

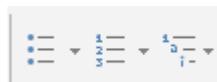
Lecture 5: MS Word 2013 – Home Tab - Part 2

Paragraph:



The paragraph section allows you to set paragraph level formatting.

Bullets and numbers:



Hints for managing bullets and numbers:

1. Select the numbers or bullets that you wish to apply using the toolbar buttons:
 - a) Type the first line of text and press **Enter** to create the next bullet or number.
 - b) To leave a blank line between the bullets or numbers, press **Shift > Enter**.
 - c) When you are finished, press **Enter** twice.
2. If you need a bulleted list, just type an asterisk (*) followed by a space. The asterisk turns into a bullet and your list is started. When you've finished typing the first item in your list, press **Enter** and a new bullet will appear on the next line.
3. To automatically create numbered lists, type the number one and a dot (1.), followed by a space.
4. To start a letter list, type the letter 'a' and a dot (a.), followed by a space.
5. To create a multi-level of bullets, type the first bullet, use **Enter** to create the next level and press **Tab** to create a 2nd level of bullet.
6. Press **Shift > Tab** to move back a bullet level.

Justification:

Justification is applied to a line of text. Each line can only have one type of justification applied. If you want to align text on the left, center and right on the same line, tabs will need to be used.

Description	Button
Left justify. Line text on the left hand side of the page.	

Centre Justify. Centre text on the line	
Right justify. Line the text on the right side of the page	
Justify. Line text on the left hand and the right hand of the page. Often used when writing books or other documents. Spaces between letters and words are automatically added to make the text line on the left and right.	

Other Buttons:

Description	Button
Sort a list of text alphabetically.	
Show paragraph marks and other formatting tasks. Useful when you are struggling to get the layout exactly as you would like it.	
Line Spacing Word 2013 has line spacing set quite wide by default. To change this for an individual document, select Line Spacing in the Paragraph group on the Home tab.	
Shading. Shade the color behind text paragraph or table cell. Always used to shade shapes. Can often be found on the Design Tab (appears in certain circumstances).	
Set the border around text, paragraph, table or any other object. See 4.3.5 for more explanation.	

Editing:



The Editing group shows the standard options of:

Description	Button
Find text in a document. Ctrl > F also works	
Find and replace text in a document	
Select text in a document. Useful to select text with certain formatting or select types of objects.	