

MS Office Word 2019

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Chapter 1. MS Word Introduction

Objective:

- Identify the elements of MS Word interface.
- Changing Word's Default Options.
- Customizing the Quick Access Toolbar

Launch word and create new document

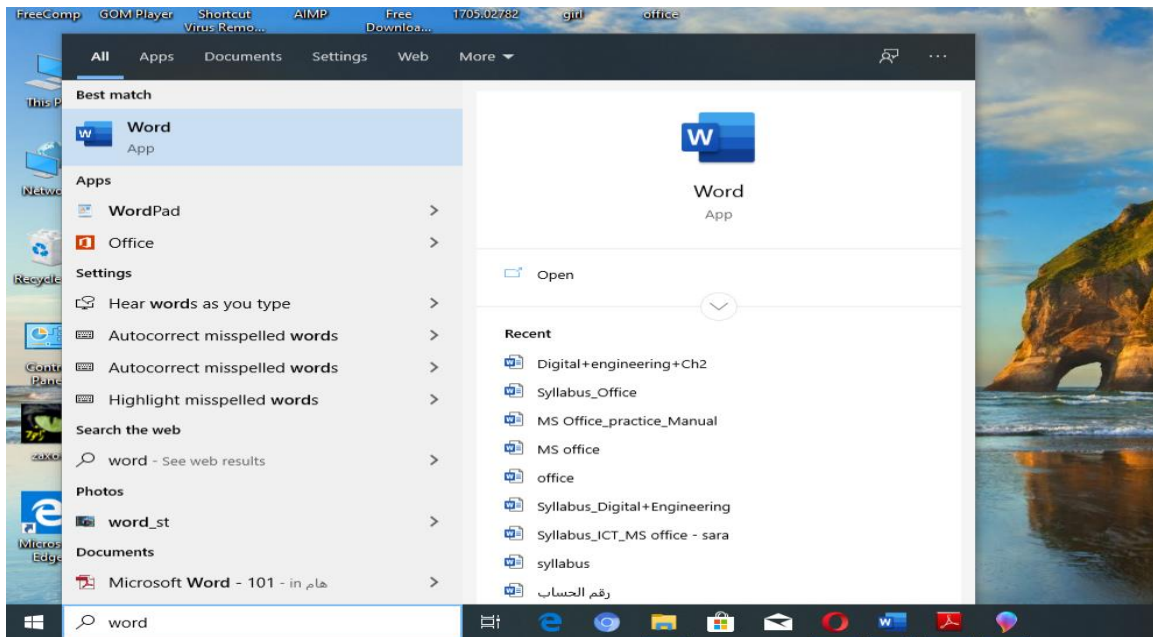
To work with word, first, you should launch MS Office Word from Start menu, this will be done in windows 10 as follow:

- Click the Start button, The Start menu appears.



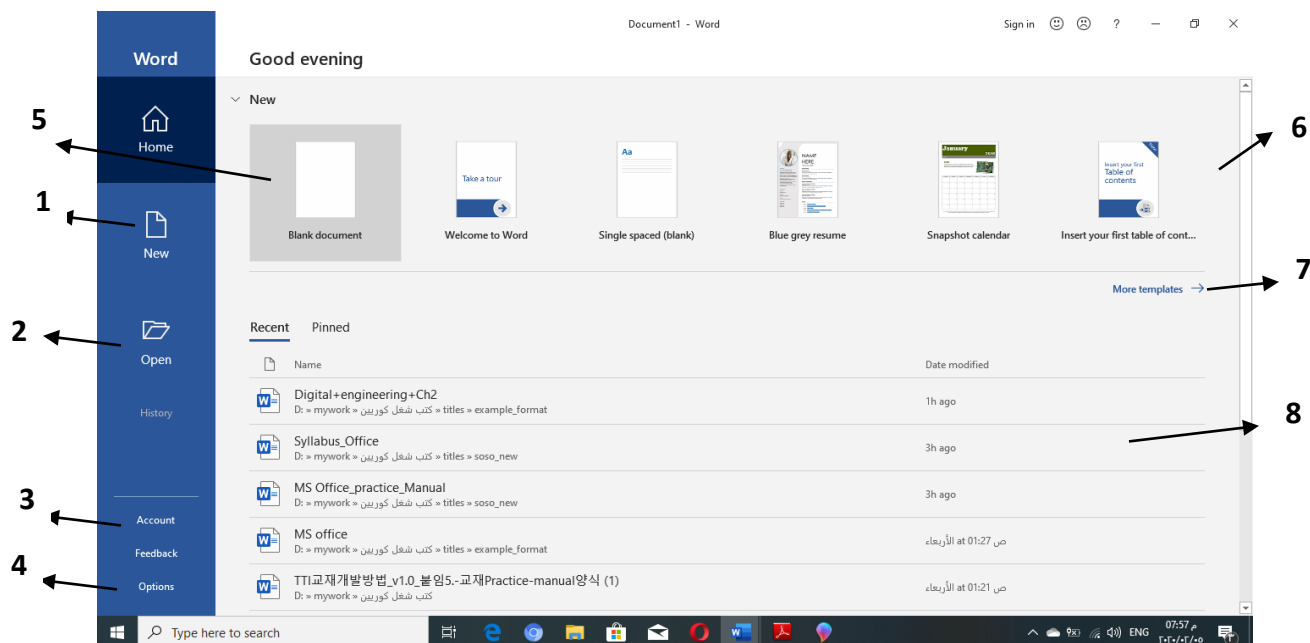
[Figure 1-1] Launch MS Office Word

- You can start the word program by using search tool in the taskbar, then typing word in the Search box, Click the program in the search results to launch it.
- There are many versions of the Office program and the versions differ from each other in some features or in the locations of some buttons or toolbars, here we will use the 2019 version.
- You can also launch word program by clicking the program icon at the desktop if the program icon is located on it.



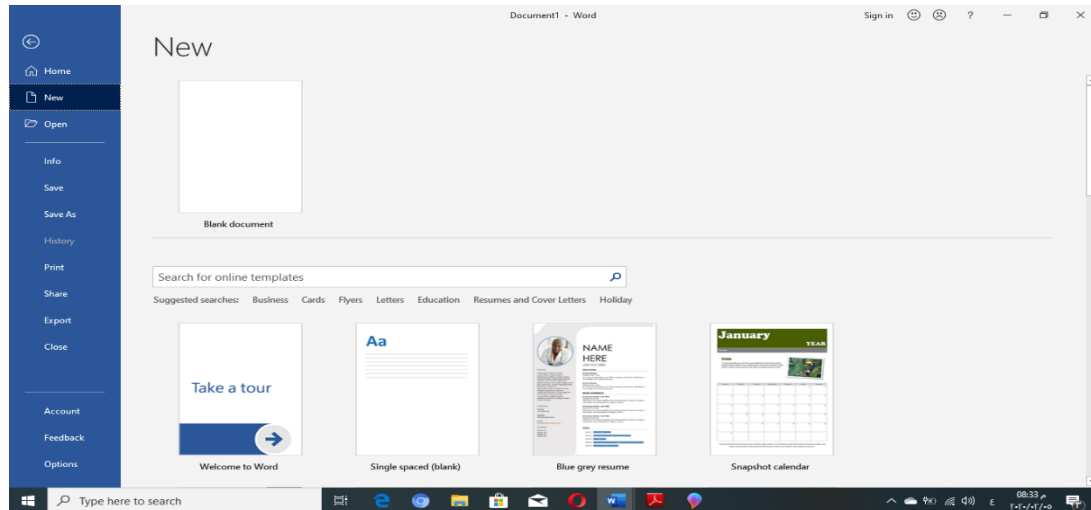
[Figure 1-2] Launch MS Office Word using Search Box

- After launching the program, this window will appear:



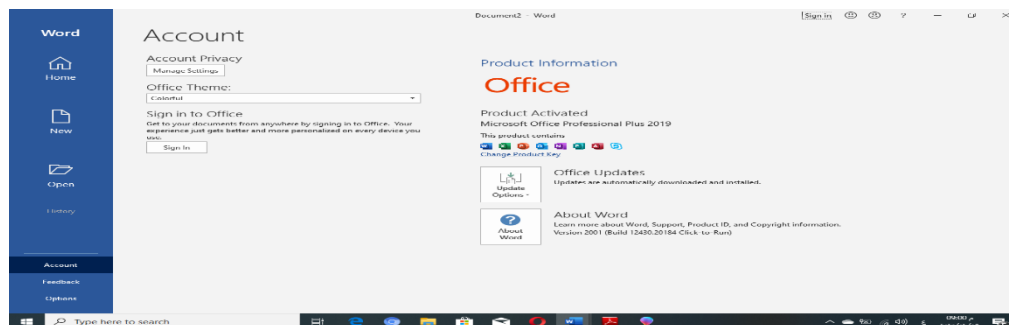
[Figure 1-3] The launch word program window

1. **New:** when you press new tab, you create a new document from many templates which are built in the program or create a blank document and you can search new template from the internet as we can see in following figure:



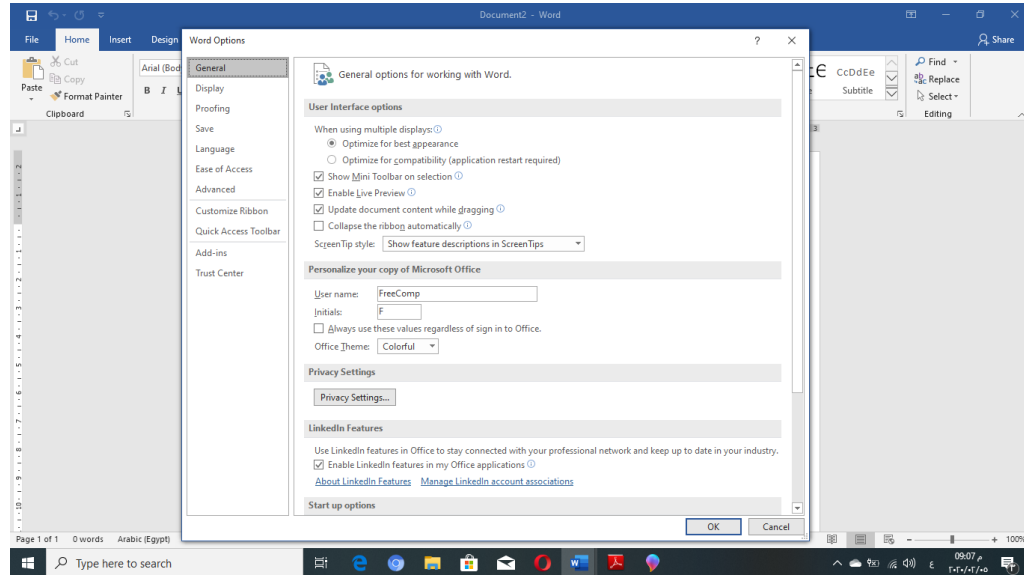
[Figure 1-4] create new document window

2. **Open:** by this tab you can open a document that you or someone else has previously created and then saved. Other Ways to Open a Document: Press <Ctrl> + <O>.
3. **Account:** Signing in to Office lets you create, edit, and share your files.
4. After signing in, you're automatically signed in to online services like Office Online or OneDrive. Type the email address and password you use with Office. This might be the personal Microsoft account you associated with Office, or the username and password you use with your work or school account. Also, you can change the program background from drop down menu (office theme).



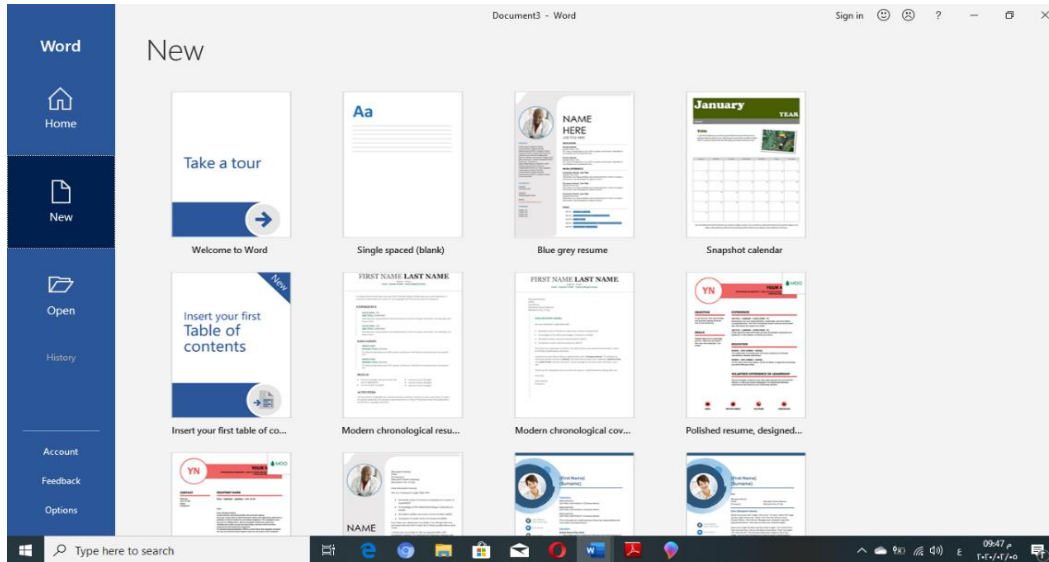
[Figure 1-5] Account window to sign in

5. **Options:** you change or edit all the setting or properties of the program. It is also possible to change the properties of the program according to the user preferences and desires, and also customize buttons and toolbars.



[Figure 1-6] word options window

6. **Blank Document:** The new blank document appears in the Word application screen, Other way to Create a Blank Document: Press <Ctrl> + <N>.
7. A set of templates provided by the Word program that are used in creating a new document.
8. **More Templates:** when pressing this option another window appears which provide more templates to choose from and you can search for a specific template from internet.

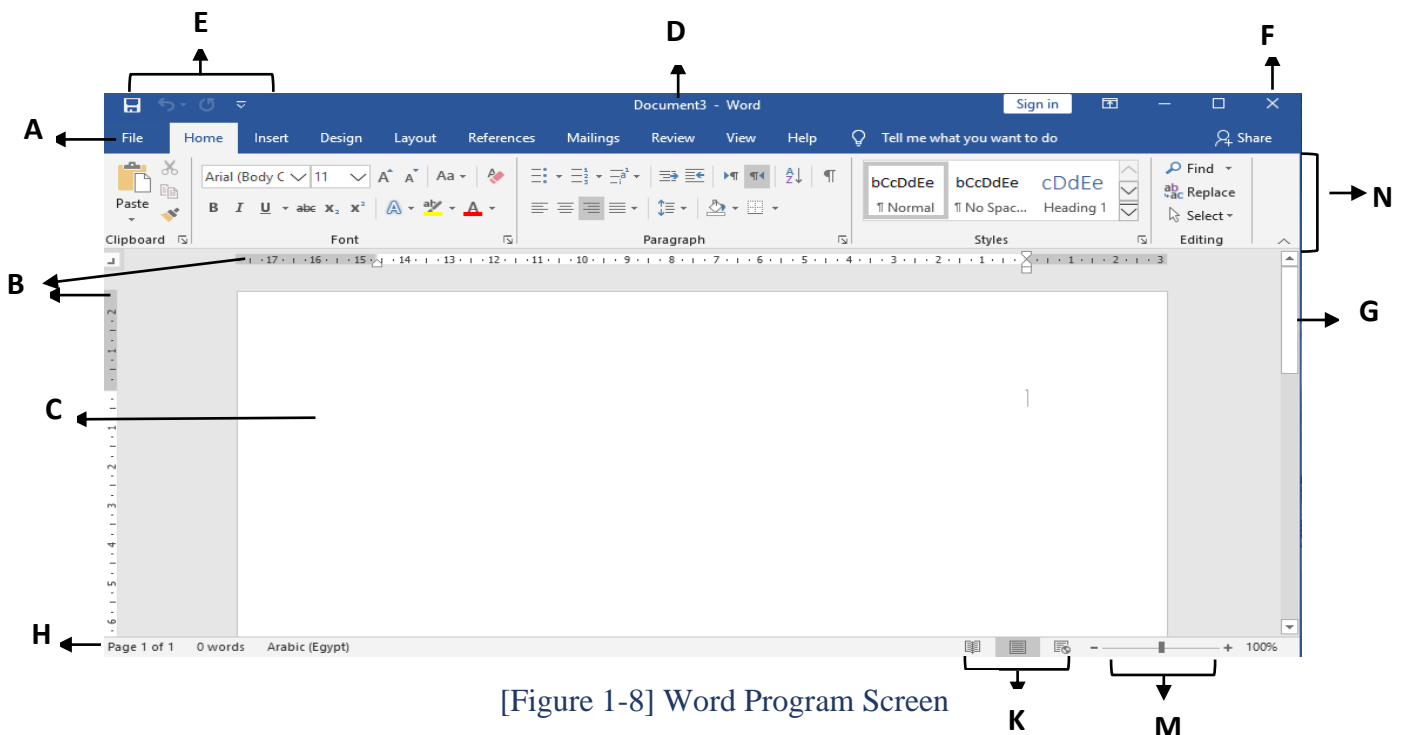


[Figure 1-7] Word Templates

9. **Recent files:** Shows the latest files that have been opened and created by user. The program provides these files for quick opening.

Identify the components of the Word window

After Creating new document or blank document the following screen appears:



[Figure 1-8] Word Program Screen

The word screen contains the following elements

Table [1-1]. Program Screen Components

A	File tab: Contains basic file management commands such as New, Open, Save, and Close and program options.
B	Ruler: Displays left and right paragraph intents, document margins, and tab stops. Click the View Ruler button above the vertical scroll bar to view or hide the ruler.
C	Document window: This is where you enter and work on document content.
D	Title bar: Displays the name of the program you are using and the name of the document you are currently working on.
E	Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.
F	Close button: Click here to close the current document. If only one document is open, clicking this button will close the Word program as well.
G	Scroll bars: There are both vertical and horizontal scroll bars: you use them to view and move in your document
H	Status bar: Displays information about your document. Right-click it to specify which information is shown.
K	View shortcuts: Quickly switch between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views.
M	Zoom slider: Click and drag the slider to zoom in or out of a slide. You can also use the + and – buttons
N	Ribbon: The tabs on the Ribbon replace the menus and toolbars found in previous versions of Word.

Customizing the Ribbon

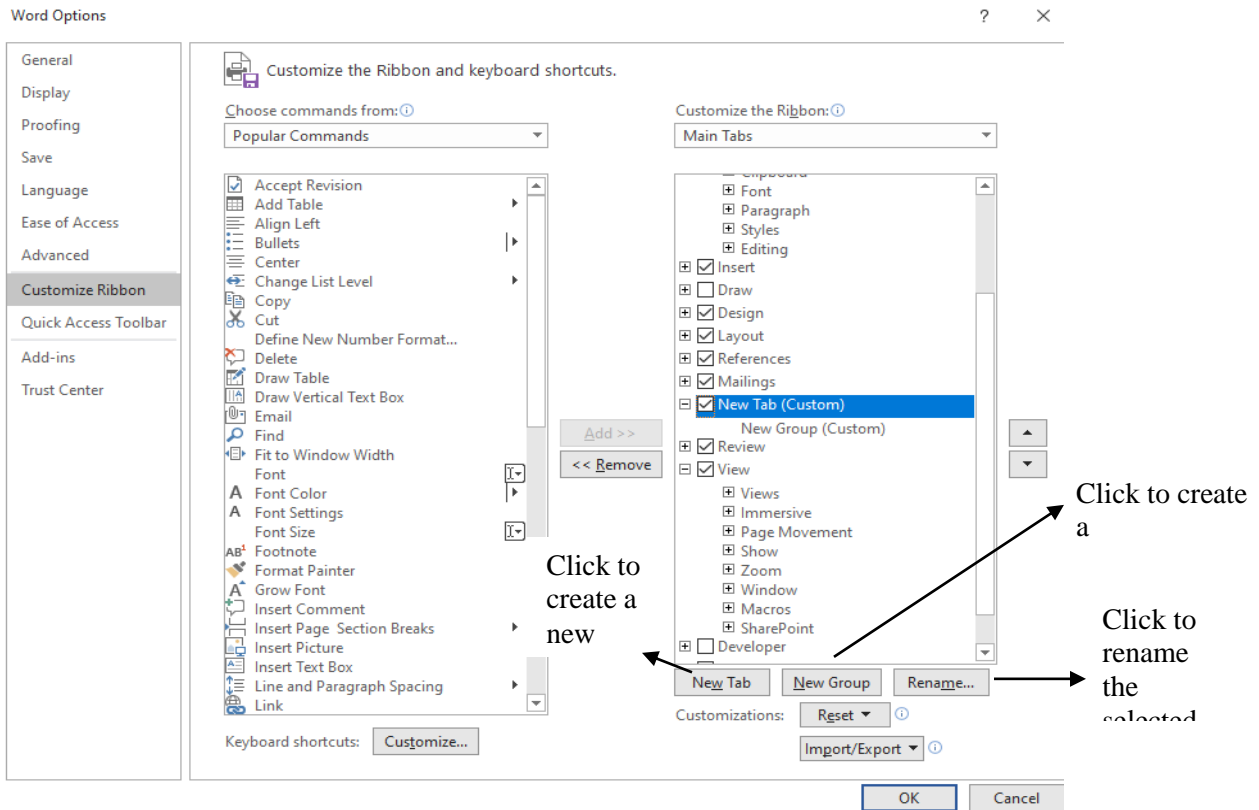
You can customize the Ribbon. Add your own tabs and groups, or rearrange the Ribbon to better fit your work style.

Create a new tab or group

You can add new groups to tabs, or you can create new tabs with new groups.

1. Click the File tab on the Ribbon and select Options. The Options dialog box appears.
2. Click the **Customize Ribbon** tab.
3. The left column displays commands that you can add to the Ribbon.
4. The right column displays the tabs on the Ribbon, and the groups and commands in each tab.
5. In the right column, press New Tab button to insert new tab which automatically contains a new group.

- Press New Group button then a new group will be inserted within the selected tab



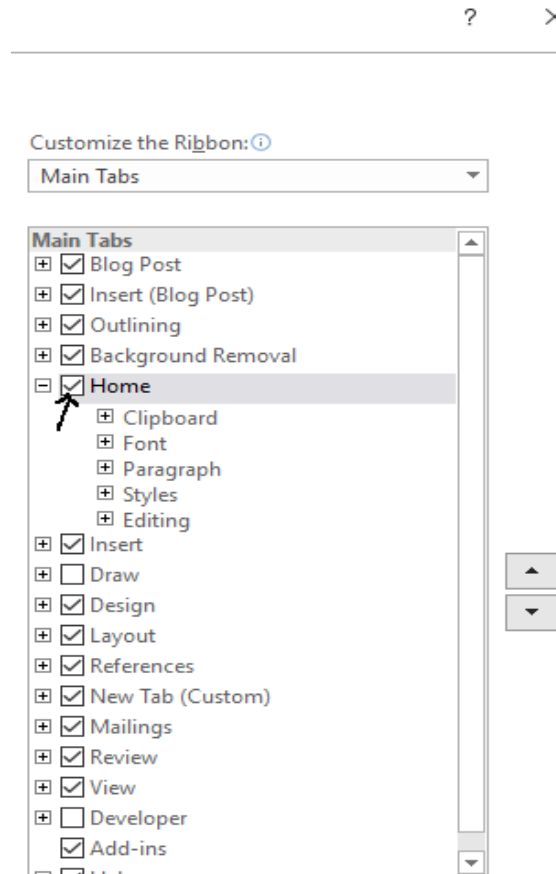
[Figure 1-9] Customize Ribbon Window

Rename a tab or group

- Select the tab or group you want to rename
- Click the Rename button.
- The Rename dialog box appears.
- Enter a name for the selected tab or group in the
- Display Name text box.
- The tab or group is renamed. For a group, also select a symbol to represent the group, click ok.

Hide/show the tab in the ribbon

When you check the box of the tab then it will appear in the ribbon and the uncheck makes it hides. As we can see in the following figure, the arrow refers to the area which is checked.

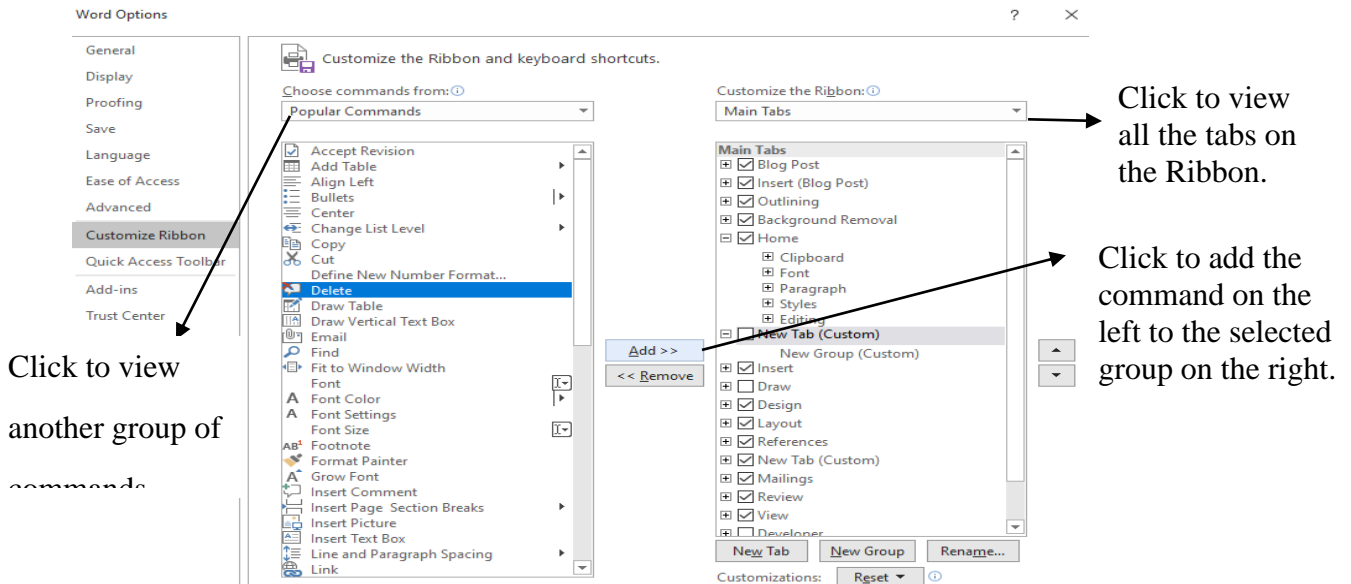


[Figure 1-10] Hide and Show the Tab in the Ribbon

Add a command to a group

Once you have created a new tab or group, you can add commands to the group. You can also add commands to groups that already appear on the Ribbon.

1. In the right column, select the group to which you want to add a command. This could be a group you've created from scratch, or even a group that appears by default
2. In the left column, select the command you want to add to the Ribbon. Click the Add button.
3. The command is added to the group.



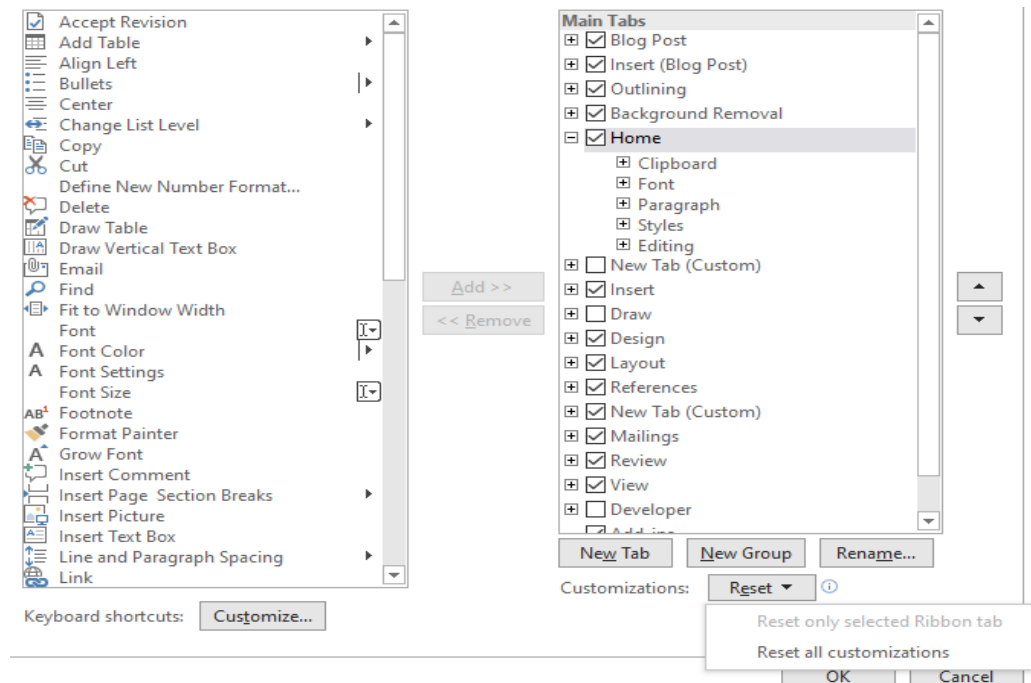
[Figure 1-11] Add a command to a group

Restore the default Ribbon

If you no longer want to use the customizations you've added to the Ribbon, you can restore the Ribbon to its original, default settings.

1. Click the Reset button, two options will appear.
2. **Reset only selected Ribbon tab:** Restores the default settings for the selected tab
3. **Reset all customization:** Removes all Ribbon and Quick Access Toolbar customizations, restoring them to the default arrangement and appearance.

The following figure show the restore process:



[Figure 1-12] Restore the Ribbon

Customizing the Quick Access Toolbar

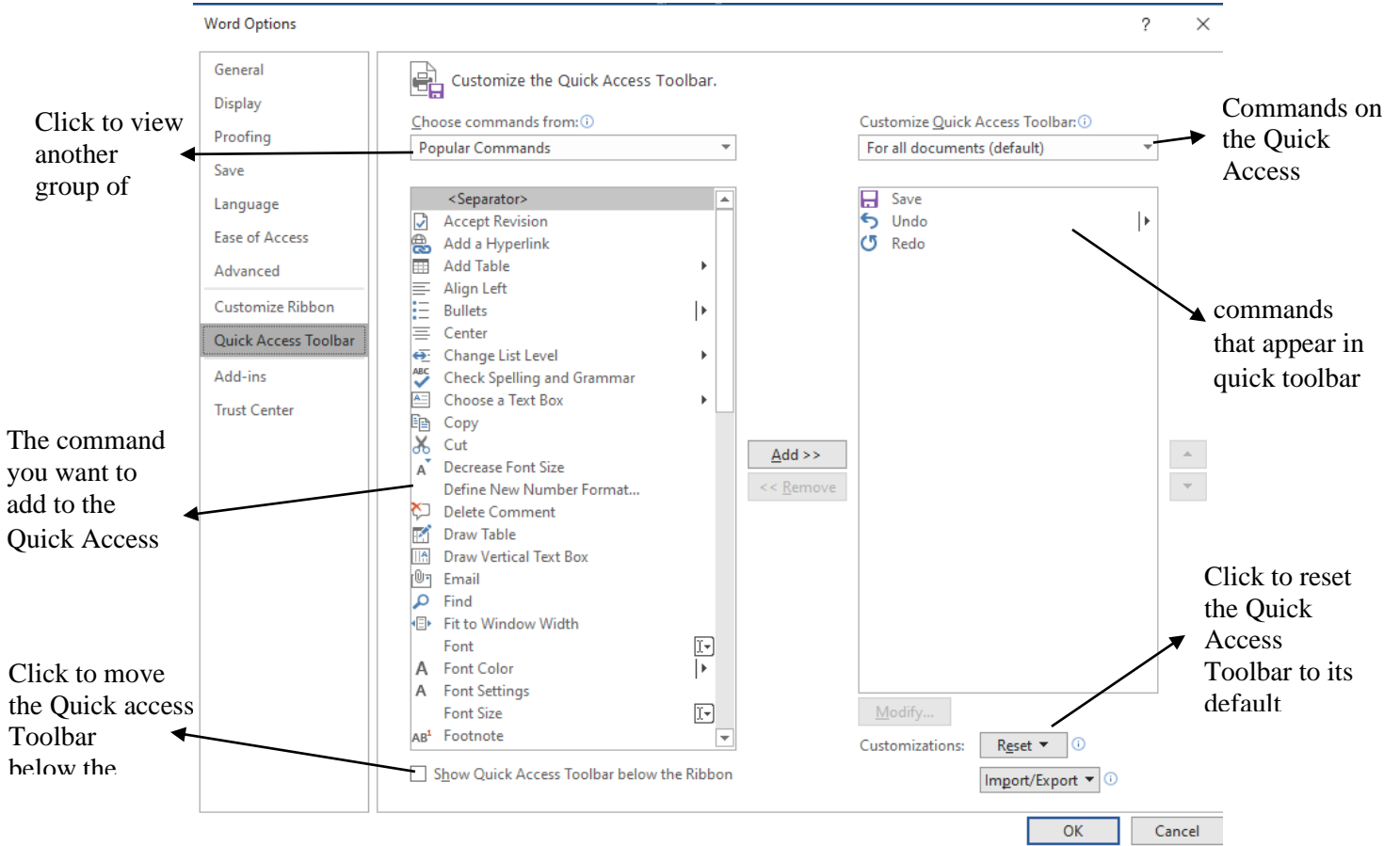
The Quick Access Toolbar is a shortcut for commands that are used often. If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or deleting commands.

1. Click the File tab and select Options.
2. The Word Options dialog box appears.
3. Click the Quick Access Toolbar tab.

This tab displays options for customizing the Quick, Access Toolbar. The left column displays commands you can add to the Quick Access Toolbar. The right column displays commands that appear there.

4. In the left column, select the command you want to add to the Quick Access Toolbar.
5. Click the **Add** button.
6. The command is added to the Quick Access Toolbar.

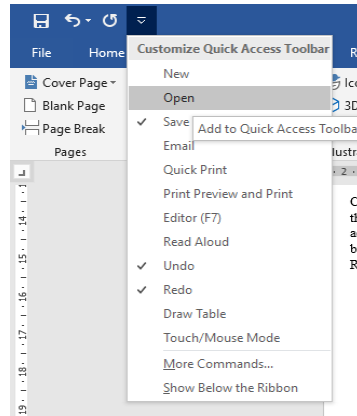
The following figure shows the Quick Access Toolbar customization:



[Figure 1-13] Insert a command to the Quick Access Toolbar

We customize the quick access toolbar by another way:

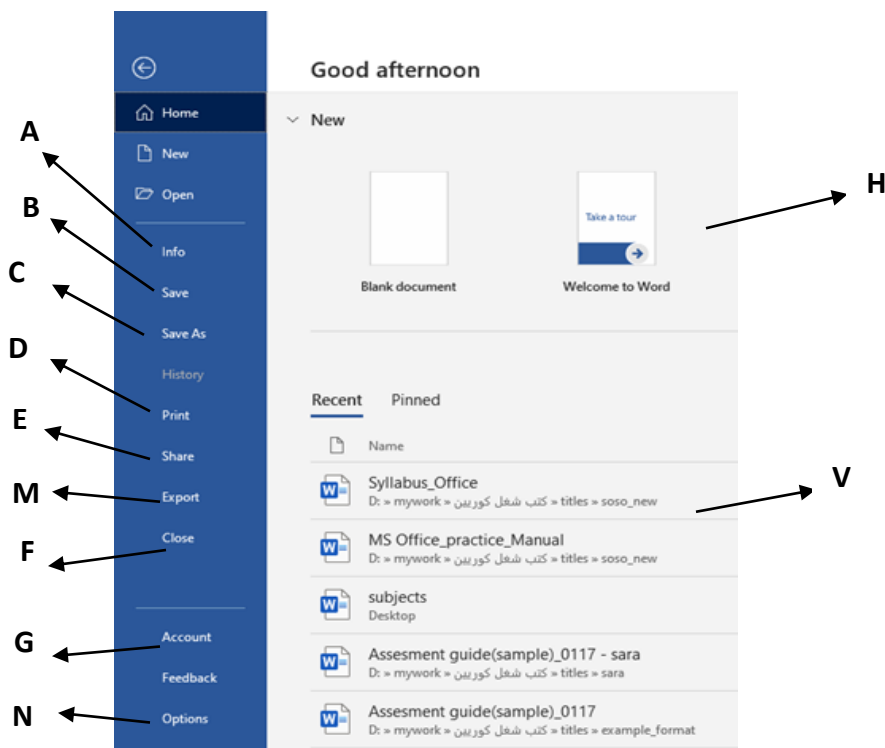
- 1- Click the Customize Quick Access Toolbar list arrow.
- 2- The drop-down menu will appear you can choose any command to appear in the quick access toolbar by click ✓ beside the command, the following figure show this:



[Figure 1-14] Insert /remove a command to the Quick Access Toolbar

Identify the commands of the File tab

Word 2019 and some previous versions provide easy access to commands through the Ribbon, File tab, and Quick Access Toolbar. The File tab replaces the File menu and Office Button found in previous versions of Word. We can see the commands in the following figure:



[Figure 1-15] File Tab Commands

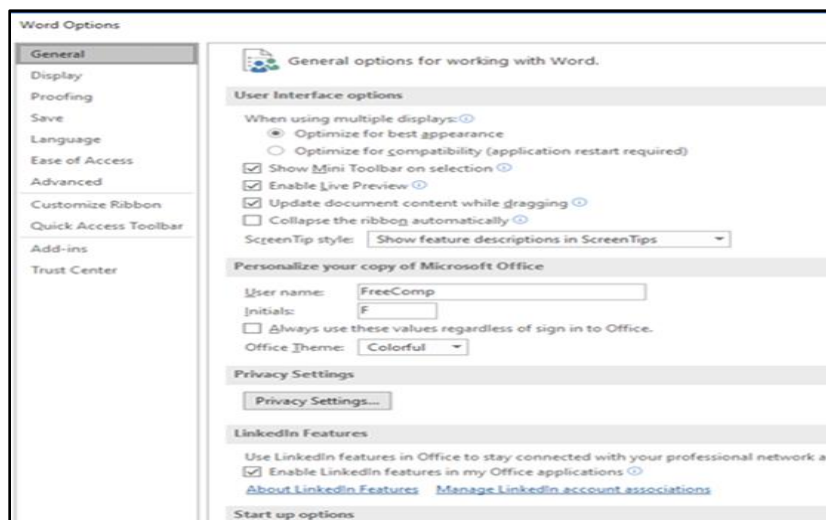
Table [1-2]. File Tab Commands

A	Info: Excel, PowerPoint, and Word: Change document protection settings, provide document properties like page numbers, count of words, last modified date, and manage versions of the file.
B	Save: Save changes made to the file.
C	Save as: Save the file under a different name or location.
D	Print: Preview and print the current document.
E	Share: Save the file to the Web, publish it to a SharePoint web site or as a blog post; email it to others or invite them to collaborate on it.
F	Close: Close the current file
G	Account: View your Office.com account details.
H	Create a new file or document with the templates.
M	Export: Convert the file to a PDF or EXP document. Or save it as another file type.
N	Options: Customize how the program saves, displays, and proofs documents by setting program options.
V	This area contains the recent files which used by users.

Changing Word's Default Options

Word program enables you to change setting to be suitable to your own needs.

1. Click the File tab and select Options. The Word Options dialog box appears.
2. Click the tabs on the left to view different option categories.
3. Change the options as you see fit. Click OK to confirm the changes. The changes are applied to the Word program.



[Figure 1-16] Word Options dialog box.

The following table shows **Tabs** in the Word Options Dialog Box, for more information on these categories.

Table [1-3]. Tabs in the Word Options Dialog Box

General	Change the most commonly modified options in Word. This includes enabling the Mini Toolbar and Live Preview. Also, change the color scheme, control ScreenTips, and change the user name.
Display	Change how content is displayed on the screen and when printed. Change screen display options such as showing white space between pages in Print Layout view and choose which formatting marks you always want to display on the screen, such as tab characters and paragraphs. Set printing options, such as updating fields before printing and printing hidden text.
Proofing	Change how Word corrects and formats your text. Change the types of errors that Word flags when looking for spelling and grammar errors.
Save	Customize how documents are saved, such as how often Auto Recover saves a document, and change default file locations
Language	Add additional languages to edit your documents. Also set the language priority order for added languages.
Advanced	Change how Word works when you edit text; modify how cut, copy, and paste commands operate; customize tools in the window, such as how it displays screen tips and scroll bars; control how the document is printed; and choose advanced save options.
Customize Ribbon	Create custom tabs and groups for the Ribbon.
Quick Access Toolbar	Add commands to the Quick Access Toolbar.
Trust Center	Help keep your document safe and your computer secure and healthy. Read privacy statements and change Trust Center Settings to control how Word works with macros, add-ins, the message bar, trusted publishers and locations, and more.

Save a document.

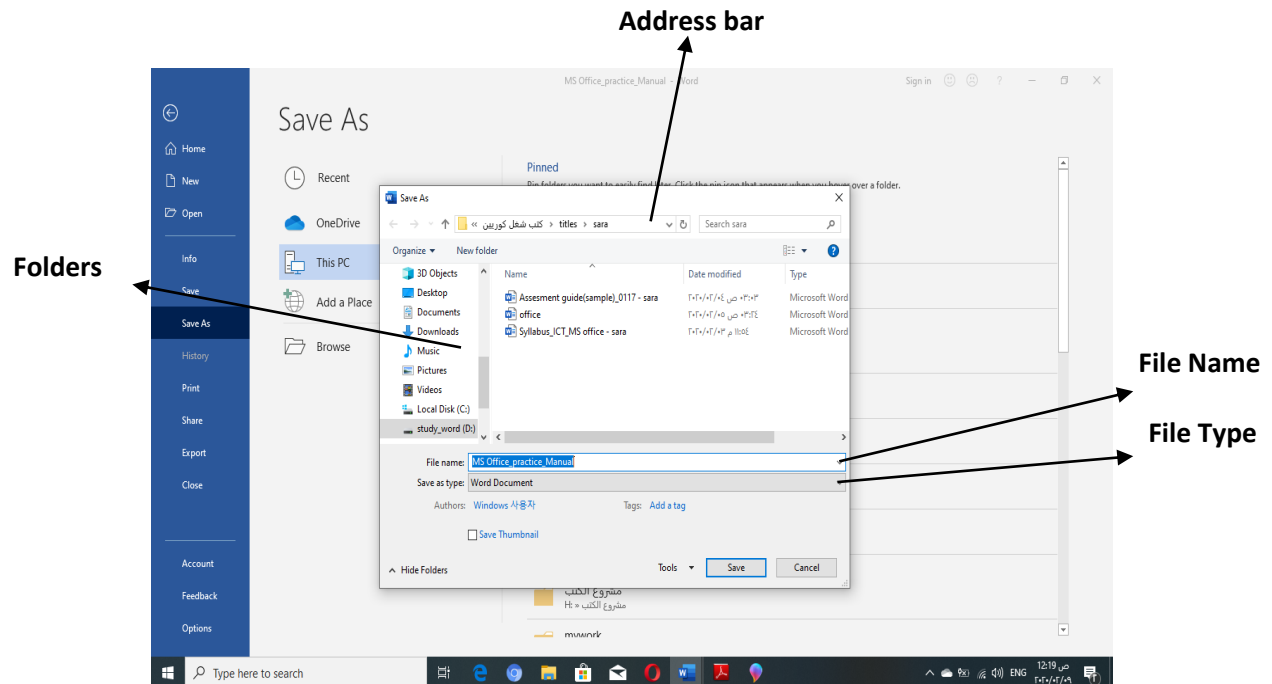
After you have created a document, you need to save it if you want to use it again. Also, if you make changes to a document, you'll want to save it. You can even save a copy of an existing document with a new name, to a different location, or using a different file type

To save for the first time by three ways:

1. Click the **Save** button on the Quick Access Toolbar.
2. Press <Ctrl> + <S>. on keyboard.

3. click the **File** tab and select **Save As**.

The following dialog will appear:



[Figure 1-17] Save As Dialog Box

The Save As dialog box appears. It has several controls that make it easy to navigate to locations on your computer:

- **Address bar:** Click a location in the Address bar to open it. Click the arrow to the right of a location to open a list of folders within that location. Select a folder from the list to open it.
- **Folders list:** Shortcuts to common locations on your computer, such as the Desktop and Documents folder.

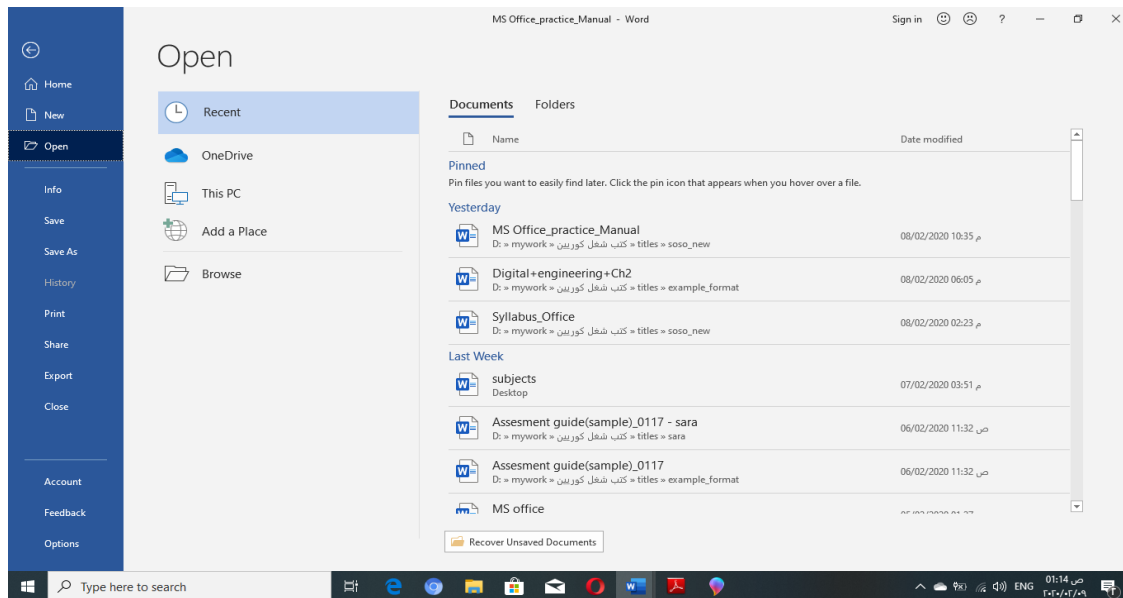
To save changes in a document you can by these ways:

1. Click the Save button on the Quick Access Toolbar. Any changes you have made to the document are saved.
2. Press <Ctrl> + <S>.
3. click the **File** tab and select **Save**.

Close a document and open an existing document

To open an existing file:

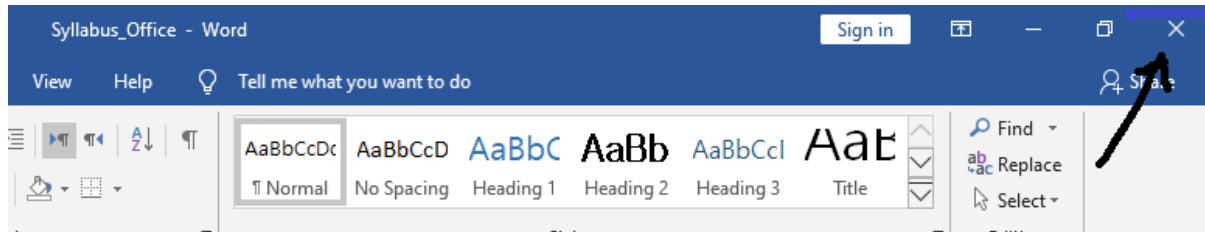
1. Click the **File** tab and select **Open** or Press <Ctrl> + <O>.
2. Navigate to the location of the saved file.



[Figure 1-18] Open Dialog Box

To Close a document by these methods:

1. Click the File tab and select Close.
2. Press <Ctrl> + <W>.
3. Click the Close button on the title bar.



[Figure 1-19] Close Button

Chapter 2. Working with Text and Paragraphs Formatting

Objective:

- Add and format text.
- Find and replace text
- Checking Spelling and Grammar
- Apply Spacing between paragraphs and Indents.

Typing, Selecting, Alignment and Deleting text

Typing a text

Click the insertion point where you want to enter the text and then type the text you want to enter. Use the Click and Type feature to enter text in a blank area of the document. Double-click a blank area of the document where you want to position your text and start typing. Double-click near the left side of the page to align text to the left of the page. Double-click near the center of the page to center text over the page. Double-click near the right side of the page to align text to the right of the page. Press the <Enter> key to start a new paragraph or insert an empty line.

Delete a text

To delete a single character: Place the insertion point next to the text that you want to delete. Press the <Delete> key to delete text after, or to the right of, the insertion point. Press the <Backspace> key to delete text before, or to the left of, the insertion point. To delete a block of text: Select the text you want to delete and press <Delete> or <Backspace>.

Select a text

You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below:

Table [2-1] Text Selection

Select	Action
Any Text	Click at the beginning of the area and press the Shift key as you click at the end of the area. You can also drag across the text you want to select.
A word	Double clicks on the word.
A line	Place the mouse pointer in the left margin, Double click by mouth.
Multiple lines	Place the mouse pointer in the left margin next to the first desired line and click once. Then press the shift key and click additional lines to select them.
A sentence	Press the Ctrl key then click anywhere in the sentence.
A paragraph	Place the mouse pointer in the left margin and double click next to any line in the paragraph.
Multiple Paragraphs	Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.
A document	Press the (Ctrl key + A) from keyboard to select all text and document.

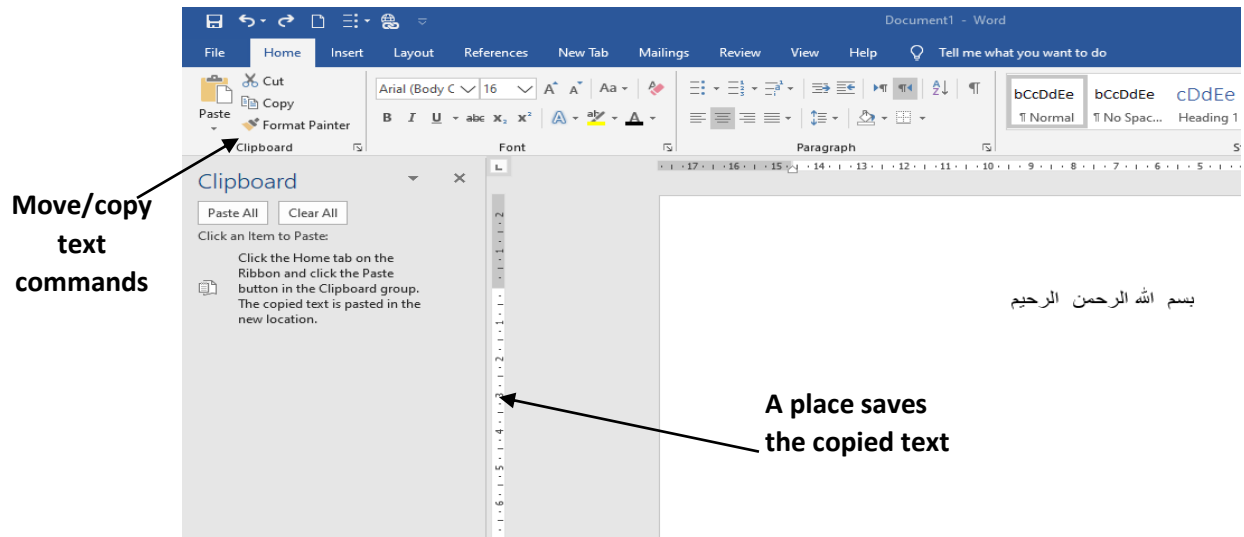
Copying and Moving Text

You can move or copy text in a Word document by copying or cutting, and then pasting the text in a new place. When you copy text, the selected text remains in its original location and is added to the Clipboard.

move a text by the following steps:

1. Select the text you want to copy.
2. Click the **Home** tab on the Ribbon and click the **Copy** button in the **Clipboard** group.
3. The text is added to the Clipboard, and it remains in the document.
4. Place the insertion point where you want to paste the copied content.

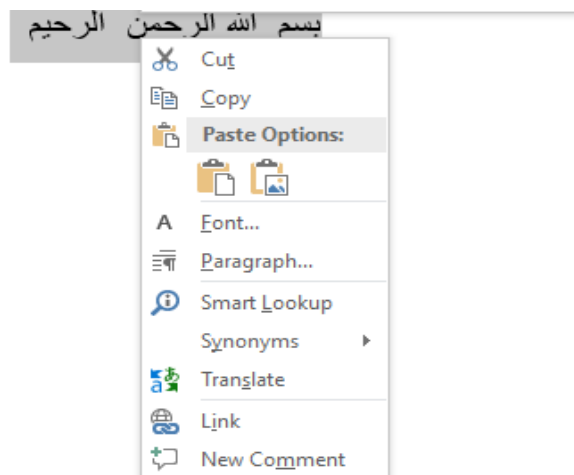
5. Click the Home tab on the Ribbon and click the **Paste** button in the Clipboard group.
6. The copied text is pasted in the new location.



[Figure 2-1] copy/move text by clipboard group

Other Way to Copy text

1. Press <Ctrl> + <C> from keyboard Or, right-click the selection and select Copy from the contextual menu.
2. Place the insertion point where you want to paste the copied content. The text will be inserted to the right of the insertion point.
3. Press <Ctrl> + <V>. Or, right-click where you want to paste and select Paste from the contextual menu.



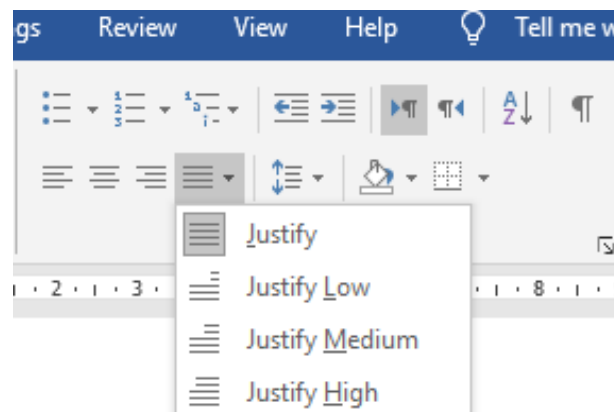
[Figure 2-2] Drop Down Menu

By the same ways, you can move text:

1. Select the text you want to move.
2. Click the **Home** tab on the Ribbon and click the **Cut** button in the Clipboard group, Press <Ctrl> + <X>. from keyboard Or, right-click the selection and select **Cut** from the contextual menu.
3. Place the insertion point where you want to paste the copied content.
4. Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group or Press <Ctrl> + <V>. Or, right-click where you want to paste and select Paste from the contextual menu.
5. The copied text is pasted in the new location.

To Align text:

Press Home tab then from paragraph group you can use alignment commands, the following figure shows this:

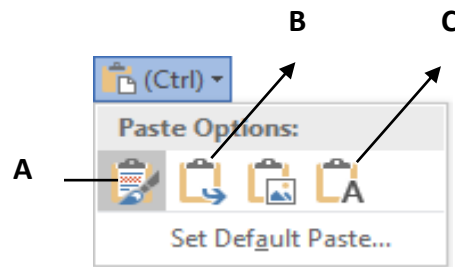


[Figure 2-3] Alignment commands

Controlling How Text is Copied or Moved

You can control how text looks or behaves when it is pasted. For example, you can keep the text's formatting, or make it take the formatting properties of the destination. You can further control how content is pasted using the Paste Special command.

1. Copy or cut an item.
2. Click where you want to paste the item.
3. The Paste Options button appears after pasting. Click this button to specify how data is pasted into your worksheet.



[Figure 2-4] Paste Options Button

Table [2-2] paste options

A	Keep Source Formatting: paste using the formatting of the original text.
B	Use Destination Theme: Paste using the formatting of the destination text.
C	Merge Formatting: Paste using the formatting of the majority of the text.

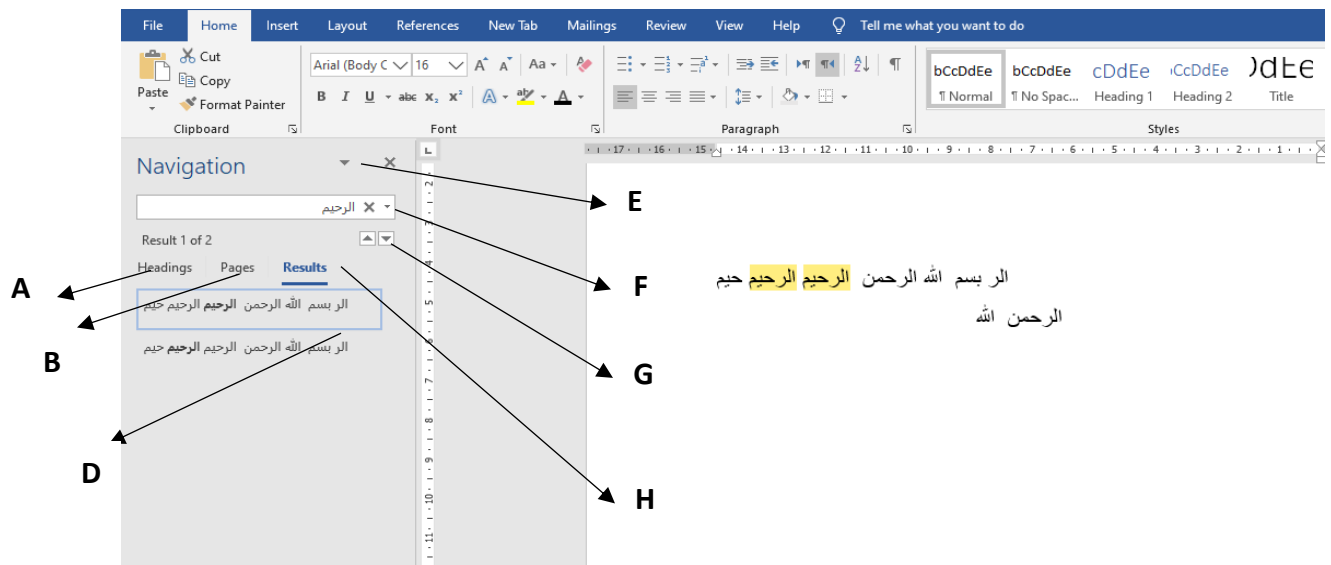
Find and replace text

The Navigation Pane is can help you quickly find specific text in a document. You can also access the Find and Replace dialog box from the Navigation Pane if you prefer to use that.

To find a text:

1. Click the **Home** tab on the Ribbon and click the Find button in the **Editing** group.
The **Navigation** Pane appears

2. You can open The **Navigation** Pane by other ways like Press <Ctrl> + <F>. Or, click the **View** tab and click the **Navigation Pane** check box in the **Show** group.
3. Click the Search document text box and enter the text you want to find.
4. The Navigation Pane is populated with items that match your search.
5. Click a result to navigate to it, the result appears in the main document window
6. Your search results are highlighted in the document and are displayed in the Navigation Pane



[Figure 2-5] Navigation Pane to Find a text

Table [2-3] Navigation Pane

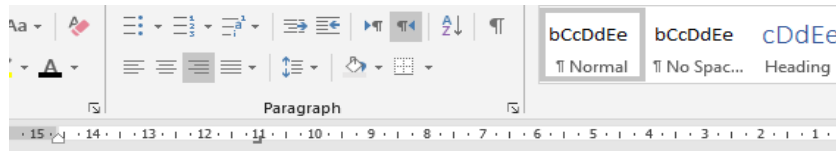
A	Browse the headings in your document
B	Browse the pages in your document
D	Results which appears in navigation pane.
E	Navigation Pane Options.
F	Find options and additional search commands button.
G	Previous Search Result and Next Search Result buttons
H	Results Tab which is clicked to see results

To replace text:

Don't waste time scanning through your document to find text and replace it with something new: Word's Replace command can do this for you with just a few clicks of your mouse.

1. Click the Home tab on the Ribbon and click the Replace button in the Editing group. The Replace tab of the Find and Replace dialog box appears.
2. Or Press <Ctrl> + <H> from keyboard.
3. Click the **Find what** text box and enter the text you want to replace.
4. Click the **Replace with:** text box and enter the replacement text
5. Click **Find Next**
6. The first occurrence of the "Find what" text is highlighted.
7. Choose how you want to replace the text
8. **Replace:** Click to replace the current item.
9. **Replace All:** Click to replace each item found in the document. Use this command with caution: you might replace something you didn't want to replace.

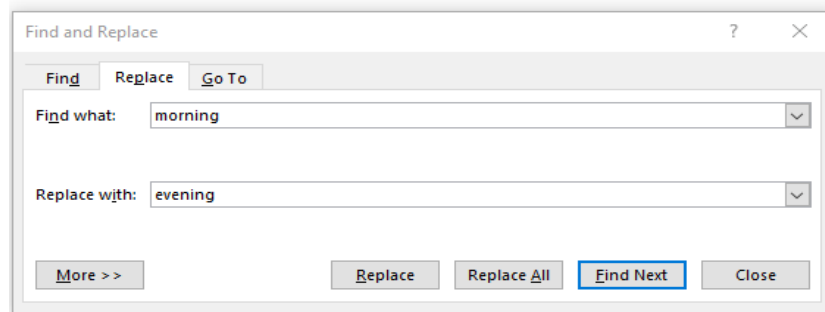
The following figure shows the find and replace dialog:



Good evening

Good bad

Good feeling



[Figure 2-6] Replace tab dialog box

Inserting Symbols and Special Characters

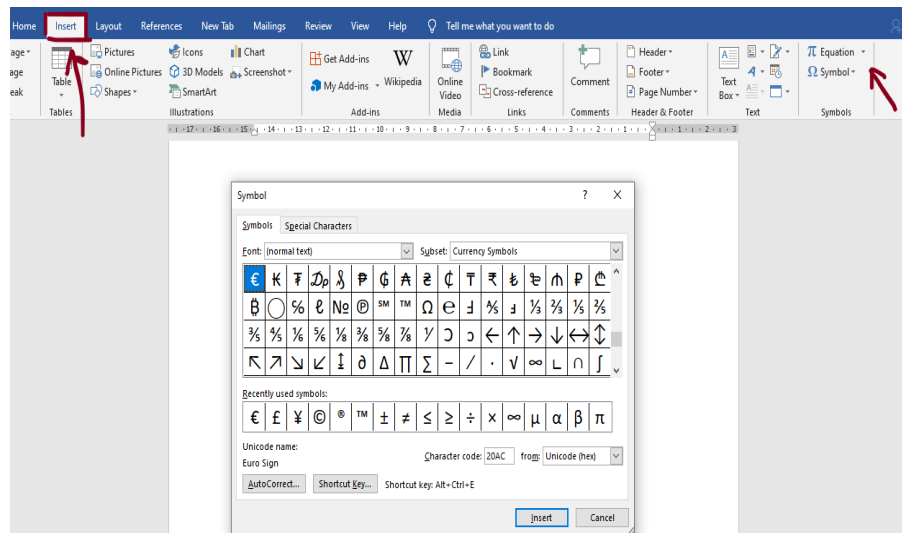
Your keyboard doesn't contain all the characters you might want to include in your documents. Word lets you insert these special symbols and characters, and even equations, separately.

Insert symbols

You can enter many more characters and symbols in a document than can be found on the keyboard

1. Place the insertion point where you want to insert the symbol or character.
2. Click the Insert tab on the Ribbon and click the Symbol button drop arrow in the Symbols group
3. To get more symbols, Click **More Symbols**.

4. The Symbol dialog box appears. You can browse the different symbols by changing the Font and Subset of symbols. Special characters such as ellipses are available under the Special Characters tab.
5. Select the symbol you want to use and click Insert. The symbol is inserted into the document.



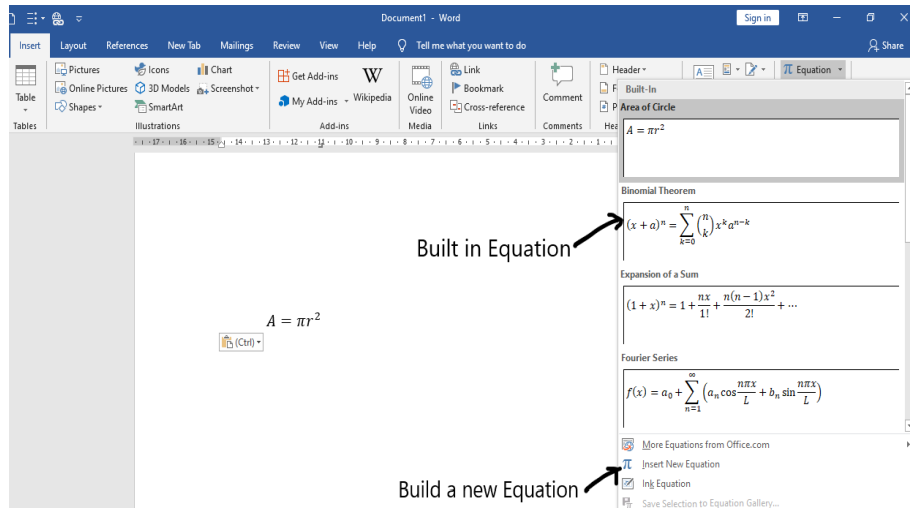
[Figure 2-7] Insert Symbol Dialog

Insert an equation

You may insert a common equation already put together in Word, such as the Area of a Circle, build a new equation using the Equation Tools tab.

1. Click the **Insert** tab on the Ribbon and click the **Equation** button in the **Symbols** group, then click the Equation button list arrow and select **choose Insert New Equation**
2. A placeholder for the equation appears in the document, and the Equation Tools tab appears on the Ribbon
3. Type the equation in the placeholder.
4. You may use the keyboard and the Equation Tools on the Ribbon to write the equation.

5. You can insert a built-in equation, click the Equation button list arrow and select an equation from the gallery.



[Figure 2-8] Insert Equation Dialog

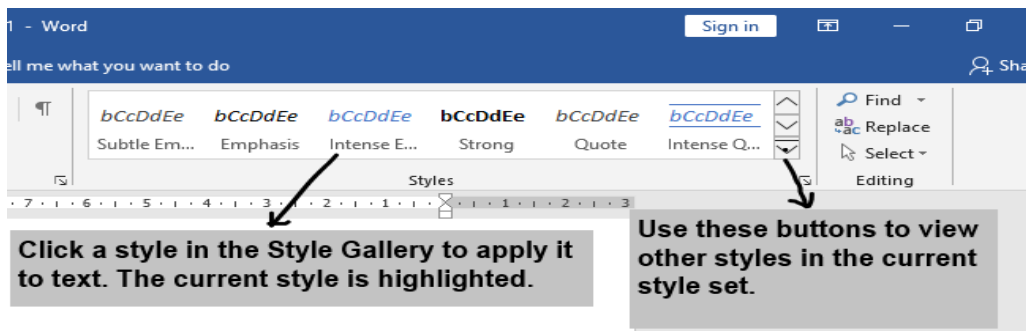
Apply, print and delete a text style

A style is a group of format settings stored under a single name. Styles are sets of styles that are designed to work together to create attractive and professional looking documents. Each set of styles includes all the styles you need to build a document.

Apply a style

Choose a style that is appropriate for the text, and then apply the style.

1. Select the text to which you want to apply the style.
2. Click the **Home** tab on the Ribbon and click the style you want to use in the Styles Gallery in the Styles group.
3. The style is applied to the document. To view all the styles in the quick style set at the same time, click the **More** button to expand the group.



[Figure 2-9] The Styles Gallery in the Home tab of the Ribbon

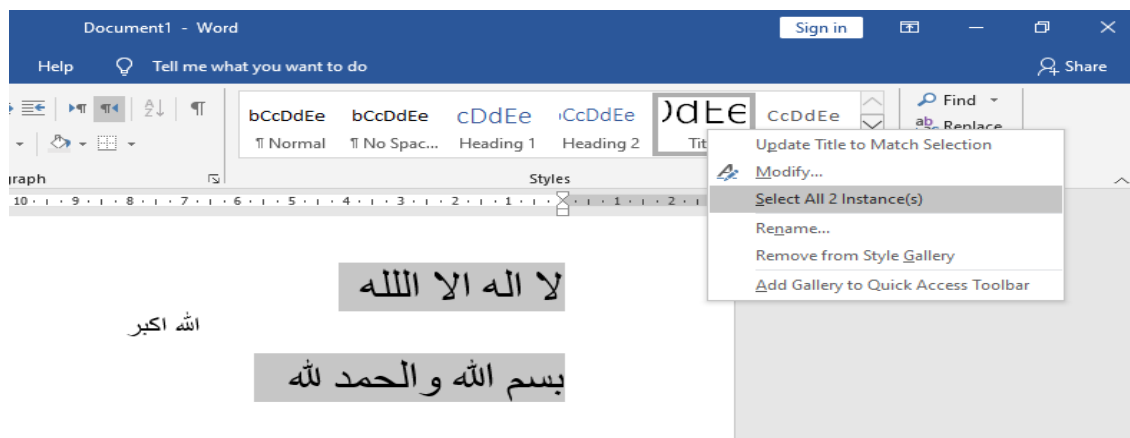


[Figure 2-10] More Styles Gallery

Selecting, Removing, and Printing Styles

You can Select the text that uses the same style:

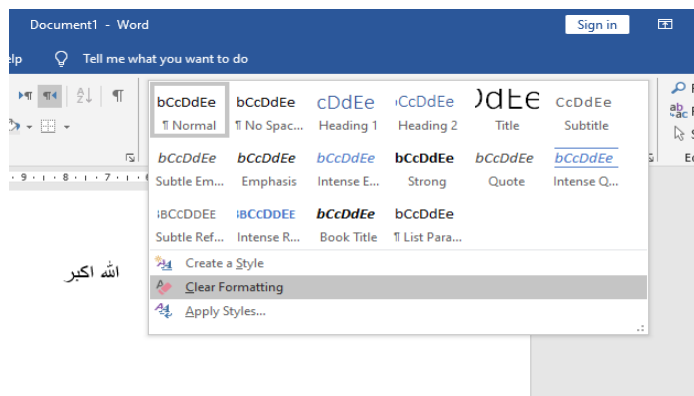
1. Click the Home tab on the Ribbon and right-click the style in the Styles Gallery in the Styles group.
2. Click **Select All**
3. When the text is selected, you can work with the text as usual, such as to apply a different style, modify the style, or add formatting.



[Figure 2-11] Select All Text with Same Style

You can easily remove the style from all text in the document.

1. Click the **Home** tab on the Ribbon and click the Dialog Box Launcher in the Styles group.
2. The Styles task pane appears.
3. Click the list arrow for the style you want to remove and select **Clear Formatting** of (number of) Instance(s).
4. The style is removed from text in the document.

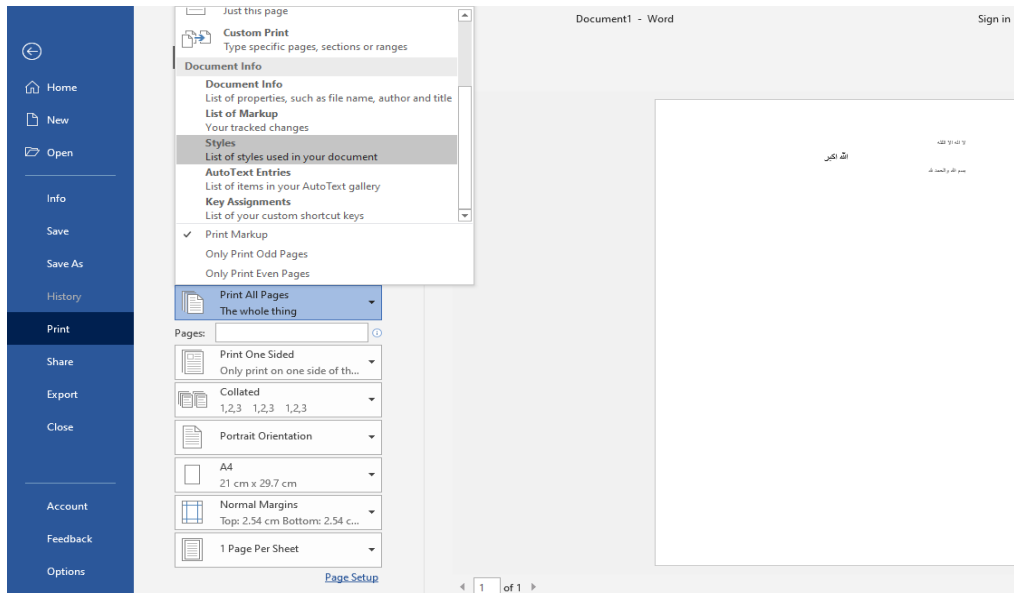


[Figure 2-12] Remove the style from all text

Print styles

You can print a summary of all the styles in a document, which includes a description of each style's properties and settings.

1. Click the File tab and select Print.
2. The Print tab appears. Click the Print all page's list arrow and select Styles.
3. Click Print



[[Figure 2-13] Print the styles summary

Using Word Count and the Thesaurus

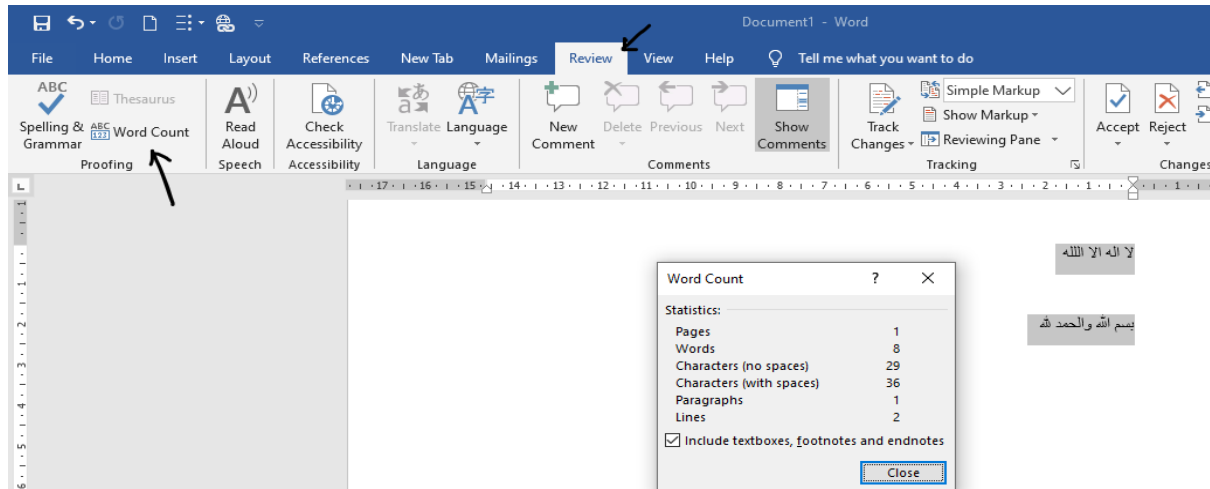
Two other tools that are useful in working with text are Word Count and Thesaurus.

Word Count

The Word Count feature counts all the words in your document. This is useful if you have a writing assignment that is limited to a number of words, such as a 600-word report.

1. Click the **Review** tab on the Ribbon and click the Word Count button in the **Proofing** group.
2. The Word Count dialog box appears, displaying document information. This includes the number of words, pages, characters, paragraphs and lines.

By default, the number of words in a document appears in the status bar. The following figure shows Word Count dialog:

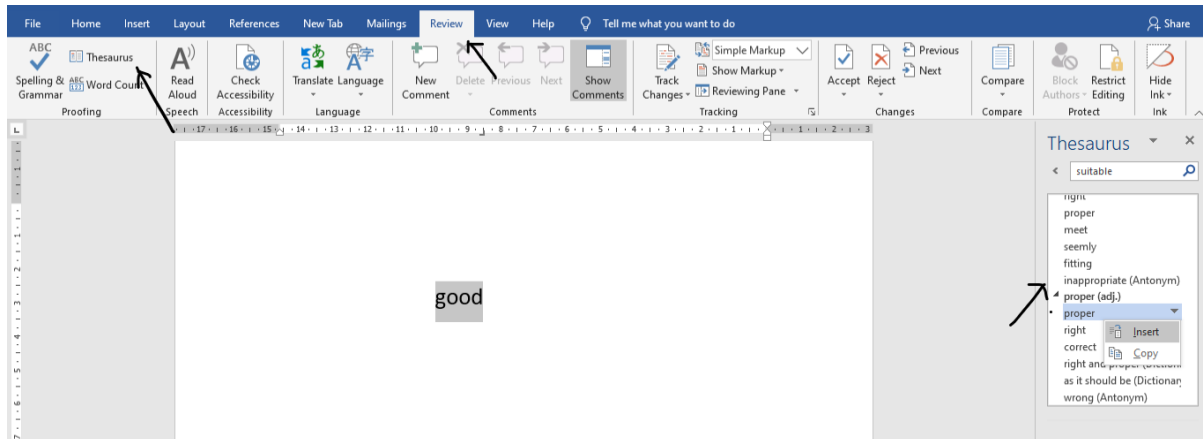


[Figure 2-14] Word Count Screen

Thesaurus

Use Word's built-in Thesaurus to help you find synonyms for a word. For example, you can use the Thesaurus to replace the word "good" with one of its synonyms, such as "commendable, or "exemplary."

1. Select the word for which you want to find a synonym.
2. Click the **Review** tab on the Ribbon and click the **Thesaurus** button in the Proofing group, **Other Ways to Open the Thesaurus:** Right-click a word, point to **Synonyms**, and select **Thesaurus**. Or, press <Shift> + <F7>.
3. The Thesaurus task pane appears.
4. Point to the synonym you want to use. Click its list arrow and select **Insert**
5. **Other Ways to Replace a Word with a Synonym:** Right-click the word for which you want to find a synonym. Point to Synonyms in the contextual menu and select a synonym from the list.

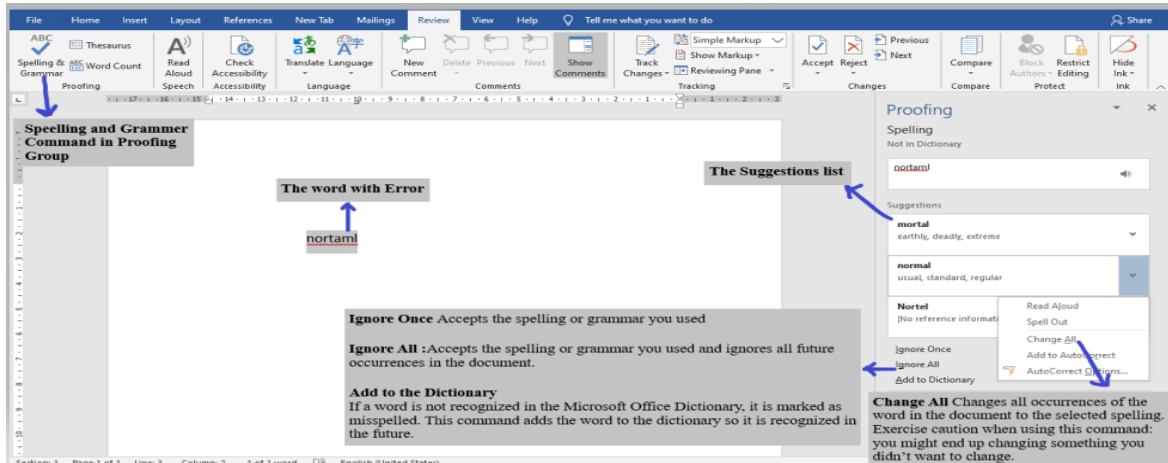


[Figure 2-15] Using the thesaurus

Checking Spelling and Grammar

Part of editing your documents is making sure that everything is spelled and put together correctly. Word is a great help in this regard, because it can identify spelling and grammar errors in your documents. To check the spelling and grammar of a document all at once, use the Spelling and Grammar dialog box:

1. Click the **Review** tab on the Ribbon and click the Spelling & Grammar button in the Proofing group, Other Ways to Check **Spelling and Grammar**: Press <F7>.
2. Word begins checking spelling and grammar from the location of the insertion point.
3. If the word or grammar is incorrect, select the correction from the Suggestions list, or type your own correction in the top text box. Then click **Change** or **Change All**. If the word or grammar is correct, click **Ignore Once**, **Ignore All** or **Add to Dictionary**.
4. Word applies the command and continues to the next error.
5. Once Word has finished checking your document for spelling and grammar errors, a dialog box appears.
6. Click **Yes** to complete the check.



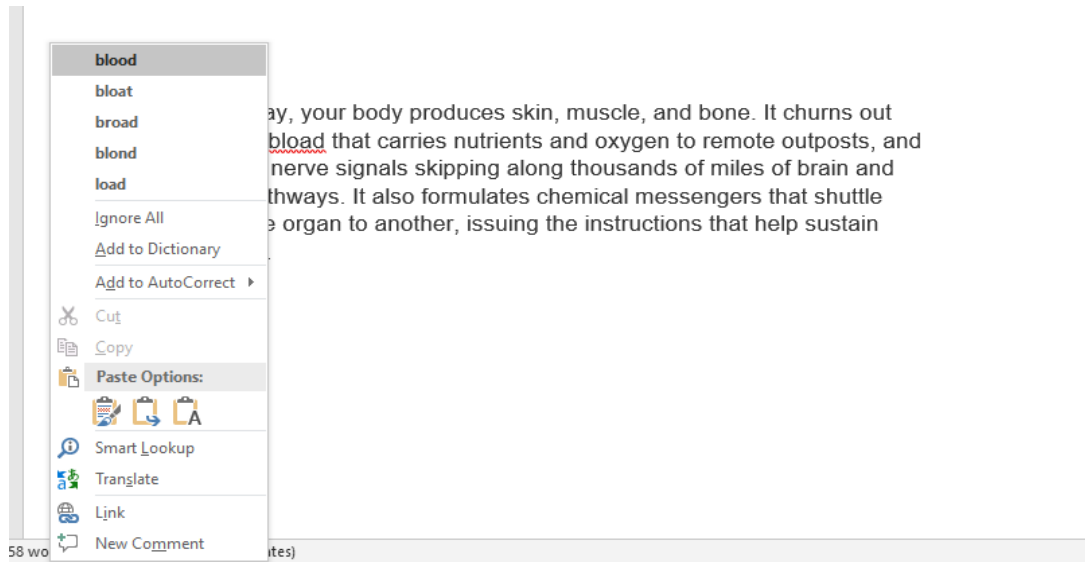
[Figure 2-16] The Spelling and Grammar Pane

Correct a single error

By default, Word checks for spelling and grammar errors as you type, underlining misspelled words in red and grammar errors in blue. This makes it easy to find and correct errors individually.

1. Right-click the error.
2. A contextual menu appears, suggesting possible Corrections, Select a correction from the contextual menu.
3. Word corrects the error, and the red or blue underline disappears.

Notice: If something is underlined in red or blue but you know it is correct, you can get rid of the underline by selecting Ignore, Ignore All, or Add to Dictionary from the contextual menu.



[Figure 2-17] Correcting a single error by right-clicking it

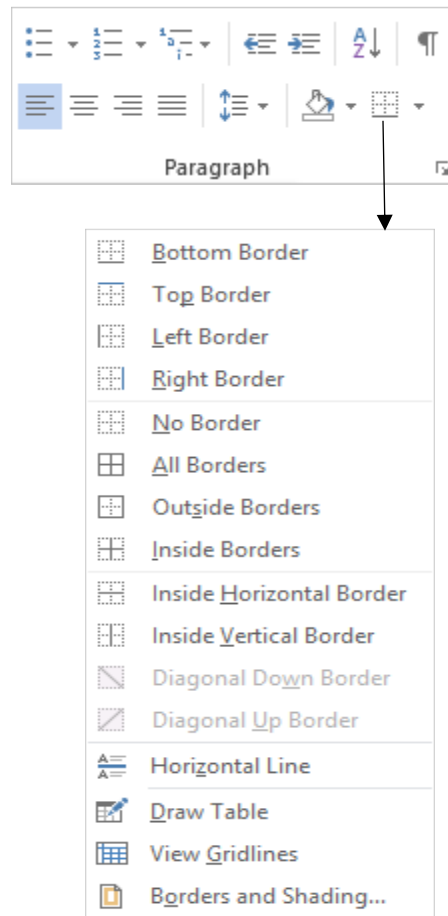
Adding Paragraph Borders and Shading

Adding borders and shading to paragraphs can make them more attractive, organized, and easy to read.

Add a paragraph border

1. Place the insertion point in the paragraph to which you want to add the border. If you want to add the same kind of border to several paragraphs, select them all at once.
2. Click the **Home** tab on the Ribbon and click the
3. Border button list arrow in the Paragraph group.
4. Select a border type.
5. The border is applied.

Notice that the border option you chose now appears as the selected type on the Border button. If you want to apply the same border to another paragraph, just click the Border button. To remove a border, select the **No Border** option under the Border button.



[Figure 2-18] This list of border options

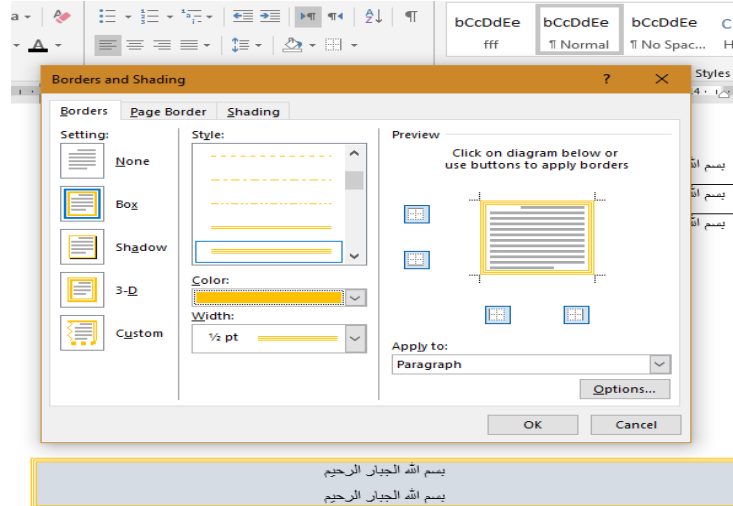
Add paragraph shading

1. Place the insertion point in the paragraph to which you want to add the shading. If you want to add the same shading to several paragraphs, select them all at once.
2. Click the Home tab on the Ribbon and click the Shading button list arrow in the Paragraph group. A list of colors that coordinate with the Theme Color that is currently selected appears.

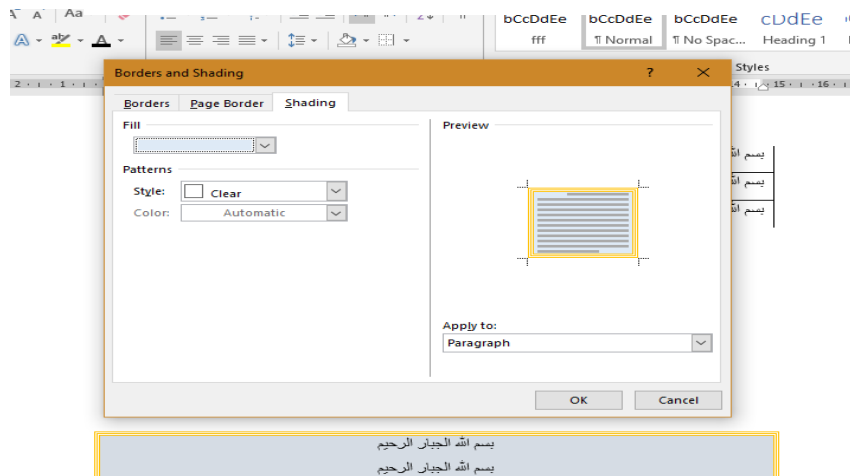
Borders and Shading dialog box

The Borders and Shading dialog box are another way to work with borders and shading in paragraphs.

1. Select the paragraph(s) to which you want to add borders or shading.
2. Click the Home tab on the Ribbon and click the Border button list arrow in the Paragraph group.
3. Select Borders and Shading from the list.
4. The Borders and Shading dialog box appear.



[Figure 2-19] The Borders and Shading dialog box.

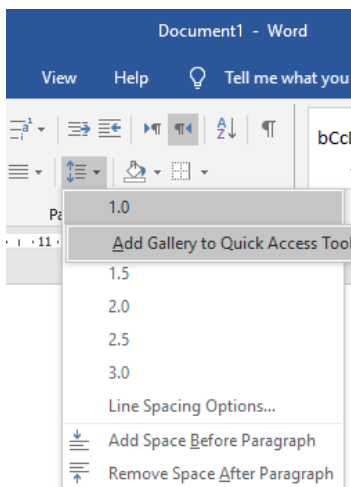


[Figure 2-20] Shading dialog box

Apply character and line spacing.

Changing Line Spacing

1. Adding space between lines makes a document easier to read.
2. Place the insertion point in the paragraph you want to change. Or, select the paragraphs you want to change.
3. Click the Home tab on the Ribbon and click the Line and Paragraph Spacing button in the Paragraph group. A list of spacing options appears. The default line spacing is 1.0 or Single, which accommodates the largest font in that line, plus a small amount of space.
4. Select the spacing you want to use.
5. The line spacing is applied to the paragraph.



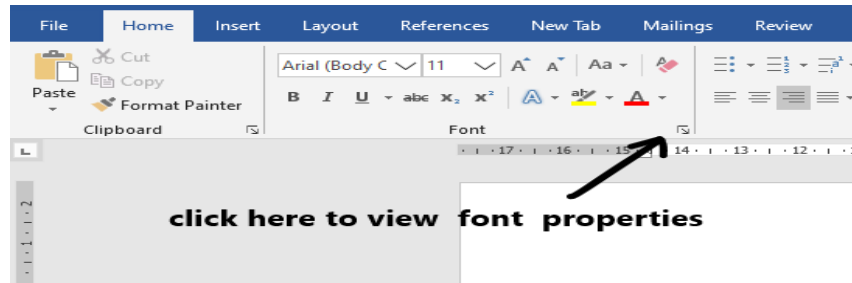
[Figure 2-21] Line Spacing options

Character spacing:

Step 1: Select the contents you want to increase (or decrease) the letter spacing;

Step 2: Click the "**Home**" tab from the ribbon

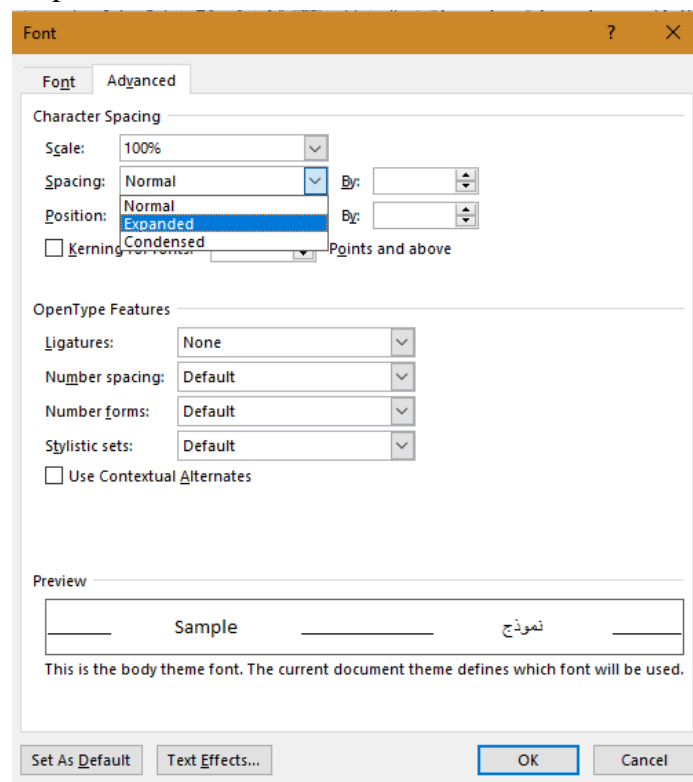
Step 3: Click the Font Dialog Box Launcher in the corner of the "**Font**" section.



[Figure 2-22] Font Group

Step 4: Click the "**Advanced**" tab in the "**Font**" dialog box

Step 5: In the "Spacing" box, select "**Expanded**" if you want to increase the spacing between letters, or select "**Condensed**" if you want to decrease the spacing, then type the value you want to expand or condense.



[Figure 2-23] Font Dialog Box

Step 6: Click "OK" at the bottom to finish. The following is the comparison when the spacing is expanded to 1.5 pt.

There are three different types of colors:
primary, secondary, and tertiary colors.
The primary colors are red, yellow, and
blue. The secondary colors are green,
orange, and purple. And the tertiary colors
are yellow-orange, red-orange, red-
purple, blue-purple, blue-green, and
yellow-green.

character spacing is **Expanded** with 5pt

There are three different types of colors: primary, secondary, and
tertiary colors. The primary colors are red, yellow, and blue. The
secondary colors are green, orange, and purple. And the tertiary colors
are yellow-orange, red-orange, red-purple, blue-purple, blue-green,
and yellow-green.

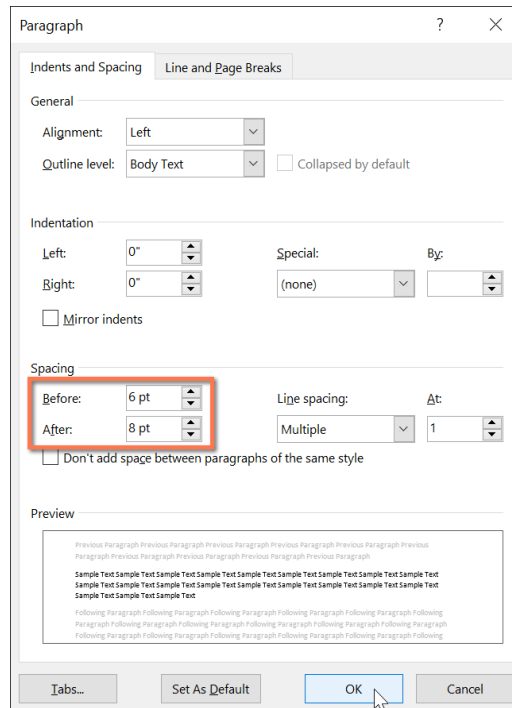
character spacing is **Expanded** with 1pt

[Figure 2-24] Text After Character Spacing

Applying Spacing between paragraphs

Adding space between the paragraphs in a document gives it structure and makes it easier to read. you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

1. Place the insertion point in the paragraph you want to change. Or, select the paragraph(s) you want to change.
2. Click the Home tab on the Ribbon and click the Dialog Box Launcher in the Paragraph group.
3. The Paragraph dialog box appears. You can adjust the space before and after a paragraph:
4. Select the spacing you want to use and click OK.



[Figure 2-25] Spacing options in the Paragraph

- **Notice:** Other Ways to Change Paragraph Spacing: Click **the Line and Paragraph Spacing** button in the Paragraph group. Select Add Space Before Paragraph or Add Space After Paragraph, see [Figure 2-21].
- To remove paragraph spacing, change the spacing values to 0 pt. in the Paragraph dialog box. Or, click the Line and Paragraph Spacing button in the **Paragraph** group and select **Remove Space Before Paragraph** or **Remove Space After Paragraph**

Using paragraph Indents

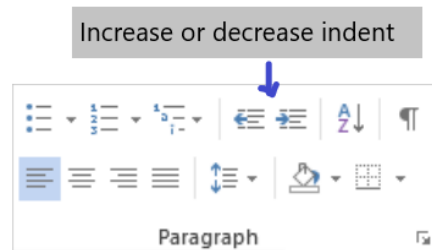
Indenting adds blank space between the page margin and the paragraph text. Long quotations, lists, and bibliographies are a few examples of paragraphs that are often indented.

Left or right indent

The most common type of indent is a left indent, in which text is moved away from the left margin.

Fist way

1. Select or place the insertion point in the paragraph(s) you want to change.
2. Click the **Home** tab on the Ribbon and click the **Increase Indent /decrease indent buttons** in the Paragraph group. The paragraph(s) are indented 0.5, or to the next indent level in the document.



[Figure 2-26] The Paragraph group in Home

Second way

1. Click and drag the Left Indent marker on the ruler to indent paragraph from left side.
2. Click and drag the right Indent marker on the ruler to indent paragraph from right side.



Figure [2-27] Left and Right indent marker on the Ruler

Third way

1. Select or place the insertion point in the paragraph(s) you want to change
2. click the Page Layout tab on the Ribbon and adjust the Right box in the Paragraph group.

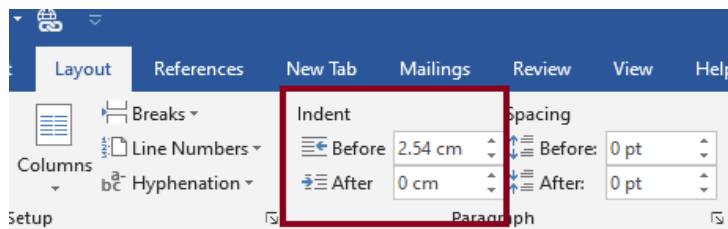


Figure [2-28] The Paragraph group in Layout Tab

Using First Line and Hanging Indents

Besides the left and right indents, two special indents can be used in your paragraphs: hanging and first line indents.

First Line indent

A first line indentation lets you indent the first line of a paragraph independently of the other lines. Many people do this with a tab instead of changing the indent settings.

1. Select or position the insertion point in the paragraph(s) you want to indent.
2. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.
3. Click the **Special** list arrow in the Indentation section and select **First line**.
4. Enter the desired indent amount in the **By** box, and click **OK**.

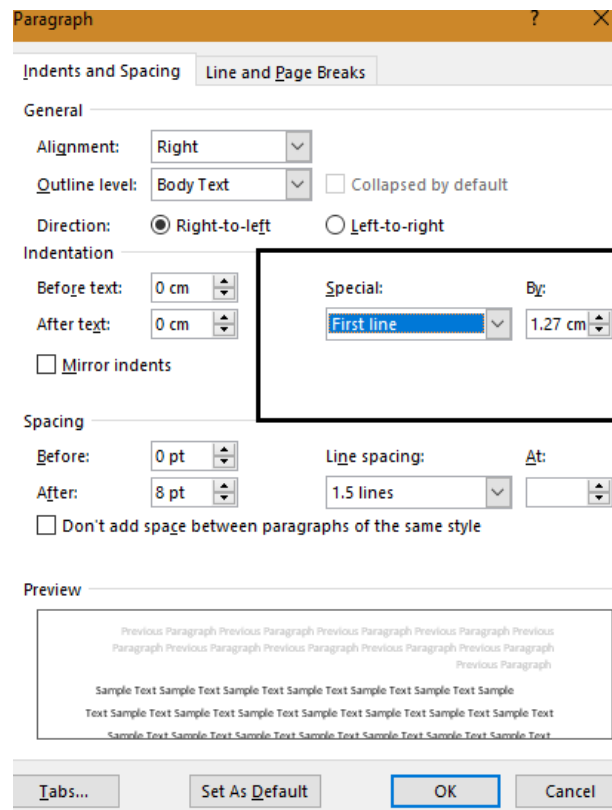


Figure [2-29] Indentation options box.

Hanging indent

In hanging indentation, the first line of a paragraph stays put next to the left margin while the other lines in the paragraph is indented. Hanging indentations are often used in bibliographies or lists

1. Select or position the insertion point in the paragraph(s) you want to indent.
2. Click the **Home** tab on the Ribbon and click the Dialog Box Launcher in the **Paragraph** group.
3. Click the **Special** list arrow in the Indentation section and select **Hanging**.
4. Enter the desired indent amount in the By box, and click OK.

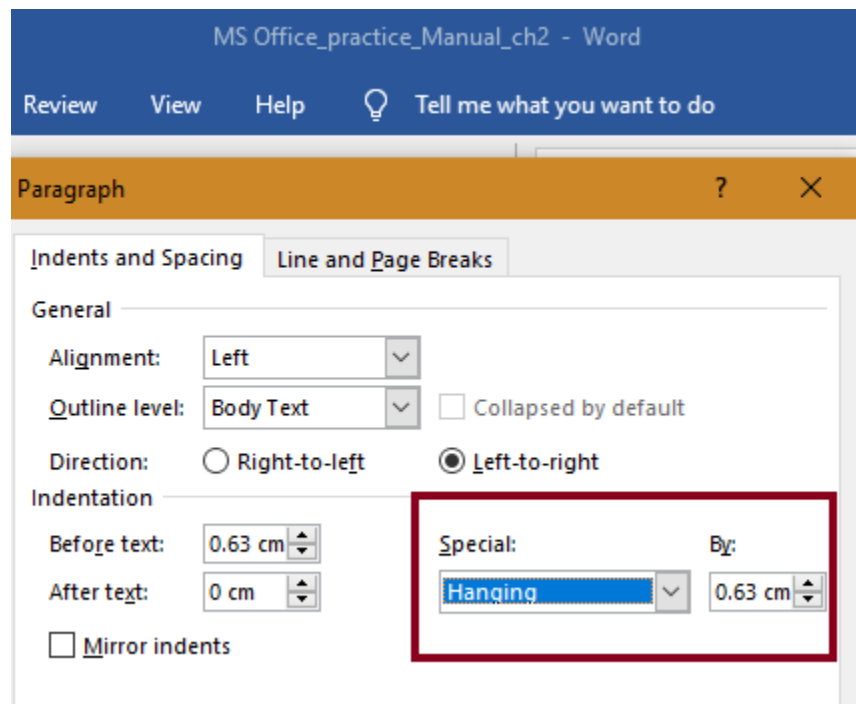


Figure [2-30] Hanging indent in Paragraph dialog box.