



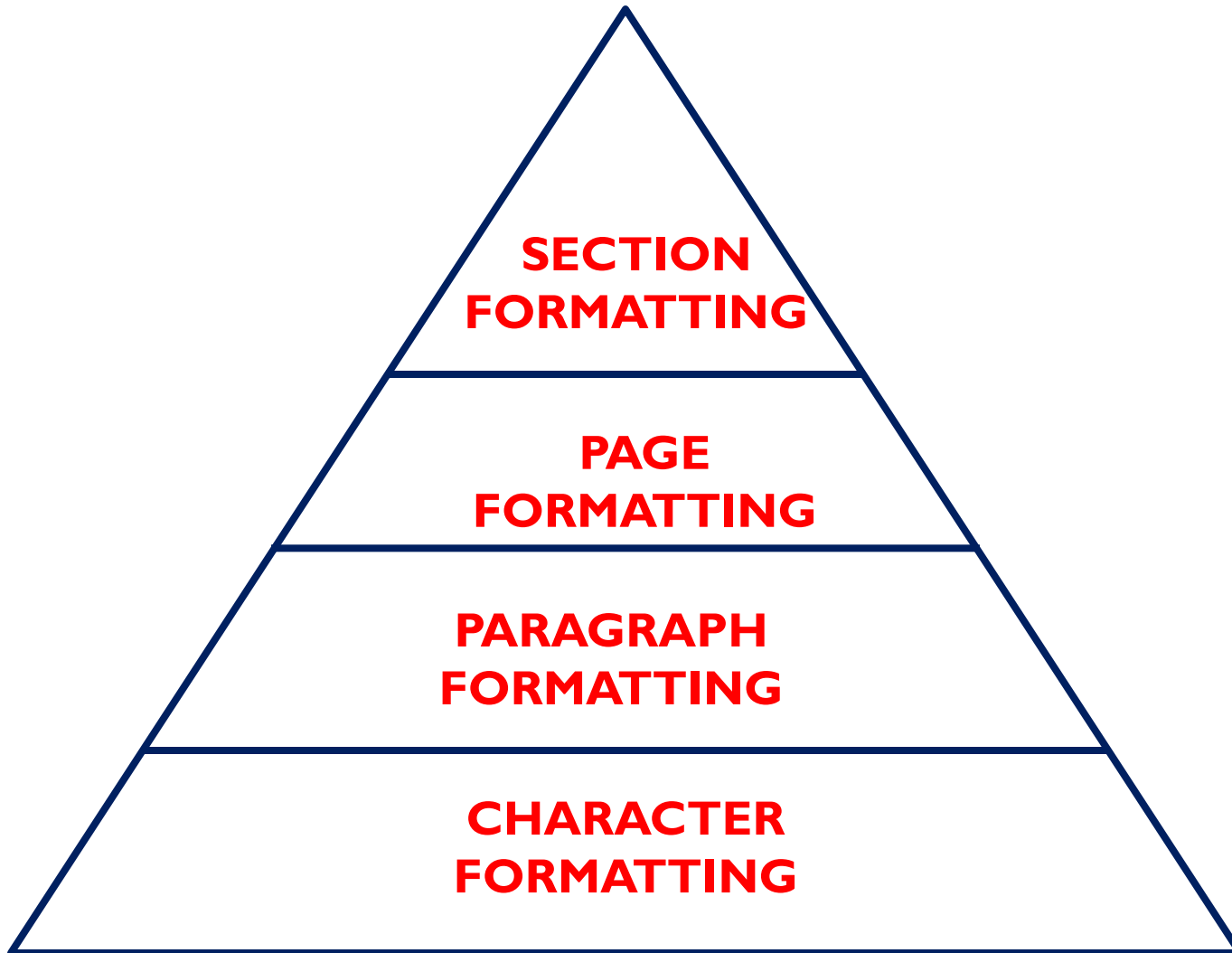
# **WORD Tips for Formatting Documents**



Gail Weiss, Instructor

# 4 OBJECTS OF FORMATTING A DOCUMENT

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# CHARACTER FORMATTING

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## ▶ FONT TAB

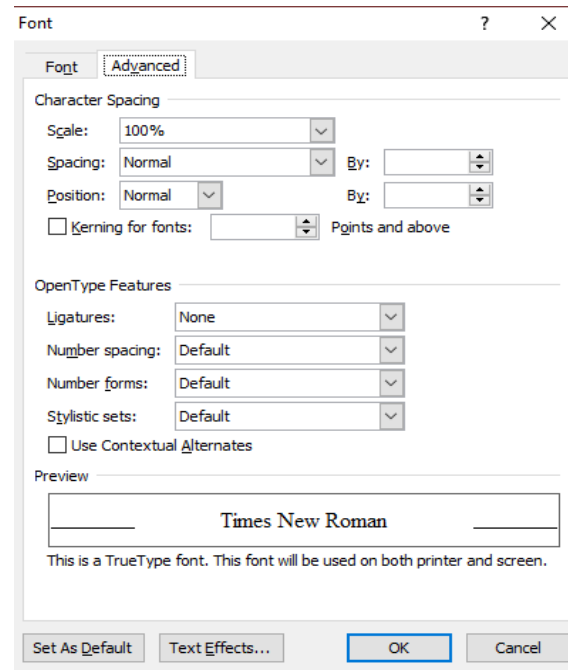
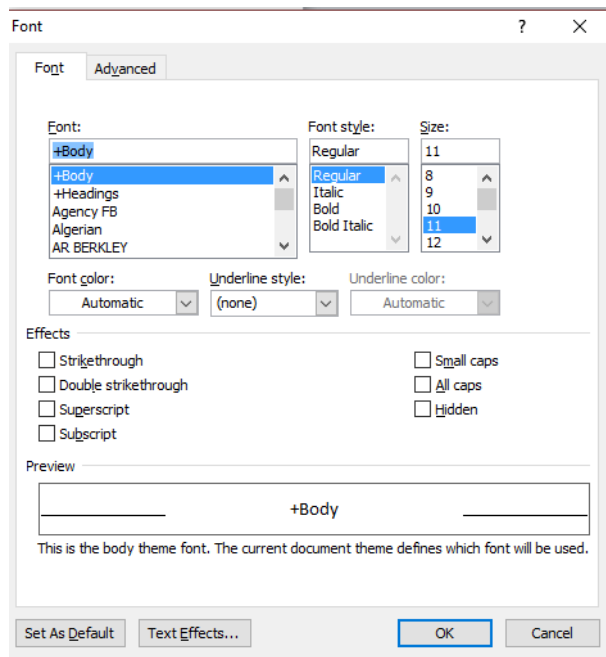
- ▶ Font Size
- ▶ Change Case
- ▶ Clear Formatting (Ctrl + Shift + N)



# CHARACTER FORMATTING

## ▶ FONT DIALOG BOX

- ▶ Font
- ▶ Advanced
- ▶ Set As Default

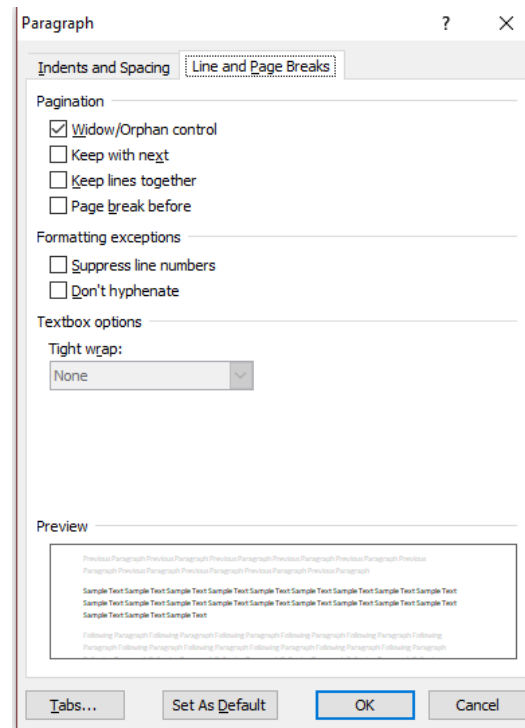
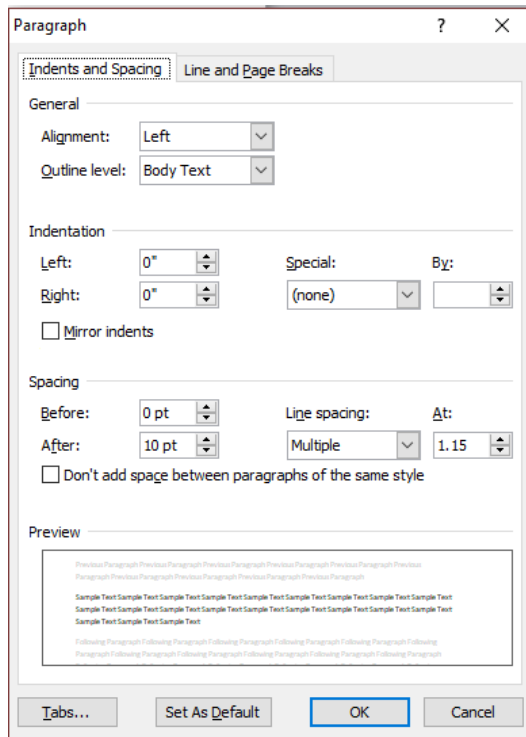




# PARAGRAPH FORMATTING

## ▶ PARAGRAPH DIALOG BOX

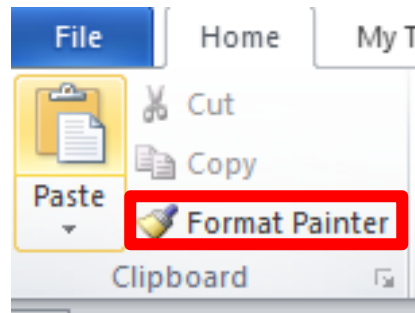
- ▶ Indents and Spacing
- ▶ Line and Page Breaks



# FORMAT PAINTER

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- ▶ Use To Copy Character  
And Paragraph Formatting

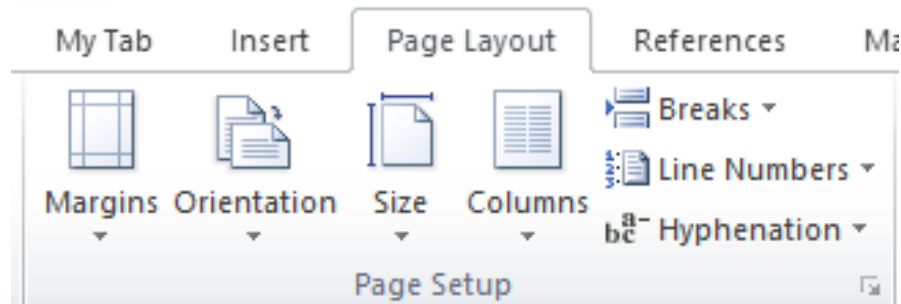


# PAGE FORMATTING

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## ▶ PAGE SETUP TAB

- ▶ Margins
- ▶ Orientation
- ▶ Paper Size

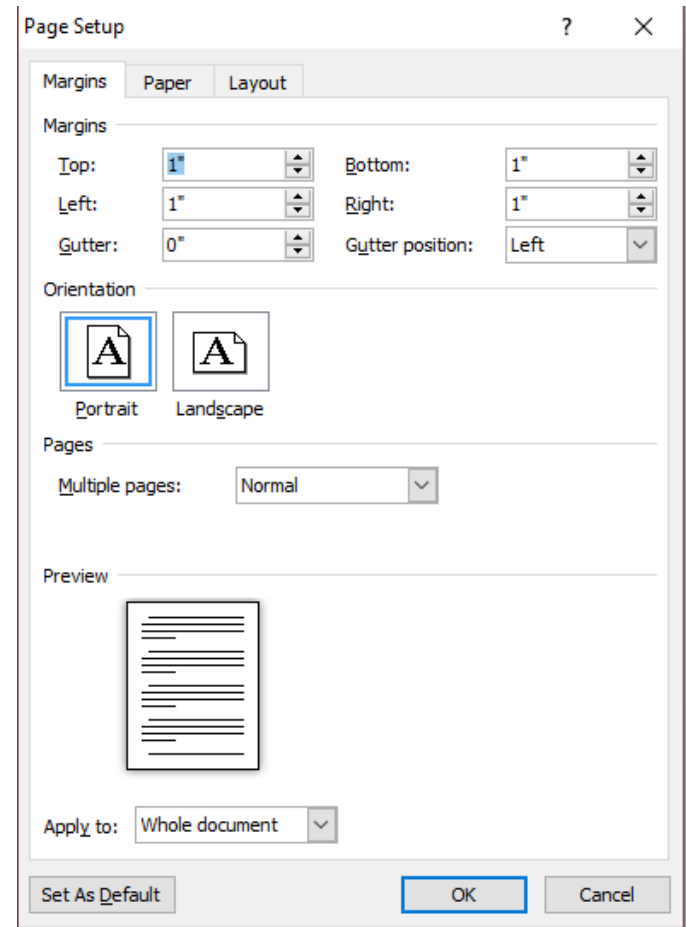




# PAGE FORMATTING

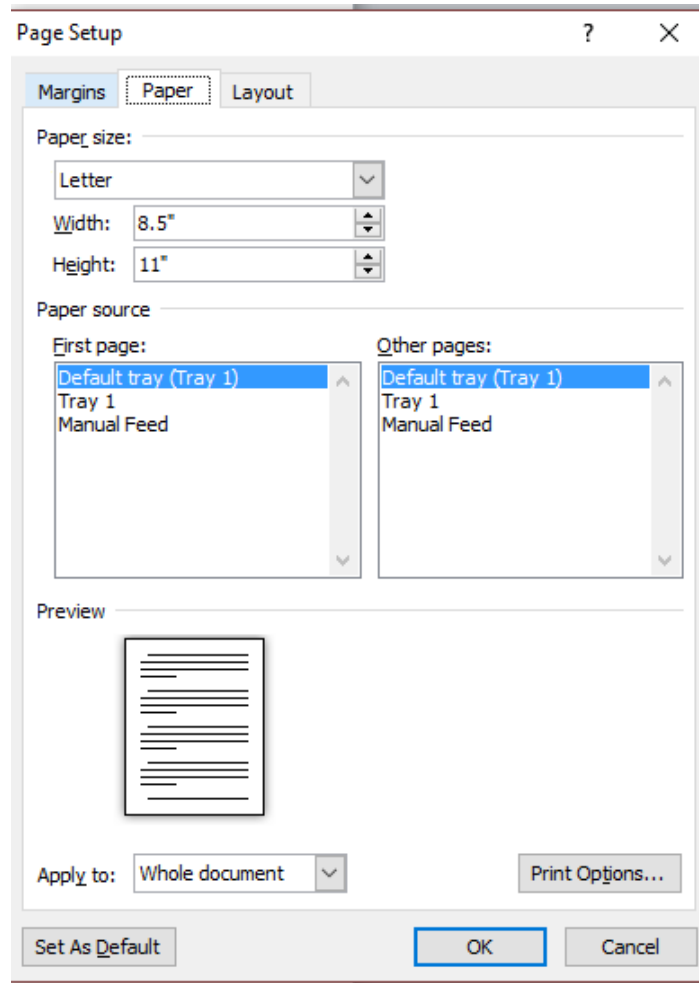
## ▶ PAGE SETUP DIALOG BOX

- ▶ Margins
- ▶ Orientation



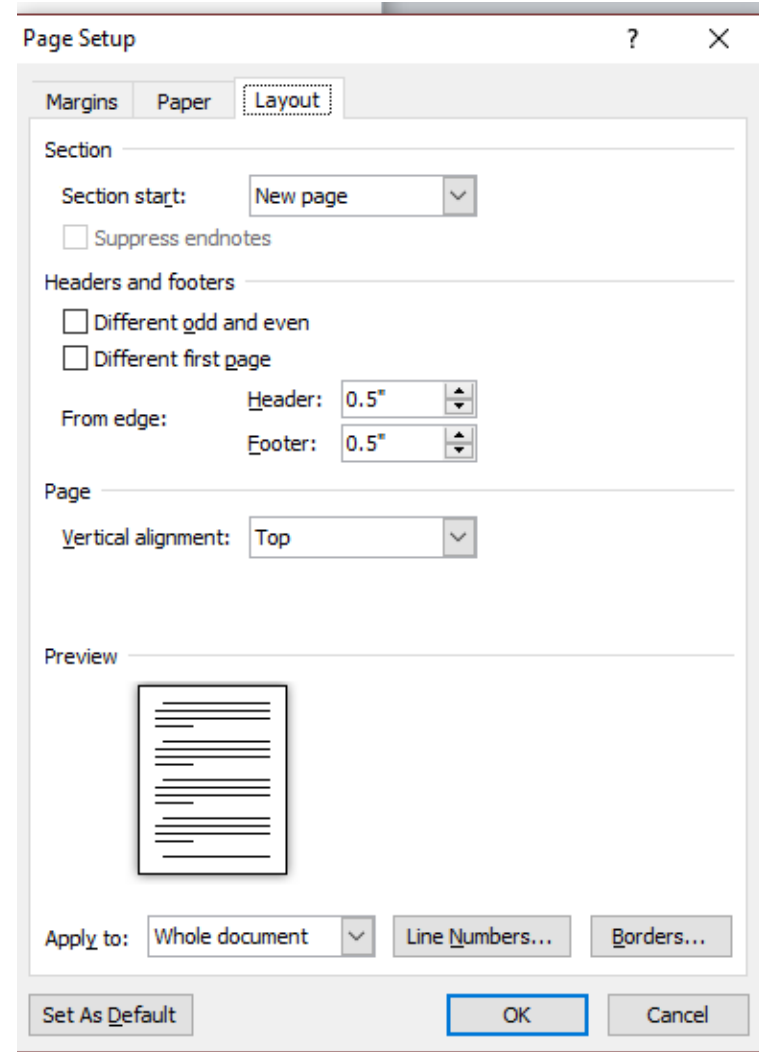
# PAGE FORMATTING

- ▶ Paper Size
- ▶ Paper Source



# PAGE FORMATTING

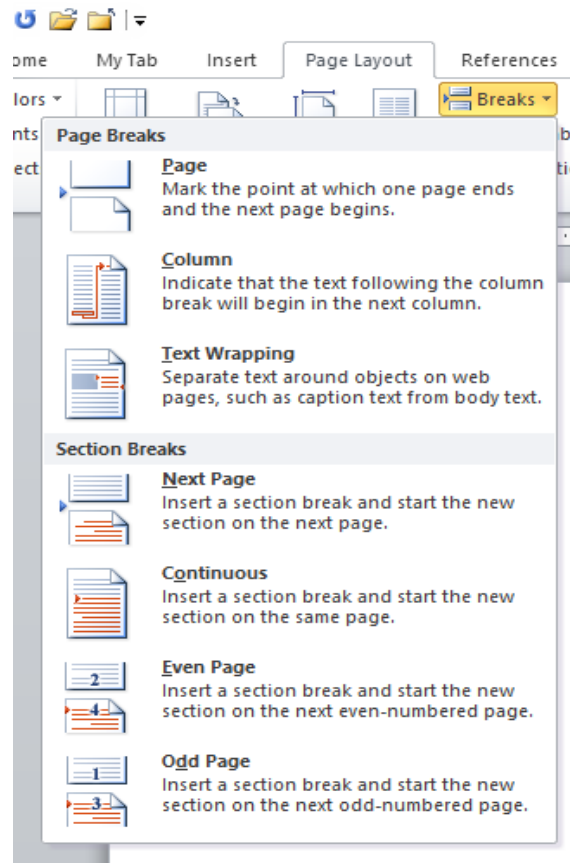
- ▶ Layout
  - ▶ Section
  - ▶ Headers and Footers
  - ▶ Page – Vertical Alignment



# PAGE FORMATTING

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## ► BREAKS



# PAGE FORMATTING

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- ▶ PAGE BREAK (CTRL + ENTER)
- ▶ SECTION BREAK – FOR DIFFERENT FORMATTING FROM ONE PAGE TO THE NEXT

.....Page Break.....¶

.....Section Break (Next Page).....

# PAGE FORMATTING

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## ▶ APPLY TO:

- ▶ Whole Document – Formatting Applies to all Pages
- ▶ This Point Forward – Changes Formatting on Next Page and Inserts a Section Break
- ▶ This Section – Formatting Applies to this Section Only

Apply to:  ▼

Apply to:  ▼

Apply to:  ▼