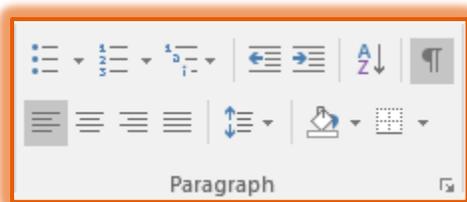# PARAGRAPH FORMATTING

This feature is used to format paragraphs in a document. There are several formatting options available, such as line spacing, spacing before and after paragraphs, paragraph alignment, and applying bullets and numbering.

PARAGRAPH GROUP RIBBON

There is a **Paragraph Group** under the **Home Tab** as well as under the **Page Layout Tab**. Each of these groups is used to perform different paragraph formatting tasks. The buttons in these two areas are described as they appear left to right starting with the top line.


Home Tab Paragraph Group

This group is used to insert different formatting to lines of text or paragraphs such as adding bullets or numbers, inserting borders, or changing the spacing between lines and paragraphs.

- To apply a bullet to a list, click the **Bullet** button.
  - Click the list arrow for this button to see additional bullet styles.
  - To choose other options for bullet styles, click the **Define New Bullet** option.
- To apply numbering to a list, click the **Numbering** button.
  - Click the list arrow next to this button to see additional styles for numbers.
  - To makes changes to the number styles, click the **Define New Number Format** option at the bottom of the list.
- Click the **Multilevel List** button to apply outline formatting to a list.
  - When this button is clicked, a list of outline styles will display.
  - Click any of the styles in the list to select it.
  - To change formatting of the style, click one of the options at the bottom of the list.
- The **Decrease Indent** button is used to decrease the level of indent within a paragraph or list.
  - The button could be changed to the same level as the previous line by clicking this button.
  - The temporary left margin for a paragraph can be changed by clicking this button.
- Click the **Increase Indent** button to increase the indent for a paragraph or list.
  - The indent buttons are used to set a temporary left margin for a paragraph.
  - The materials for the bullets in this document are examples of Hanging Indents.
- To sort a paragraph in a document, click the **Sort** button.
  - The **Sort Text** dialog box will display when the button is clicked.
  - This dialog box is used to specify the criteria for sorting the text in the document.
- The **Show/Hide** button is used to show the formatting, such as tabs and paragraph marks, which have been applied to a document.
- Use the **Align Left** button to align paragraphs in a document at the left margin.
  - This is the default alignment for all documents.
  - The right margin will be uneven when this alignment is used.
- To center a paragraph or line of text, click the **Center** button.
  - This will center the text evenly between the left and right margin.

- This formatting is applied to a whole paragraph, not parts of a paragraph.
- Click the **Align Right** button to align text at the right margin.
  - The left margin will be uneven.
  - The right margin will be aligned evenly on the right side of the page.
- The **Justify** button is used to align a paragraph or line of text evenly at the left and right margin. Extra spacing is inserted between words, when needed.
- Click the **Line and Paragraph Spacing** button to change the spacing between lines of text or between paragraphs in a document.
  - A list of several options will be displayed in the list that appears.
  - Just click one of the options to select it.
- To change the color behind selected text, a paragraph, or a table cell within a document, click the **Shading** button.
  - A list of different shading colors will be displayed.
  - Just click the desired color to apply it.
  - To see additional colors, click the **More Colors** button.
- The **Borders** button is used to insert a border around selected text or a paragraph in a document.
  - A list of different formatting options will appear when the list arrow is clicked.
  - Click any of the options to select it.
  - To apply more precise formatting, click the **Borders and Shading** option.
- Click the **Paragraph Dialog Box Launcher** button in the bottom right corner of the **Paragraph Group** to display the **Paragraph** dialog box.

Layout Tab Paragraph Group

This group is used to apply formatting such as indents and spacing before and after paragraphs.
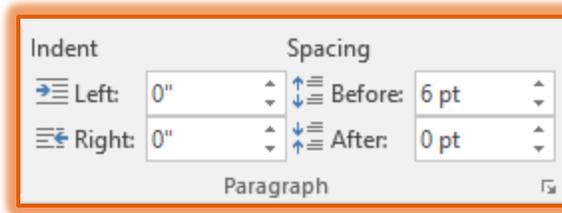
- Click the **Left** spinner arrows to change the amount of space between the left margin and the location of the indent.
- Click the **Right** spinner arrows to specify the amount of space between the left margin and the location of the indent.
- Click the **Before** spinner arrows to specify the amount of space before a paragraph or line of text. Twelve points is equivalent to one blank line.
- Click the **After** spinner arrow to specify the amount of spacing to apply after a paragraph or line of text. The equivalent of one blank line is twelve points.
- To access the **Paragraph** dialog box, click the **Paragraph Dialog Box Launcher** button in the bottom right corner of the **Paragraph Group**.

Paragraph Dialog Box

This dialog box is used to apply formatting to paragraphs in a document. The formatting can also be applied to selected text within a document.

- Click either the **Home Tab** or the **Page Layout Tab**.

✝ Click the **Paragraph Dialog Box Launcher** button in the bottom right corner of the **Paragraph Group**.
✝ The **Paragraph** dialog box will display.

INDENTS AND SPACING

The features in this area are used to change the spacing between paragraphs, to specify the alignment for a paragraph, and to change the indentation options for a paragraph.
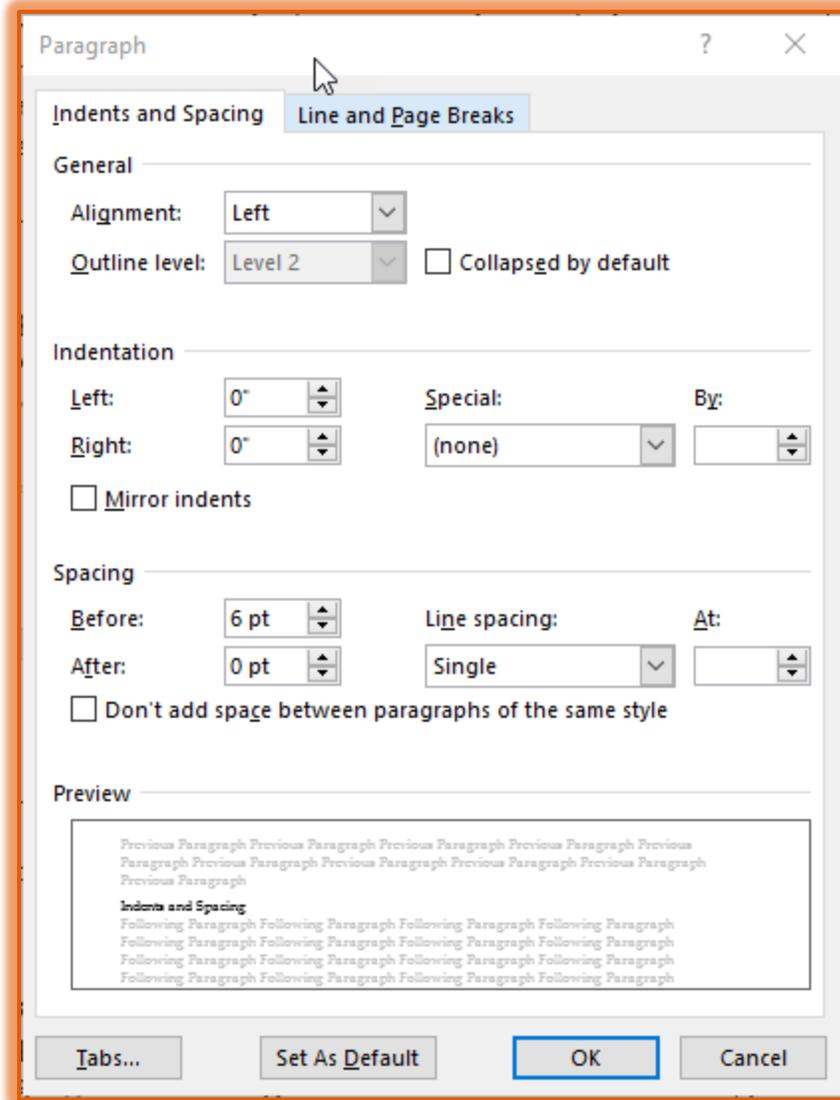

✝ Click the **Indents and Spacing** tab.
✝ Under the **General** category, click the **Alignment** list arrow to choose the type of alignment for the paragraph.
✝ To apply indentation to the paragraph, click the **Left** or **Right** spinner arrows. These arrows are used to specify the amount of spacing from the left margin for the indent.
✝ To apply a special type of indent, click the **Special** list arrow. The options here are:
  ✿ **None** – Select this option when the paragraph is not to have any indentation applied.
  ✿ **First Line** – This option is used to apply indentation to the first line of a paragraph, but not the rest of the lines in the paragraph.

- ✪ **Hanging** – Use this option to apply indentation to all the lines of a paragraph except the first line.
- ✠ To apply before and after spacing for a paragraph, click the spinner arrows beside the options under the **Spacing** group.
- ✠ To change the line spacing for a document, click the list arrow under **Line Spacing** and select an option from the list.
- ✠ To set tabs for the document, click the **Tabs** button.
- ✠ To make these changes for all documents created in **Word**, click the **Default** button.

LINE AND PAGE BREAKS

The features in this area are used to determine how text will appear in a document. For instance, to keep a heading with a paragraph, click the **Keep with next** option.
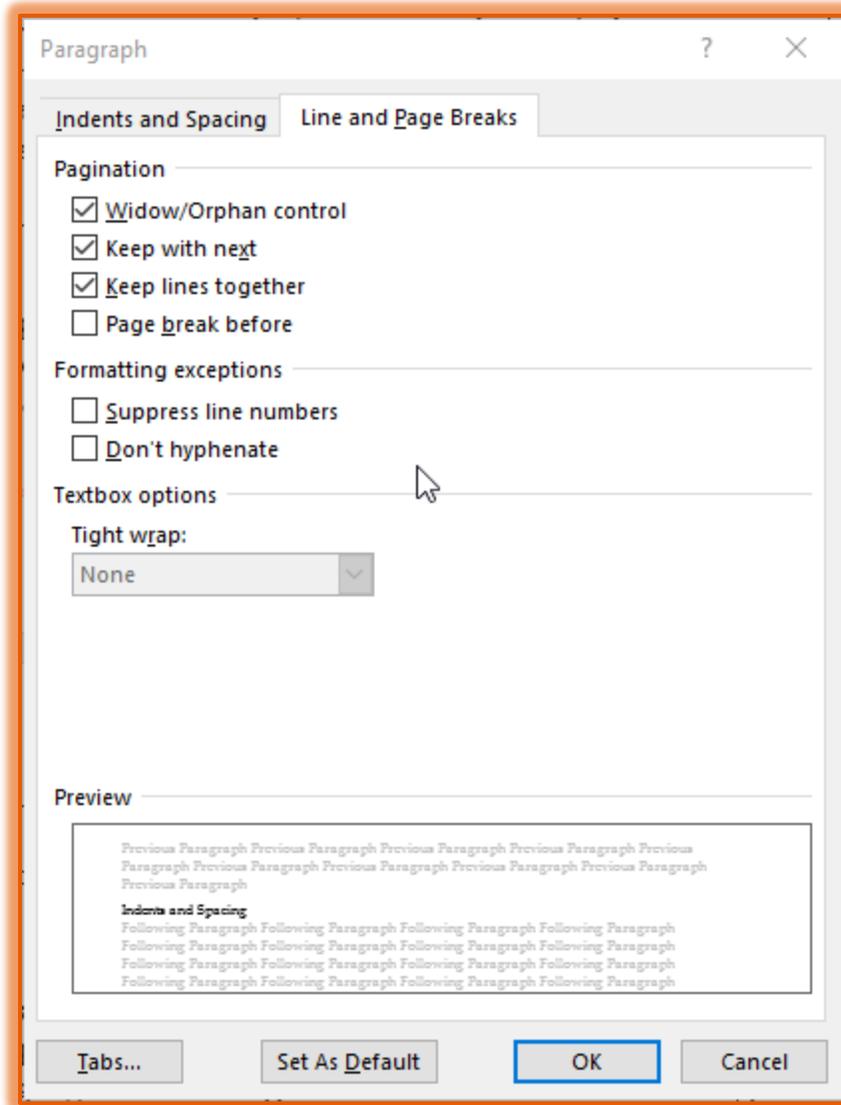
- ✠ Click the **Line and Page Breaks** tab.
- ✠ Select **Widow/Orphan Control** to keep one line of a paragraph from appearing at the top or bottom of a page.
- ✠ To keep lines of selected text together so that the text appears all on one page, click the **Keep with next** check box.

- ✛ To keep lines of a paragraph all on one page, click the **Keep lines together** check box. This means that the paragraph will not break in the middle, but will all stay on one page of a document.
- ✛ To insert a page break before a paragraph, click the **Page break before** check box.
- ✛ The **Formatting Exceptions** area is used add or remove line numbering in a paragraph or to prevent hyphenation of text in a paragraph.
- ✛ When all the changes have been made, click the **OK** button to apply the formatting to the paragraph.