

Introduction to MS Word – Unit 2

Formatting Paragraphs

Home Tab

Unit 2 Skills:

- **Align and Justify**
 - **Left Align**
 - **Center**
 - **Right Align**
 - **Justify**
- **Indent**
- **Line spacing**
- **Borders**
- **Shading**
- **Lists**
 - **Bulleted**
 - **Numbered**
 - **Multileveled**
- **Styles**

Formatting Paragraphs – Alignment and Justification - Home Tab

Task 2-1: Please create a Word document exactly like what appears in the box below.

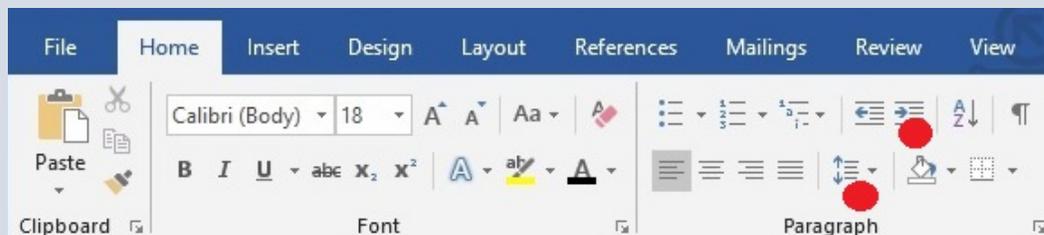
The content of this paragraph is aligned with the left margin. The content of this paragraph is aligned with the left margin. The content of this paragraph is aligned with the left margin. The content of this paragraph is aligned with the left margin. The content of this paragraph is aligned with the left margin. The content of this paragraph is aligned with the left margin.

The content of this paragraph is centered on the page. The content of this paragraph is centered on the page. The content of this paragraph is centered on the page. The content of this paragraph is centered on the page. The content of this paragraph is centered on the page. The content of this paragraph is centered on the page. The content of this paragraph is centered on the page.

The content of this paragraph is aligned with the right margin. The content of this paragraph is aligned with the right margin. The content of this paragraph is aligned with the right margin. The content of this paragraph is aligned with the right margin. The content of this paragraph is aligned with the right margin. The content of this paragraph is aligned with the right margin.

The content of this paragraph is distributed evenly between the margins. The content of this paragraph is distributed evenly between the margins. The content of this paragraph is distributed evenly between the margins. The content of this paragraph is distributed evenly between the margins. The content of this paragraph is distributed evenly between the margins.

HINT: The red dots indicate the tools you'll need.



Formatting Paragraphs – Indent and Line Spacing - Home Tab

Task 2-2: Please create a Word document exactly like what appears in the box below.

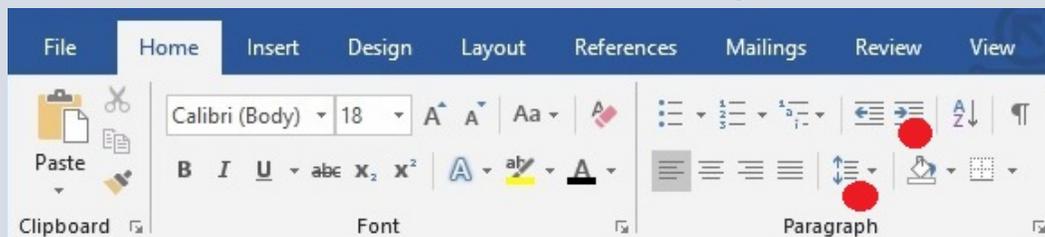
This paragraph is single spaced. This paragraph is single spaced.

This paragraph is indented and single spaced. This paragraph is indented and single spaced. This paragraph is indented and single spaced. This paragraph is indented and single spaced. This paragraph is indented and single spaced. This paragraph is indented and single spaced.

This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced. This paragraph is double spaced.

This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced. This paragraph is indented and double spaced.

HINT: The red dots indicate the tools you'll need.



Formatting Paragraphs – Borders and Shading - Home Tab

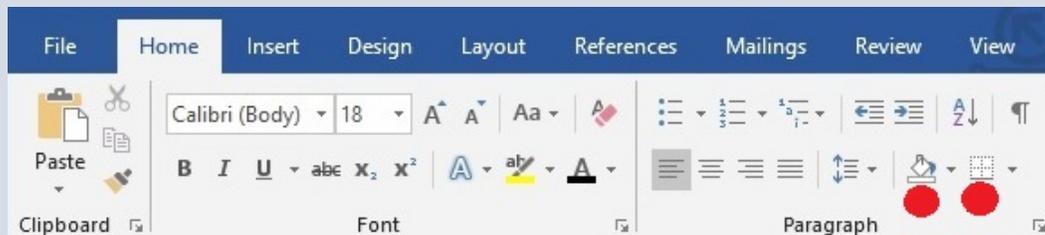
Task 2-3: Please create a Word document exactly like what appears in the box below.

This paragraph has a border. This paragraph has a border.

This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border. This paragraph has a thicker border.

This paragraph has a border with grey shading. This paragraph has a border with grey shading.

HINT: The red dots indicate the tools you'll need.



Formatting Paragraphs – Lists - Home Tab

Task 2-4: Please create a Word document exactly like what appears in the box below.

- This is a bulleted list.
- This is a bulleted list.
- This is a bulleted list.

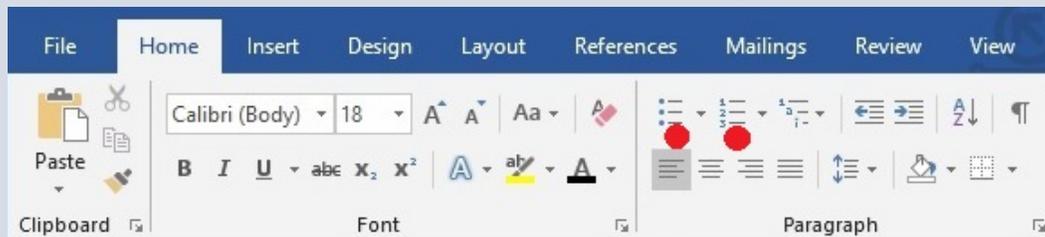
- This is a bulleted list.
 - This a bulleted list.
- This is a bulleted list.

- ❖ This is a bulleted list.
 - This is a bulleted list.
- ❖ This is a bulleted list.

- 1. This is a numbered list.
 - This a numbered list.
- 2. This is a numbered list.

- A. This is a numbered list.
 - a. This is a numbered list.
- B. This is a numbered list.

HINT: The red dots indicate the tools you'll need.



Formatting Paragraphs – Multilevel Lists - Home Tab

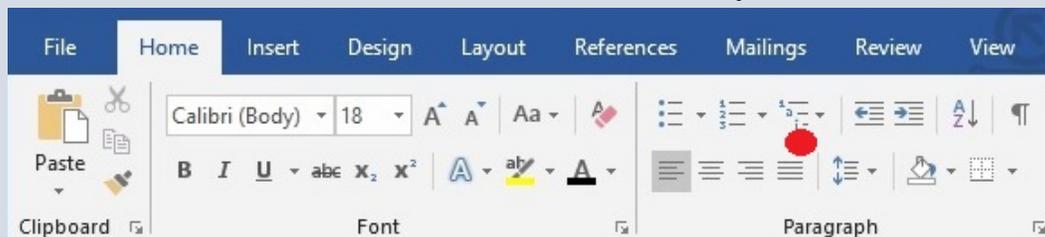
Task 2-5: Please create a Word document exactly like what appears in the box below.

1. This is a multilevel list.
 - a. This is a multilevel list.
 - i. This is a multilevel list.
2. This is a multilevel list.
 - a. This is a multilevel list.
3. This is a multilevel list.

1. This is a multilevel list.
 - 1.1. This is a multilevel list.
 - 1.1.1. This is a multilevel list.
2. This is a multilevel list.
 - 2.1. This is a multilevel list.
3. This is a multilevel list.

- ❖ This is a multilevel list.
 - This is a multilevel list.
 - This is a multilevel list.
- ❖ This is a multilevel list.
 - This is a multilevel list.
- ❖ This is a multilevel list.

HINT: The red dots indicate the tools you'll need.



Formatting Paragraphs – Styles - Home Tab

Task 2-6: Please create a Word document exactly like what appears in the box below.

This line has the Normal style.

This line has the Title style.

This line has the Intense Emphasis style.

This line has the Intense Quote style.

THIS LINE HAS THE INTENSE REFERENCE STYLE.

This line has the Book Title style.

HINT: These buttons are for the styles you'll need.

