built-in formatting commands.

CERTIFICATION READY?   **2.2.5**

How would you set line spacing in a paragraph?

11. **SAVE** the document as *B&B Double Spacing* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP   **Modify Line Spacing in a Paragraph**

USE the document that is open from the previous exercise.

1. Select the four paragraphs under *Acknowledgement*.
2. Return to the **Line and Paragraph Spacing** drop-down menu in the Paragraph group on the Home tab. To set more precise spacing measurements, click **Line Spacing Options** to display the Indents and Spacing tab of the Paragraph dialog box.
3. In the Spacing section, click the drop-down arrow and select **Exactly** in the Line spacing list. In the At list, click the up arrow until it reads **22** pt. The line spacing is increased.
4. Click **OK**.
5. **SAVE** the document as *B&B Exact Spacing* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

CERTIFICATION READY?   **3.3.4**

How would you modify line spacing in a paragraph?

Setting Paragraph Spacing

Paragraphs are usually separated by a blank line in Word documents. When you press the Enter key at the end of a paragraph, Word adds the designated space above or below the paragraph. By

default, the spacing after a paragraph is set to 8 points and the spacing before paragraphs is set to zero, but you can change these settings for a single paragraph or for an entire document. In this exercise, you learn to set paragraph spacing.

To increase or decrease paragraph spacing, click the Before and After up or down arrows in the Indents and Spacing tab of the Paragraph dialog box. The Paragraph spacing can also be changed in the Paragraph group on the Home tab by clicking the *Line and Paragraph Spacing* button to Add Space Before or After Paragraph or Remove Space Before or After Paragraph.

STEP BY STEP   **Set Spacing around a Paragraph**

OPEN the *Books Beyond* document from the lesson folder.

1. Select the entire document.
2. On the Home tab, in the Paragraph group, click the arrow in the lower-right corner of the group to display the *Paragraph* dialog box. The Indents and Spacing tab is the active tab.
3. In the Spacing section, click the up arrow next to Before until it reads **24** pt.
4. Click the up arrow next to After until it reads **24** pt. Review the preview area and notice the increase of spacing in the document.
5. Click **OK**. Notice the spacing between the paragraphs.
6. With the entire document still selected, click the drop-down arrow next to the Line and Paragraph Spacing [icon] button in the Paragraph group to display the Line Spacing menu.
7. Click **Remove Space Before Paragraph**.
8. Repeat step 6, and then click **Remove Space After Paragraph**. The spacing before and after have been removed from the document.
9. Place the insertion point in the heading, *Acknowledgement*.
10. Click the Page Layout tab, and then in the Paragraph group, click the up arrow and increase the Spacing After [icon] to **12** pt.
11. Use the Format Painter and repeat step 10 for each heading, *Introduction, General Performance Expectation Guidelines,* and *Equal Employment Opportunity and Diversity.*
12. Use multi-selection to select the paragraphs under each heading and change the Spacing After to **6** pt.
13. **SAVE** the document as *B&B Spacing Before&After* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

CERTIFICATION READY?   2.2.4

How would you apply paragraph spacing?

Another Way
You also can right-click to open the Paragraph dialog box.

CREATING AND FORMATTING A BULLETED LIST

The Bottom Line

Bulleted lists are an effective way to format lists of items that don't have to appear in any specific order. (Use numbered lists for items in a set order.) Items in a bulleted list are marked by small icons—dots, diamonds, and so on. In Word, you can create bulleted lists from scratch, change existing lines of text into a bulleted list, choose from a number of bullet styles, create levels within a bulleted list, and insert a symbol or picture as a bullet.

Creating a Bulleted List

By creating and formatting a bulleted list, you can draw attention to major points in a document. In this exercise, you learn to create, format, and modify such a list.

STEP BY STEP   **Create a Bulleted List**

OPEN *Alarm* from the data files for this lesson.

1. Select the two paragraphs below the phrase *Please keep in mind:*.
2. On the Home tab, in the Paragraph group, click the **Bullets** button. Notice that solid circles appear before the selected paragraphs.
3. Place the insertion point at the end of the second bulleted paragraph.
4. Press **Enter**. Word automatically continues the bulleted list by supplying the next bulleted line.
5. Beside the new bullet, type **If you do not know your four-digit code and password, please get it from the HR department**.
6. **SAVE** the document as *B&B Alarm* in the lesson folder on your flash drive.

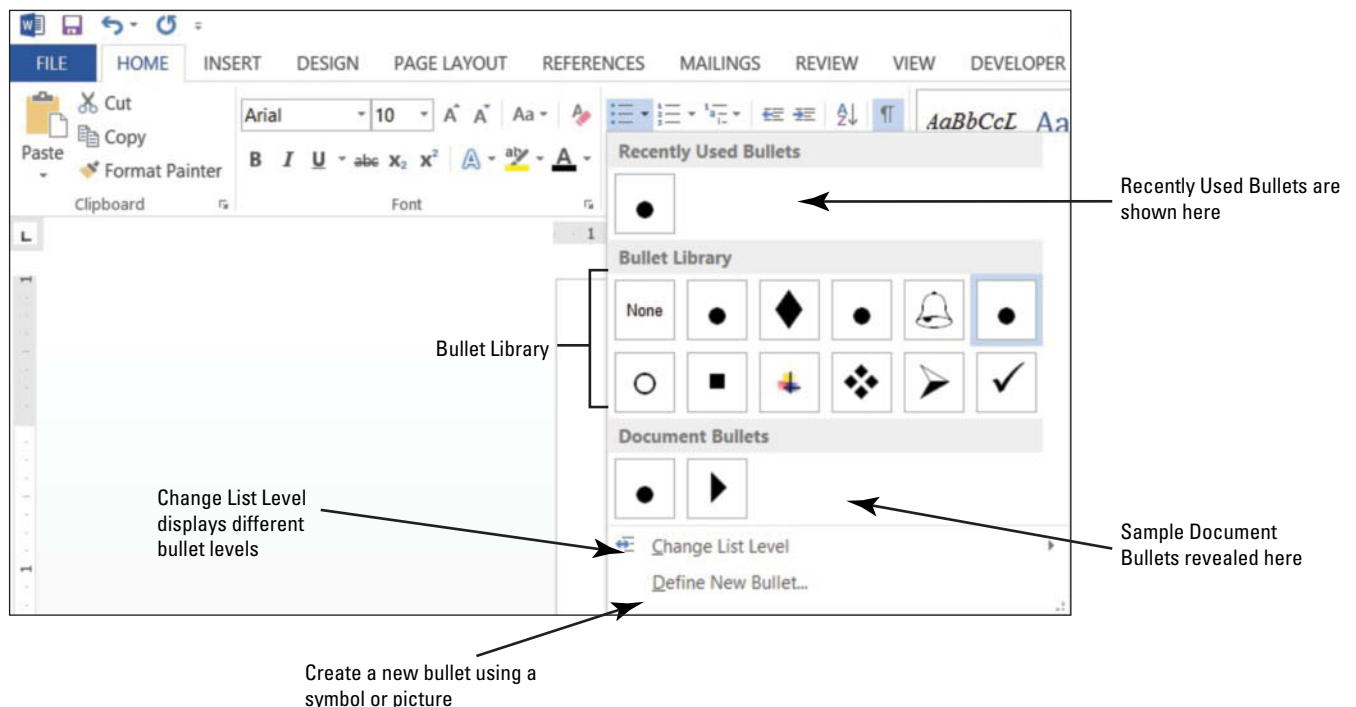**PAUSE. LEAVE** the document open to use in the next exercise.

CERTIFICATION READY?   3.3.1

How do you apply bullets in a document?

STEP BY STEP   **Change the Bulleted List**

USE the document that is open from the previous exercise.

1. Select the entire bulleted list.
2. To change the format of the bulleted list, click the drop-down arrow next to the Bullets button to display the menu shown in Figure 4-18. The bulleted items might not match your screen.

Figure 4-18

Bullet formatting options

Recently Used Bullets are shown here

Bullet Library

Change List Level displays different bullet levels

Sample Document Bullets revealed here

Create a new bullet using a symbol or picture

Take Note   To change a bulleted list to a numbered list (or vice versa), select the list and then click either the *Bullets* button or the *Numbering* button. To remove one of the bullets from the Library, open the *Bullets* drop-down menu; then in the Bullet Library, select the bullet and right-click to remove it.

3. Click the hollow circle in the Bullet Library.

4. **SAVE** the document as *B&B Alarm with Hollow Bullets* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

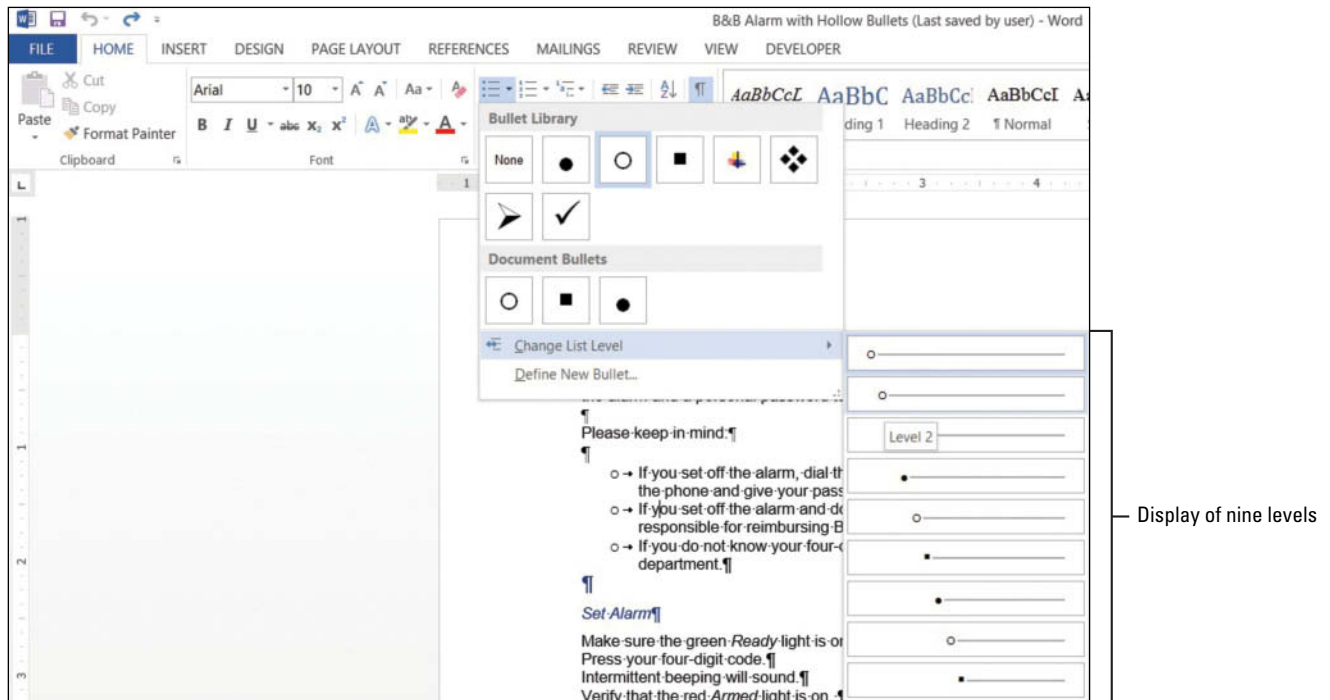**Change the Bullet List Level**

Adding an unordered list such as bullets appears with no rank over the others. Changing the bullet list level can change the appearance of the bullet and indentation.

USE the document that is open from the previous exercise.

1. Place the insertion point in the second bulleted item.

2. Click the drop-down arrow next to the Bullets [⋮☰ ▾] button, point to **Change List Level**, and note the levels that appear (see Figure 4-19). When you point to the list level, a ScreenTip appears displaying the level.

Figure 4-19

Change List Level

— Display of nine levels

3. Click to select **Level 2**. The bullet item is demoted from Level 1 to Level 2. When levels are increased or decreased, the indentation is changed—see the markers on the rulers.

4. Place the insertion point in the third bulleted item.

5. Click the drop-down arrow next to the Bullets button, and then point to **Change List Level** to produce a menu of list-level options.

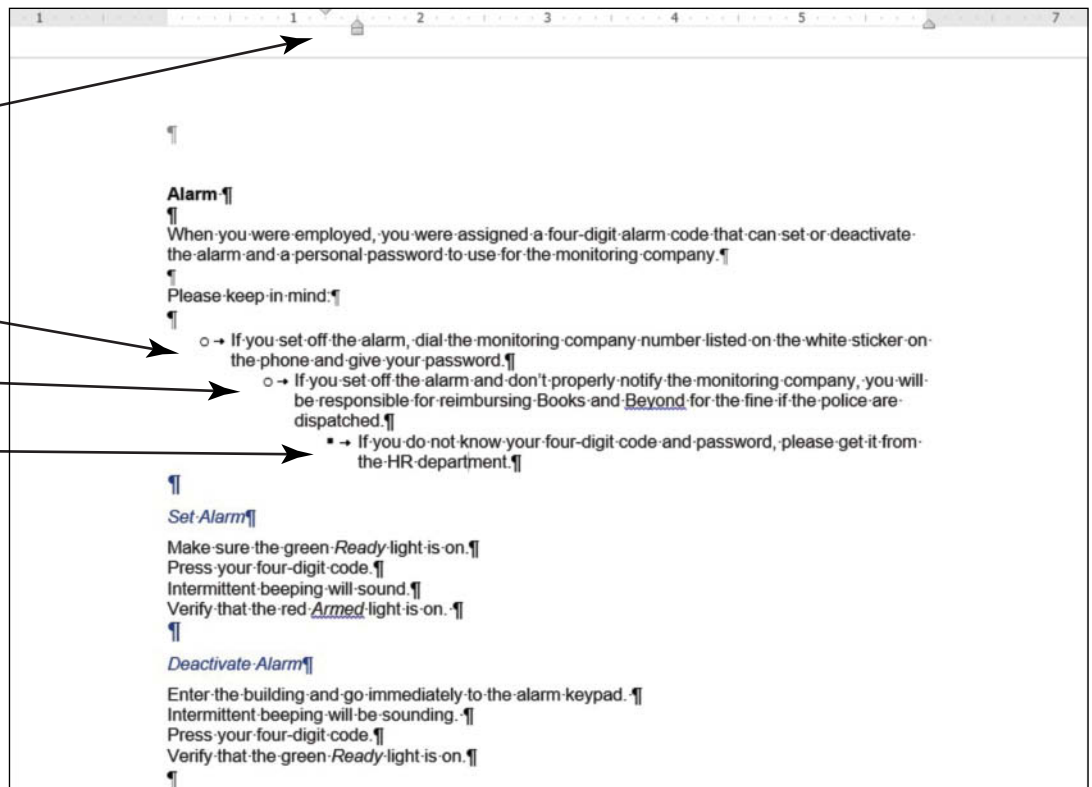6. Click to select **Level 3**. Your document should look similar to the one shown in Figure 4-20.

The indents automatically
adjust when changing levels

Level 1

Level 2

Level 3

7. **SAVE** the document as *B&B Alarm with Bullet Levels* in the lesson folder on your flash drive.

8. Select the second and third bulleted items and click the drop-down arrow next to the Bullets button. Point to **Change List Level** and promote the selected bullets to **Level 1**. The two selected items now match the first bulleted item.

9. Click **Undo** to return the bulleted items to second and third level.

10. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY? 3.3.5

How do you increase or decrease the list level?

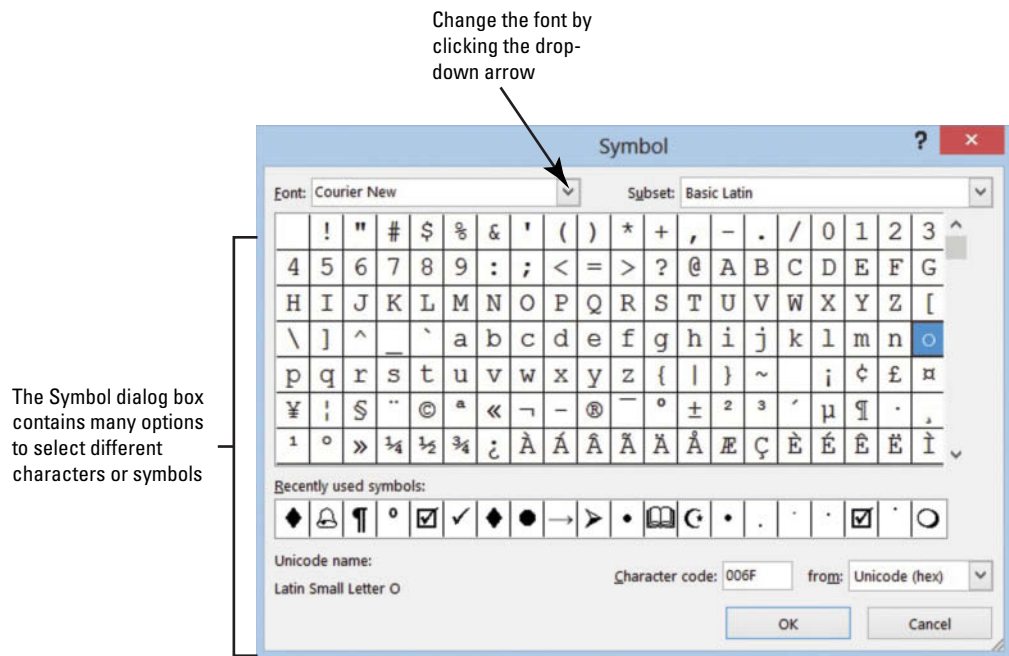**STEP BY STEP** **Insert Special Character Symbols**

The Define New Bullet dialog box provides options to change the alignment and add bullet characters, such as a symbol or a picture. When you click on either option, a new dialog box opens.

USE the document that is open from the previous exercise.

1. Select the second and third bulleted items and Promote to the first level, and then select all three bulleted items.

2. Click the drop-down arrow next to the Bullets button, and then click **Define New Bullet**.

3. Click the **Symbol** button in the Define New Bullet dialog box. The *Symbol* dialog box opens, as shown in Figure 4-21.

Figure 4-21

Symbol dialog box

Change the font by
clicking the drop-
down arrow

The Symbol dialog box
contains many options
to select different
characters or symbols

CERTIFICATION
READY? **3.3.2**

How do you create a bullet
using special characters?

4. Change the Font by clicking the drop-down arrow. Scroll down and select **Wingdings**.
5. Select the bell in the first row, sixth column. Click **OK** to close the *Symbol* dialog box.
6. Click **OK** to close the *Define New Bullet* dialog box.
7. **SAVE** the document as *B&B Alarm Update* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP   Insert a Picture Bullet

**USE** the document that is open from the previous exercise.

1. The three bulleted items are still selected. Click the drop-down arrow next to the Bullets ⌄ button, and then click **Define New Bullet**.
2. Click the **Picture** button in the *Define New Bullet* dialog box. The Insert Pictures location box opens, as shown in Figure 4-22. Microsoft has provided a new insert picture location screen where you have the option to locate a picture from the Office.com location, Bing, SkyDrive, or in your computer or network.

Figure 4-22

Insert Pictures location
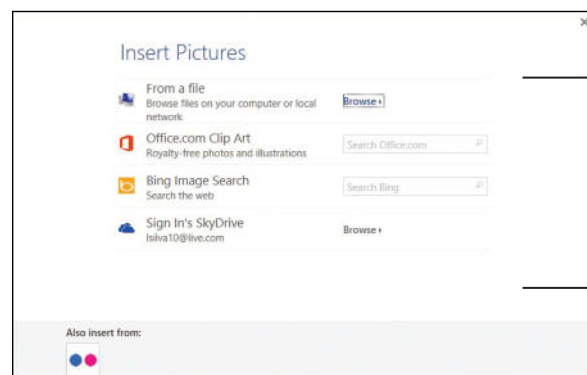
New picture location in Word
2013. You have options on
where to locate and insert a
picture

3. Type **alarms** in the Office.com Clip Art search box, and then click the magnifier to begin search.
4. Select the **Close-up Hand configuring alarm system** image as shown in Figure 4-23. The image is surrounded by a border. Your search results may look different than those shown in the figure.

Figure 4-23

Office.com Clip Art

Location of your search

Search box

Return to Insert Pictures main screen

Select image then click Insert
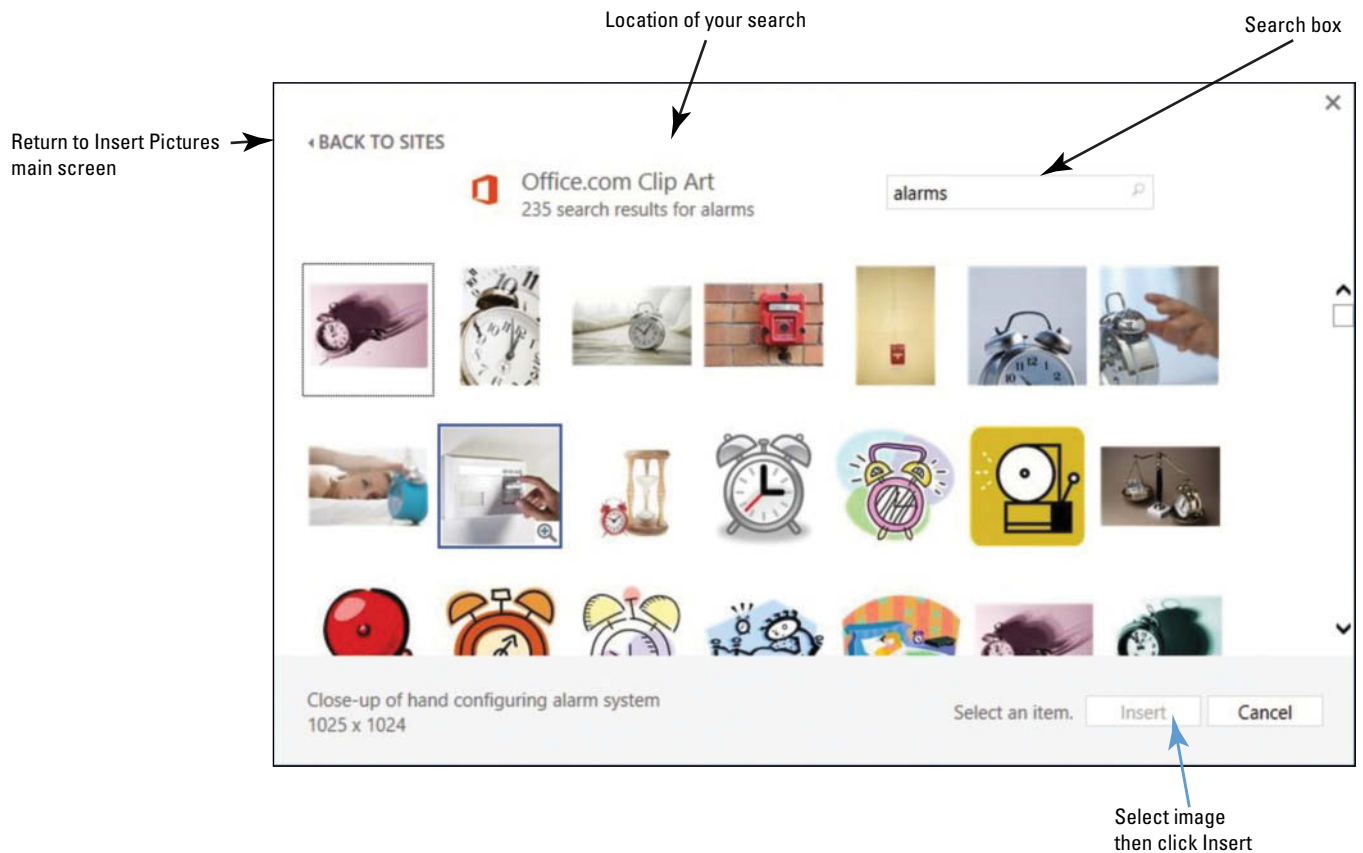
5. Click **Insert** to begin downloading the image to your document.

6. Click **OK** to close the *Define New Bullet* dialog box.

7. After the image is downloaded, it displays on your document in a small font size. Select the first image—notice the other two images are also selected. Increase the font size to **28** pt.

8. **SAVE** the document as ***B&B Alarm Update1*** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY?   3.3.2

How do you create a picture bullet?

STEP BY STEP   **Change the Alignment in Bullets**

In the previous exercises, you learn to create bullets using the Bullet Library, create a bullet using symbols, and insert pictures as bullets from the web. You also changed the levels of the bullets by promoting or demoting the list levels. In this exercise, you learn to adjust the alignment to any type of bullet.

USE the document that is open from the previous exercise.

1. In the bulleted list, notice the distance between the image and text. Adding a custom bullet allows you to change the alignment.

2. Select the three bullets items.

3. Click the drop-down arrow next to the Bullets button, and then click **Define New Bullet**.

4. Under the Alignment group, click the drop-down arrow and select **Right**. Notice the space between the image and text in the Preview area.

5. Click **OK**.

6. SAVE the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CREATING AND FORMATTING A NUMBERED LIST

The Bottom Line

You can quickly add numbers to existing lines of text to create a list, or Word can automatically create a numbered list as you type.

Creating a Numbered List

In this exercise, you learn how to create and format a numbered list in Word.

STEP BY STEP   **Create a Numbered List**

USE the document that is open from the previous exercise.

Figure 4-24

Numbering formatting options appear in the Numbering Library

1. Select the four paragraphs under the *Set Alarm* heading.

2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Numbering [button] button to display the Numbering Library shown in Figure 4-24.
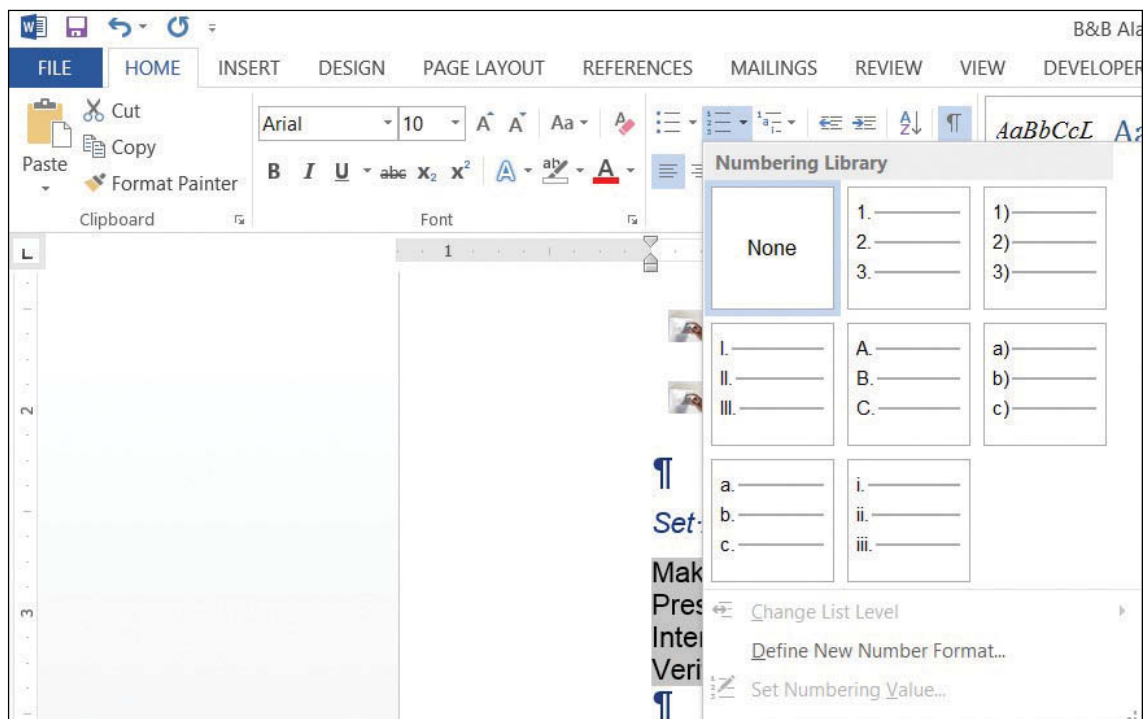
3. Select the option, **1.**, **2.**, **3**. The paragraphs are now listed as an ordered list.

4. Place the insertion point at the end of item number four and press **Enter**. Notice that Word automatically numbers the next line sequentially.

5. In the new numbered line, type **Leave the premises immediately**.

6. Select the four paragraphs under the *Deactivate Alarm* heading.

7. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Numbering button.

8. Select the option, **a.**, **b.**, **c.**, The four paragraphs are numbered and aligned left.

9. SAVE the document as ***B&B Numbered Alarm List*** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Modify a Numbered List

**USE** the document that is open from the previous exercise.

1. Select the numbered list under the *Set Alarm* heading.

2. To change the format of the numbered list, click the drop-down arrow next to the Numbering ⊞▾ button, and then click **Define New Number Format**. The *Define New Number Format* dialog box appears.

3. Click the **Number style** drop-down arrow and select **uppercase roman numerals** (see Figure 4-25). The format for the selected text changed to uppercase roman numerals. The default alignment is left and can also be changed to center or right.

Figure 4-25

Define New Number Format dialog box

Format numbering by clicking the Font button

Select style
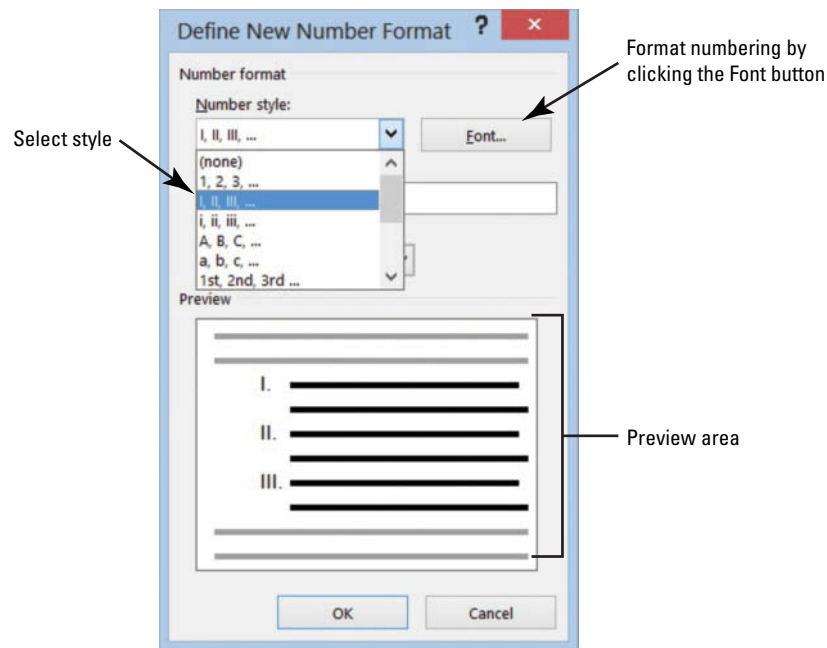
Preview area

4. Click the **Font** button and select **Arial Black**, size **12** pt. Review the preview area to see how the numbering will appear. Click **OK** to close the *Font* dialog box.

5. Click **OK** to close the *Define New Number Format* dialog box.
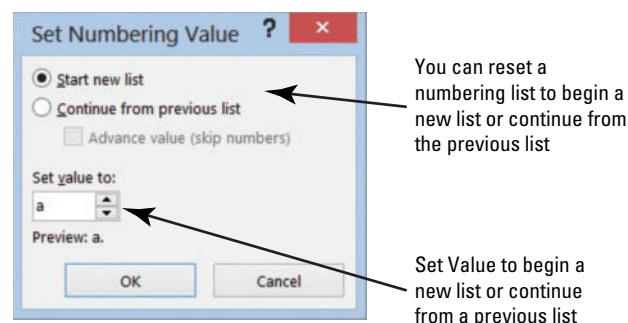
Take Note   To change the formatting of list numbers, click any number to select the entire list. If you select the text as well, the formatting of both the text and the numbering change.

6. Select the numbered list under the *Deactivate Alarm* heading.

7. In this next step you renumber an existing list using the lowercase letters. Click the drop-down arrow next to the Numbering button, and then click **Set Numbering Value**. The *Set Numbering Value* dialog box appears as shown in Figure 4-26.
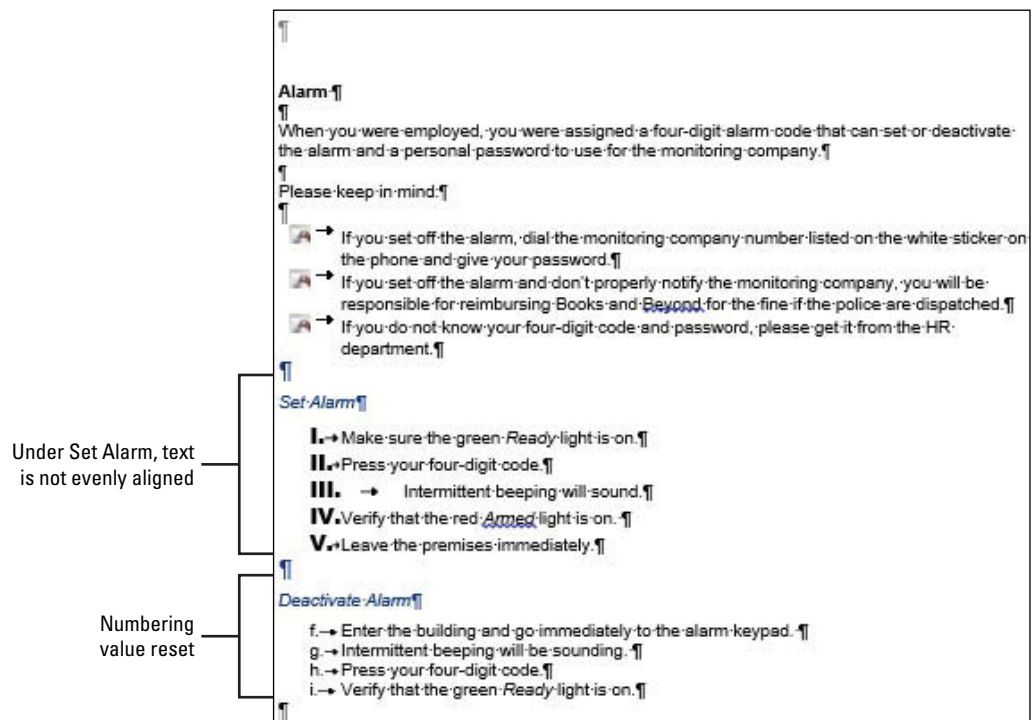
Figure 4-26

Set Numbering Value dialog box

You can reset a numbering list to begin a new list or continue from the previous list

Set Value to begin a new list or continue from a previous list

8. The Start new list option button is already selected. In the Set value to section, click the up-arrow to **f**. Click **OK**. Your document should match Figure 4-27.

Under Set Alarm, text is not evenly aligned

Numbering value reset

9. SAVE the document as *B&B Numbered Alarm List 1* in the lesson folder on your flash drive.

CERTIFICATION READY?   3.3.6

How do you modify a numbered list?

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP   **Change the Alignment of a Numbered List**

**USE** the document that is open from the previous exercise.

1. Select the numbered list under the *Set Alarm* heading.

2. To change the alignment format of the numbered list, click the drop-down arrow next to the Numbering [icon] button, and then click **Define New Number Format**. The *Define New Number Format* dialog box appears.

3. In the Alignment group, click the drop-down arrow and select **Right** to change the alignment of the numbering list.

4. Click **OK**. Notice how nicely the list is aligned (see Figure 4-28).

Changing the alignment improves the appearance of the document
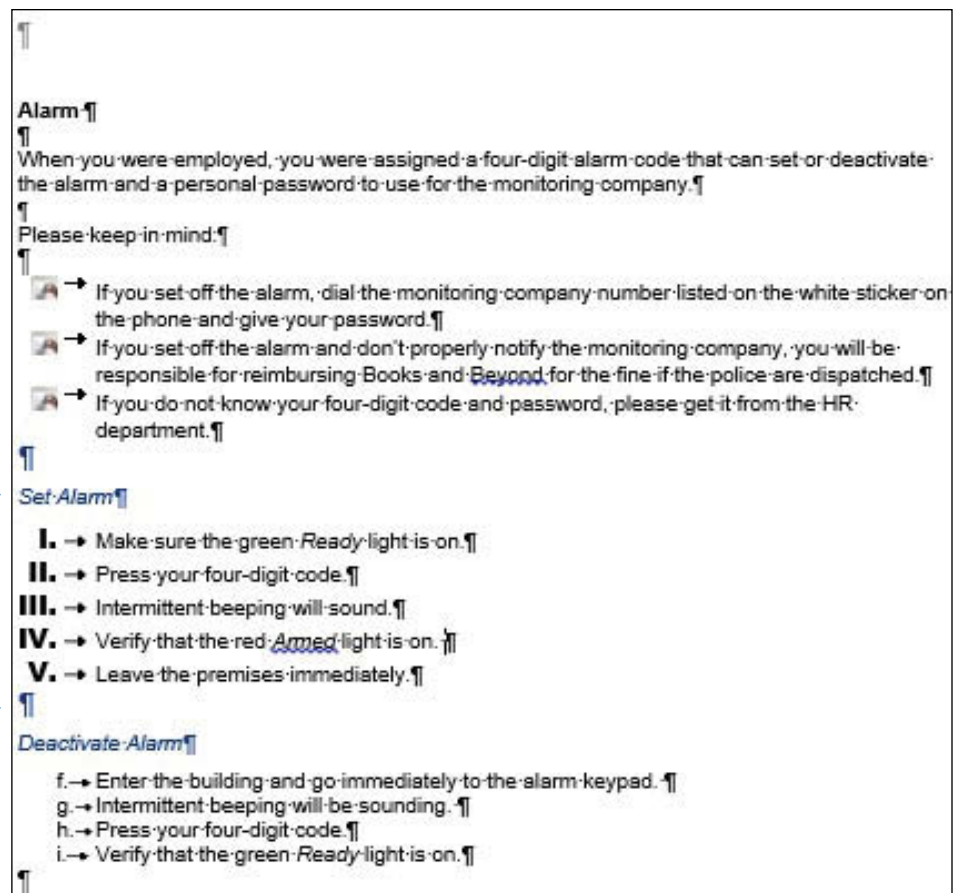
How do you modify the indentation in a numbered list?

5. SAVE the document as ***B&B Numbered Alarm List Final*** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Take Note   The same process used in Backstage for turning automatic bulleting on and off in Word's Auto-Format feature is applied the same way for the Automatic Numbered List. In Lesson 14, you learn about using the Advanced Options in Word.

CREATING AND MODIFYING A MULTILEVEL LIST

The Bottom Line   Word provides a multilevel feature that is used for outlines and other documents that require many levels—these levels can be a combination of letters and numbers.

Creating a Multilevel List

Multilevel lists are typically used in documents where subsets of information are needed within the list, such as preparing an agenda, outline, or exam questions. As an example, you can use the multilevel list for outlining your research paper. In this exercise, you learn how to create and format a multilevel list in Word.

STEP BY STEP   **Create a Multilevel Outline List**

OPEN *Outline* from the data files for this lesson.

1. Position the insertion point on the blank line after the *Discussion Outline* heading.

2. On the Home tab, in the Paragraph group, click the **Multilevel List** button. A menu of list formats appears. Notice that when you position the mouse pointer over the formats, they enlarge and expand.

3. Click the **format style** in the Current List section, as shown in Figure 4-29. The number 1. is inserted for you.

Figure 4-29

Multilevel List menu

Multilevel list enlarge when you position the mouse over the format
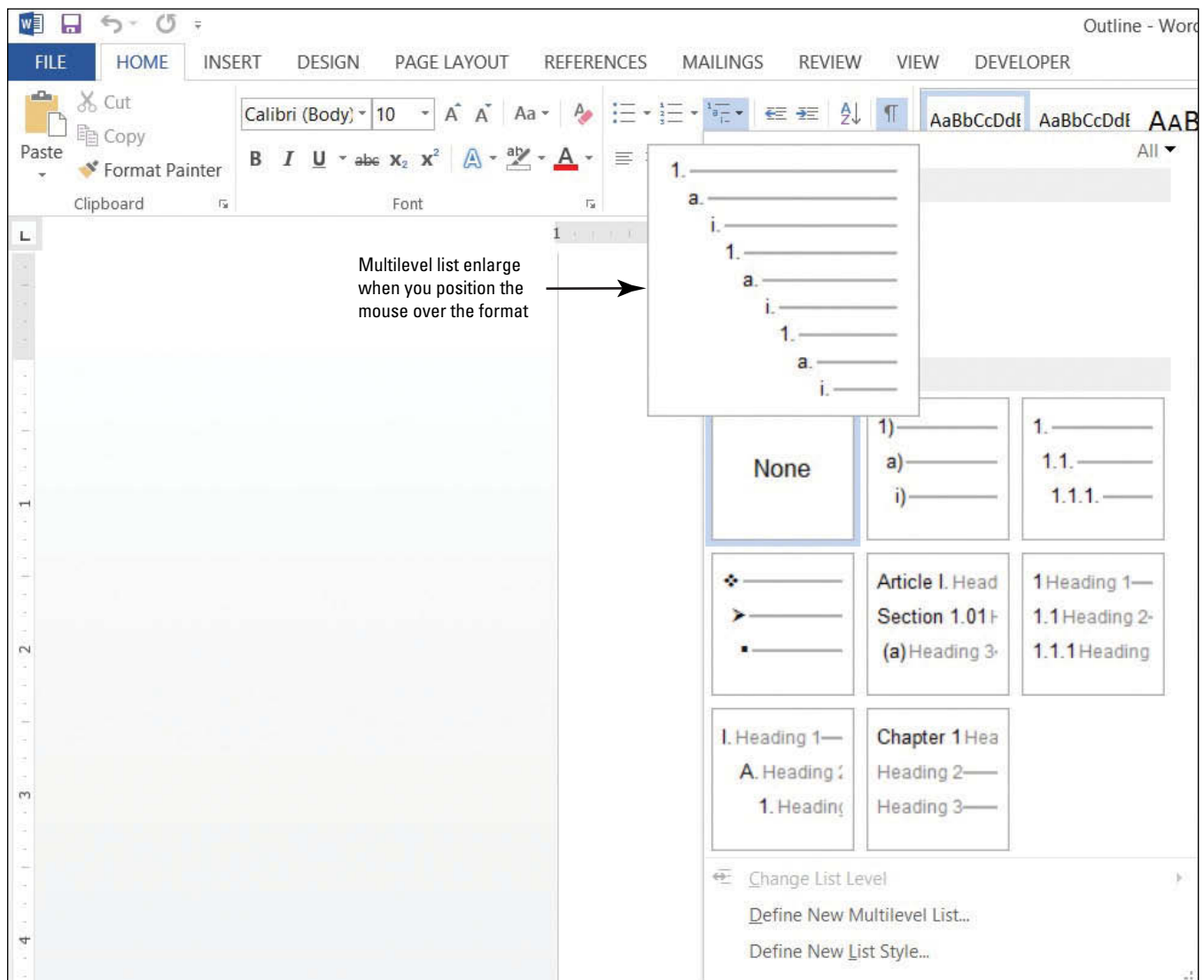
Take Note   Use the *Tab* key or *Shift + Tab* to move to different levels.

4. Type **Experience**, and then press the **Enter** key. When you press Enter, the number 2. is inserted.

5. Type **Communication with Client** and press the **Enter** key.

6. Press the **Tab** key and type **Initial Meeting**. Pressing the Tab key advances to the next level with a lowercase *a*. Press the **Enter** key.

7. Press the **Tab** key and type **Identify Position**. Notice that Word inserts a lowercase roman numeral as the next level. Press the **Enter** key.

8. Press the **Tab** key and type **Qualifications**. Another level is inserted beginning with the number 1. Press the **Enter** key.

9. Type **Compensation Package** and press the **Enter** key.

10. Type **Time Frame** and press the **Enter** key.

11. Press **Shift+Tab** once to move back one level. Type **Progress Reporting** and press the **Enter** key.

12. Press **Shift+Tab** to move back one more level. Type **Methods for Finding Candidates** and press the **Enter** key.

13. Press the **Tab** key. Type **Database** and press the **Enter** key.

14. Type **Contacts** and press the **Enter** key.

15. Type **Networking**. Your document should resemble Figure 4-30.

Figure 4-30

Sample document using multilevel list
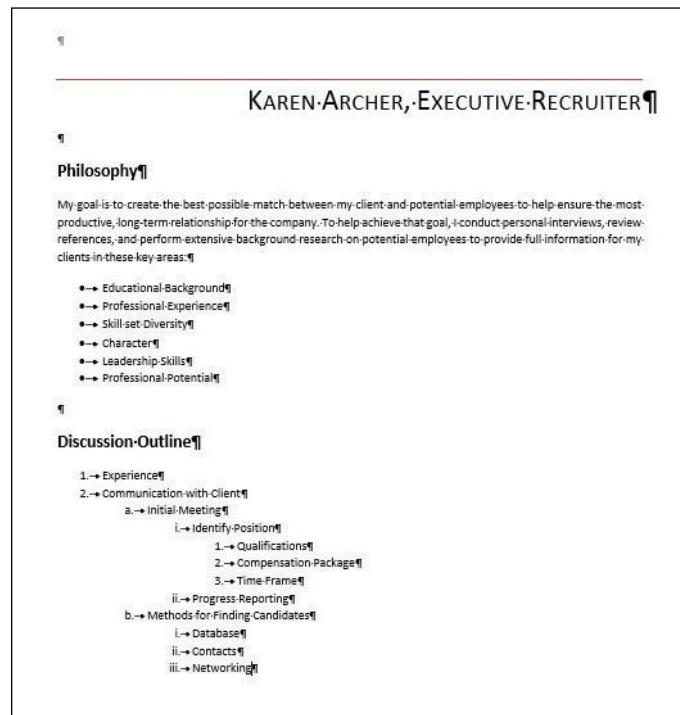
16. SAVE the document as *Discussion Outline* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for use in the next exercise.

Sorting a List's Contents

You can sort a single-level list in much the same way that you sort a column in a table.

STEP BY STEP   **Sort a List's Contents**

USE the document that is open from the previous exercise.
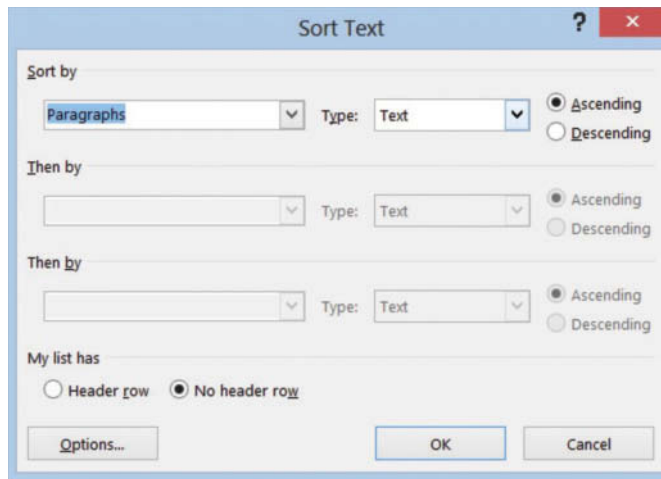
1. Select the bulleted list under the *Philosophy* section.

2. On the Home tab, in the Paragraph group, click the **Sort** button. The *Sort Text* dialog box appears as shown in Figure 4-31.

Sort Text dialog box

3. Notice the Sort by field is listed by Paragraphs, the Type is listed by Text, and the Ascending order option is selected. Click **OK**.

4. The bulleted listed is sorted in alphabetical order.

5. **SAVE** the document as *Discussion Outline Sorted* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Cross Ref   In Lesson 6, you learn about creating tables. In this exercise, you learn to sort a list.

Modifying a Multilevel List

Word provides several options for changing the look of a list. You can change a multilevel list by changing the list level, defining a new multilevel list, or defining a new list style. The same methods are used from what you have learned in modifying bullets and numbering lists when increasing or decreasing the levels. Some formats, such as round bullets, work well for most documents.

STEP BY STEP   **Modify the Multilevel List Level**

USE the document that is open from the previous exercise.

1. Select the bulleted list.

2. On the Home tab, in the Paragraph group, click the **drop-down arrow** on the Bullets button. Previously in this lesson, you learned to change bullets—the same process is used here.

3. Click the **square bullet format** in the Bullet Library.

4. Select the multilevel list you typed previously.

5. On the Home tab, in the Paragraph group, click the **drop-down arrow** on the Multilevel List button. A menu appears.

6. Under List Library, click the third column in the top row. Notice the difference in the numbering and alignment level.

7. **SAVE** the document as *Discussion Outline Modified* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

SOFTWARE ORIENTATION

Tab Dialog Box

Tabs in Word insert blank spaces before or within text and paragraphs. You use the Tabs dialog box, shown in Figure 4-32, to set and clear tabs in Word. Use this figure as a reference throughout the remainder of this lesson as well as the rest of the book.
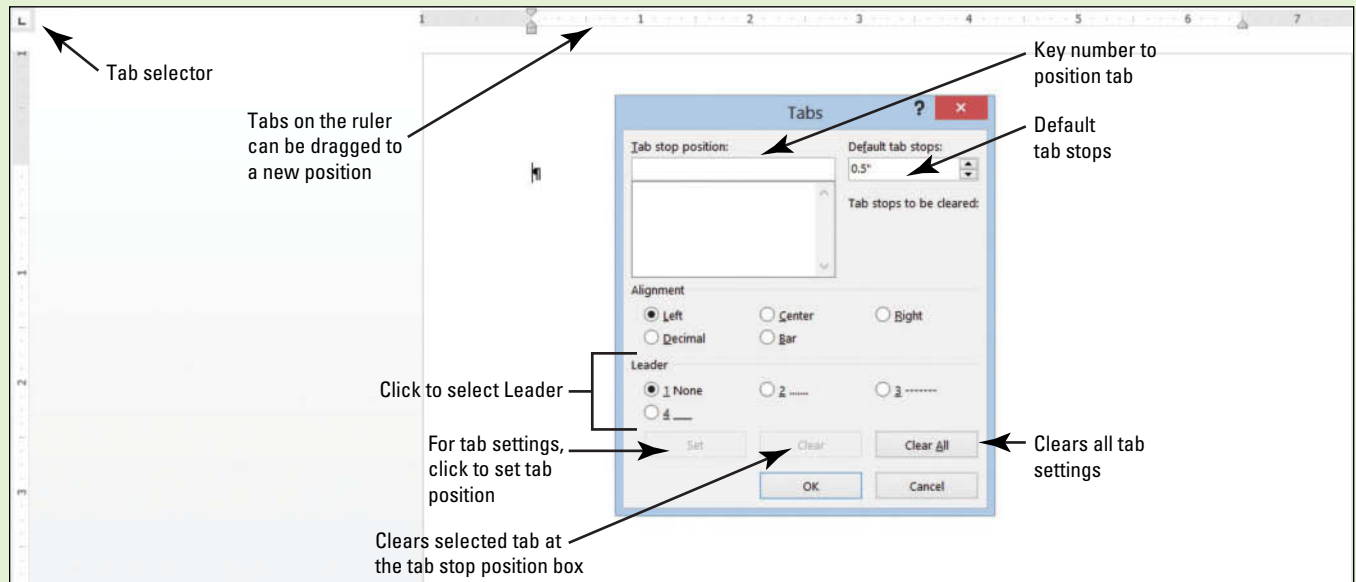

Tab selector

Tabs on the ruler can be dragged to a new position

Key number to position tab

Default tab stops

Click to select Leader

For tab settings, click to set tab position

Clears selected tab at the tab stop position box

Clears all tab settings

Figure 4-32
Tabs selector and dialog box

SETTING AND MODIFYING TABS

The Bottom Line

Tabs are used to align text or numbers nicely in your document. The ruler can be used to set tabs or for a more exact setting, use the Tabs dialog box. As you apply custom tabs to selected text, tabs are applied to paragraphs. When the Enter key is pressed, the tab settings are carried forward into the next paragraph.

Take Note   To view tabs as they are being set, display nonprinting characters, as discussed in Lesson 1.

Setting Tabs on the Ruler

By default, left-aligned tab stops are set every half-inch on the ruler. To set a tab at a different position on the ruler, you can click the tab selector at the left end of the ruler and a ScreenTip will appear showing the type of tabs at the tab selector. Tabs are part of a paragraph formatting—the selected text is affected by the tab setting or when modified. In this exercise, you learn to set tabs on Word's ruler.

Table 4-5 lists the types of tabs available in Word and their descriptions. To view tabs on the ruler, place your insertion point in the paragraph.

After tabs are set, press the *Tab* key; the insertion point moves to the position set. To move a tab stop to a different position on the ruler, click and drag the tab left or right to a new position.

Name	Button	Description
Left tab	⌐	Left-aligns text at the tab place indicated on the horizontal ruler
Center tab	⊥	Centers text at the place indicated on the horizontal ruler
Right tab	⌐	Right-aligns text at the place indicated on the horizontal ruler
Decimal tab	⊥	Aligns numbers around a decimal point at the place indicated on the horizontal ruler
Bar tab	ǀ	Inserts a vertical bar line at the place indicated on the horizontal ruler

STEP BY STEP   **Set Tabs on the Ruler**

**OPEN** *Per Diem* from the data files for this lesson.

1. On the Home tab in the Paragraph group, click the **Show/Hide (¶)** button to show nonprinting characters.

2. Place the insertion point on the blank line below the *Meals & Incidentals Breakdown* heading.

3. Click the tab selector at the left of the ruler until the Center ⊥ tab appears. The horizontal ruler is shown in Figure 4-33, displaying the different types of tabs.

Figure 4-33

The horizontal ruler with tab sets

Left tab   Center tab   Decimal tab   Bar tab   Right tab
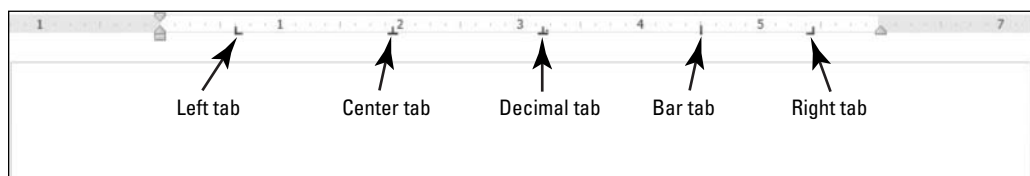
Troubleshooting   If the horizontal ruler is not visible, click the *View* tab, and then add a check mark by Ruler.

4. Click the ruler at the **2.5-inch** mark to set a Center ⊥ tab. The Center tab appears as an inverted *T*.

5. Click the ruler at the **4-inch** mark to set a Center tab. The ruler shows two tab settings.

6. Press **Tab** and type **Chicago**.

7. Press **Tab** and type **New York**.

8. Select the list of words starting with *Breakfast* and ending with *Totals*. When setting tabs, tabs are part of the paragraph formatting—the selected text will be affected by the tab settings after the Tab key is pressed.

9. Click the tab selector until the **Right** ⌐ tab appears—displays as an inverted *L*.

10. Click the ruler at the **1-inch** mark to set a Right tab.

11. Deselect the list, and place the insertion point in front of each word in the list, and then press **Tab** to align it at the Right tab. When setting a Right tab, press the **Tab** key with existing text or press the **Tab** key, and then type the new text. The text characters are aligned at the right and move to the left. Your document should look similar to the one shown in Figure 4-34.

Figure 4-34

Right tab formatting

Right tab setting
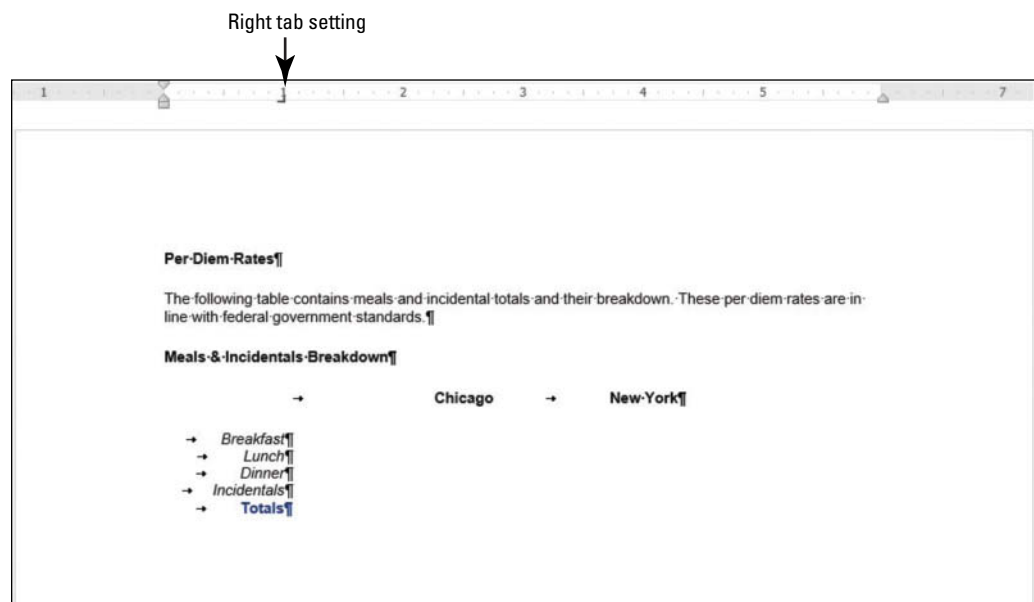
12. **SAVE** the document as *Per Diem First Draft* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Using the Tabs Dialog Box

The Tabs dialog box is useful for setting tabs at precise locations on the ruler, clearing all tabs, and setting tab leaders. Tab **leaders** are symbols such as dotted, dashed, or solid lines that fill the space before a tab (see Figure 4-35). In this exercise, you practice setting tabs and leaders using the Tabs dialog box.
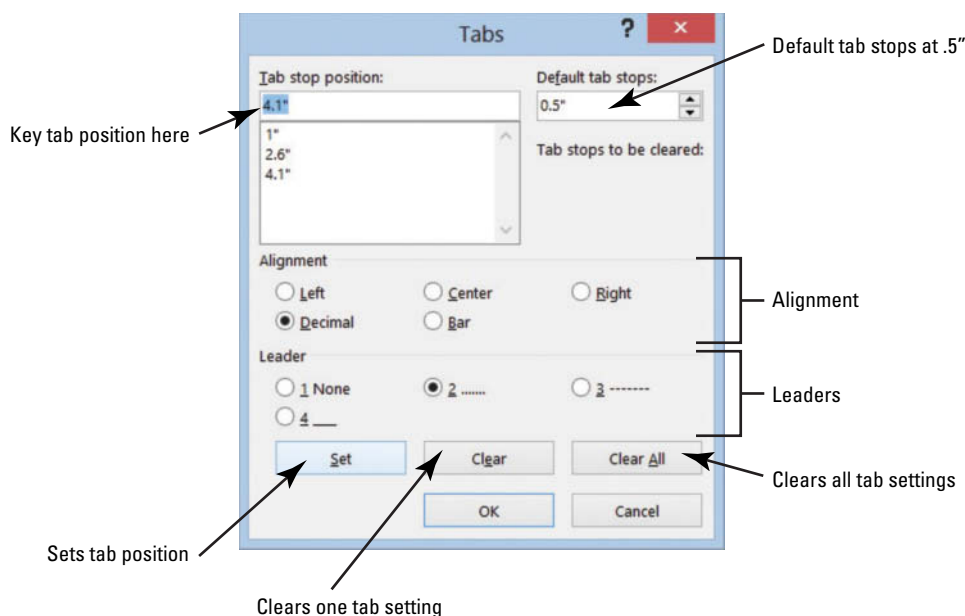
STEP BY STEP   **Use the Tabs Dialog Box**

USE the document that is open from the previous exercise.

1. Select the list of words starting with *Breakfast* and continuing to the end of the document.
2. On the Home tab, in the Paragraph group, click the dialog box launcher to launch the *Paragraph* dialog box.
3. Click the **Tabs** button on the bottom left of the Paragraph dialog box to display the *Tabs* dialog box. In the *Tabs* dialog box, you should see the 1" Right tab setting that you set in the previous exercise.
4. In the Tab stop position box, type **2.6**. In the Alignment section, select **Decimal**. In the Leader section, select **2**, and then click **Set**. After setting individuals tabs, you must click **Set** to position the tab setting.
5. In the Tab stop position box, type **4.1**. In the Alignment section, select **Decimal**. In the Leader section, select **2**, and then click **Set**. Setting a leader provides a guide to the next tab setting. Refer to Figure 4-35 and compare with your screen.

Figure 4-35

Tabs dialog box

Key tab position here

Default tab stops at .5"

Alignment

Leaders

Clears all tab settings

Sets tab position

Clears one tab setting

6. **OK** to close the *Tabs* dialog box. Notice that nothing happens yet.

7. Place the insertion point after the word *Breakfast* and press **Tab**.

8. Type **$10.98** and press **Tab**.

9. Type **$12.50**. Repeat this process for each line, typing the numbers shown in Figure 4-36. Notice how the decimals align properly.

Figure 4-36

Tabs and tab leaders formatting
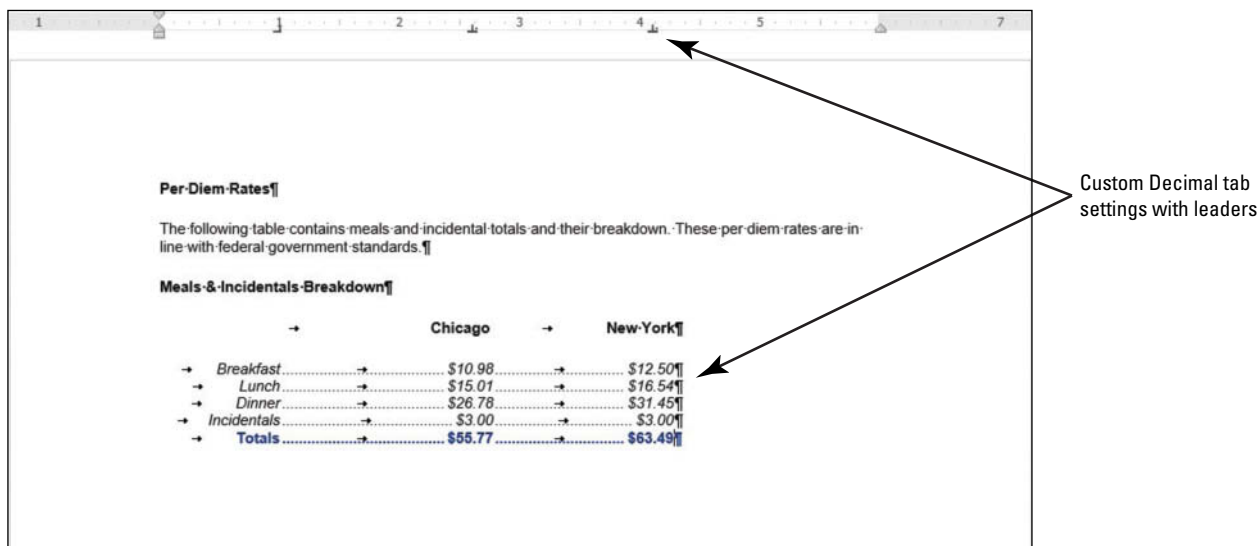
Custom Decimal tab settings with leaders

10. **SAVE** the document with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Another Way

To open the Tabs dialog box, double-click any tab stop on the ruler. The Paragraph dialog box can also be accessed in the Page Layout tab. Also, you can right-click on selected text.

In Lesson 1, you created the *Welcome Memo* and aligned text manually by pressing *Tab* twice. Open the document from your Lesson 2 folder, delete the tabs, and set a left tab at the one-inch marker using the ruler or dialog box.

Moving Tabs

Tabs can be repositioned using your mouse pointer by dragging to a new position on the ruler or opening the Tabs dialog box.

STEP BY STEP   Move Tabs

USE the document that is open from the previous exercise.

1. Select the block of text beginning with *Breakfast...* and ending with *...$63.49*. Include the non-printing character (¶) in your selection.
2. Position the mouse pointer at **4.1"** on the ruler until you see the Decimal Tab ScreenTip.
3. Press and hold the left mouse button and drag on the ruler to **5"**. Release the left mouse button. Notice the Decimal Tab setting for the five lines is positioned at 5" on the ruler.
4. With the text still selected, position the mouse pointer at **2.6"** on the ruler until you see the Decimal Tab ScreenTip.
5. Press and hold the left mouse button and drag on the ruler to **3"**. Release the left mouse button. Notice the Decimal Tab setting for the five lines is positioned at 3" on the ruler.
6. Select **Chicago**. Drag the center tab setting and position it at **3"** on the ruler. Double-click the center tab on the ruler to open the *Tabs* dialog box—check the positioning of the tab. *Chicago* should align nicely above the amounts.
7. Select **New York**. Drag the center tab setting and position it at **5"** on the ruler. Double-click the center tab on the ruler to open the *Tabs* dialog box—check the positioning of the tab. *New York* should align nicely above the amounts.
8. **SAVE** the document as *Per Diem Final* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Clearing Tabs

Tabs can be removed by dragging them off the ruler, or you can use the Tabs dialog box to clear one or all tabs. To remove a tab stop from the ruler, click and drag it off the ruler. When you release the mouse button, the tab stop disappears. Or, open the Tabs dialog box, where you can choose to clear one tab or all tabs. In this exercise, you practice clearing tabs from your document.

STEP BY STEP   Clear Tabs

USE the document that is open from the previous exercise.

1. Place the insertion point on the last line (**Totals**).
2. Move your mouse pointer to the tab stop at **5"** on the ruler. Wait for the ScreenTip to appear.
3. Press and hold the mouse button and drag it off the ruler. Release the mouse button to remove the tab stop. The New York amount moves to the left.
4. On the Home tab, in the Paragraph group, click the dialog box launcher to launch the *Paragraph* dialog box.
5. Click the **Tabs** button on the bottom left of the dialog box to display the *Tabs* dialog box.
6. In the Tab stop position list, click **3"**, and then click **Clear** to clear that tab.

7. Click the **Clear All** button to clear all tabs on that line.

8. Click **OK** to close the *Tabs* dialog box.

9. Select all the text on the *Totals* line and press the **Delete** button to delete it.

10. **SAVE** the document with the same filename, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Setting Tab Stops

Tab stops can be reset from the default of 0.5 inch. Each time you press the tab key, the tab moves half an inch on the ruler. Thus, by pressing the tab key twice, for example, the insertion point moves to one inch on the ruler. In this exercise, you practice setting default tab stops.

STEP BY STEP	Set Tab Stops

Another Way
Press *Ctrl + N* to use the shortcut key to open a new, blank document.

1. **OPEN** a new blank document.

2. Press the **Tab** key once.

3. Press the **Tab** key two more times; the insertion point is now positioned at 1½ inches on the ruler.

4. Press the **Tab** key three times; the insertion point moves to the 3-inch mark on the ruler. Each time you press the Tab key, it advances half an inch on the ruler. By default, the tab stops are set at half an inch.

5. Press **Enter.**

6. On the Home tab, in the Paragraph group, click the dialog box launcher.

7. In the Paragraph dialog box, click the **Tabs** button to open the Tabs dialog box.

8. Click the up arrow below Default Tab Stops until it stops at **1** inch. Click **OK**.

9. Press the **Tab** key three times and notice the insertion point on the ruler now stops at every 1 inch.

STOP. CLOSE Word without saving the changes.

Take Note   Many of the predesigned document layout options in Word 2013 make it possible to create documents, such as an index or table of contents, without setting any tabs manually.

SKILL SUMMARY

In This Lesson, You Learned To:	Exam Objective	Objective Number
Format Paragraphs	Set indentation.	2.2.7
Set Line Spacing in Text and Between Paragraphs	Set line spacing. Modify line spacing. Set paragraph spacing.	2.2.5 3.3.4 2.2.4
Create and Format a Bulleted List	Add numbering or bullets. Create custom bullets. Modify list indentation. Increase and decrease list levels.	3.3.1 3.3.2 3.3.3 3.3.5
Create and Format a Numbered List	Add numbering or bullets. Modify numbering.	3.3.1 3.3.6
Create and Modify a Multilevel List		
Set and Modify Tabs		

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. Which of the following is NOT a type of indent?
   a. Hanging
   b. Negative
   c. Positive
   d. First-line

2. Which word(s) refers to how text is positioned between the top and bottom margins of the page?
   a. Horizontal alignment
   b. Vertical alignment
   c. Justified
   d. Line spacing

3. Which line spacing command sets the spacing at a fixed amount that Word does not adjust?
   a. Exactly
   b. Double
   c. Multiple
   d. At least

4. Where is the View Ruler button located?
   a. In the Tabs dialog box
   b. At the top of the vertical scroll bar
   c. In the Paragraph group
   d. It does not exist

5. What does dragging a tab off the ruler do?
   a. Moves it to another position
   b. Turns it into a left-aligned tab
   c. Clears it
   d. Hides it from view

6. Bullets can be defined by adding a:
   a. symbol.
   b. box.
   c. picture.
   d. all of the above.

7. Which property of borders can be changed in the Borders tab of the Borders and Shading dialog box?
   a. Color
   b. Width
   c. Style
   d. All of the above

8. The inverted *L* sets which tab on the ruler?
   a. Left
   b. Right
   c. Center
   d. Decimal

9. Which tab setting do you use to align a list of currency values?
   a. Decimal
   b. Center
   c. Right
   d. Decimal with leaders

10. You can define a New Number format by selecting which of the following styles?
    a. I, II, III
    b. 1), 2), 3)
    c. 1., 2., 3.
    d. All of the above

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. Pressing the Enter key indents the first line of a paragraph.

T F 2. An indent is the space between a paragraph and the document's left and/or right margin.

T F 3. You can use the ruler to set tabs.

T F 4. A bar tab inserts a vertical bar line at the place indicated on the vertical ruler.

T F 5. Tab leaders are dotted, dashed, or solid lines that fill the space before a tab.

T F 6. The Clear Formatting command clears only the fonts applied to the selected text.

T F 7. Horizontal alignment refers to the position of text with regard to the top and bottom margins of a document.

T F 8. Centered vertical alignment aligns text between the top and bottom margin.

T F 9. Indents can be changed using the markers on the ruler.

T F 10. The shortcut to double-space a paragraph is Ctrl+2.

Competency Assessment

Project 4-1: Creating an Expense Report for Blue Yonder Airlines

You are employed in the financial department at Blue Yonder Airlines and have been asked to create a document to show expenses for fiscal years 2009–2012.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a blank document.
2. **SAVE** the document as *4-1 Expense Report* in the lesson folder on your flash drive.
3. Type **BLUE YONDER AIRLINES**, and press **Enter**.
4. Type **Expense Report**, and press **Enter**.
5. Set a center tab using the ruler at the **2"**, **3"**, **4"**, and **5"** marks. Then at the left margin, press the **Tab** key.
6. Type the following text: at the 2", type **2009**, and press **Tab**; at the 3", type **2010**, and press **Tab**; at the 4", type **2011**, and press **Tab**; and at 5", type **2012**, and press **Enter**.
7. Remove the center tab settings by dragging them off the ruler.
8. Select the paragraph mark, and then change the tab selector to **Decimal**. Set decimal tabs at the **2"**, **3"**, **4"**, and **5"** marks.
9. Type the following text and values:

Corporate Contracts, press **Tab**	**$316.00** press **Tab**	**$396.00** press **Tab**	**$368.00** press **Tab**	**$393.00** press **Enter**
Sky Diving, press **Tab**	**$17.00** press **Tab**	**$17.00** press **Tab**	**$16.00** press **Tab**	**$65.00** press **Enter**
Charter Flights, press **Tab**	**$22.00** press **Tab**	**$24.00** press **Tab**	**$24.00** press **Tab**	**$27.00** press **Enter**
Flight School, press **Tab**	**$63.00** press **Tab**	**$61.00** press **Tab**	**$59.00** press **Tab**	**$55.00**

10. Center the title, *BLUE YONDER AIRLINES*. Change the font size for the title to **26** pt., **bold**, and apply the font color **Blue-Gray**, **Text 2, Darker 50%**.

11. Center the subtitle, *Expense Report*. Change the font size for the subtitle to **18** pt., **bold**, and apply the font color **Black**, **Text 1**.

12. Select the years beginning with *2009 . . .2012,* **bold,** and **underline only words**.

13. Use the multi-selection to select *Corporate Contracts, Sky Diving, Charter Flights,* and *Flight School*, and **bold**.

14. Select the **Page Setup** dialog box launcher from the Page Layout tab, and then click the **Layout** tab. In the Page group, change the vertical alignment to **Center**.

15. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Project 4-2: General Performance Expectation Guidelines

In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Guidelines* from the data files for this lesson.

2. **SAVE** the document as *4-2 Handbook Guidelines* in the lesson folder on your flash drive.

3. In the third paragraph, select the two lines that begin *Verbal discussion . . .* and *Written warning . . . .*

4. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Bullets button and select the solid circle.

5. Place the insertion point after the second item in the bulleted list and press **Enter**.

6. Type **Termination** as the third bulleted item.

7. Select the five double-spaced paragraphs beginning with *abuse, misuse . . .* and ending with *falsification, misinterpretation . . . .*

8. Click the drop-down arrow next to the Bullets button and click **Define New Bullet**.

9. Click the **Symbol** button, and then click the drop-down arrow in the Font box and select **Wingdings**.

10. Scroll to the top of the Wingdings menu and select the solid diamond (character code 116).

11. Click **OK** to close the *Symbol* dialog box, and then click **OK** to close the *Define New Bullet* dialog box.

12. Select the remaining paragraphs beginning with *insubordination, willful disregard . . .* and ending with *engaging in conduct . . . .*

13. Click the drop-down arrow next to the Bullets button and click **Define New Bullet**.

14. Click the **Picture** button, and then type **handbook** in the Search box for Office.com.

15. Select the first picture and then click **Insert**; click **OK** to close the *Define New Bullet* dialog box.

16. Select the image and change the font size to **20** pt.

17. Select the first, second, third, and last paragraph in the document. Avoid selecting the bulleted lists.

18. On the Home tab, in the Paragraph group, click the **Justify** button.

19. With the paragraphs still selected, apply the first-line indent by launching the *Paragraph* dialog box.

20. Under Special, select the drop-down arrow and select **First Line**.

21. Click **OK** to close the *Paragraph* dialog box.

22. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 4-3: Blue Yonder Expense Report

You are now ready to format the expense report that you created in Project 4-1.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *4-1 Expense Report* from the data files for this lesson.
2. **SAVE** the document as *4-3 Expense Report Updated* in the lesson folder on your flash drive.
3. Select the heading **Expense Report**, and increase the Spacing After to **24** pt.
4. Select the four lines of text beginning with *Corporate Contracts* and ending with *$55.00,* and sort text in ascending order.
5. With the text still selected, apply the **Blue-Gray**, **Text 2, Lighter 80%** shading.
6. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Project 4-4: Phone List

Open a partially completed list of committee members. Your task is to type the phone numbers by the committee members' names, sort in ascending order, format using tabs, and save as a Word document.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Phone List* from the data files for this lesson.
2. **SAVE** the document as *4-4 Committee Phone List* in the lesson folder on your flash drive.
3. Select the whole document and create a **Right** tab setting at **6.5"** with **dot leaders**, and then type the phone number beside each name. The phone numbers should align evenly between the left and right margins. Maintain a balanced look for your document.
4. Type the following phone numbers next to each committee member:

Ted Bremer	**555-9999**
Hao Chen	**555-8888**
Alice Ciccu	**555-7777**
Josie Camacho	**555-1111**
Gioff Grisso	**555-4444**
Jose Lugo	**555-3333**
Naomi Solis	**555-5555**

5. Change the spacing after to **12** pt, font to **Times New Roman**, and font size to **12** pt to the whole document.
6. Sort on the first column by text.
7. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Mastery Assessment

Project 4-5: Developer Job Description

You are a content specialist at a software development company. Your supervisor asks you to format the job description for the developer position.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Developer* from the data files for this lesson.

2. **SAVE** the document as *4-5 Developer Description* in the lesson folder on your flash drive.

3. Use the skills you learned in this lesson—such as alignment, line spacing, shading, borders, tabs, and bulleted lists—to format the document as shown in Figure 4-37. Be sure to follow these guidelines:

   a. Display the **Show/Hide**.

   b. Delete all of the paragraph marks (¶) in the document where a blank line appears.

   c. For the title, apply the shading: **Orange, Accent 6, Lighter 40%** and set the paragraph Spacing After to **24** pts.

   d. Select the headings: **Position Title**, **Position Objective**, and **Reports To** and apply the shading **Orange, Accent 6, Lighter 80%**.

   e. Select the headings, **Principle Accountabilities and Essential Duties of the Job** and **Qualifications** and apply a paragraph border with the **Shadow setting**; Width: **2¼"**; Color: **Orange, Accent 6, Darker 50%**.

   f. Set the paragraph Spacing After to **12** pts. after the paragraph headings: *Position Title* and *Position Objective*.

   g. For the *Reports To* heading, set the paragraph Spacing After to **24** pts. after *Director of Development*.

Figure 4-37

Developer job description

    h. Under the headings, *Principle Accountabilities and Essential Duties of the Job* and *Qualifications*, apply the solid diamond bullets to the paragraphs.

    i. At the beginning of the first bulleted item under *Principle Accountabilities and Essential Duties of the Job* and *Qualifications,* set the paragraph Spacing Before to **12** pts.

    j. After the last bulleted item under *Principle Accountabilities and Essential Duties of the Job*, set the Spacing After to **18** pts.

4. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Project 4-6: Rabbit Show

You are a volunteer at the annual Falls Village Fair, and you have been assigned to work on a document about one of the exhibits. The person who created the document was not as familiar with line spacing, tabs, and lists as you are, so you need to format the document as shown in Figure 4-38.

Figure 4-38

Rabbit Show

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Rabbit* from the data files for this lesson.

2. **SAVE** the document as *4-6 Rabbit Show* in the lesson folder on your flash drive.

3. Make any adjustments necessary to format the tabs, line spacing, and lists as shown in Figure 4-38, following these guidelines:

a. On the title, remove the first-line indent and make sure the alignment is set to center.

b. Select the first six lines under the heading, remove the first-line indent, and then remove all existing tab settings and reset the tab settings to a right tab at **2"** and **6"** with leaders.

c. Remove extra paragraph marks before and after *Call Pat . . .* and center.

d. Apply a bullet using a check mark under the heading *Special Rules.*

e. Remove the paragraph mark before the heading *RABBIT PREMIUMS*. Change the paragraph spacing by setting the Spacing Before/After to **18** pts.

f. Select the items under *RABBIT PREMIUMS* and clear formatting. Beginning with *Pre-Junior* and ending with *Senior Class . . .* apply the numbering list **1., 2., 3., 4.**.

4. **SAVE** the document with the same filename in the lesson folder and **CLOSE** the file.

CLOSE Word.

Circling Back 1

The National Association of Professional Consultants is a professional organization that serves a varied membership of consultants. Each year, the association has a three-day professional development conference. The association is now planning the upcoming conference. As the association's membership manager, your job includes a wide variety of tasks related to organizing and communicating information about membership. In addition, you are working with the conference planning committee to help secure speakers for the conference and market the conference to members.

Project 1: Formatting a Letter

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Conference Speaker* letter from the Circling Back data files folder.
2. Customize the margins to **1**" all around.
3. **SAVE** the document as *Conference Speaker Letter* in the lesson folder on your flash drive.
4. Replace the fields in the document by typing the following information:
   [Your Name]: Susan Pasha
   [Street Address]: **5678 Circle Street**
   [City, ST ZIP Code]: **Kansas City, MO 64163**
   [Recipient Name]: **Daniel Slade**
   [Title]: President, Strategies and Operations
   [Company Name]: **Montgomery, Slade and Parker**
   [Street Address]: **3333 Lakeside Way**
   [City, ST ZIP Code]: **Chicago, IL 60611**
   [Recipient Name]: **Mr. Slade**
5. Change the date of the letter to **June 15, 20XX**.
6. Select the **Susan Pasha** heading and change the font size to **28** pt, and then change the font color to **Red, Accent 2, Darker 50%**.
7. Select the next line and right-align the address and change the font size to **10** pt.
8. In the first sentence of the body of the letter, select **travel agents'** and type **consultants'**.
9. In the second sentence, select **Alpine Ski House in Breckenridge, Colorado** and type **Lakeview Towers in South Lake Tahoe, California**.
10. Select the text you just typed and **bold**.
11. Change the date of the evening to **September 16** and **bold**.
12. In the last sentence of the letter, select **convention** and type **conference**.
13. Type **Susan Pasha** in the signature line, and then type her title, **President**, press **Shift+Enter** and type **National Association of Professional Consultants**.
14. Display the documents to view as **One Page**.
15. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 2: Attachment

Create a document that will be sent to the staff and volunteers who are assisting with the National Association of Professional Consultants Conference. Update them on the upcoming events fees.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a blank document.
2. **SAVE** the document as *Conference Update* in the lesson folder on your flash drive.
3. Type **Update on Fees**, and press **Enter**.

4. Set **center** tabs on the second line at **3.88**" and **4.88**".

5. Type the following titles on the second line:

   Press **Tab**, **Early Bird**, and press **Tab**.

   Regular, and press **Enter**.

6. Set two tab settings on the third line with a right tab and with dot leaders at **4**" and **5**". Remove the previously set tabs.

7. Type the following:

   Conference Registration, and press **Tab**.

   $500, and press **Tab**.

   $600, and press **Enter**.

   Hotel Accommodations (per night), and press **Tab**.

   $195, and press **Tab**.

   $250, and press **Enter**.

   Exhibitor's Fee, and press **Tab**.

   $250, and press **Tab**.

   $350, and press **Enter**.

8. Adjust the tab stops and move them as follows:

   Move the *Center* tab for the headings from *3.88*" to **4.88**" and *4.88*" to **6.38**".

   Move the *Right* tab settings from *4*" to **5**" and *5*" to **6.5**".

9. Remove the tab settings in the paragraph below *Exhibitor's Fee*.

10. Select the title and apply a **Heading 1** style and **center**.

11. Apply a paragraph border with a **3D** setting, **Blue-Gray, Text 2, Darker 50%**, with a width of **3** pt.

12. **SAVE** the document in the lesson folder in your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 3: Finding and Replacing Text

You will work on a document and remove all formatting from the whole document, and use the Find and Replace commands. You will apply styles to specific text and apply the paragraph spacing after to the heading.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Group Info* document from the lesson folder.

2. **SAVE** the document as *Group Update* in the lesson folder on your flash drive.

3. Remove all formatting in the document.

4. Select **Lakeville.NET User's Group** and paste the phrase into both the *Find what* and *Replace with* boxes of the *Find and Replace* dialog box.

5. In the *Replace with* box, replace the formatting with the following changes.

6. Select the **Format** button, select **Font**, select **Bold**, size **14**, change the font color to **Dark Blue, Text 2, Darker 50%**, and then select **All caps**. Click **OK** and then click **Replace All**. Three occurrences are replaced.

7. Apply the **Heading 2** style to *FAQ*. Change the font size to **22** pt, and then **Bold**.

8. Apply the **Intense Reference** style to *How do I join your group?, When is the next meeting?, How do I sponsor a meeting?, How do I receive the newsletter?,* and *Locations and Directions*.

9. Set the spacing after on the first line heading to **6** point. **Center** the heading. Change the font size to the text *About* to match the remaining heading.

10. Apply a first line indent to the first paragraph.

11. **SAVE** the document with the updated changes and close the file.

PAUSE. CLOSE Word.