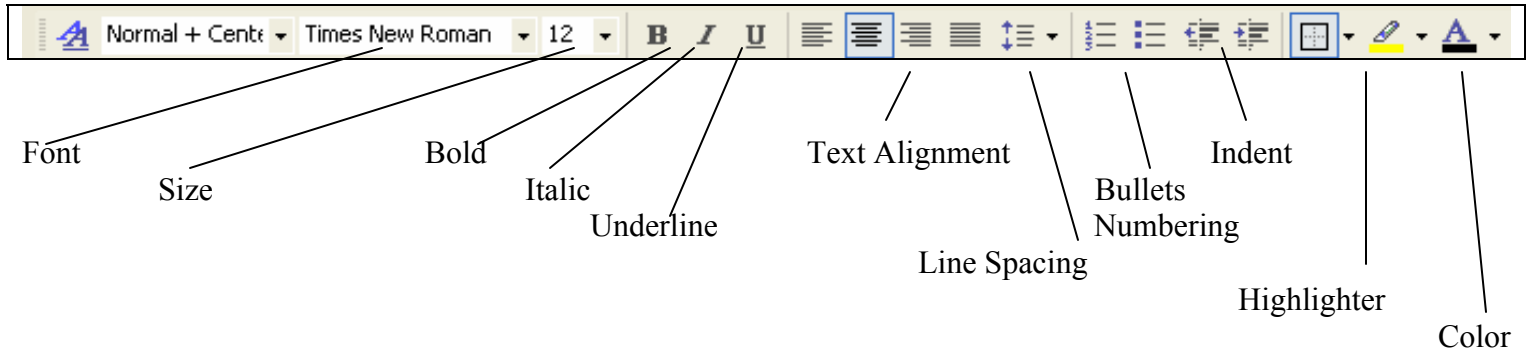


Microsoft Word

Formatting

Most of your paragraph formatting in *Word* can be done by using the *Formatting Toolbar* shown below. Other formatting commands can be accessed through the *Format* command on the *Word Menu Bar*. It is important to note that only a few paragraph formatting tasks are discussed here.



Left alignment

1. Begin by selecting the text or series of paragraphs you wish to align to the left.
2. Click on the **Align Left** button on the *Formatting Toolbar*. The text or paragraph of text is aligned to the left.

Center alignment

1. Select the text or paragraph you wish to center.
2. Click on the **Align Center** button on the *Formatting Toolbar*. The text or paragraph of text is centered.

Right alignment

1. Select the text or paragraph you wish to align to the right.
2. Click on the **Align Right** button on the *Formatting Toolbar*. The text or paragraph of text is aligned to the right.

Justified alignment

1. Select the text or paragraph you wish to justify.
2. Click on the **Justify** button on the *Formatting Toolbar*. The text or paragraph of text is justified.

Increase indent

1. To indent text or a paragraph of text, select the text or paragraph of text you wish to indent.
2. Click on the **Increase Indent** button on the *Formatting Toolbar*. The text or paragraph of text is indented.

Decrease indent

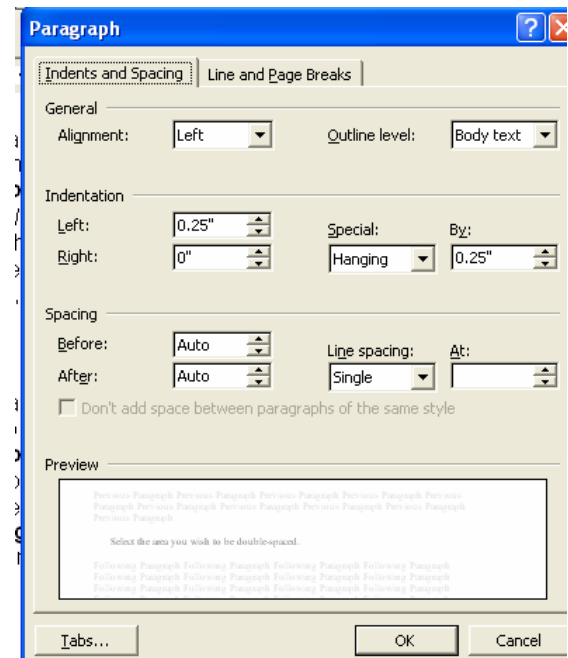
1. Select the indented text you wish to decrease the indentation of.
2. Click on the **Decrease Indent** button on the *Formatting Toolbar*. The indented text or paragraph of indented text will have its indentation decreased.

Many times users wish to add a *first line* indent or double spacing to their document. This is done in *Word* by using the *Format Paragraph* command on the menu bar. An image of the menu bar is shown below.



Double-spacing

1. Select the area you wish to be double-spaced.
2. Begin by clicking on **Format** on the menu bar. A *drop-down* list will appear.
3. Click **Paragraph**. The *Paragraph Formatting dialog box* will open. An image of the *Paragraph Formatting dialog box* is shown below.
4. In the area of the dialog box that reads *Line Spacing at*, click on the down-facing arrow next to the area that reads *Line Spacing*. A drop-down list will appear.
5. Select **Double**, and click **OK**. Your document will be double-spaced.



Hanging indents

1. Select the paragraph or paragraphs you wish to add a hanging indent to.
2. Click **Format** on the menu bar. A *drop-down* list will appear.
3. Click **Paragraph**. The *Paragraph Formatting dialog box* will open.
4. In the section of the dialog box that reads *Indentation*, click on the down-pointing arrow next to the area that reads *Special*.
5. Select **Hanging**.
6. Click **OK**. A hanging indent will be added to the paragraph selected.

First line indents

1. Select the paragraph or paragraphs you wish to add a first line indent to.
2. Click **Format** on the menu bar. A *drop-down* list will appear.
3. Click **Paragraph**. The *Paragraph Formatting dialog box* will open.
4. In the section of the dialog box that reads *Indentation*, click on the down-pointing arrow next to the area that reads *Special*.
5. Select **First Line**.
6. Click **OK**. A first line indent will be added to the paragraph selected.