


## Lecture 4

### What we'll demonstrate and talk about

1. Reopen T:\teach\classes\for112\2009\_For112.doc
2. Show/Hide. Click on this icon . What the heck is that thing...It's a pilcrow!
  - a. The icon toggles between showing and hiding the end-of-paragraph markers and other hidden formatting (e.g.- spaces, tabs, page breaks, etc).
3. When it comes to **formatting** documents, note that formatting is typically applied at one of three levels: font, paragraph, and section. Section formatting is also referred to as Page Layout formatting.
  - a. **Font-level** formatting can apply to just a single character in your document. Examples include bold, italic, font, font size, and font color.
  - b. **Paragraph-level** formatting applies to an entire paragraph. Examples include indentation, alignment, and line spacing.
  - c. **Section-level** formatting applies to an entire section. Examples include margins, orientation (portrait or landscape), and columns.
4. **Font Formatting**
  - a. Select text – and use the Quick Menu that semi-transparently appears to the upper right. You can also use the icons on the Home tab.
  - b. More options on the Font group pullout
  - c. Use the Format Painter (icon is on the Home tab, Clipboard group). Place the insertion point in the middle of a format you want to copy, click the Format Painter icon once, and then select text that you want to change.

***NOTE: If you want to repeatedly apply the same formatting to a non-contiguous range, you can double-click the Format Painter icon. Your mouse pointer will continue to act as a Format Painter tool until you press the <Esc> key to get out of this repeat paint mode.***
5. Take Quiz 1 in class.