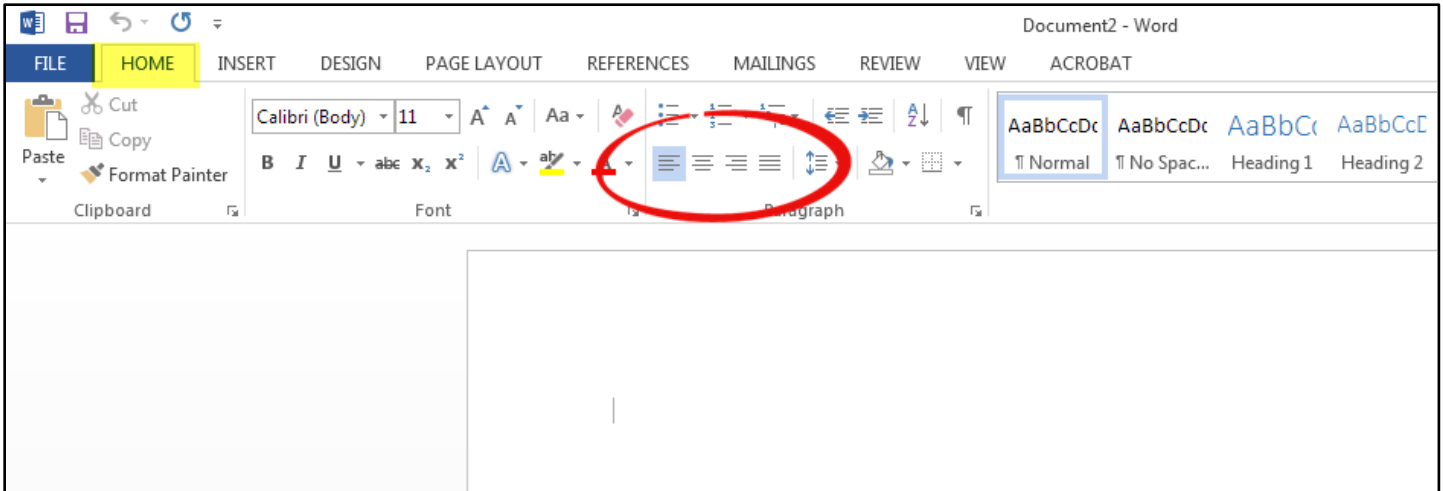


Formatting Word Documents

Alignment

Step 1: To set the alignment (left, centered, right, or justified), place your cursor where you want to begin typing on the page.

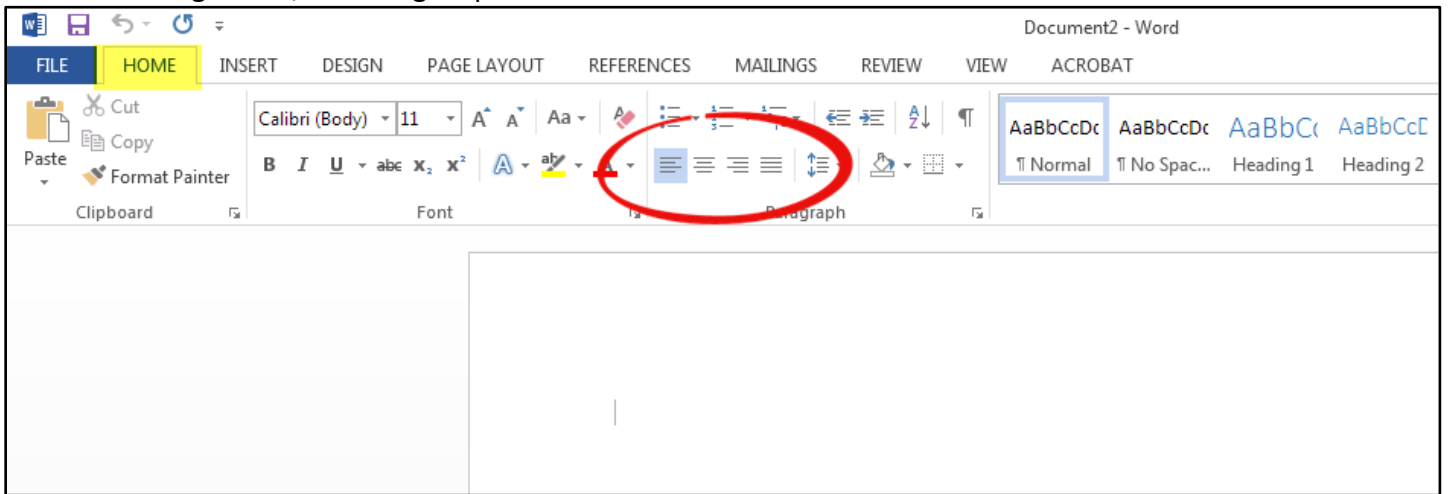
Step 2: Before you type, select your desired alignment from the “Paragraph” section of the “Home” tab.



Step 3: Begin Typing.

Changing Alignment

Step 1: To change the alignment of text you’ve already typed, highlight the text you want to move, then select the desired alignment, following step 2.

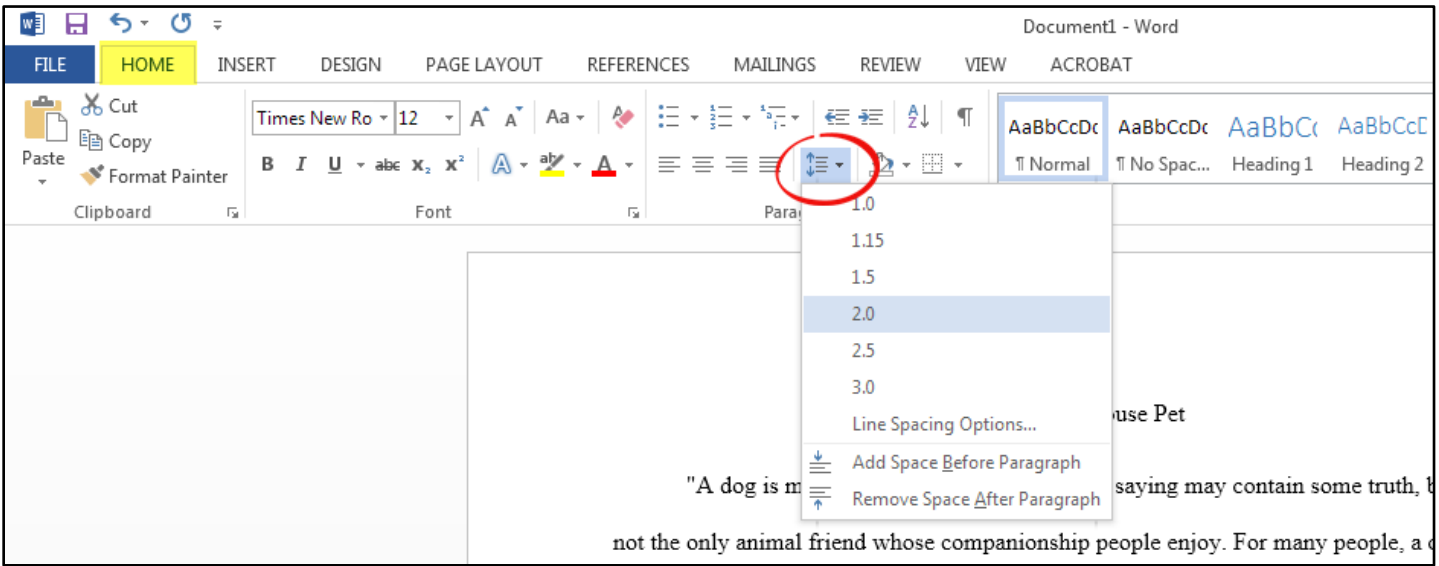


Spacing

Method One

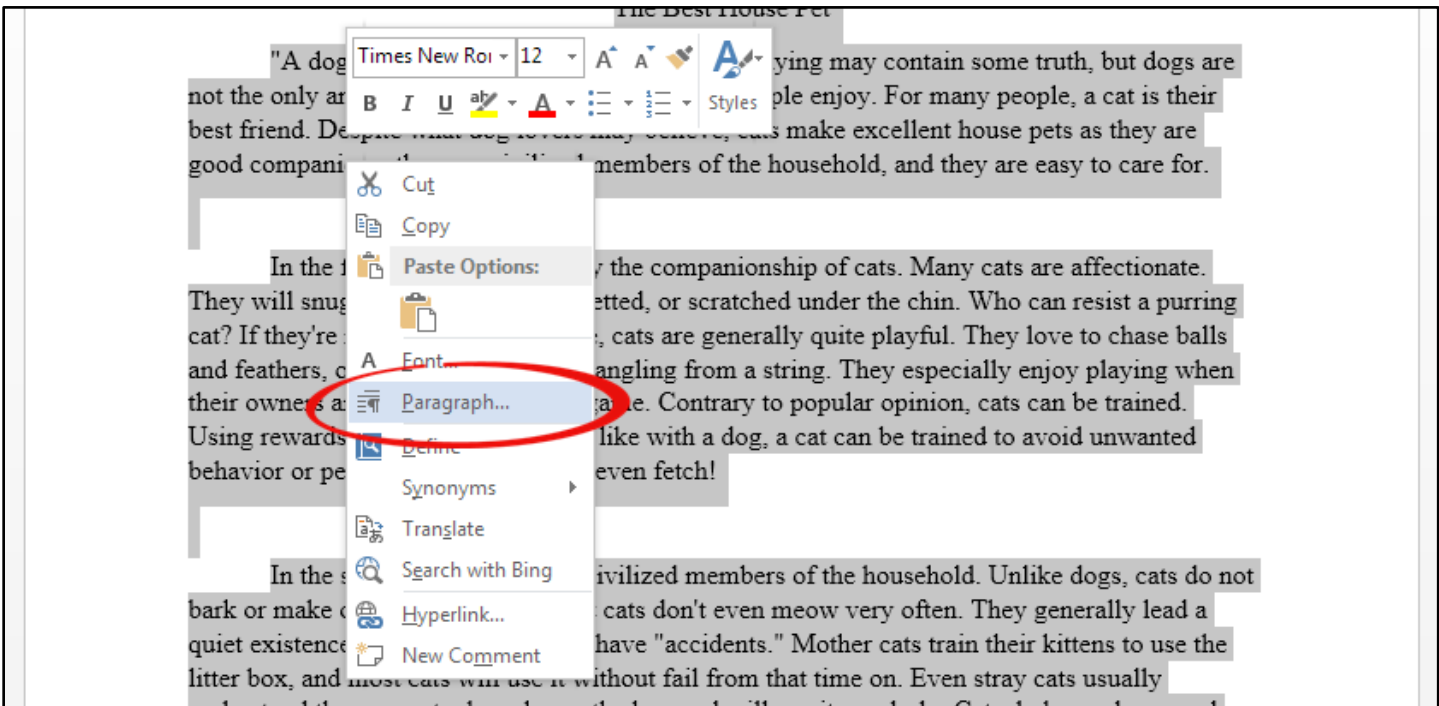
Step 1: To change the line spacing, start by highlighting all your text.

Step 2: Under the “Home” tab in the “Paragraph” section, open the spacing drop down list. Choose the correct spacing option.

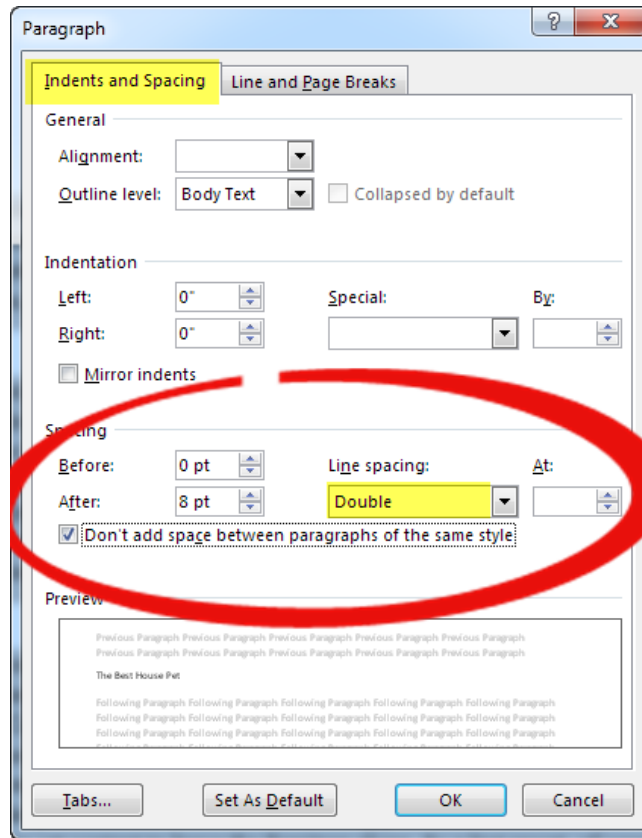


Method Two

Step 1: Highlight all your text, then right click on it. Click the “paragraph” option.



Step 2: The paragraph dialogue box should open. Under the “indents and spacing” tab, under the Spacing section, open the Line Spacing drop down list. Select the correct spacing.

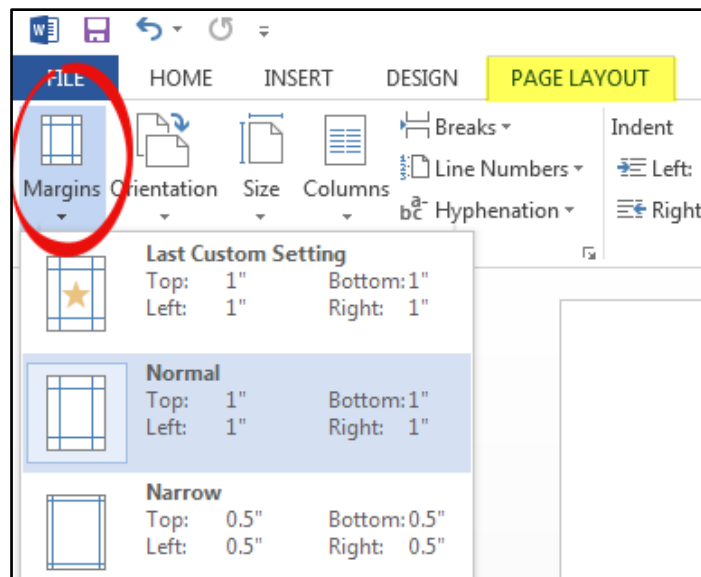


Notes: Alternatively, you can customize the spacing by inserting your own parameters into the before and after boxes.

Margins

Step 1: To change the size of your margins, go to the “Page Layout” tab.

Step 2: Open the “Margins” drop down list. Choose from a preset margin option or create your own margin dimensions under “Custom Margins”



Fonts

Step 1: To change the font style or size, start by highlighting your text.

Step 2: Navigate to the “Home” tab. Under the “Font” group, find the font drop down list and select a font.

Step 3: To change the size, change the number located beside the font type. Alternatively, you can use the increase and decrease buttons to the right of the of the font size.

