

Formatting with Microsoft Word

Font – refers to the shape of the letters. Generally, there are two types of fonts: Sans Serif, which do NOT have little “tails” hanging off the ends of the letters (example: Arial); and Serif which DOES have little “tails” (example: Times New Roman). Serif fonts are used for text being printed (notes, documents, essays....). Sans Serif fonts are used for visual displays and posters because they are clearer.

Font Size – refers to the size of the letters. The default size is 12. Size is measured in **points**. One point is equal to 1/72 of an inch. Thus, 12 points is 12/72 of an inch which is equivalent to 1/6 of an inch. Thus, in one inch of paper, there will be 6 lines of text.

Bold – **bolding** makes the letters thick.

Italics – *italics* makes the letters lean to the right.

Underline – underline puts a line under the words.

Bolding, *italicizing* and underlining are methods we use to draw the readers attention to things we want them to notice.

Justifying – there are 4 types of justifying: left, center, right and fully justified. By default, documents are left justified. Justify refers to how words are lined up on the margins. *Left justify* means the words are straight on the left margin, *right justify* means they are straight on the right margin, *center* means the words are centered between the margins, and *fully justified* means the words are straight on both margins. Full justification is used in books, newspapers and magazines.

Vertical or Line Spacing (leading) – *leading* refers to the space between lines. Too little space, and the text is hard to read, too much space and the reader can't follow it. Leading is set automatically.

Kerning – *kerning* refers to the spacing between words. You alter the kerning of a paragraph when you fully justify it. The size of the spaces between the words is altered so that the right-most word on the line will meet the right margin.

Ordered and Unordered Lists – for an ordered list (where the order of the items is important or has meaning) use the *numbering* tool. This will place a number before each entry in the list. For an unordered list (where the order is unimportant, like a shopping list) use the *bullet* tool. This will place a dot (or some other symbol) before the items in the list.

Decreasing/Increasing Indenting – when you increase (or decrease) the indenting of an ordered or unordered list, first highlight the part of the list you wish to affect, and it will move right (or left) and the symbol or number will change according to the set pattern.

Highlighting and Font Colour – these are wonderful tools. Human beings are attracted to colour. Be aware that adding colour to a document when you do NOT have a colour printer (or other colour output) is often counter-productive. If you are going to use colour in this instance, be sure to use colours that have a high contrast. Having a high contrast means one of the colours is dark, and the other is light (example black/white, yellow/blue, etc...). Colours which do NOT have a high contrast will not be distinguishable by the printer, and they will print like one solid colour.

Tabs - there are 4 common types of tab stop: left, center, right and decimal. With a left tab stop, the text will line up on the left, with a center tab stop the text will center itself around the tab, with a right tab stop the text will right align itself, and with a decimal tab stop the decimals will be aligned. If text is aligned with tabs, to alter the position on the paper of the text, highlight the text then click and drag the tab character to its new location. Under tabs, you can have leading characters which will fill up the empty space between text. **To access this use the menu Format → Tabs.** Tabs are especially useful for indenting and producing tables of Contents.

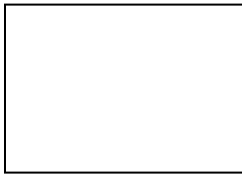
Inserting Symbols – many symbols that are not available on the keyboard are accessible through the Insert menu. The computer will think of inserted symbols as characters, so you can center them, change their colour, give them bullets/numbers, underline them.... To insert a symbol Insert → Symbol, find the symbol that you want to use (this might mean you change fonts) select it (click on it) then click the insert button and close.

Controlling Your Printout

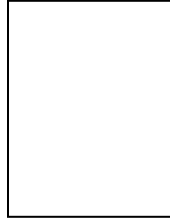
Print Preview – allows you to see what you are going to print before you print it. **Always, always, always do a print preview BEFORE you print.**

Margins – there are 2 ways of adjusting your margins. One way is to click and drag the little triangles that appear on the ruler (at the top of the document). This will affect ONLY the current paragraph or anything that is selected (highlighted). To affect the whole document, the whole document would have to be selected. The second (and more common way) is to use the Page Setup menu. You get there by File → Page Setup. Adjusting the margins here automatically affects the whole document. Smaller margins means there is greater area for text so you can fit more on a page.

Page Orientation – the layout refers to the direction text will be printed on the paper. There are 2 orientations: portrait and landscape.



Landscape



Portrait

Page Break – a page break forces everything below it onto the next page. We use page breaks when we want paragraphs that are split over 2 pages to be forced together on one page.