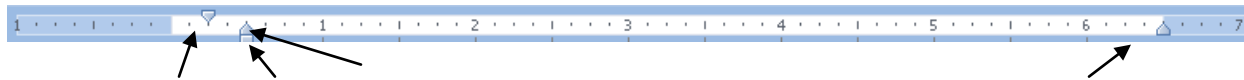


## Lecture 5

### What we'll demonstrate and talk about


1. Open T:\teach\classes\for112\CCtrail.doc
2. Font Formatting
  - a. The Format Painter is where we left off. Remember, it provides an easy way to copy the formatting from one block of text and apply it to a different block of text.  
*TRY IT: Change all of the text in the second paragraph to one of the Lucida fonts, decrease the font size to 10, and underline it.*
3. Paragraph Formatting – includes indentation, alignment, tabs, and line spacing
  - a. **Indentation** is the distance of the paragraph from either the left or the right margin.
  - b. To indent, you can click and drag the indent “blips” on the ruler.



You can also click on the Paragraph pullout to see the Indentation settings. The four indent blips are: left, right, first-line, and hanging (the last two are special indent options that can be used in any paragraph (they're used in numbered lists, too)).

*TRY IT: Set a ½" first line indent on the first paragraph. Undo the indent.*

*TRY IT: Set a 1" hanging indent on the first paragraph.*

- c. **Alignment** icons (left, center, right, justify) are in the Paragraph group on the Home tab.  
*TRY IT: Right-align the two subheading titles on Page 2*
    - d. **Tabs** – Home tab | Paragraph dialog launcher, and click on the Tabs button.  
Default in Word is a tab every half-inch.  
You can set a specific tab by simply clicking on the exact position on the horizontal ruler.  
When a tab is set, Word removes all default tabs to the left.  
Tabs can have alignment (left, center, right).  
Tabs can have leaders. A tab with leader can be useful for a TOC or fill in forms.  
*TRY IT: Tab Practice: T:\Teach\Classes\FOR112\tabExample.doc*  
*TRY IT: Tab Practice: T:\Teach\Classes\FOR112\UnformattedTOC.doc*
    - e. **Line Spacing** – Home tab, Paragraph group, this icon...   
Line Spacing shortcut ... Ctrl + 1 for single spacing; Ctrl + 2 for double spacing.  
*TRY IT: Change the line spacing of the last paragraph in the document to 2.0 spacing*
4. Section Formatting – aka Page Setup
  - a. Found on the Page Layout tab of the ribbon (or double-click the vertical ruler)
  - b. Orientation – Portrait or Landscape. Margins and Columns are there, too.
5. Editing Block in the Home tab of the ribbon
  - a. Find and Replace (e.g.- California with Kalifornia)
  - b. More options – Can be made case-sensitive; find exact word (not part of a larger word)  
*TRY IT: Replace the word “at” with “on”, but make sure you don’t change words like “that”.*