

Microsoft Word Paragraph Formatting



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1.0-hour Zoom / 1.5-hour Classroom

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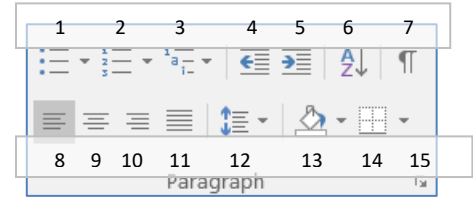
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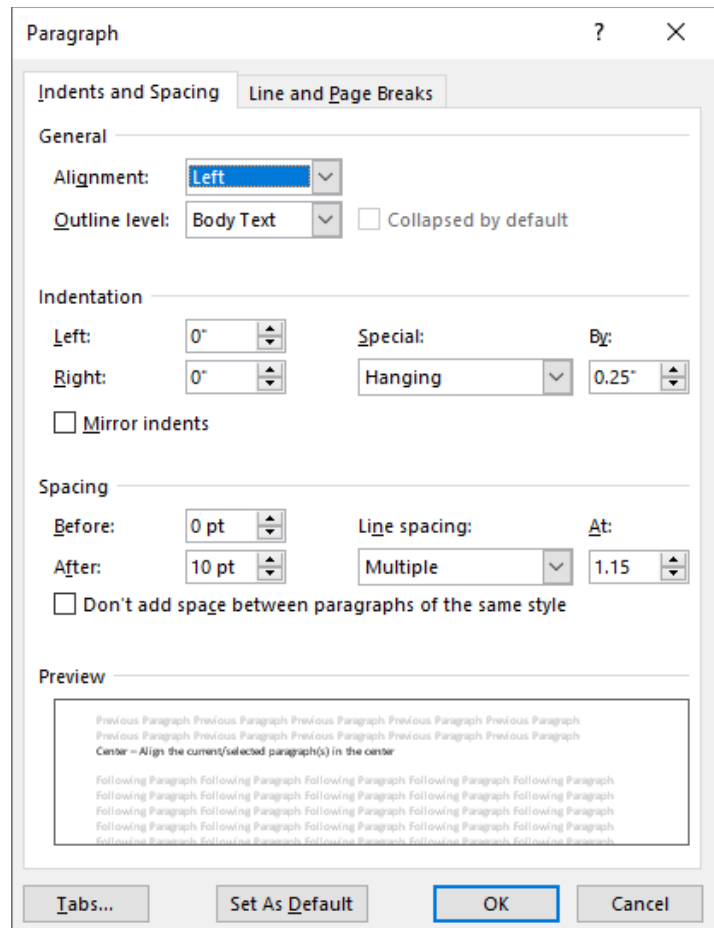
Evaluation: <https://go.ufl.edu/trainingeval>

Formatting Paragraphs


In Microsoft Word, a paragraph is any text which ends with a "paragraph break" ¶ (paragraph mark). These are created when you press the Enter key on the keyboard. You can see the hidden characters such as the paragraph mark by using the show/hide button in the upper right-hand corner of the Paragraph group (#7 in the picture).



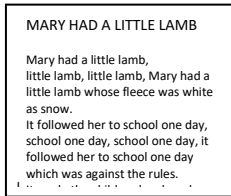
1. **Bullets** – Start a bulleted list or click the drop-down arrow to choose a bullet style
2. **Numbering** – Start a numbered list or click the drop-down arrow to choose a number style
3. **Multilevel List** – Start a multileveled list or click the drop-down arrow to choose different styles
4. **Decrease Indent** – Decrease the indent level of the current/selected paragraph(s)
5. **Increase Indent** – Increase the indent level of the current/selected paragraph(s)
6. **Sort** – Alphabetize the selected text
7. **Show/Hide** – Show or hide the non-printing characters such as paragraph breaks, spaces and tabs
8. **Align Text Left** – Align the current/selected paragraph(s) on the left side
9. **Center** – Align the current/selected paragraph(s) in the center
10. **Align Text Right** – Align the current/selected paragraph (s) on the right side
11. **Justify** – Align the current/selected paragraph(s) on both sides, adding spaces between the words to fill the space. If this looks awkward, consider changing the font spacing in the Advanced Font options.
12. **Line Spacing** – Change the spacing between the lines of the current/selected paragraph(s)
13. **Shading** – Change the background color behind the text
14. **Borders** – Change the borders around the text, click the arrow to choose different styles
15. **More Paragraph** – Opens the Paragraph Window to find most of the paragraph formatting options



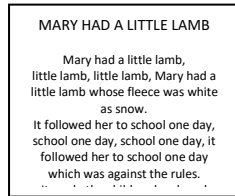
Alignment

The horizontal alignment of a paragraph can be changed using these buttons: , in the Paragraph group of the Home Tab.

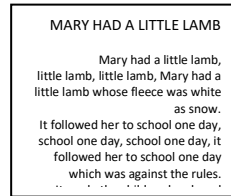
Left (Ctrl-L)



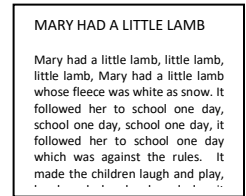
Center (Ctrl-E)




Right (Ctrl-R)





Justify (Ctrl-J)

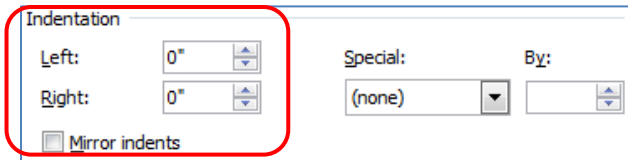


The horizontal alignments can also be changed through the **Paragraph** window. You can open the window by clicking the more button () in the Paragraph group of the Home tab or by right clicking on your text and choose "Paragraph...".

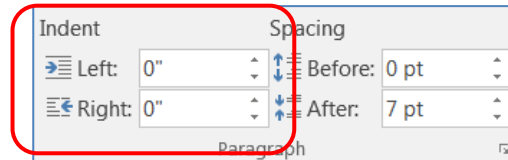
Indentation

The left side of the paragraph can be indented by using these buttons: . They will increase or decrease the left indentation of the paragraph by half an inch. You can also move the left indent with the keyboard by selecting the paragraph and pressing **Tab** to increase and **Shift-Tab** to decrease the indentation.

Indentations can also be changed by using the ruler (shown later in this handout); through the **Paragraph** window () and on the **Page Layout** tab.



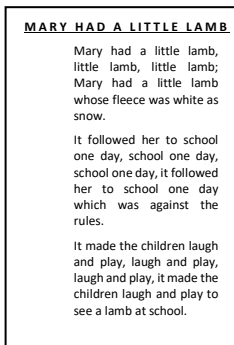
Paragraph Window



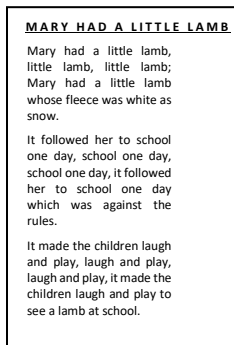
Layout Tab

These methods allow you to adjust the left and right indent. The rulers and Paragraph window can be used to create special indentations.

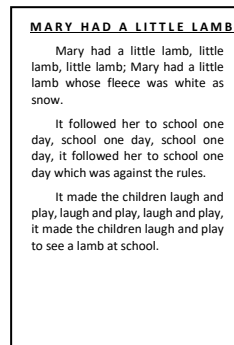
Left Indent



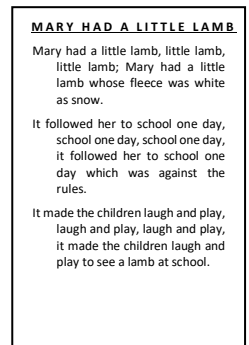
Right Indent



*Special
First Line Indent*



*Special
Hanging Indent*



Spacing

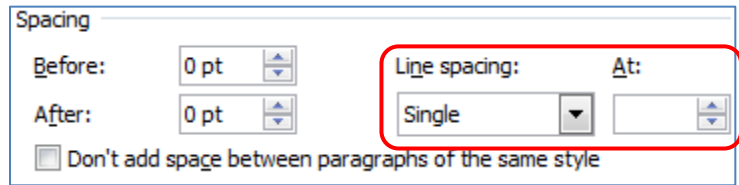
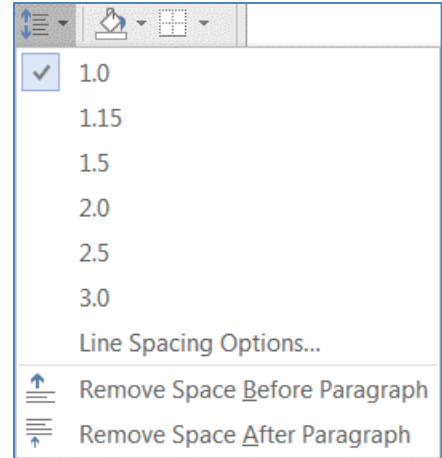
Line Spacing

The space between each line in a paragraph can be changed using the Line Spacing button on the Home tab in the Paragraph group. This list shows the most common line spacing values. The **Line Spacing Options...** will open the format Paragraph window.

To customize the Line Spacing open the **Paragraph** window by using the More button (☰) in the Paragraph group, or by choosing **Line Spacing Options...** from the line spacing list, or by right-clicking on the text and choosing **Paragraph...**

There are three line spacing options:

- **At Least** – set minimum line spacing.
- **Exactly** – set the line spacing to an exact value, if the line spacing is too small for the text, part of the words will disappear.
- **Multiple** – set the line spacing to the multiple of the **At:** value. Multiple of 1.0 is single spacing, 2.0 is double spacing and so on. The range is from 0.5 - 132.



Mary had a little lamb, little lamb, little lamb; Mary had a little lamb whose fleece was white as snow.
It followed her to school one day, school one day, school

Single Spacing

Mary had a little lamb,
little lamb, little lamb;
Mary had a little lamb
whose fleece was white

1.5 Spacing

Mary had a little lamb,
little lamb, little lamb;
Mary had a little lamb

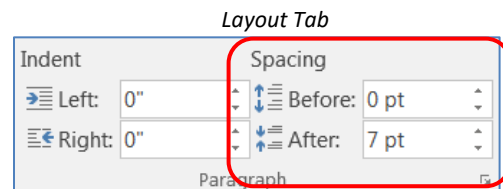
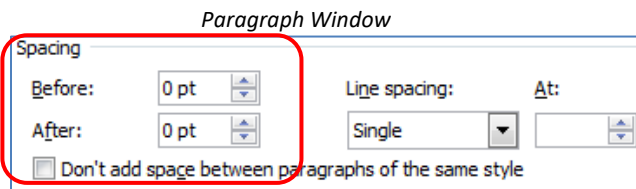
Double Spacing

Mary had a little lamb,
little lamb, little lamb;
Mary had a little lamb
whose fleece was
white as snow.
It followed her to
school one day, school
one day, school one
day, it followed her to
school one day which
was against the rules.

Exact Spacing

Paragraph Spacing

The line spacing options adjust the space between every line of the selected paragraph(s). We can also adjust the spacing before and after each paragraph as a whole. The Line Spacing button (☰) includes two Paragraph Spacing options, **Add Space Before Paragraph** and **Add Space After Paragraph**. Each option will insert 12 pts above or below the current paragraph. If the paragraph already has a before or after setting, the options on the list change to **Remove Space before Paragraph** and **Remove Space After Paragraph**.



To customize the Paragraph Spacing open the **Paragraph** window by using the *More* button (☰) in the Paragraph group, or right clicking on the text and choosing **Paragraph**.

Line and Page Breaks

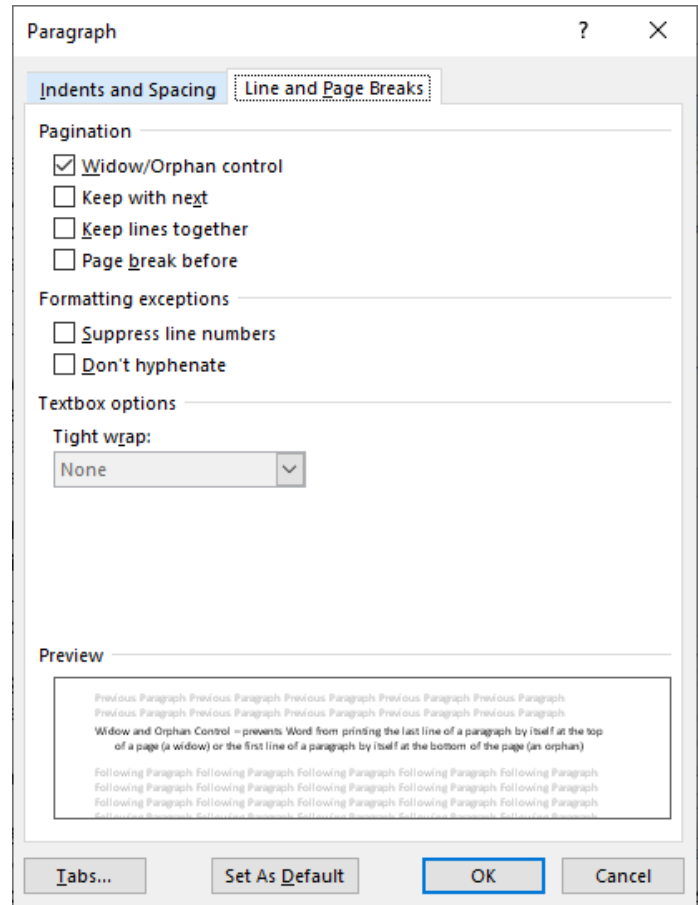
Pagination

Widow and Orphan Control – This option prevents Word from printing the last line of a paragraph by itself at the top of a page (a widow) or the first line of a paragraph by itself at the bottom of the page (an orphan). By default, this option is turned on. This is why when you are typing near the bottom of a page, it some times seems Word is bouncing up and down between the page as you try to edit.

Keep with next – This option prevents a soft page break, a natural page break, a between the selected paragraph and the paragraph immediately after, this is ideal for Headings.

Keep lines together – This option prevents a soft page break, a natural page break, within a paragraph, this is ideal for bulleted/numbered lists, to keep the list item from being put on two pages, or even columns.

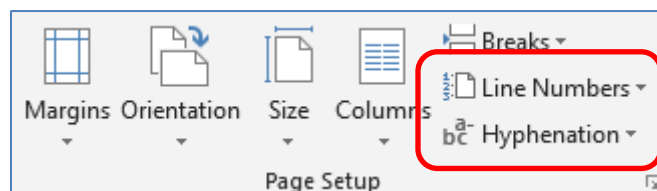
Page break before – inserts a page break before the selected paragraph, this is ideal for the beginning of a new section or chapter.



Formatting Exceptions

Suppress line numbers – prevents line numbers from appearing in front of the selected paragraphs. This setting has no effect in documents without line numbers. Line numbers can be added to a document from **Page Setup** group of the **Layout** tab. The line numbers will show throughout the entire document. Usually items such as block quotes, or images in line with the text are not numbered, so for those items we would *Suppress* the line numbering.

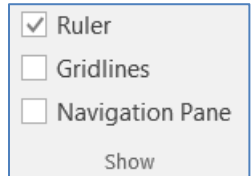
Don't hyphenate– prevents the automatic hyphenation from appearing in the selected paragraphs. This setting has no effect in documents without the hyphenation. Hyphenation can be added to a document from **Page Setup** group of the **Layout** tab. The hyphenation option will change the entire document based on Word's dictionary. If you don't like where the hyphens are placed, you will need to tell Word not to hyphenate that paragraph. Hyphenations are often used when you are dealing with narrow columns of text (such as the UF Course Catalog).



Rulers



I highly recommend you always keep your rulers showing for Word documents. You'll find the option on the View tab, in the Show group.





From the ruler we can adjust the margins, change paragraph indents, and work with tabs.

If you hold down the **Alt** key while moving anything on the ruler, you will get an exact measurement.



Indenting with the Ruler

We can indent using the ruler by using the paragraph guides in the ruler –  and . These are called the **Left Indent** and **Right Indent** respectively. If you click and drag indent markers the selected paragraphs will follow will change the flow of text.

The Right Indent has only one part:

- ▲ - The triangle is the **Right Indent**, which controls the right side of the paragraph.

The Left Indent has three parts:

- ▼ - The top upside-down triangle is the **First Line Indent**, which controls where only the first line begins.
- ▲ - The bottom triangle is the **Hanging Indent**, which controls where the rest of the paragraph begins.
- ▣ - The bottom rectangle controls the **Left Indent**, which indents the whole paragraph, and moves both the top and bottom triangle.

Paragraph Shortcut Keys

Alignments

Left Align.....	Ctrl- L	Justify Align.....	Ctrl- J
Center Align.....	Ctrl- E	Distribute letters evenly.....	Shift-Ctrl- J
Right Align.....	Ctrl- R		

Indents

Increase Indent.....	Ctrl- M	Decrease Indent.....	Shift-Ctrl- M
Increase Hanging Indent.....	Ctrl- T	Decrease Hanging Indent.....	Shift-Ctrl- T

Spacing


Single Space.....	Ctrl- 1	1.5 Spacing.....	Ctrl- 5
Double Space.....	Ctrl- 2		

Paragraph

Reset Paragraph.....	Ctrl- Q
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Borders and Shading

Borders

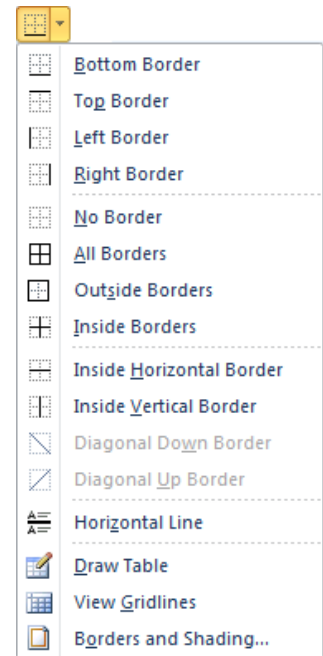
You can place a border around your paragraph by using the borders button () in the **Paragraph** group of the **Home** tab. The list of options is shown here.

Borders are used more with tables than paragraphs, so some of these options will have no effect. To see all the possibilities, click on the **Borders and Shading** option at the bottom of the list.

Mary had a little lamb, little lamb, little lamb, Mary had a little lamb whose fleece was white as snow. It followed her to school one day, school one day, school one day, it followed her to school one day which was against the rules. It made the children laugh and play, laugh and play, laugh and play, it made the children laugh and play to see a lamb at school.

Mary had a little lamb, little lamb, little lamb, Mary had a little lamb whose fleece was white as snow. It followed her to school one day, school one day, school one day, it followed her to school one day which was against the rules. It made the children laugh and play, laugh and play, laugh and play, it made the children laugh and play to see a lamb at school.

Mary had a little lamb, little lamb, little lamb, Mary had a little lamb whose fleece was white as snow. It followed her to school one day, school one day, school one day, it followed her to school one day which was against the rules. It made the children laugh and play, laugh and play, laugh and play, it made the children laugh and play to see a lamb at school.

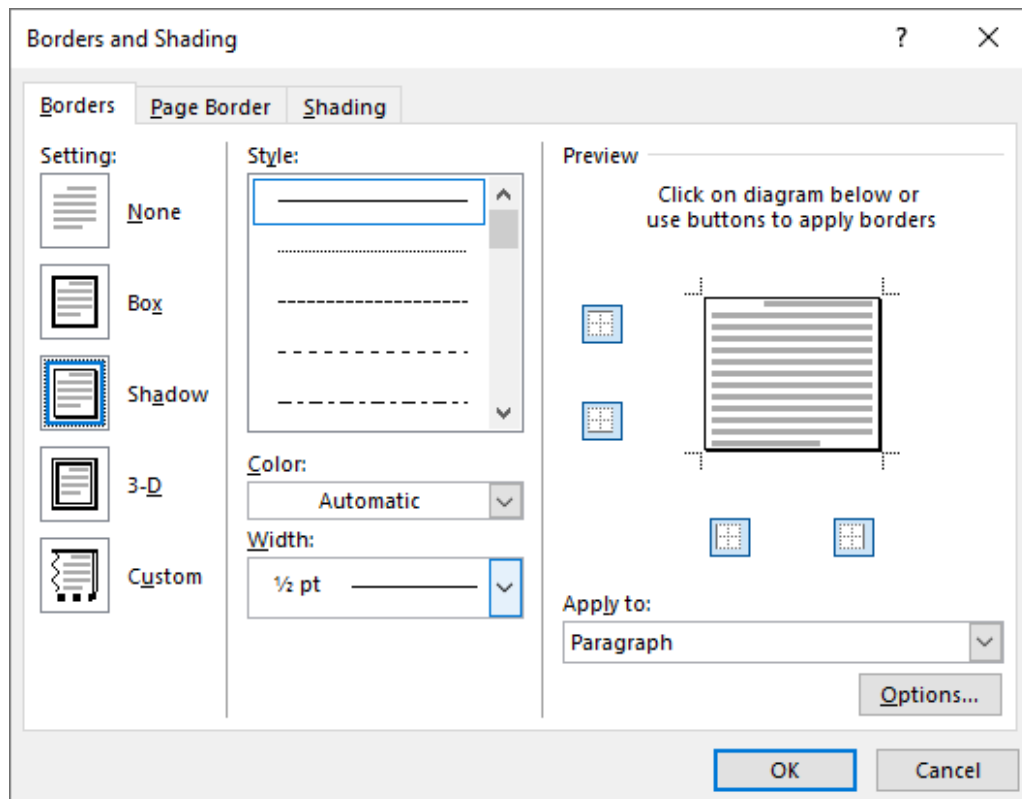


The colors and widths will vary according to the style you choose. As the preview section states you can click on the diagram or use the buttons to show or hide each border side.

Make sure **Apply to:** is on the proper setting, or you may not like the results.

The **Options...** button will allow you to set how close the border will come to each side of your text.

The **Horizontal Line...** button will open another window that will allow you to pick a decorative line to insert into your document.



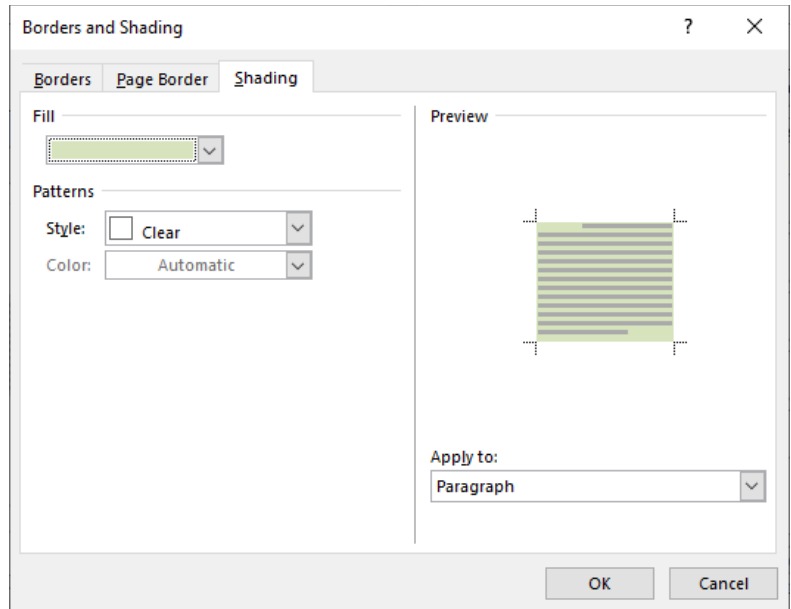
Shading

You can apply shading to your paragraphs through **Format-> Borders and Shading**.

Remember if you use dark colors, you want to change your text to a lighter color.

If you don't like the colors that are available, you can click on the **More Colors...** button and you can choose a standard color or create a custom one.

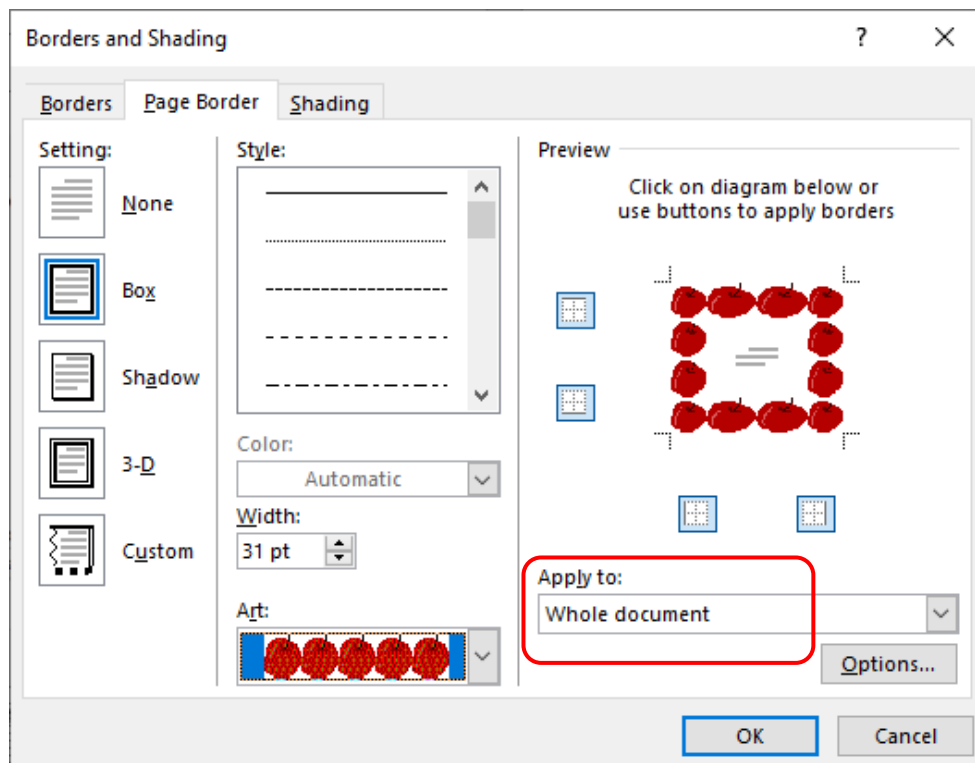
You can put a pattern behind your paragraph using the **Style:** drop down box (shown here on the left). Most of the Patterns are best used in tables, not for paragraphs.



Once you have chosen a pattern you can pick a color for it. If you choose a very light color you will still be able to read your text.

Page Borders

The Page Border tab is essentially the same as the Borders tab, except the border goes around the entire page instead of one set of words or paragraphs. The **Apply To...** Box allows you to determine if the border will go on the whole document, this section only, the first page of this section only, or everywhere but the first page of this section.



Class Exercise 1 – Basic Paragraph Formatting

Setup Word Document

- Open Word
- View Tab
 - o Turn on Ruler
 - o Set Zoom to Page Width

- Type: **How now brown cow?**
- Select the sentence without End of Document character
 - o Home, Shift-End, Shift Left ~**OR**~ Ctrl-Click

- Cut (Ctrl-X) and Paste (Ctrl-V) down to 3 inches
- Break into three paragraphs
 - o Click 1" down about 3" over and press enter
 - o Click in the center, middle of second paragraph, press enter

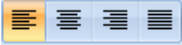
Review Navigation Shortcuts

- Review keyboard options in paragraph
 - o Arrows move cursor one letter/line
 - Ctrl-arrows moves cursor one word/paragraph
 - Shift Arrows - Selects letters
 - Shift Ctrl-Arrows - selects word/paragraph from cursor
 - o Home /End - Beginning/End of line
 - Shift Home/End - Selects to beginning/end of line from cursor
 - Ctrl-Home/End - moves cursor to beginning/end of document
 - Shift Ctrl-Home/End - Selects to beginning/end of document


- Review mouse options in paragraph
 - o Click - moves cursor
 - Shift-click - makes a selection
 - Ctrl-click - selects sentence or adds to current selection
 - o Double-click - selects word
 - o Triple-click - selects paragraph

- Review mouse options in paragraph
 - o Click - Selects line
 - Shift Click - Selects lines
 - Ctrl-Click - Selects Document
 - o Double-click - Selects paragraph
 - o Triple-click - Selects Document

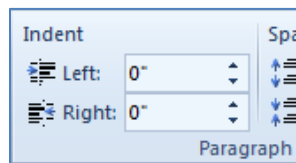
Alignment Options

- Click inside second paragraph
- Home tab, Paragraph Group
 - o Alignments buttons, left, center, right, full justify
 - 
 - Shortcut keys Ctrl-L, Ctrl-E, Ctrl-R, Ctrl-J

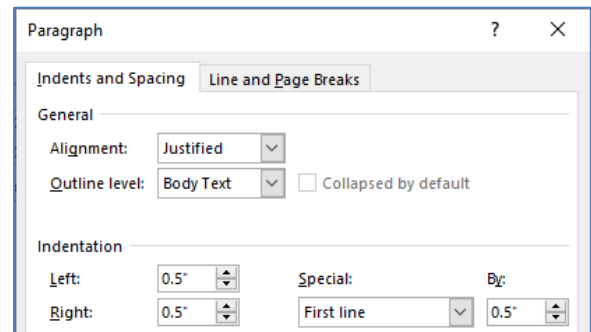
Indent Options

- Click inside second paragraph
- Home tab, Paragraph Group
 - o Increase and Decrease Left indent buttons
 - 
 - Shortcut keys Ctrl-M, Shift Ctrl-M



- Page Layout tab, Paragraph Group
 - o Increase and Decrease left and right indent




- Format Paragraph Window
 - o Open from right-click or *more* paragraphs button
 - o Set Alignment to Justified
 - o Set Left to 0.5"
 - o Set Right to 0.5"
 - o Set Special to **First line** 0.5"

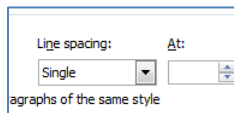


Indents with the Ruler

- Click inside first paragraph
- Compare with ruler settings with the second paragraph
 - o  and 
- Click inside first paragraph
 - o Move triangles to make the paragraph indents match the second paragraph
- Use the Format Painter to set third paragraph to match first
- Select All (ctrl-A)
- Reset all paragraph settings, Ctrl-Q


Line Spacing

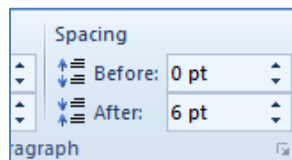
- Click inside second paragraph
- Play with line-spacing shortcut keys
 - o Ctrl-1, Ctrl-2, and Ctrl-5
- Home tab, Paragraph Group
 - o Line and Paragraph Spacing button 
- Format Paragraph Window
 - o Open from right-click or *more* paragraphs button



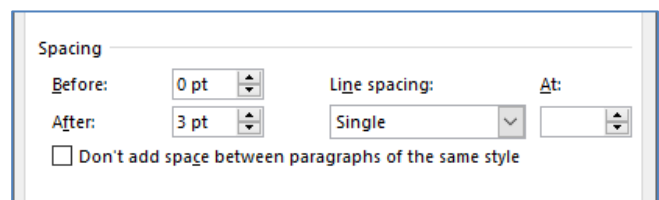
- **Multiple 3**
- **Exact 24**
 - Select the paragraph
 - Increase font size to 36
 - Set font size back to 11
- **At Least 24**
 - Select the paragraph
 - Increase font size to 36
 - Set font size back to 11

Paragraph Spacing

- Home tab, Paragraph Group
 - o Line and Paragraph Spacing button 
 - o Remove space after, add space after
- Page Layout tab, Paragraph Group
 - o Increase and Decrease before and after



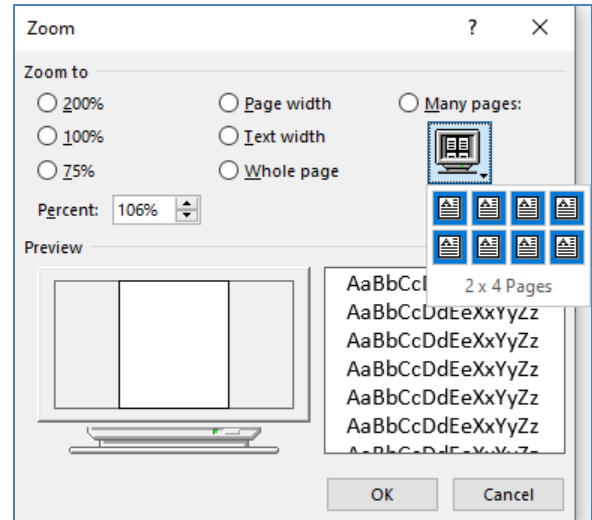
- View the spacing in the Format Paragraph Window. Use the right-click or *more* paragraphs button in the bottom of the paragraph groups
- Select All (ctrl-A)
- Reset all to defaults (Ctrl- Q)



Class Exercise 2 – More Paragraph Formatting

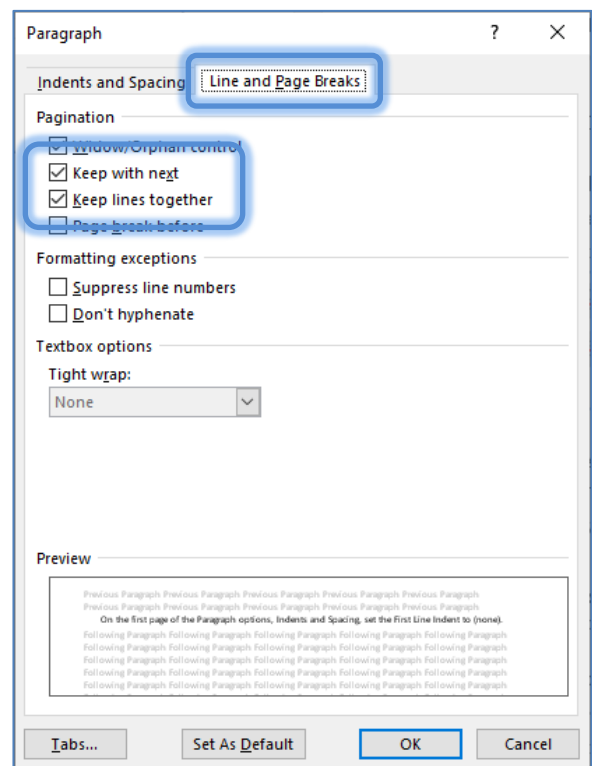
Multiple pages

- Open the file **Word-Paragraphs-Cows.docx**
- Open the **Zoom** window
 - o Set "Many Pages" to 2 down, 4 across
- Notice the stray titles at the bottom of page 3 and page 4.
- Set Zoom to Page Width, or to something comfortable.



Keep with Next

- Scroll to the lone title at the bottom of Page 4. Instead of pressing enter to move the title down, right-click in the paragraph and open the **Paragraph** options.
- Turn to the second page of the **Paragraph** options, *Line and Page Breaks*, and choose **Keep with Next**
- Repeat for the title at the bottom of Page 4.



Keep Lines Together

- Open the **Zoom** window
 - o Set "Many Pages" to 2 down, 4 across
- Select all (Ctrl-A)
- Set the **Paragraph** options to Full Justify, with a 0.5" first line indent
- Notice not every page starts with a new paragraph.

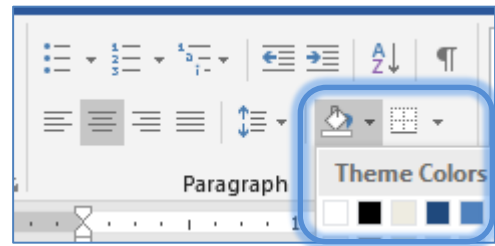
- With everything still selected, open the **Paragraph** options.
- On the second page of the **Paragraph** options, *Line and Page Breaks*, and choose **Keep Lines together**.
- On the first page of the **Paragraph** options, *Indents and Spacing*, set the First Line Indent to (none).
- Set Zoom to Page Width, or to something comfortable.

Fix Bullets

- Find the bulleted list on Page 6
- Select the list
- Set the spacing after to Zero 0"
- Add an extra enter at the end of the list

Borders and Shading

- Return to the top of the document (Ctrl-Home)
- Don't select the text.
- Center **Cattle**
- From the Paragraph group, click on the **Shading** bucket and choose a color
- Click on the **Borders** drop-down list and choose **All Borders**
- Select the text "From Wikipedia, the free encyclopedia"
 - o Be careful not to choose the paragraph mark at the end (¶)
- Choose a Shading and all Borders, this should only color and border the text.



Cattle

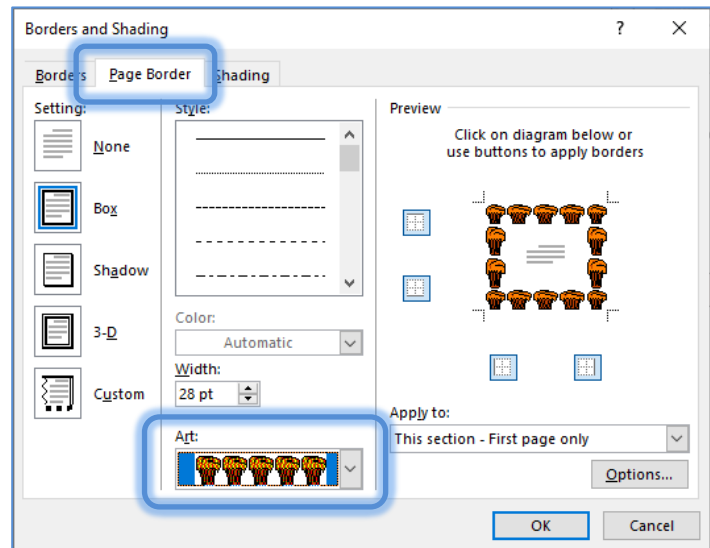
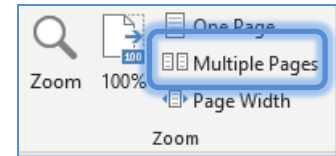
From Wikipedia, the free encyclopedia

Page Break

- Click in front of the first paragraph after our titles
 - o "Cattle—colloquially cows—are the most common"
- Insert a **Page Break**
 - o Press Ctrl-Enter ~or~ From the **Insert** tab, choose **Page Break** from the **Pages** group
- Select the titles and resize
- Click in front of Cattle and press Enter to move the text down
 - o Remove the paragraph formatting on the new paragraph (Ctrl-Q)

Page Borders

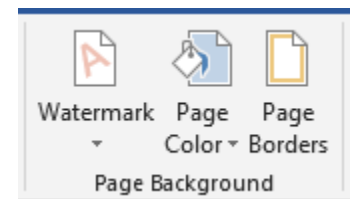
- From the **View** tab, set the document to show **Multiple Pages**
- On the **Home** tab, in the **Paragraph** group, open the **Borders** menu
- From the bottom choose **Border and Shading**
- Turn to the **Page Borders**
- Set a Page Border
 - o Click OK to see the result
- On the **Design** tab, in the **Page Background** group (far right), open the **Page Borders**
- Use the **Art** option to set a Page Border
 - o Click OK to see the result
- This can be a little overwhelming. Open the Page Borders. Change the **Apply to** option to be **This Section – First Page Only**
 - o Click OK to see the result



Page Color

Page Colors show in Word only. They will not print, and will not be converted to the PDF format. If you want blue paper, buy blue paper. This is a useful feature if you're comparing two documents; if they two files are different colors, it makes it easier to tell them apart. This is also to assist with eye strain, soft color "paper" is sometimes easier to read.

- On the **Design** tab, in the **Page Background** group (far right), open the **Page Color**. Hover over the colors to see a live preview.
- If needed, change the color back to "No Color"



Watermark

- On the **Design** tab, in the **Page Background** group (far right), open the **Watermark**.
- Click on an option to see it appear in the background of your document.
- Open the **Watermark** menu and choose **Custom Watermark**
 - o You can insert Pictures, or change and format the text

