1 • MICROSOFT WORD

■ **Hiding Standard toolbar, Formatting toolbar, and Status bar:**
- To hide the Standard toolbar, click **View | Toolbars** on the Menu bar. Check off **Standard**.
- To hide the Formatting toolbar, click **View | Toolbars** on the Menu bar. Check off **Formatting**.
- To hide the Status bar, click **Tools | Options** on the Menu bar. In the Show section, check off **Status bar** option.

■ **Title bar:**
The top most bar in Word window that usually displays the document and software names.

■ **Menu bar:**
The bar immediately under the Title bar that displays the menu items. Each menu item can be clicked to drop down a menu that contains options.

■ **Standard toolbar:**
A toolbar where the most frequent functions such as open, save, and print are displayed.

■ **Formatting toolbar:**
A toolbar where the most frequent formatting functions such as bold, underline, and fonts are displayed. Usually appears under Standard toolbar.

■ **Status bar:**
Displays document information such as page number (Page), section number (Section), the ratio of current page to the total number of pages (e.g., 2/5), the position of cursor from the top margin (At 6.4 cm), line number (Ln), and the position of cursor from the left margin (Col 19).

■ **Scroll bars (Horizontal & Vertical):**
Allow the user to scroll through the document in the desired direction to see the parts not displayed on the screen.

■ **Rulers (Horizontal & Vertical):**
Display a tabulation of the editing screen in centimetres.

■ **Editing screen:**
This is the writing area where you insert and edit text.

■ **Cursor (Insertion Point):**
A blinking bar on the screen that shows a character's position on the screen.

THE KEYBOARD
■ **Backspace:**
Deletes characters to the left of cursor one at a time.

■ **Delete:**
Deletes characters to the right of cursor one at a time.

■ **Enter:**
Pressing the Enter key forces the cursor to move to the next line. In word processing, Enter really means adding a blank line at cursor position.

COMPUTER ASSISTED LANGUAGE LEARNING

■ **Spacebar:**
The spacebar is used to insert spaces between words.

■ **Caps Lock:**
Use the Caps Lock key when you plan to type in capital letters. You will notice a green light on the keyboard when this function is on. Do not forget to turn it off after you finish working with it!

■ **Shift + letter of the alphabet:**
To insert one character in capital, hold the Shift key down and press the letter on the keyboard. This is used for starting a sentence or word with capital letter.

■ **Num Lock:**
Use this key if you want to type a lot of numbers. You will notice a green light on the keyboard when this function is on. The Numeric Keypad on the right side of your keyboard becomes activated and you can use it like a calculator.

■ **The Arrow Keys:**
The four arrow keys on the keyboard allow you to move the cursor one character at a time in the direction indicated by the arrow. For example, the left arrow key (←) moves the cursor one character to the left.

THE MOUSE

The mouse is an important tool in Word. You can use it to select an option from a menu, click on an icon to activate a function, or click anywhere on the screen to move the cursor to that location. Learners need to practise patiently and regularly with the mouse to master manipulating it.

It is difficult to use the mouse to move the cursor a short distance, e.g., one or two characters right or left. It might be easier to teach the learners to use the arrow keys for detailed manipulations.

What is MSWord?

MS Word is a word-processing program that allows users to create, edit, and enhance text in a variety of formats. Word is a powerful word-processor with sophisticated editing and formatting as well as graphic enhancement capabilities.

Word is a good program for novice users since it is relatively easy to learn and can be integrated with language learning. Word-processing has become popular due to its wide range of personal, business, and other applications. ESL learners, like others, need word processing for job search, employment, and personal purposes. Word-processing skills have become the backbone of computer-literacy skills.

The features in this section build on those discussed in the previous level. If you are new to Word, we recommend that you read the Word section in LINC One before reading this section.

Features

PARTS OF THE SCREEN

Once learners have mastered the parts of the screen in LINC One, they can be introduced to additional toolbars.

Standard toolbar   *Formatting toolbar*

■ **Standard toolbar**
Provides access to the frequently used functions such as Open, Save, and Print.

■ **Formatting toolbar**
Provides access to the most frequently used formatting features such as Font, Font Size, Alignment, and Bullets.
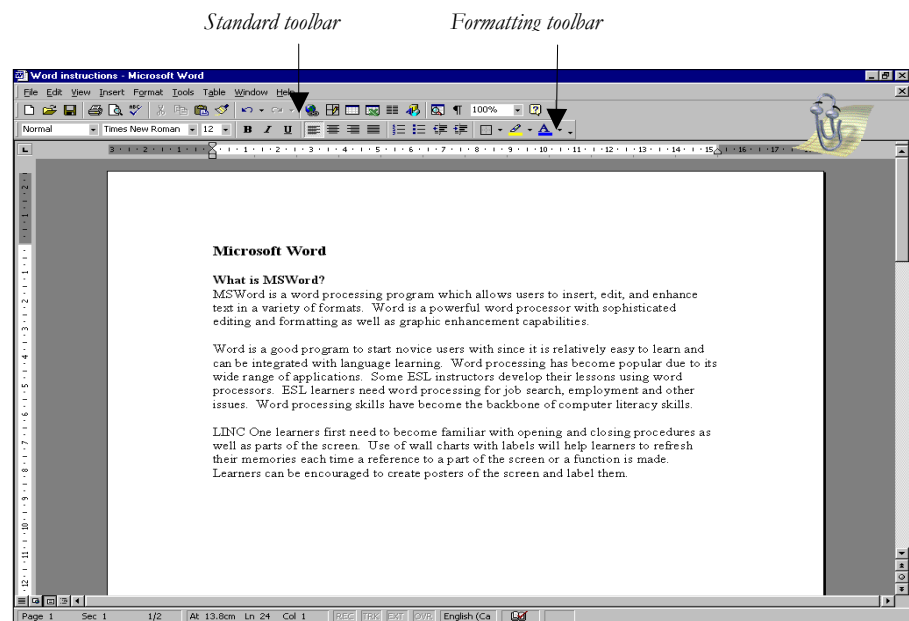
MICROSOFT WORD

WORD WRAP

A term used to indicate that Word moves text to the next line if there is no room on the current line.

HIGHLIGHT (SELECT) TEXT

Highlighting means selecting text. When text is selected, it looks white over a black background. Highlighting is one of the most frequently used features in Word. In order to make any changes to existing text, it must be highlighted first. Since there are different ways of highlighting text in Word, it is a good idea to introduce several ways to the learners so that they choose the most convenient method. For example, highlighting using the keyboard or the mouse.

■ To highlight text using the mouse, place your mouse pointer at the beginning of text and drag to the end.
■ To highlight text using the keyboard, place cursor at the beginning of text, press Shift + ➜ until the entire text is highlighted.
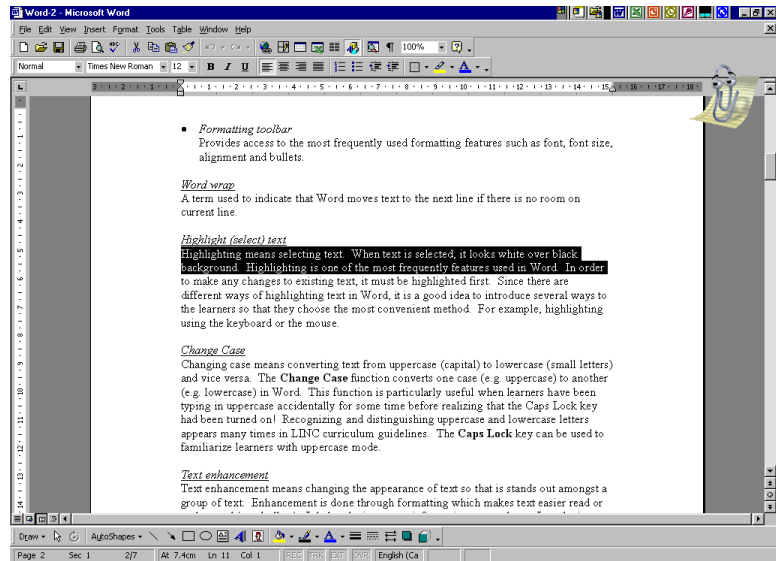
Highlighted text

CHANGE CASE

Changing case means converting text from upper case (capital) to lower case (small letters) and vice versa. To do this, highlight the text, click **Format | Change Case** and select an option. This function is useful when learners have been typing in upper case accidentally for some time before realizing that the Caps Lock key had been turned on!

TEXT ENHANCEMENT

Text enhancement means changing the appearance of text through formatting (e.g., bullets) so that it stands out among a group of text. This makes text easier to read or understand. The icons on the Formatting toolbar facilitate text enhancement. See the Skills Checklist at the end of this section for a comprehensive listing.

TOOL TIP

If you place your pointer on any icon, the name of that icon pops up in a box. This feature is helpful when you do not remember the function of an icon. For example, place your mouse on "B" on the Formatting toolbar and the Tool tip will display the name: "Bold."

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Features

SPELL CHECKER

Word checks the spelling and grammar of documents as you type. You can turn these features off if you choose to. When spell checking, Word places a red underline under every word that does not match with its spelling database. To check the spelling of a word, right-click on a word with a red underline or place the cursor anywhere on the word and click on **Tools | Spelling and Grammar** on the menu bar. You will be provided with a list of suggested words as replacements. However, if a word is underlined red, it has not necessarily been misspelled. There are different reasons why Word reports a mismatch:

- A person's name or last name
- A non-U.S. spelling (e.g., neighbour)
- No spaces between two correctly spelled words (e.g., thisis)
- No spaces after comma or other punctuation (e.g., cooking,washing)
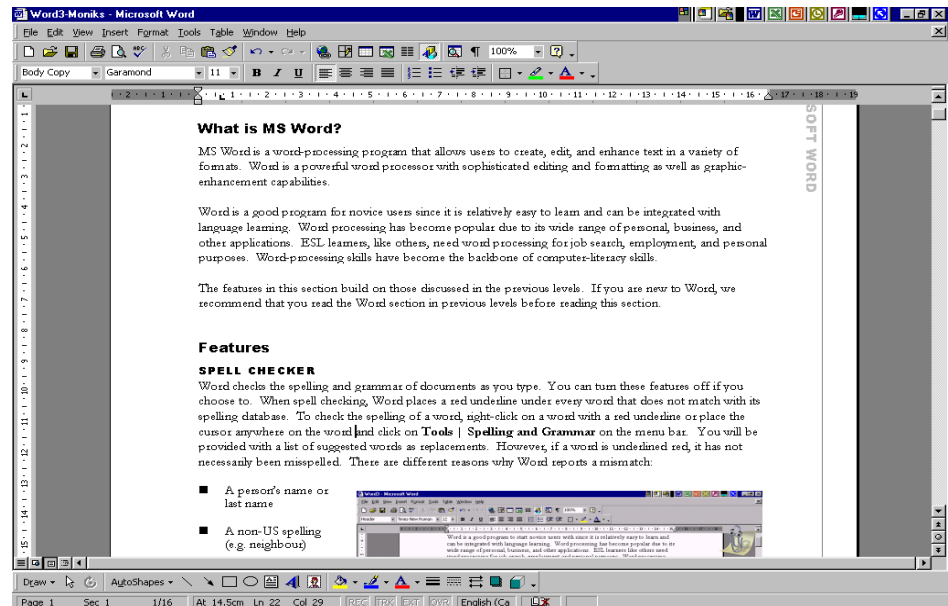
MICROSOFT WORD

Conversely, the spell checker does not pickup some words that are spelled wrong. For example, compound words that are written with a space (e.g., drug store) or titles that should be title cased (written with capital initials) would not be underlined.

BULLETS

Bullets are used in lists. There are three types of bullets: **Bullets**, **Numbers**, and **Outlined Numbers**..
- Bullets are used to list items
- Numbers are used to list and number items
- Outlined Numbers are used to list series of related items and sub-items.

To bullet a list, highlight the list, click on **Format** | **Bullets and Numbering** to open the Bullets dialog box. Select a bullet or number style and click **OK**. To create a bulleted list as you type, click on the **Bullets** or **Numbering** icon on the Formatting toolbar and start typing. Press **Enter** when you finish writing the first item and a new bullet will appear for the next item in the list.

At this level, teach Bullets and Numbers only unless you feel that the learners' level is suitable to learn Outlined Numbers.
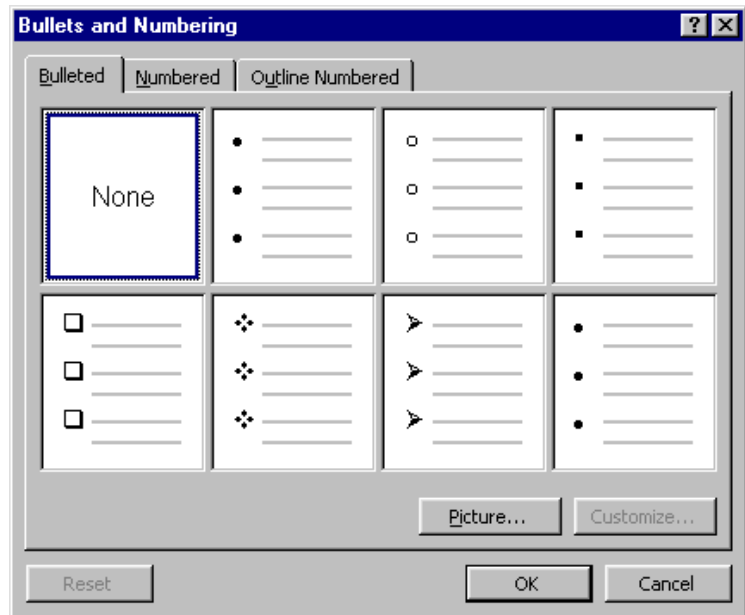
DATE AND TIME

The Date and Time function is accessed by clicking **Insert** | **Date and Time**. The "Update automatically" feature is used to update the date to the current date when opening a file. For example, if you inserted the date in a letter you wrote on January 4, 2000 and checked the "Update automatically" box, every time you open that letter, you will get the current date in the document.
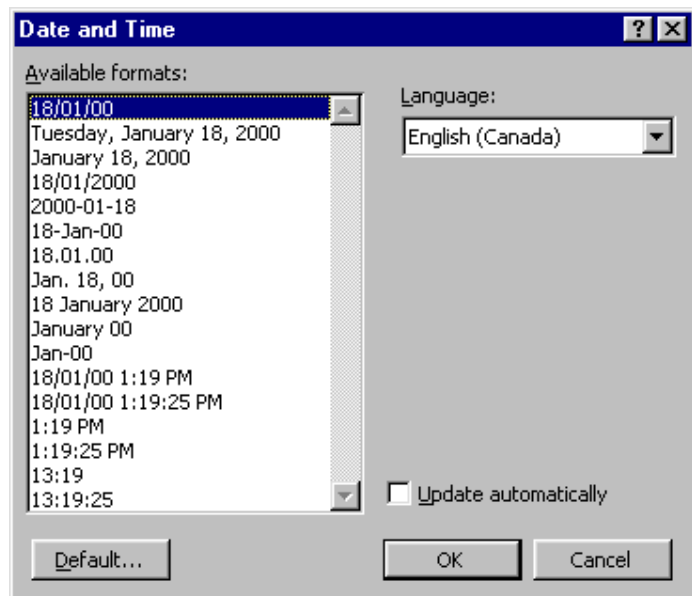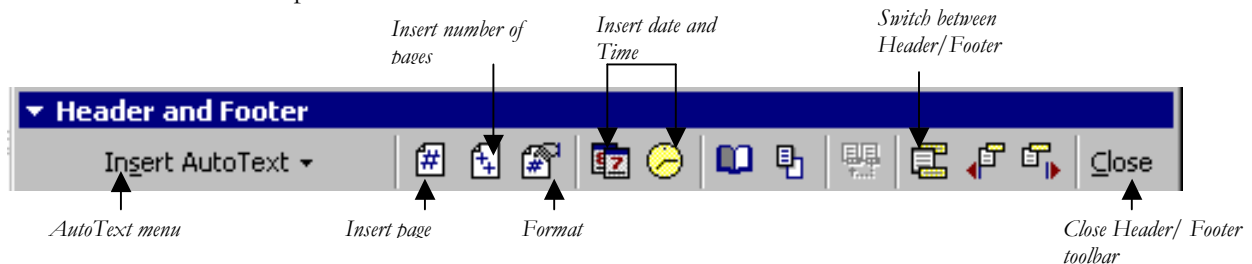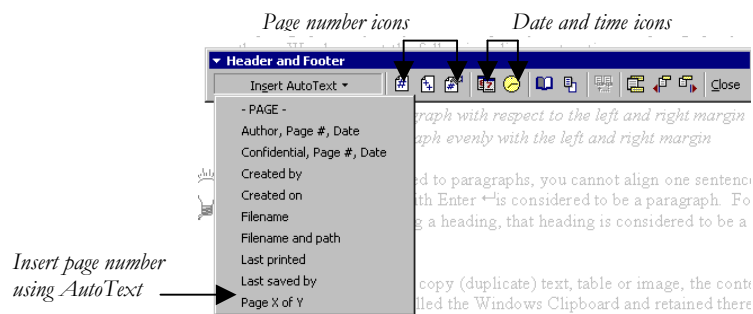
HEADER AND FOOTER

Headers and footers contain additional information such as file name, date, page number, and author's name. The header displays information at the top of a page and the footer at the bottom. Header and footer contents appear on every page unless you customize them.

Header /Footer window

Header/Footer toolbar
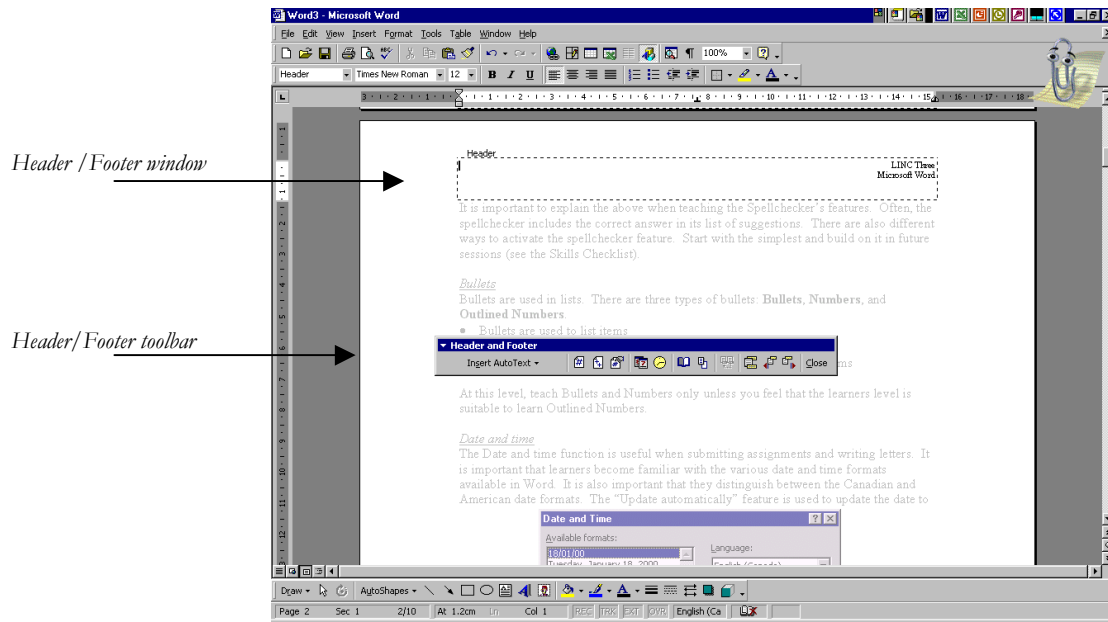
For example, you may not want the page number to appear on the first page. To access the header and footer area, you need to open the Header and Footer toolbar. Click **View** | **Header and Footer** and type in text as header or footer. The Header and Footer toolbar contains options that you can insert in the header and footer area by clicking them. For example, if you click on Insert date and time, the current date and time will be inserted at cursor position.

Insert number of pages

Insert date and Time

Switch between Header/Footer

AutoText menu

*Insert page*

Format

Close Header/ Footer toolbar

The text in the header and footer areas is shown dimmed so that you can easily distinguish it from the rest of the document. To edit the header and footer, double-click on the dimmed text. The Insert AutoText feature can be used to insert additional information as header or footer.

Page number icons

Date and time icons

Insert page number using AutoText

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PAGE NUMBERING

Page numbering appears in the header or footer area. You can insert page numbers using the Page Numbers dialog box (click **Insert | Page Numbers**) or the Header and Footer dialog box. In the Page Numbers dialog box, you can choose the page number position and alignment (i.e., which side of the page it will appear). In the Header and Footer dialog box, you can insert a page number using the page number icons or the Insert AutoText menu.
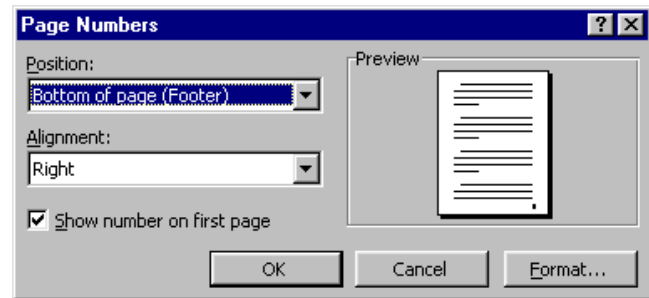
JUSTIFICATION

Justifying means aligning text to the left, right, or centre of the page. These options are available on the Formatting toolbar. For example, clicking on Align Left, justifies your paragraph to the left margin. Justification is applied to paragraphs only. If you need to justify more than one paragraph, you need to select them. Word supports the following alignment options:

- **Align Left** aligns a paragraph with the left margin.
- **Align Right** aligns a paragraph with the right margin.
- **Centre** centres a paragraph between the left and right margins.
- **Justify** aligns a paragraph evenly between the left and right margins.

Since alignment is applied to paragraphs, you cannot align a single sentence in a paragraph. However, any text that is ended with Enter (↵) is considered to be a paragraph. For example, if you pressed Enter after typing a heading, that heading is considered to be a paragraph.

CUT, COPY, AND PASTE

When you cut (move) or copy (duplicate) text, a table or an image, the contents are stored temporarily in a place called Windows Clipboard and retained there as long as the computer is on, or you replace the contents by cutting or copying something else (e.g., another text or image).

- To cut or copy text, select the text and click on **Cut** or **Copy** icons on the Standard toolbar.
- To paste text, place cursor where you want to paste and click **Paste** on the Standard toolbar.

Cutting results in moving text from one place to another, whereas copying results in duplicating the text in another location. This feature comes in handy when editing text. When learners have their work proofread and returned to them, they will find that they need to move words or paragraphs around. Sometimes they need to repeat a paragraph in another file or duplicate a symbol several times.

Once you cut or copy a text or an image, you can paste it as many times as you like in different places without having to cut or copy again. Since the clipboard stores data temporarily, it is always better to use copy than cut; if you cut or copy and forget to paste, and cut something else, you will lose the original cut item!

DRAG AND DROP

Drag and drop is used to move text from one place to another. It can be taught the same time as cut and paste since it serves the same purpose. The only difference is that, unlike cut and past, the contents of what you are moving is not available on the clipboard. To move text to another location, simply highlight it and drag to the new location.

Drag and drop can be very confusing at first. Teach it with a small amount of text on the screen so that it is easy for the learners to see where the text is being moved. Have learners practise moving short text (characters or a word) as well as long text (words and sentences) to master this feature.

COLUMNS

Columns are used for brochures, newsletters, or newspaper-style text. Whether you want to create two, three, or more columns it is best to type the text first and then change it to column style, specifying the number of columns.
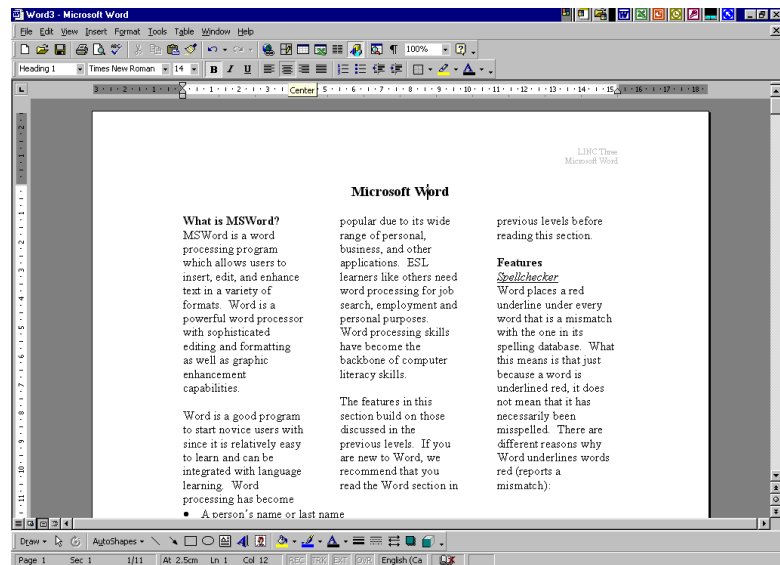
Once you have typed your text, highlight it and
- Click on the **Columns** icon on the **Standard** toolbar and drag the Columns box to reach the desired number of columns.
- Click **Format** | **Columns** to open the Columns dialog box. In the **Number of Columns box**, enter the number.
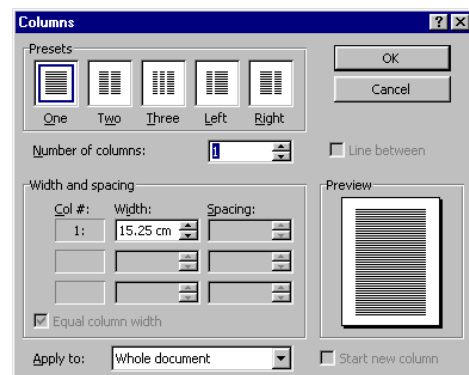
CURSOR MOVEMENT

Once learners start producing longer text, they need to learn how to manoeuvre around the screen more efficiently. Shortcut combinations such as Ctrl + Home or PgUp are fast ways to find what you are looking for in a long text. Using the mouse to move the cursor to the desired location is another strategy. See the Skills Checklist for extensive shortcut combinations on moving the cursor on the screen.
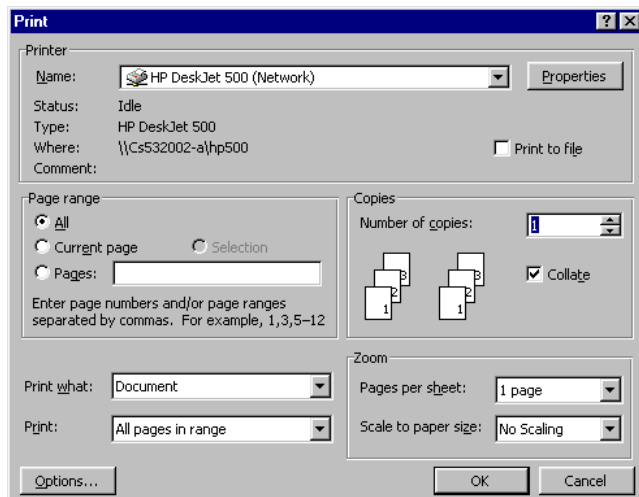
3• MICROSOFT WORD

PRINT PREVIEW

Print preview is used to view the document the way it will look when printed. It also allows you to view one, two, or several pages of a document at the same time. Click the **Print Preview** icon on the **Standard** toolbar to access **Print Preview**. It is a good idea to preview documents before printing them to troubleshoot any formatting, spacing, or other problems.
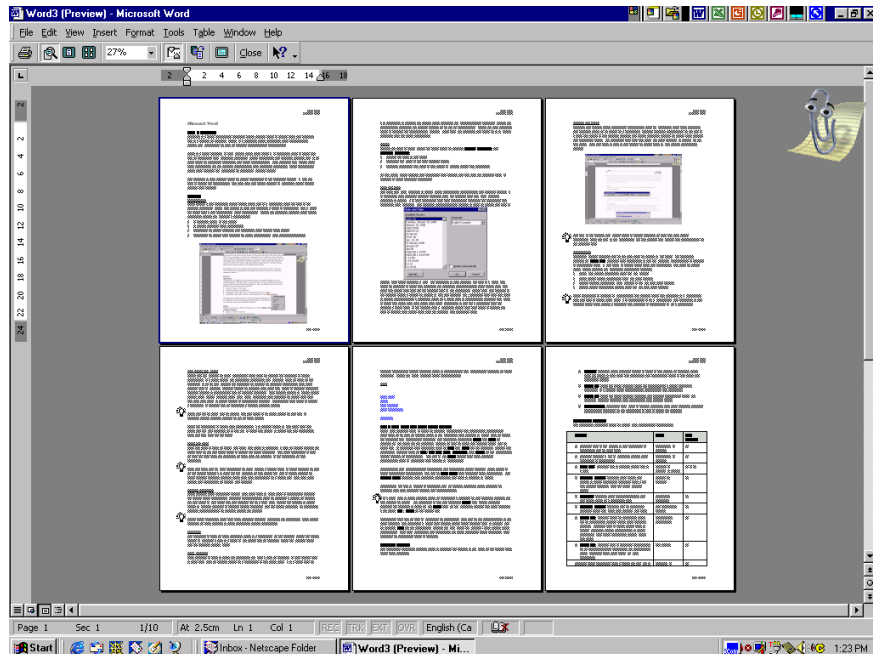
PRINT

Use the Print dialog box for sophisticated print functions such as printing specific pages or printing more than one copy of a page. The Print dialog box can be overwhelming at first, so make sure that the learners are familiar with dialog boxes before you introduce the Print dialog box. Click on **File|Print** to open the Print dialog box

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The features in this section build on those discussed in the previous levels. If you are new to Word, we recommend that you read the Word section in previous levels before reading this section.

## Features

FORMATTING COLUMNS

Once a text is formatted to column style, it is possible to change the number, width, and spacing of columns. Click **Format** | **Columns** to access the Columns dialog box to edit columns.
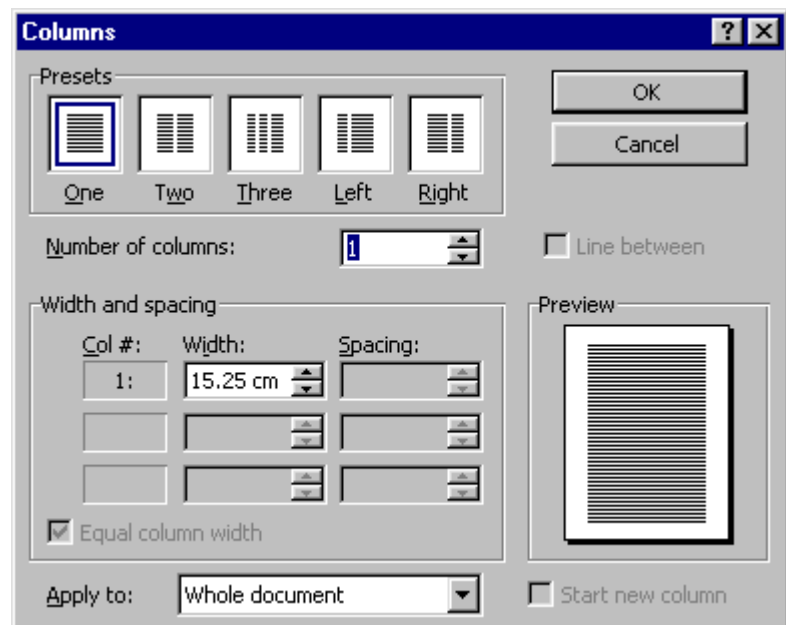
Columns Dialog Box

Additionally, you can put borders around and/or shade the entire text or a paragraph within a column. See the heading "Borders and Shading" for additional information.

*A bordered and shaded paragraph in a column*
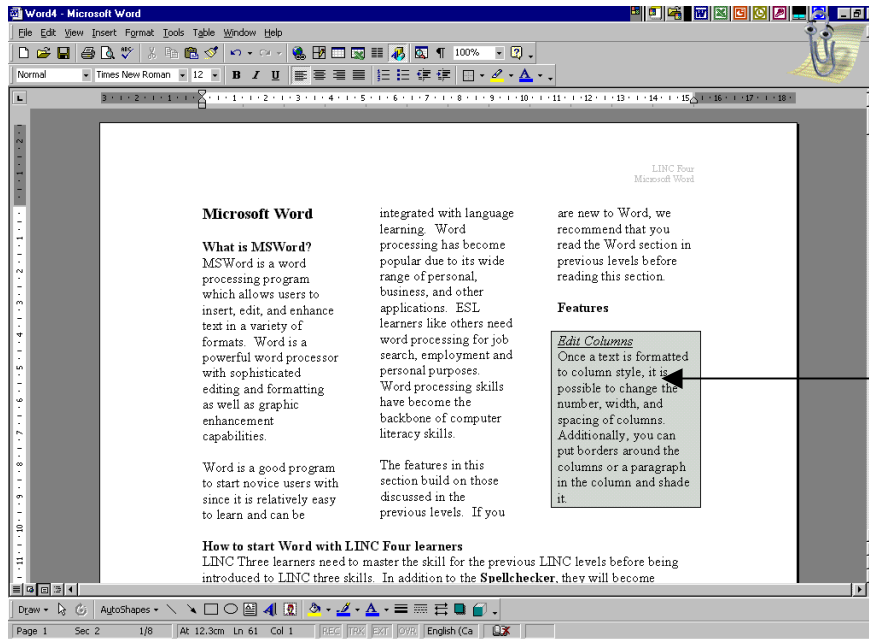
It is always better to type your text first and then change it to column style. If you are changing part of your text to columns, you must highlight it first. A paragraph is the minimum amount of text to which borders and shading can be applied. For example, you cannot place a border over a sentence unless that sentence is a paragraph. Word recognizes text to be a paragraph when that text is ended by Enter ↵. To add border and shading to a paragraph, highlight it first and then add the border or shading.
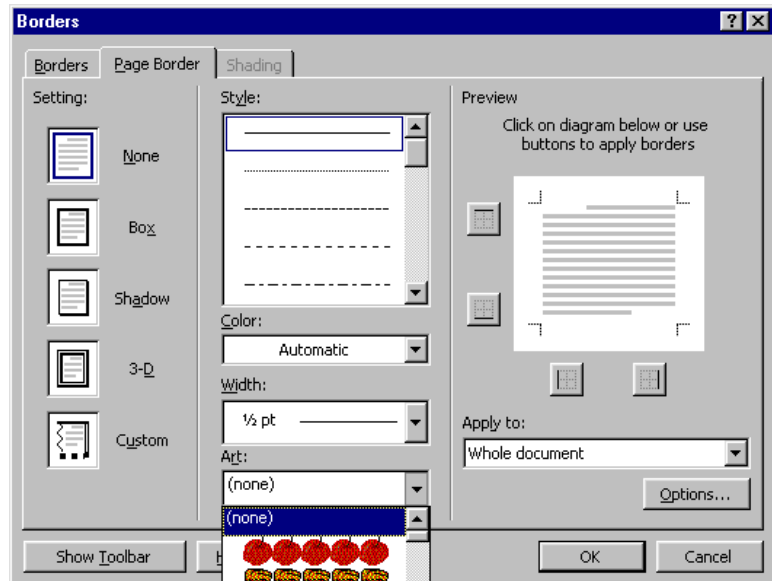
BORDERS AND SHADING

■ **Paragraph borders**

You can draw borders around one or more paragraphs in a document or you can border an entire page. Click **Format** | **Borders and Shading** to choose the border style (setting), the line style, colour, and the width of the border from the Borders dialog box.
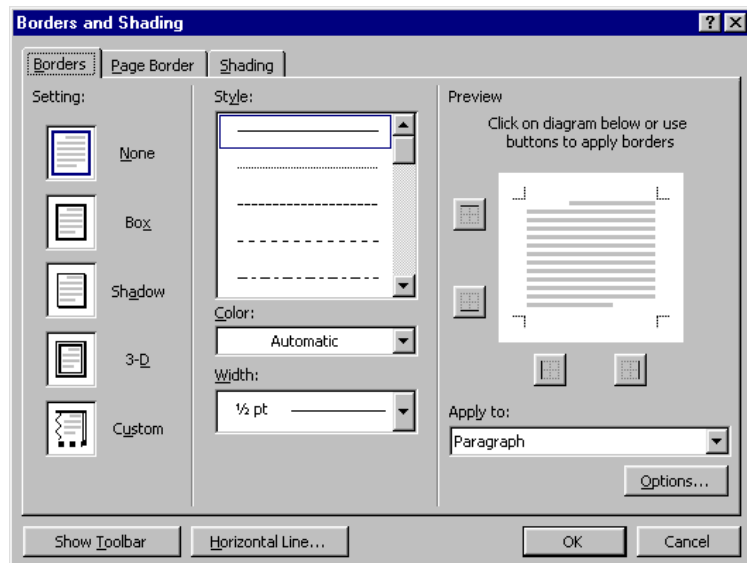
■ **Page Border**
If you wish to border a page, you need to select the Page tab in the Borders and Shading dialog box. The Page Border dialog box includes the same options as in the Borders dialog box. The only difference is that it includes additional attractive border designs under the Art section.

■ **Shading**
Once you have chosen a border for your page or paragraph, you can enhance it by adding shading. To add shading, select the Shading tab. You can choose a fill percentage, a fill pattern, and colour.
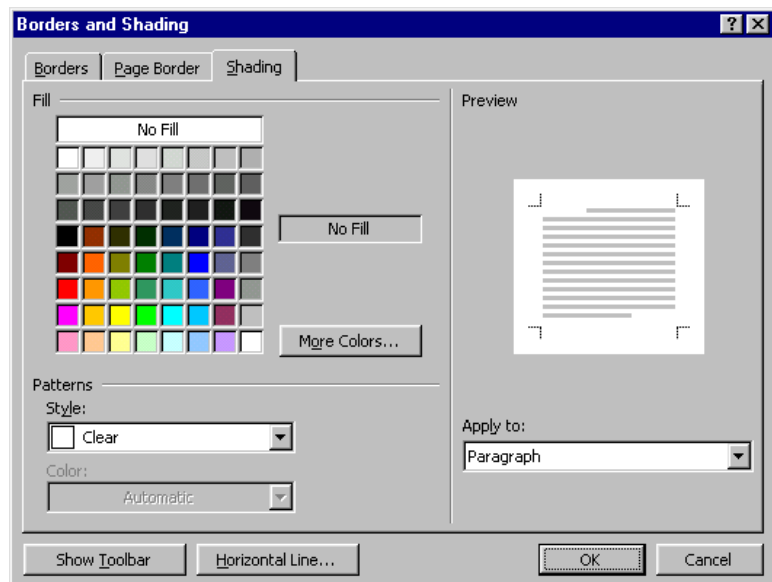
PAGE NUMBER FORMATTING
Page numbers are inserted in the header or footer area (see LINC Three). You can format page numbers after they are inserted. Formatting includes changing the position and alignment of the page number.
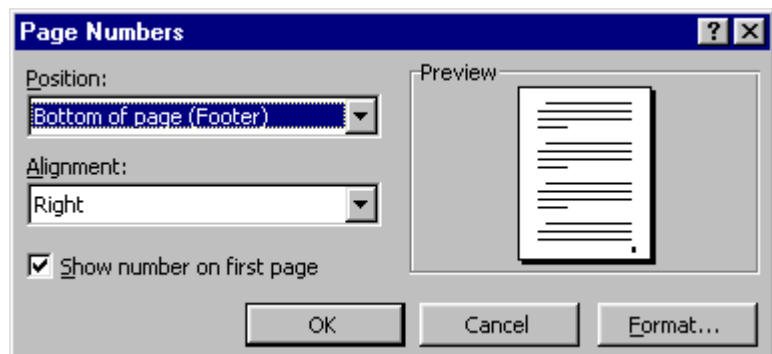
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PARAGRAPH FORMATTING

Paragraph formatting refers to indentation, alignment, and spacing between the lines of a paragraph. A paragraph is the minimum amount of text that the paragraph formatting can be applied to. Click on **Format | Paragraph** on the menu bar to open the Paragraph dialog box. Any options you select will be applied to the paragraph in which the cursor is placed. If you want to format more than one paragraph, you need to highlight them all before selecting a formatting.

- **Alignment:** aligns your text with the left margin, the right margin, or the centre of the page.
- **Indentation:** controls how far your paragraph is from the left or right margin.
- **Special: controls** whether you want only the first line of the paragraph to be indented (First Line) or all the paragraph except the first line indented (Hanging).
- **Spacing:** determines the distance before and after paragraphs.
- **Line spacing:** determines the distance between the lines in a paragraph.
- **Preview:** displays the new formatting when applied.
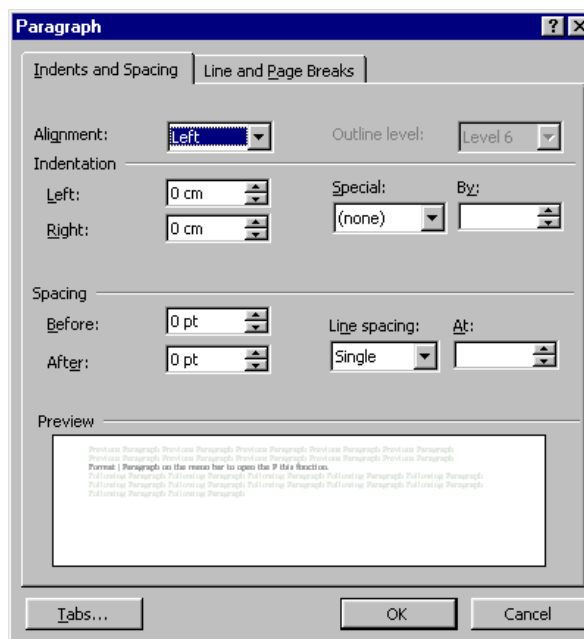
THESAURUS

The thesaurus provides a list of synonyms and antonyms for a selected word. Click **Tools | Language | Thesaurus** to access the **Thesaurus** dialog box. You can replace the original word with a selection, or you can look up synonyms and antonyms for a new word. You can use a word in the Meanings box to look up additional synonyms.

COMPUTER ASSISTED LANGUAGE LEARNING
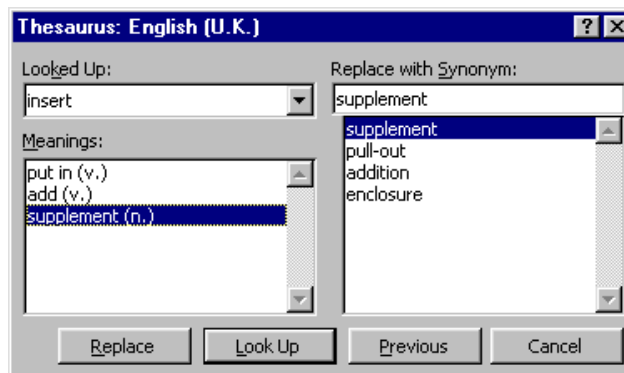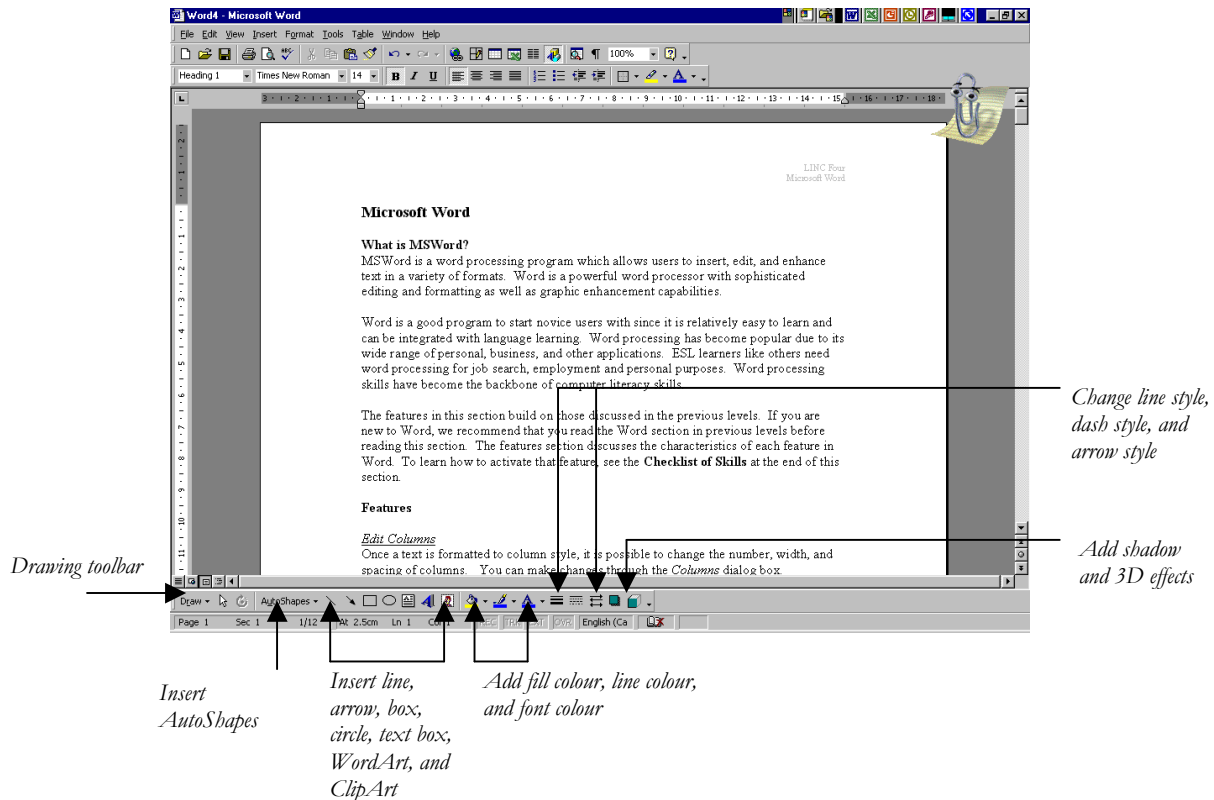
INSERTING IMAGES

■ **Insert ClipArt**

ClipArt is a place where many images are kept in Word. Click **Insert** | **Picture** | **ClipArt** to see a collection of ClipArt images. The ClipArt images are arranged in categories. You can insert one or more images into a document. In addition, you can move and resize the images on your page.
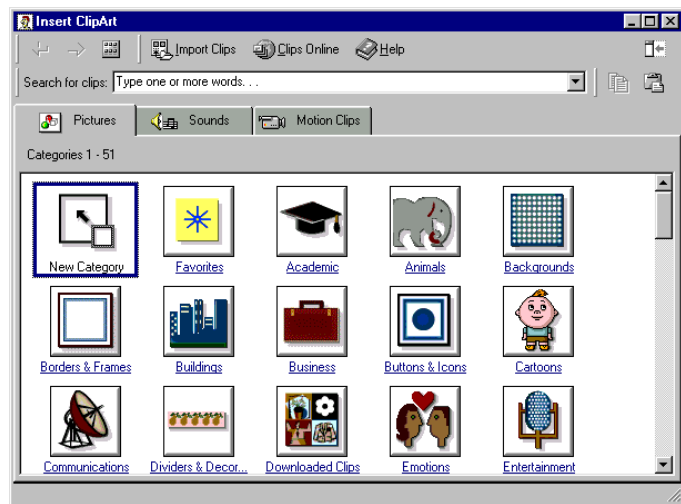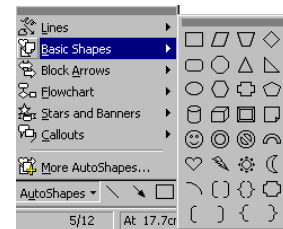
■ **Insert Drawing**

Drawing allows you to insert simple shapes such as lines, arrows, boxes, and circles into your document. Click on the Drawing icon on the Standard toolbar to open the Drawing toolbar which will appear above the status bar.

Drawing toolbar

Change line style, dash style, and arrow style

Add shadow and 3D effects

Insert AutoShapes

Insert line, arrow, box, circle, text box, WordArt, and ClipArt

Add fill colour, line colour, and font colour

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You can add colour, shadow, and dimension to the shapes you insert. In addition, you can insert a variety of ready-made shapes known as AutoShapes such as smiley ☺.

AutoShapes images

■ **Insert WordArt**
WordArt is a term used to describe texts that are inserted as images. Many different designs are available to choose from in the WordArt Gallery.

Click the **WordArt** icon on the Drawing toolbar to see the available selection of WordArt designs.

Once you have selected a design and pressed **OK**, you will be asked to enter the text to be inserted as WordArt and click **OK**. To edit WordArt text, double-click on the WordArt and retype the text.
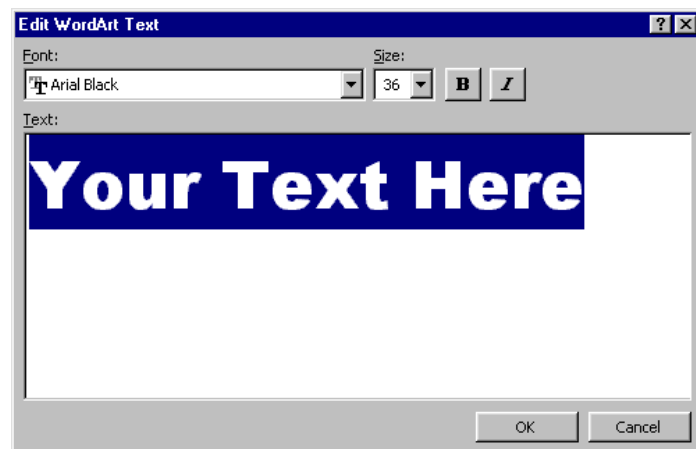
■ **Editing Images**
The WordArt toolbar facilitates customizing and formatting WordArt images.

    • **Resizing Image**
Images can be resized in Word. To resize an image, you need to drag the sizing handles (see glossary) to decrease or increase the image size respectively.

    • **Moving Image**
To move an image, place cursor on the image so that the mouse pointer changes shape to a cross (✥). Drag the image to the new location and release the mouse button.

WordArt toolbox
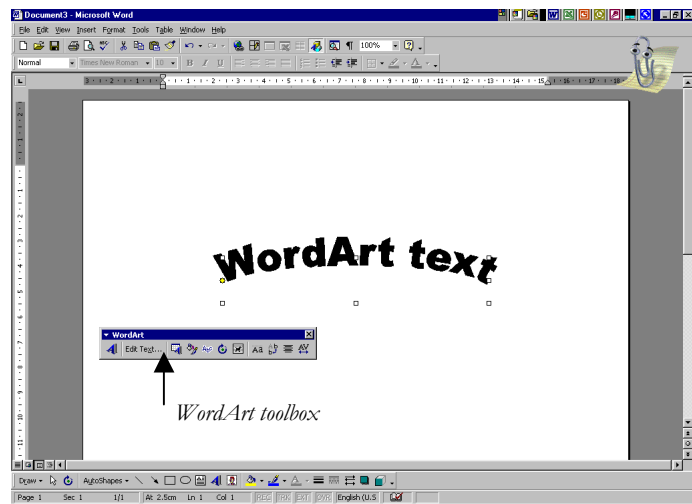
TABLES

Tables are used to organize text in rows and columns. The intersection of a row and a column is called a cell. When creating a table, select the number of rows and columns for that table. Word automatically sets the same row height and column width for each cell in your table. However, you can customize a table to suit your needs. To create a table, click on **Insert Table** on the Standard toolbar, drag your mouse to select the desired number of rows and columns and release the mouse button. The Tables and Borders button on the Standard toolbar will provide you with a toolbar to customize and enhance the appearance of your table. Be sure to check the options in the Table menu for additional table options. See the Skills Checklist for a list of table functions.

Tables and Borders toolbar
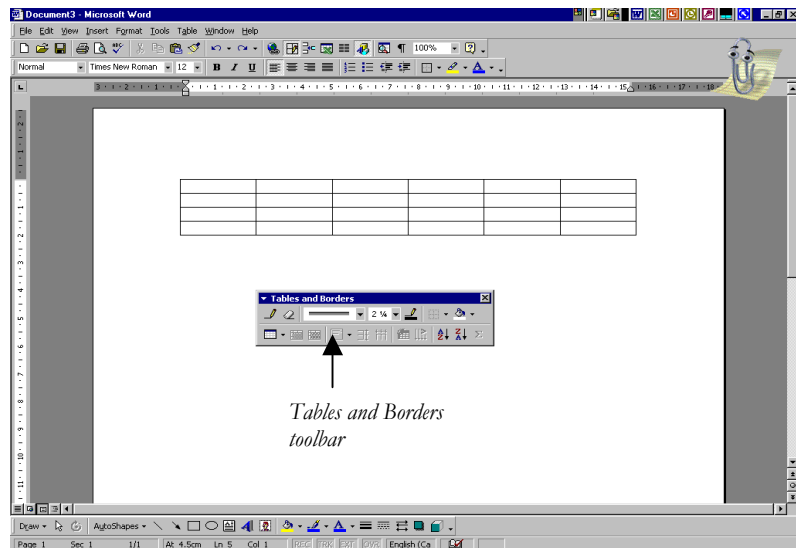
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DOCUMENT VIEW BUTTONS

These are the four icons on the bottom left corner of the Word screen. These icons display the document in four different views:

Normal--a simplified layout for quick editing. This view displays only the text. To view margins or images, switch to the Page Layout View.

Online Layout--makes on-line reading easier with larger font and a map window to jump to other sections quickly.

Page Layout--shows how a printed page will look. Useful for adjusting margins, headers and footers, etc.

Outline--useful for reorganizing the document structure such as moving or changing the headings in a document.
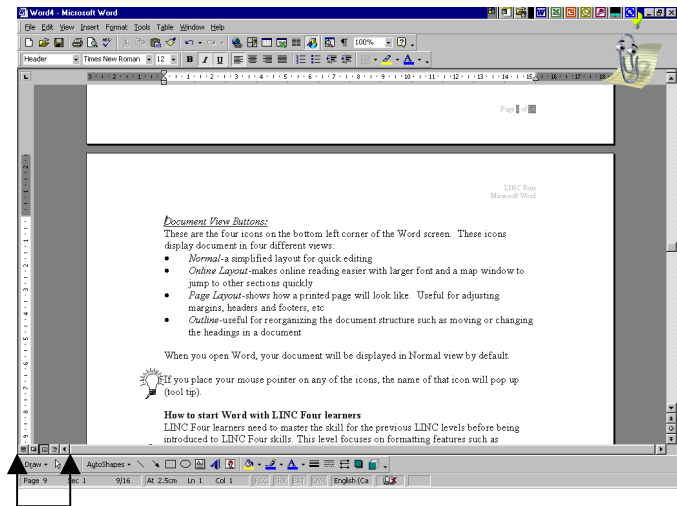
Document view butons

A document in the Page Layout View

When you open Word, your document will be displayed in Normal view by default.
Place your mouse pointer on any of the icons and the name of that icon will pop up (tool tip).

COMPUTER ASSISTED LANGUAGE LEARNING

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The features in this section build on those discussed in the previous levels. If you are new to Word, we recommend that you read the Word section in previous levels before reading this section.
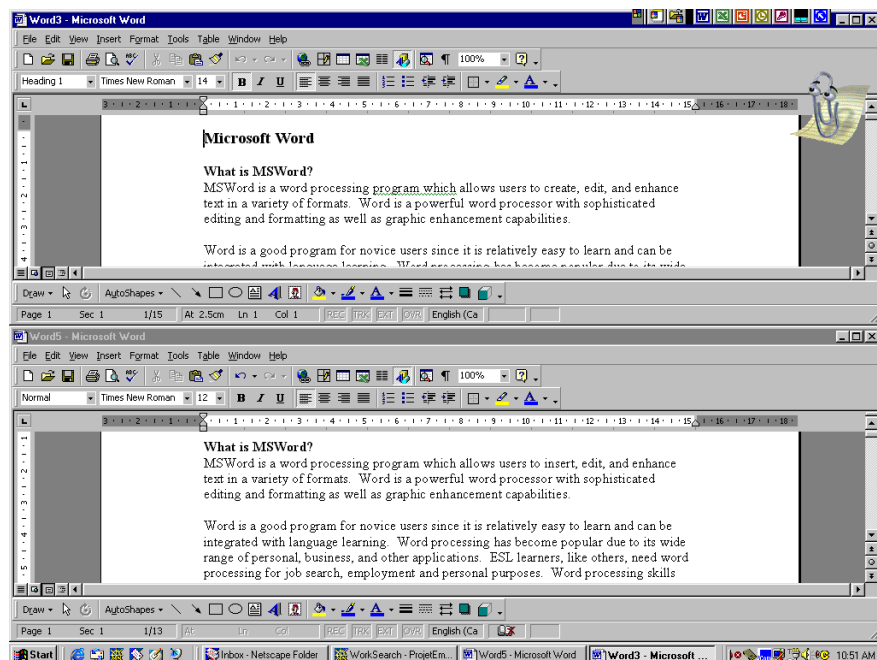
Features

WORKING WITH MULTIPLE DOCUMENTS

Working with multiple documents is useful when you need to transfer or copy text from one document to another or you want to compare two or more documents. To display multiple documents on the screen, open all the documents you want to display. Click **Window | Arrange All** on the Menu bar. All the open documents will be tiled on the screen. Because Word displays all the open documents, it is a good idea to avoid opening the documents that you would not want displayed. Notice that only one document is active at any given time. To Display a document fully on the screen, click on the **Maximize** button ☐ in that document.

FORMAT TABLES

Once you have created a table, you can format it. Formatting a table includes customizing the rows, columns, cells, and borders. An explanation of the frequently used formatting features follows:

■ **Insert/Delete Row**

Click in the margin area of the row above where you want to insert a new row, or where you want to delete. You will notice that it becomes highlighted. Click your right mouse button anywhere in the highlighted area to pop up the quick menu. Click **Insert Rows** to insert a new row immediately above the highlighted one or **Delete Rows** to delete the highlighted row.
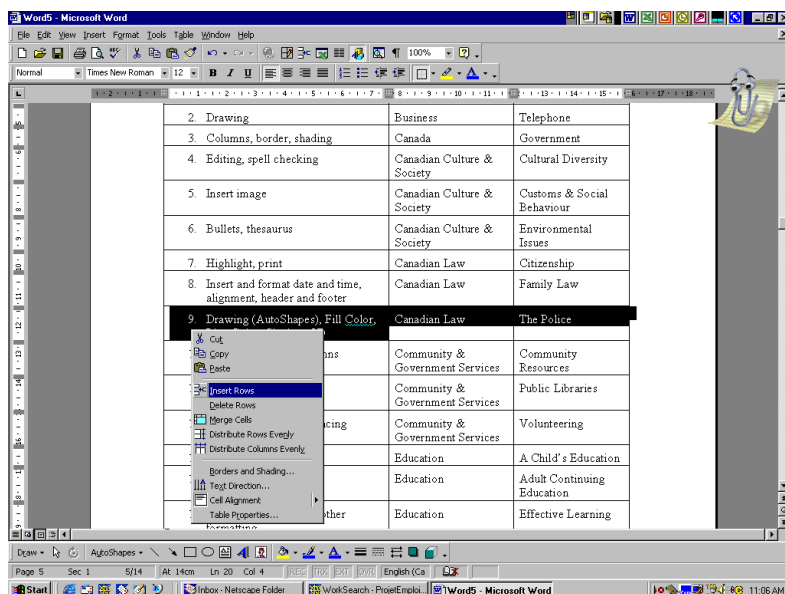
■ **Insert/Delete Column**

Place mouse pointer immediately above and outside the column where you want to delete or insert a new one. Your mouse pointer changes shape to ↓. Click to highlight the column. Click your right mouse button anywhere in the highlighted are to pop up the quick menu. Click **Insert Columns** to insert a new column immediately to the left of the highlighted one or **Delete Columns** to delete the highlighted column.

COMPUTER ASSISTED LANGUAGE LEARNING
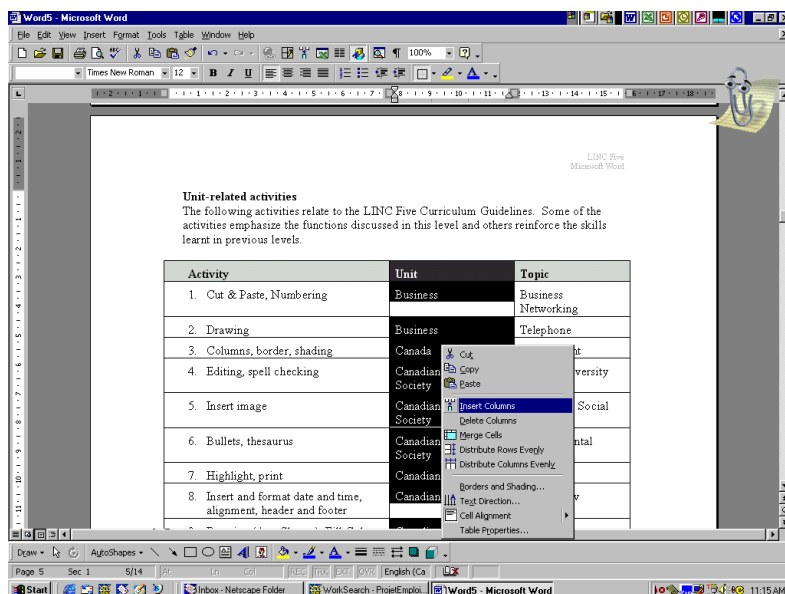
■ **Merge Cells**
Merging cells means joining two or more cells together so that they become one cell. To merge cells, highlight them, click your right mouse to pop up the quick menu, and select **Merge Cells**.
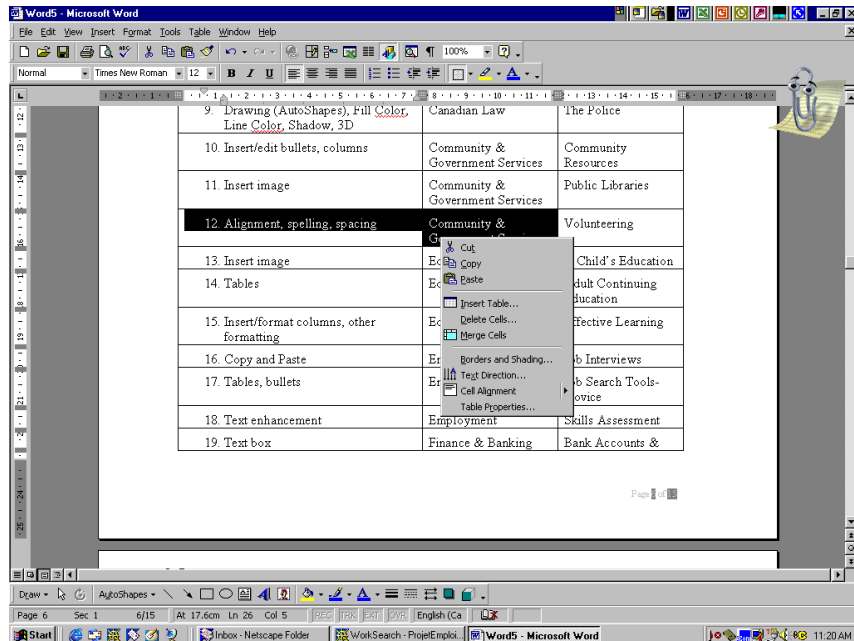
■ **Split Cells**
Splitting cells means that you break a cell into several cells. You use this feature when a number of cells have been merged or when you want to split a big cell into a number of smaller ones.
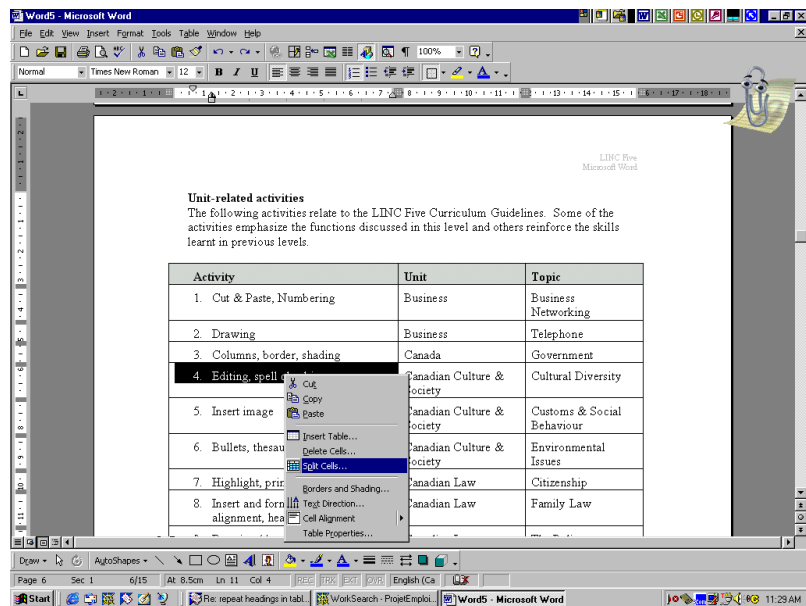
To split a cell, highlight the cell and click your right mouse button. Select **Split Cells**, type in the number of rows or columns that you want to split the cell into, and click **OK**.

■ **Change Row Width/ Column Height/ Alignment**
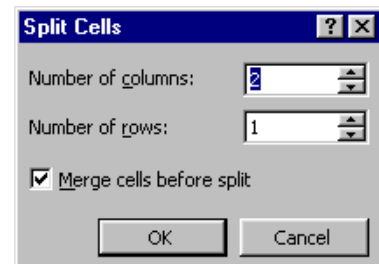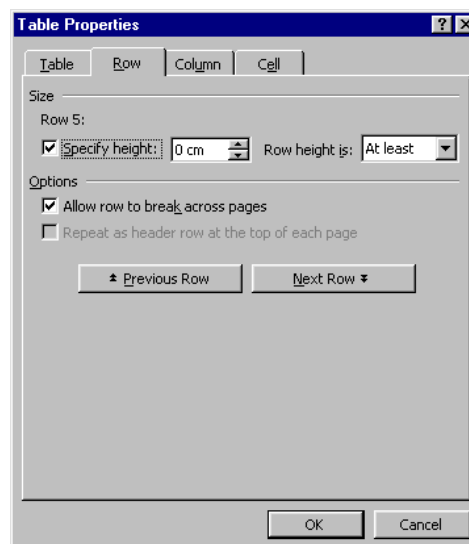Place the cursor in the cell, row, or column that you want
to format. Click **Table | Table Properties** on the Menu
bar. Select a tab (e.g., Row), click an option, and click **OK**.

■ **Borders and Shading**
Borders and shading can be applied to one
cell, a group of highlighted cells, or the entire
table. You can shade a row that contains the
heading, change the border of a group of cells
that contain important information, or change
the border and/or shade a group of selected
cells. To apply border and shading, select the
row, column, or cell.
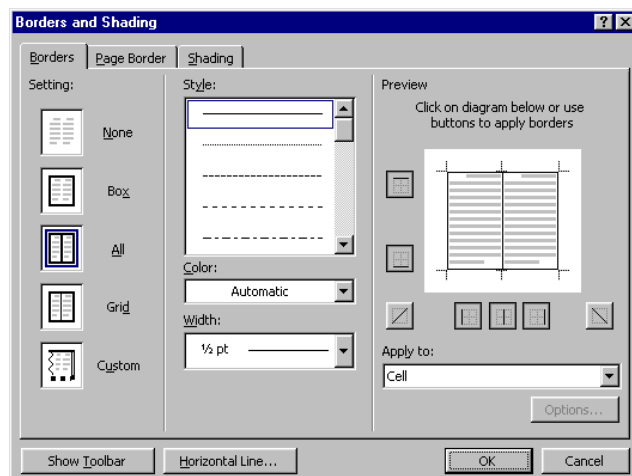
Click your right mouse button anywhere in
the highlighted area and select **Borders and
Shading**. In the **Borders** tab, select the line
style, colour, and border width. In the
Shading tab, select a Fill or Style option and
click **OK**.
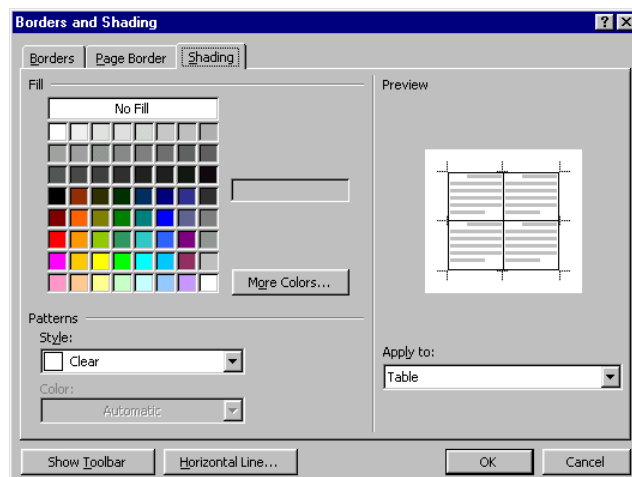
■ **Table AutoFormat**
This feature includes many customized and attractive table formats that can be automatically applied to a table. The Preview window displays the selected format. You can select a different format anytime. Since the AutoFormat is applied to the entire table, there is no need to highlight the table. To apply autoformat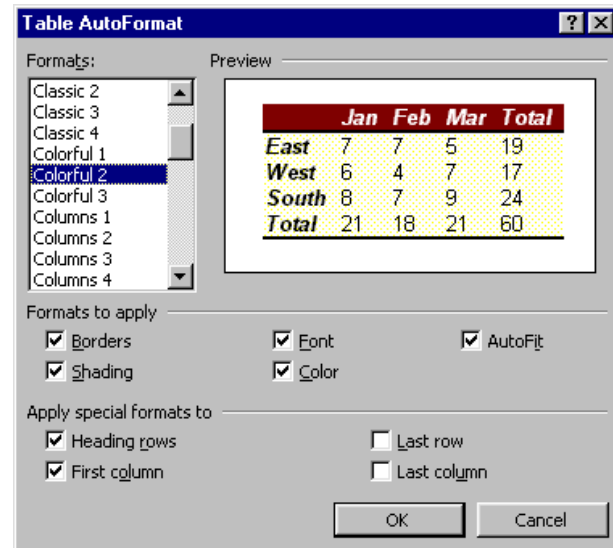ting to a table, place the cursor anywhere in the table and click the right mouse button. Select **Table AutoFormat**. Select a format and click **OK**.

INSERT PAGE BREAK

Page breaks are inserted when you need to start a new page in your document. For example, you might want to start a new page when you write a new chapter in a book or a new section in a proposal. To insert a page break, place your cursor where you want the new page to begin and click Insert | Break on the Menu bar. Select Page break and click OK.
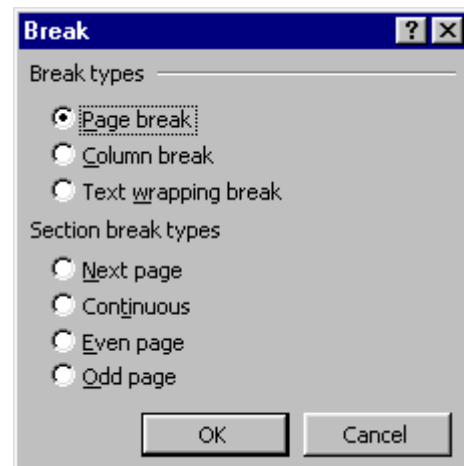
EDIT CLIPART

Editing a ClipArt picture means changing its size, position, layout, and colour. You need to select the picture before you can edit it.

■ To **select** a picture, click it. A selected picture has eight Sizing Handles appearing around it. A sizing handle looks like a small square.

■ To **resize** a picture, drag a sizing handle in the available direction (the direction shown when placing your mouse pointer on the sizing handle).

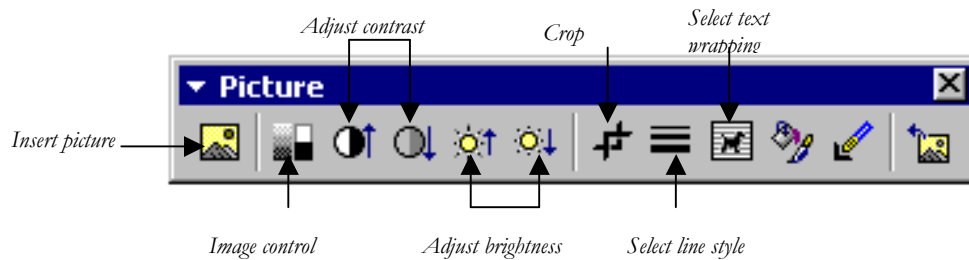- To **move** a picture, place your mouse pointer on a picture (your mouse pointer changes shape to a cross) and move the picture to another location.
- To **choose** other editing such as changing brightness, wrapping, and cropping, use the Picture toolbar.
- **Wrapping**
  Wrapping allows you to choose how text will be positioned in relation to the picture. For example, Top and Bottom wrapping displays text before and after the picture. Square wrapping surrounds the picture by an invisible square and displays text around the picture. To select a wrapping option, right-click on the picture to show the picture toolbar, click on Wrapping, and select an option.

Adjust contrast *Crop* *Select text wrapping*

Insert picture

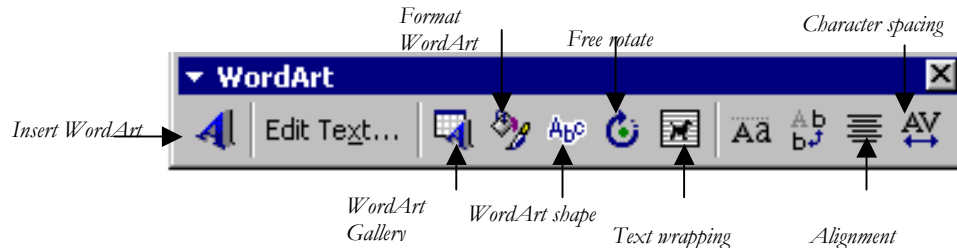*Image control* *Adjust brightness* *Select line style*

- **Cropping**
  Cropping allows you to cut the parts of a picture that you do not need. To crop a picture, right-click on the picture and click on the Crop icon. The mouse pointer changes shape to the crop icon. Place your mouse pointer on any sizing handle and drag in to crop your picture.
- To show the picture toolbar, place your mouse pointer on the picture, right-click and select **Show Picture Toolbar**.
- To choose other options such as Grouping and Order from the quick menu, right-click on a picture.
- **Grouping**
  Sometimes you need to make an image by inserting several pictures, text boxes, or drawings. In such cases, you need to group all your pictures into one so that you can move or resize your image. This can be done by first selecting all the pictures. Click on the **Select Objects** icon on the **Drawing** toolbar, place your mouse at the top left corner of the left-most picture and drag diagonally so that all the pictures are selected. If all your pictures have sizing handles around them, they are selected. If you notice that you missed one or more pictures, select again. Right-click anywhere in the selected area and select **Grouping** from the Quick menu. You will notice that only one set of sizing handles will appear around the entire image. To ungroup, right-click on the picture, select **Grouping | Ungroup**.
- **Ordering**
  Ordering means where your picture should be in relation to the text. Right-click on the picture and select **Ordering**. Choose an option.

EDIT DRAWING

Drawings can be edited by using the Drawing toolbar (see Word in LINC Four). The Drawing toolbar appears at the bottom of the screen above the Status bar. In addition, the sizing handles appear when you select a drawing, thus enabling you to move and resize your drawing.

EDIT WORDART

WordArt can be edited using the WordArt toolbar which appears anytime you click on your WordArt image.

Format WordArt   *Free rotate*   *Character spacing*

Insert WordArt

WordArt Gallery   *WordArt shape*   *Text wrapping*   *Alignment*

TAB SETTING

Tab setting means customizing the tab position in your document. By default, tab setting is set at .5" (inch) intervals in Word. This means that every time that you press the Tab key, your cursor is moved .5" to the right. Tab measurements are called Tab Stops. To set new tabs, click **Format** | **Tabs** to display the Tabs dialog box.
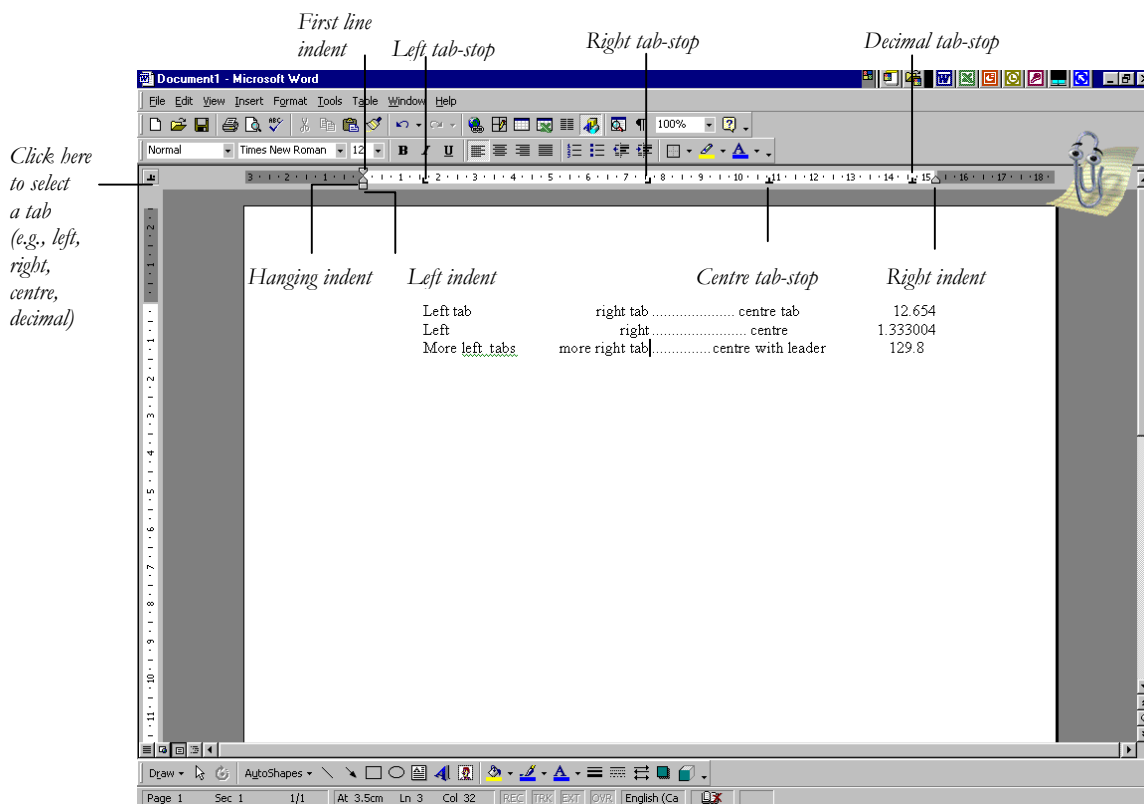
Tab-stop position box	Inserts a new measurement to be set as a tab stop (e.g., 1.3"). Click **Set** to add the value to the list of tab settings.
Left	Left-aligns tabs at the tab-stop position.
Centre	Centres tabs at the tab-stop position.
Right	Right-aligns tabs at the tab-stop position.
Decimal	Aligns decimal numbers so that the decimal points are vertically aligned under each other.
Bar	Inserts a vertical bar at the tab-stop position.
Leader	Inserts a row of dots, dashes, or a line before the text.
Clear	Clears the highlighted tab-stop position on the list.
Clear All	Clears all tab stop-positions on the list.
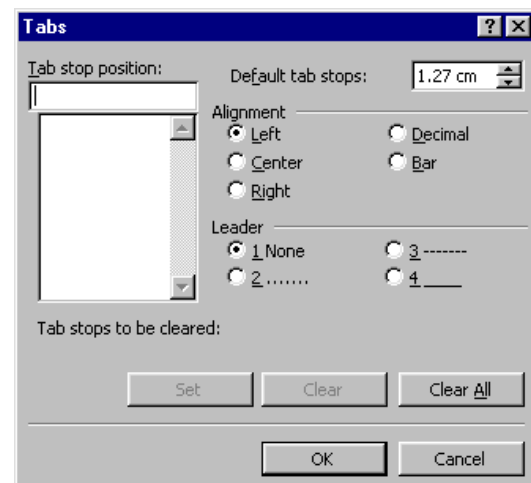
THE RULER

Once you set the tabs, the ruler updates the tab settings. You can drag the tab settings on the ruler to new positions or drag them off the ruler to clear them. You can also set new tabs without using the Tabs dialog box. In addition, you can use the indentation handles on the ruler to change paragraph indentation. All you need to do is to place the cursor anywhere in a paragraph and drag the indentation handles to indent that paragraph.

5• MICROSOFT WORD

First line indent

Left tab-stop

Right tab-stop

Decimal tab-stop

Click here to select a tab (e.g., left, right, centre, decimal)

Document1 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal   Times New Roman   12   **B** *I* U

Hanging indent   *Left indent*   *Centre tab-stop*   *Right indent*

Left tab	right tab .... centre tab	12.654
Left	right .... centre	1.333004
More left tabs	more right tab............... centre with leader	129.8

Draw ▾   AutoShapes ▾

Page 1   Sec 1   1/1   At 3.5cm   Ln 3   Col 32   REC TRK EXT OVR   English (Ca

PAGE SETUP

This feature allows you to set new margins, change the layout from portrait to landscape, select new paper size, and customize the header and footer options for different sections in the document. To open the Page Setup dialog box, click **File** | **Page Setup** on the Menu bar.

Page Setup

Margins | Paper Size | Paper Source | Layout

Top: 2.54 cm

Bottom: 2.54 cm

Left: 3.17 cm

Right: 3.17 cm

Gutter: 0 cm

From edge

Header: 1.25 cm

Footer: 1.25 cm

☐ Mirror margins
☐ 2 pages per sheet

Preview

Apply to: Whole document

Gutter position
◉ Left   ○ Top

Default...   OK   Cancel