

# Word Text Formatting

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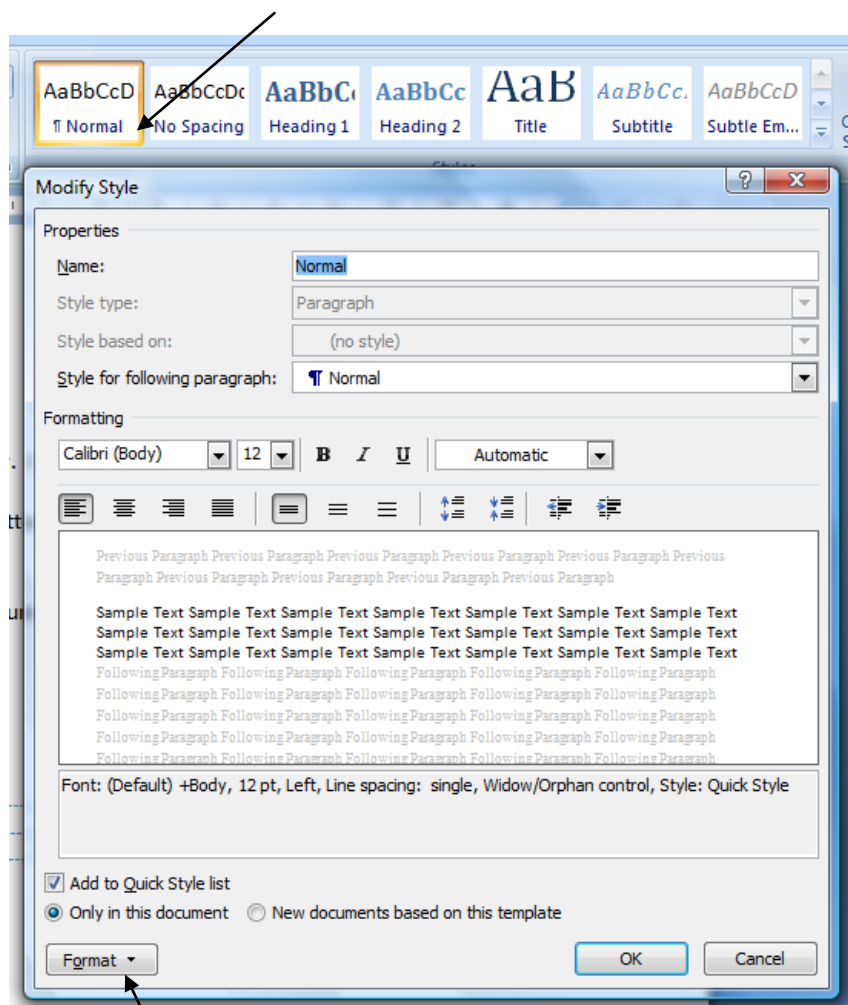
Here are a few ways in which Word text formatting is controlled.

## **Normal Style**

A new Word document has the formatting set by the Normal Style.

Normal Style enables you to define the formatting (such as font and paragraph spacing) that you would normally use when starting a new document.

To change the Normal Style right click the style box and select 'modify'.

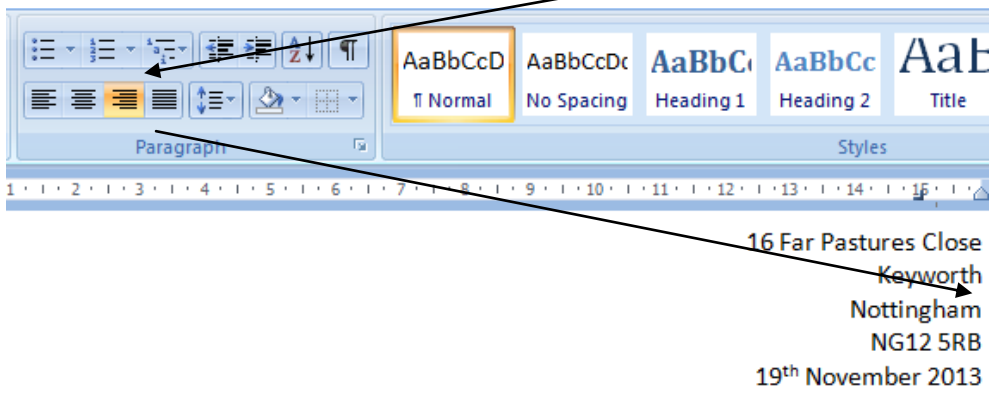


If the formatting you want to change is not in the 'Modify Style' window, click the Format button bottom left to select the appropriate window. For example to change the paragraph spacing select 'Paragraph...'

Of course for any particular document you can change the formatting as much as you want whilst leaving the Normal Style unchanged.

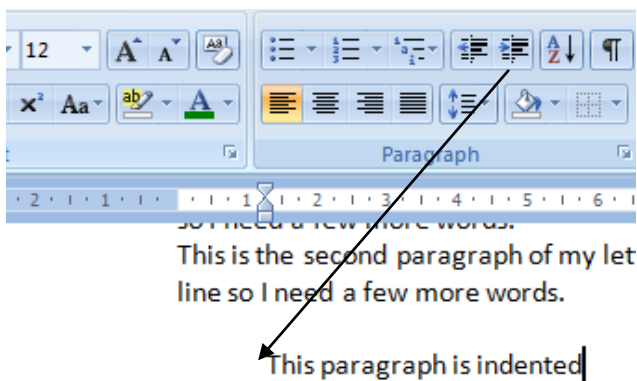
## Align text

Select one or more paragraphs and use the Align Text (left, centre or right) buttons to align the paragraphs on the page



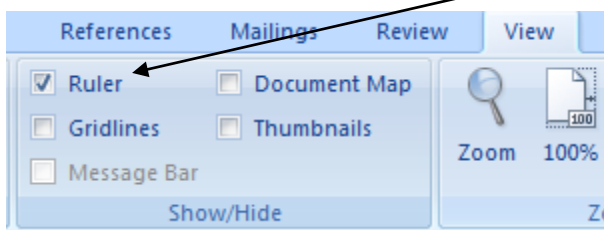
## Indent

Use the Decrease and Increase Indent to change the position of paragraphs

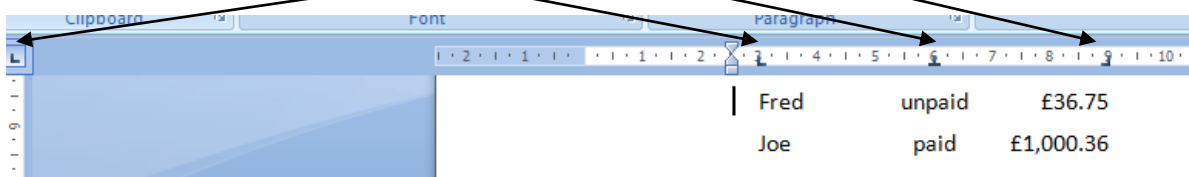


## Tabs

In the 'View' section of the ribbon tick 'Ruler'

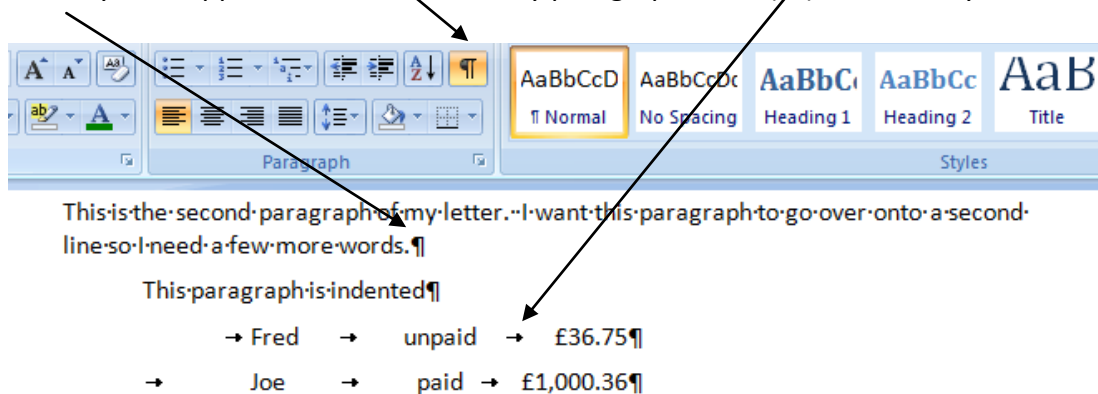


Select the type of tab stop by clicking the symbol on the far left of the ruler. Put the cursor on the line where you want the tab stops and click the ruler where you want the tab stop, e.g. left tab stop, centred tab stop, right tab stop.



## Show / Hide Formatting Symbols

Use the Show/Hide button (¶) in the Home section to see the formatting symbols. The ¶ symbol appears at the end of every paragraph. This (→) is the tab symbol.



## Tables

There wasn't time to look at tables, they are a subject in their own right. The formatting example shown under Tabs could also be achieved using tables.

Peter Edge  
20<sup>th</sup> November 2013

## Example with Show/Hide set to Show

(the formatting symbols do not show when printed)

16-Far-Pastures-Close¶  
Keyworth¶  
Nottingham¶  
NG125RB¶  
19<sup>th</sup>-November-2013¶  
¶

Dear-Sir,¶

This-is-the-first-paragraph-of-my-letter.-I-want-this-paragraph-to-go-over-onto-a-second-line-  
so-I-need-a-few-more-words.¶

¶

This-is-the-second-paragraph-of-my-letter.¶

    This-paragraph-is-indented¶

        → Fred   →   unpaid   →   £36.75¶  
    →     Joe    →     paid    →   £1,000.36¶

¶

This-is-the-third-paragraph-of-my-letter.¶

¶

Or-I-could-use-a-table:¶

¶

Fred	unpaid	£36.75
Joe	paid	£1,000.36

¶

I-need-some-bullet-points:¶

¶

- → My-first-bullet-point↵  
    goes-onto-a-second-line-using-shift/enter.¶
- → My-second-bullet-point¶

¶

Yours-faithfully¶

Peter-Edge¶

## Example with Show/Hide set to Hide

(the table gridlines do not show when printed)

16 Far Pastures Close  
Keyworth  
Nottingham  
NG125RB  
19<sup>th</sup> November 2013

Dear Sir,

This is the first paragraph of my letter. I want this paragraph to go over onto a second line so I need a few more words.

This is the second paragraph of my letter.

This paragraph is indented

Fred	unpaid	£36.75
Joe	paid	£1,000.36

This is the third paragraph of my letter.

Or I could use a table:

Fred	unpaid	£36.75
Joe	paid	£1,000.36

I need some bullet points:

- My first bullet point goes onto a second line using shift/enter.
- My second bullet point

Yours faithfully  
Peter Edge