

# WORD FORMATTING & LAYOUT

## OFFICE 97

Word Formatting and Layout includes some fundamental Word skills and would prove useful to those learning to use Microsoft Word and those preparing for Microsoft Word proficient and/or expert certification. The workshop will introduce you to more of Word's formatting options.

### Placing and Aligning Text

Getting text to the right spot on the page is a simple, yet sometimes complex process. There are many ways to accomplish it, and depending on what text, and how much of it you want placed differently, you will use more than one method.



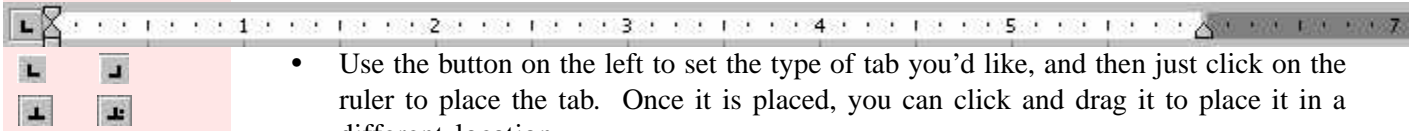
- The basic method is to highlight the text you'd like to place, and use either the toolbar buttons or the **Format/Paragraph** menu choice to select either **Left**, **Center**, or **Right** justification. If text is not highlighted, the default is to use the line the insertion point is on.
- In addition, you can manipulate such things as line spacing (single, line and a half, double), paragraph spacing (automatic double between paragraphs), and page breaking by using the **Format/Paragraph** menu.
- Many of the Page Formatting options can be found under the menu at **File/Page Setup...** There you can adjust margins, **Paper Size**, **Orientation**, and even placement of **Headers and Footers**.
- You can use hyphenation to help you get more information on a page. Select **Tools/Language/Hyphenation** to bring up the Hyphenation dialog box. There you can choose to automatically hyphenate words, and even tell how close to the margin you would like it to happen.
- You can create page breaks at the insertion point by selecting **Insert/Break/Page Break**, or by using the keyboard shortcut, **CTRL+Enter**. Additional options, such as **Widow/Orphan control**, are available in **Format/Paragraph**.

### Using Paragraph Formatting and Tabs

You can manipulate the spacing, tabs, and indenting options for an individual paragraph or for the way paragraphs are displayed throughout the document. Following are some of the options you have.

- Tabs can be set by using the **Format/Tabs...** menu command, a dialog box will allow you to set tabs in different locations, and also of different types. By default, tabs are set every half-inch in your document. You can change that option as well in the above-mentioned dialog. Helpful hint: Use the **Clear All** button to start new when you are setting your own tabs.
- You can also use "leaders" to give you the index, or table of contents look, where dots or lines connect an entry and the page it is on.

- Another option for tabs is to use the **Ruler** to manually place the tabs.



- Use the button on the left to set the type of tab you'd like, and then just click on the ruler to place the tab. Once it is placed, you can click and drag it to place it in a different location.
- If you would like to use the indenting options, you can again use a menu choice, **Format/Paragraph**, to access the dialog. Here you have options to set indents, change the line spacing (single, double, 1.5, etc), and also change the spacing before and after paragraphs.
- The **Ruler** also has the capability of allowing you to set indenting, using the triangular-shaped "sliders" for the first-line and remaining paragraph indent. The top slider controls the indent of the first line of each paragraph, the bottom one controls the remainder of each paragraph, and the one to the right will move in the right side of your text. You can create indented paragraphs, automatic first line indents, and hanging indents using these.

## Using Page Numbers, Headers and Footers and Sections

Any document of over one page can benefit from having more advanced options included, so **Pagination, Headers, Footers,** and **Sections** can all help in making the document more readable, identifiable, and easier for the creator to manage.

- **Page Numbers** are easy to add to a document, and make it easy to navigate. Add them by selecting **Insert/Page Numbers...** from the menu. Select from the dialog that appears the location (Top or Bottom, and Left, Center, or Right), and whether or not to include a page number on the first page of the document.
- By selecting the **Format...** button on the **Page Numbers** Dialog, you can select the type of number (Arabic, Roman, etc), choose to include Chapter Numbers (if used), and force a page number if you don't want to start with 1.
- Headers and Footers can be added by selecting **View/Header and Footer**. A box will appear at the top of the current page, allowing you to type into the box anything you'd like to appear on each page. The toolbar that appears with it has other options on it as well (see below)



- **Sections** allow you to define the settings for different portions of a document differently. They are separated by **Section Breaks**, and each portion acts as if it were unaffected by the other sections. Common uses for sections are: **Columns, Page Numbering** (changing from Letters to Numbers, for example)
- To create a section break, select **Insert/Break...** and a dialog will appear. Select the type of section break you would like and click OK. Types of Section Breaks:
  - **Next page** inserts a section break, breaks the page, and starts the new section on the next page.

- Ö **Continuous** inserts a section break and starts the new section on the same page.
- Ö **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page. (For starting the first page of a new chapter always on an odd page, etc.)

## Creating Internet Documents

Any current document can be “re-saved” into an internet-ready format, or new documents can be prepared for web publishing using the **Save As HTML** command under the File menu. This command inserts the appropriate “tags” so that any browser (Netscape, Internet Explorer, etc) can read the file. As with any conversion, some of the formatting may be lost or altered along the way.



Links to other documents or internet pages are allowed in any Word Document, but are especially useful in any internet-published document. Create them by highlighting the text you’d like the people to click on, and choose **Insert/Hyperlink...** or click the toolbar button (at left). Insert the address you’d like to link to, and you have created a link!

## Managing Files

Many different formats of documents can be opened in Word, including those which were created in WordPerfect. In the **File/Open...** dialog, you can “see” only the Word format files, until you change what is being viewed. Do this by changing the **Files of Type** drop down near the bottom of the box to read “**All Files (\*.\*)**”. This will allow you to see the entire contents of the folder, not just the Word files.

You can also save your document in a different format, for people who are using a different word processor, or for someone using an older version of Word. In the **File/Save As...** dialog, just select the format from the drop down list beside “**Save As Type**” to change the format of the file. Hint: If people are having trouble reading the contents of your file, **Text Only (\*.txt)** is one way to send just the file, without any formatting or styles. Sometimes this works the best for file transfers.



From the **File/Save As...** dialog, you can also create folders to help in managing your files. Select the **New Folder** button (at left) to create a new folder within the folder you are currently viewing. You can name it, and save directly into it.