

Formatting Documents

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Important Formatting Features in Microsoft Word

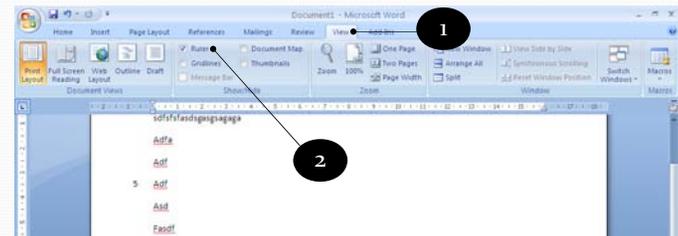
- Show/hide rulers
- Zooming
- Changing ruler's unit
- Set margins and layout
- Set page orientations (portrait, landscape)
- Font & Effects
- Bullets & Numberings

Formatting Documents (2)

- Text alignment
- Inserting symbols
- Page border
- Formatting columns
- Line number

Show/Hide Ruler

1. Click *View* tab
2. Under *Show/Hide* group, click at the *Ruler* checkbox to toggle between showing ruler and hiding it.



Zooming

1. Click **View** tab
2. Click **Zoom** icon
3. Select the zoom value you prefer

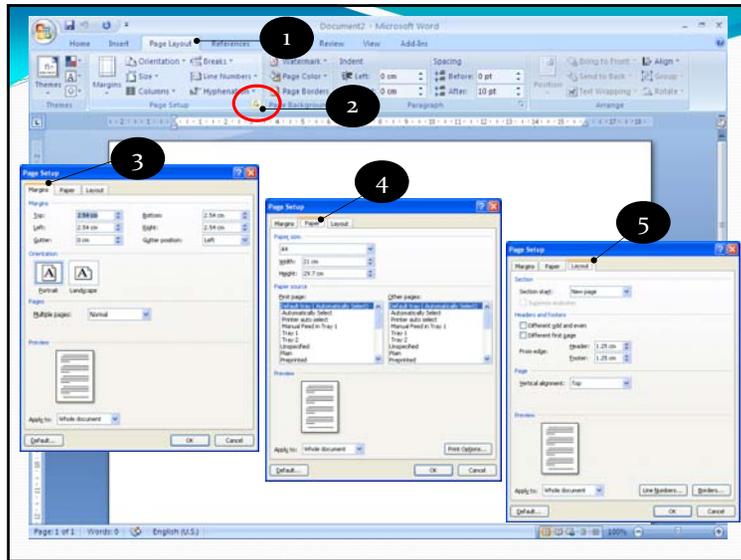
Changing Unit for Ruler

1. Click Office Button
2. Select **Word Options** button, **Word Options** will appear.
3. On the menu on the left, click **Advanced** option.
4. Scroll down to **Display**
5. At **Show measurement in unit of**, choose the unit you want:
 - Inches
 - Centimeters
 - Millimeters
 - Points
 - Picas
6. Click **OK**

Changing Unit for Ruler (2)

Setting Margins and Layout

1. Click **Page Layout** tab
2. Click to open **Page Layout** dialog box
 - There are 3 tabs: **Margins**, **Paper**, and **Layout**
3. **Margins** tab is for setting margins and orientation
4. **Paper** tab is for setting paper size
5. **Layout** tab is for setting header and footer distance from paper edge.
 - You can set it differently for first page, even page, and odd page.



Margins tab

- Margins for edge
 - Top, Bottom, Left, and Right
- Gutter — Where the page will be bound
 - Size, position
- Orientation
 - Portrait, Landscape
- Apply to: — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section

A screenshot of the Margins tab in the Page Setup dialog box. It shows settings for Top, Bottom, Left, and Right margins (all set to 2.54 cm), Gutter (0 cm), Orientation (Portrait), and Apply to (Whole document).

Paper Tab

- Use drop-down menu to select the paper you want, such as A4
- Choose Custom to select Width and Height of the pages
- Apply to: — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section

A screenshot of the Paper tab in the Page Setup dialog box. It shows Paper size (A4), Paper source (Tray 1), and Apply to (Whole document).

Layout Tab

Headers and footers

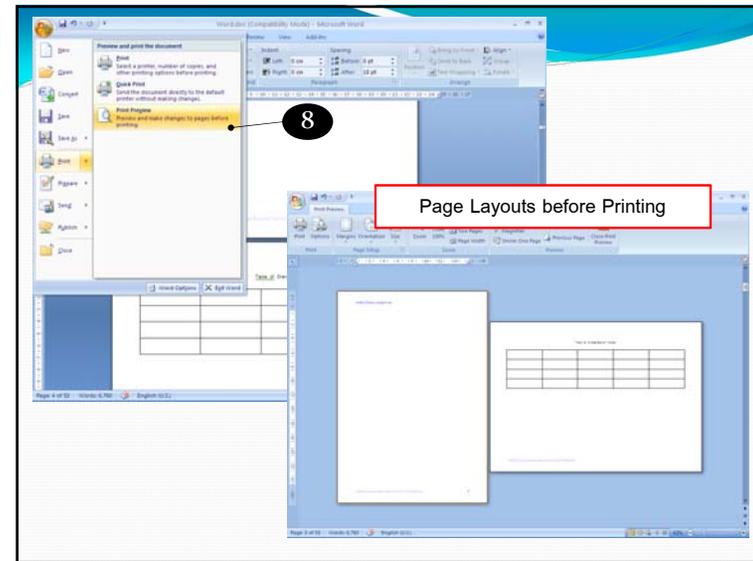
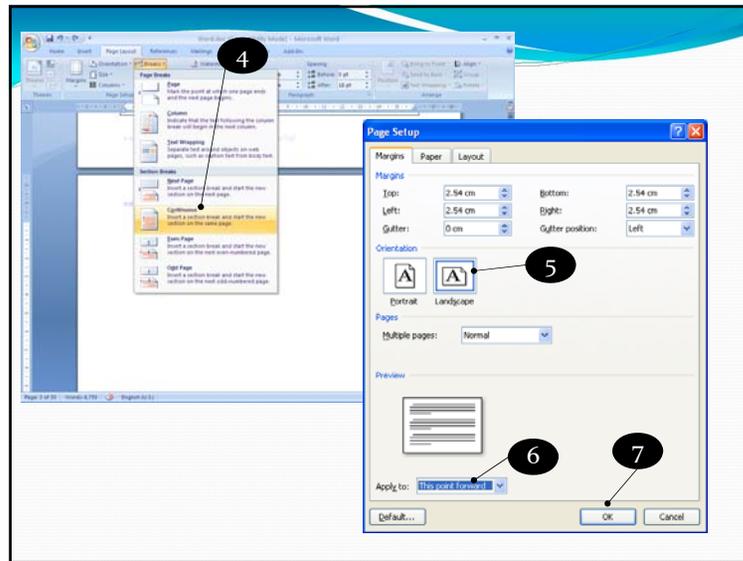
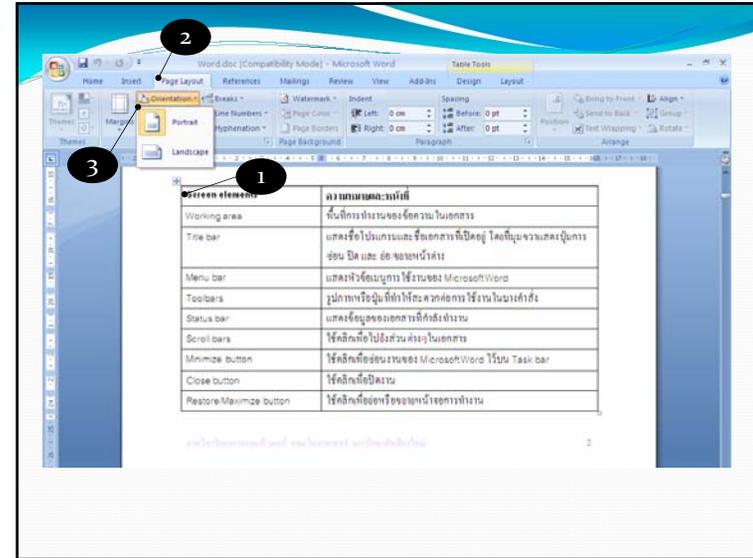
- Different odd and even checkbox
- Different first page checkbox
- Apply to: — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section

A screenshot of the Layout tab in the Page Setup dialog box. A red circle highlights the 'Different odd and even' and 'Different first page' checkboxes under the 'Headers and footers' section.

Alternate between Orientations

Sometime you need to have different orientations for each page.
To do that:

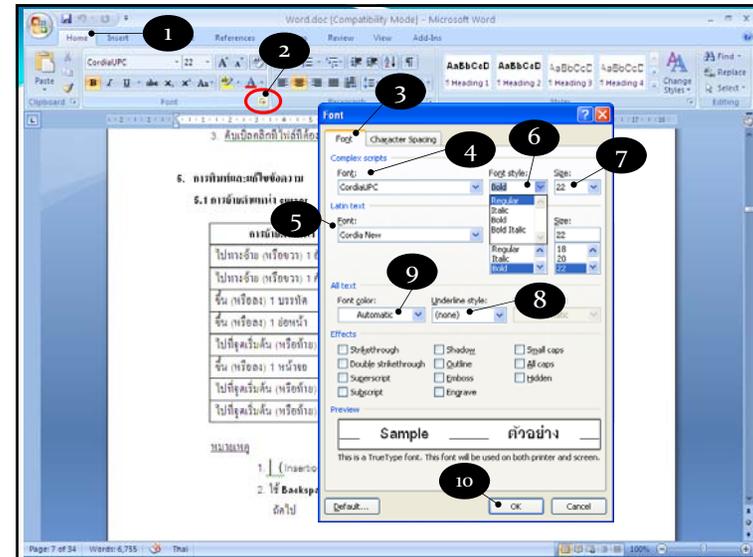
1. Click first page
2. Click *Page Layout* tab → *Orientation*, then choose the layout you want for the first page.
3. Move the cursor to the page you want different orientation
4. Click *Breaks* button and choose *Section Breaks to be Continuous*
5. Open *Page Setup* dialog box and choose the orientation, such as Landscape
6. Under *Apply to:*, select *This point forward* so the change will occur from that page onward
7. Click *OK*. You will see the orientation has changed
8. Office Button → *Print* → *Print Preview* to see that there're two orientations in the same documents



Fonts and Effects

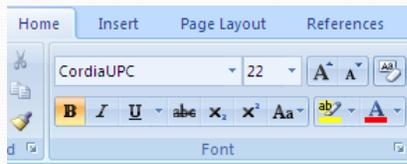
Fonts are typefaces for texts that appear in the document or on screen. There can be multiple fonts in the same document. You can manage the fonts as following:

1. Click *Home* tab
2. Click  to open *Font* dialog box
3. Click *Fonts* tab
4. *Complex scripts* — select font to use for Asian languages
5. *Latin text* — select font to use for Roman character
6. *Font Style* — Regular, *Italic*, **Bold**, or **Bold Italic**.
7. *Size* — select Font Size
8. *Underline* — select underline style
9. *Color* — select Font Color
10. Click *OK* when you're done.



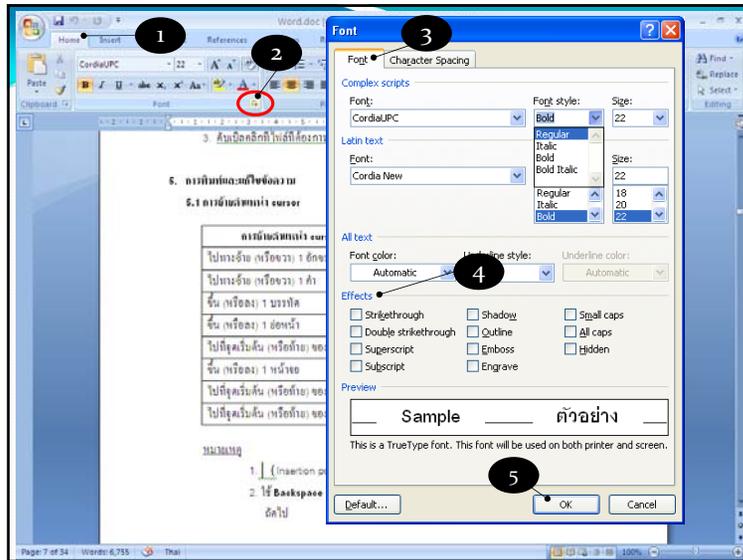
Fonts

- Tools related to fonts are under *Home* tab in the Ribbon.



Font Effects

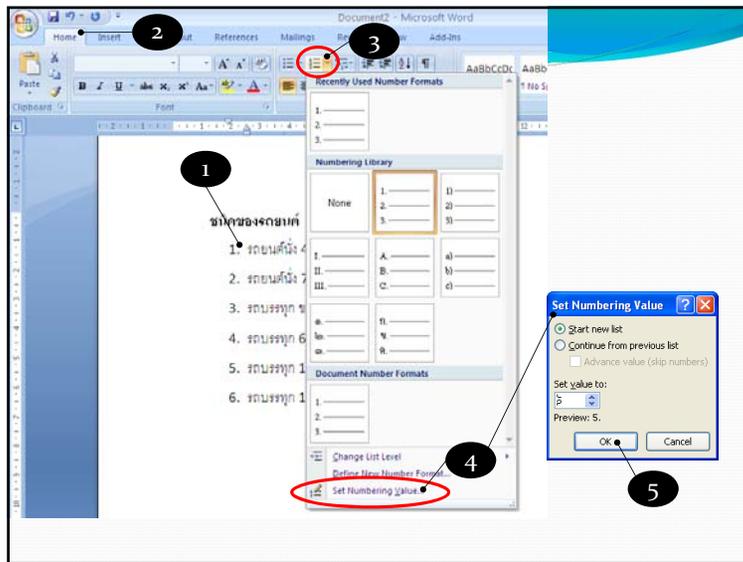
1. Click *Home* tab
2. Click  to open *Font* dialog box
3. Click *Fonts* tab
4. Under *Effects* section contains font effects
 - **Most-used Effects**
 - Superscript (X¹⁰⁹)
 - Subscript (P₃)
 - Shadow (**Pong**)
 - Strikethrough
5. Click *OK* to accept the change, or *Cancel* to ignore the change.



Numbering

How to assign numbering

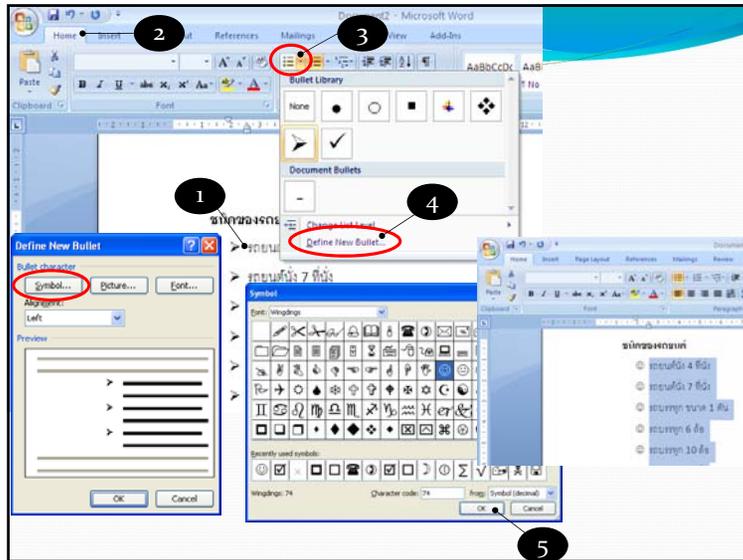
1. Highlight text block you want to number
2. Click *Home* tab
3. Click to assign numbers to paragraphs
 - In Word 2007, you can click the drop-down menu to pick the type of numbering you want
4. Under the drop-down menu, you can click on *set numbering value* to open *set numbering value* dialog box
 - *start new list* will start number from the value under *set value*
 - *continue from previous list*
5. Click *OK* when you're done.



Bullet

How to assign bullets

1. Highlight text block you want
2. Click *Home* tab
3. Click under *Paragraph* group
 - You can use the drop-down menu here to pick the type of bullets you want
4. Use *Define New Bullet* to open *Define New Bullet* to choose your own bullets from *Symbol* or *Picture*
 -
4. Click *OK* when you're done.

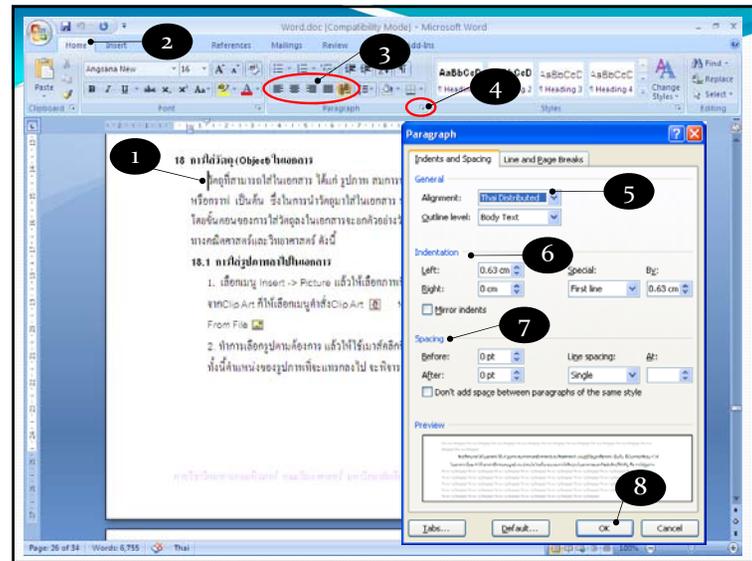


Text Alignment

1. Highlight text block you want
2. Click Home tab
3. Click the button under *Paragraph* group
They are:
 - Align to the left**
 - Align to the middle**
 - Align to the right**
 - Justified**
 - Thai-distributed**
4. Click for *Paragraph* dialog box

Paragraph dialog box

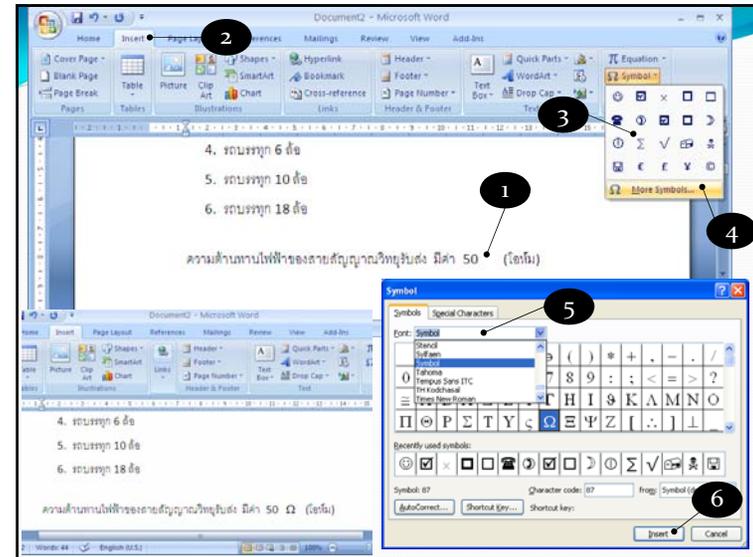
5. Alignment
 - Left, Middle, Right, Justified and Thai Distributed
6. Indentation
 - Left – from left edge
 - Right – from right edge
7. Spacing – space between sentences
 - Before
 - After
8. Click *OK* to accept, or click *Cancel* to ignore



Inserting Symbols

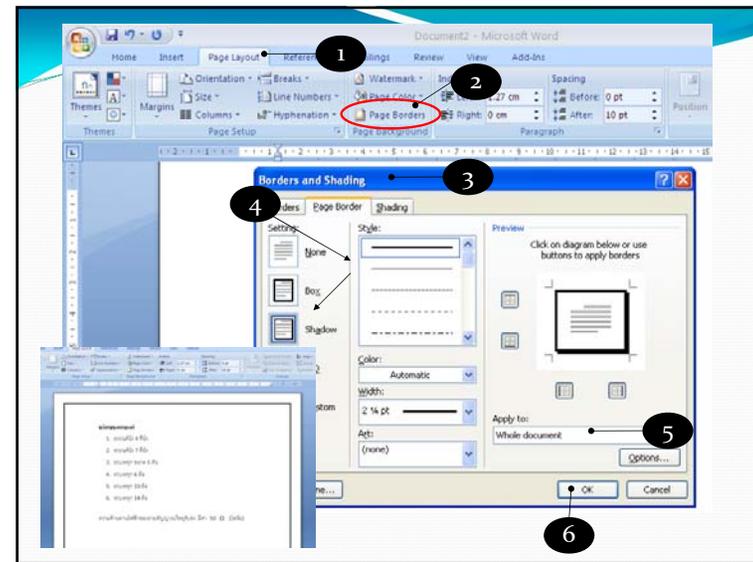
1. Place cursor where you want to insert the symbols
2. Click *Insert* tab. Click *Symbol* under *Symbols* group
3. Choose symbol you want
4. Click *More Symbols* for *Symbol* dialog box
5. Click *Symbols* tab select *Font* for the font you want
 - Symbols for math and scientific symbols
 - wingding, wingding2, wingding3 for other symbols
6. Click *Insert* to insert the symbol

*** You can change size/color of symbols like other text ☺***



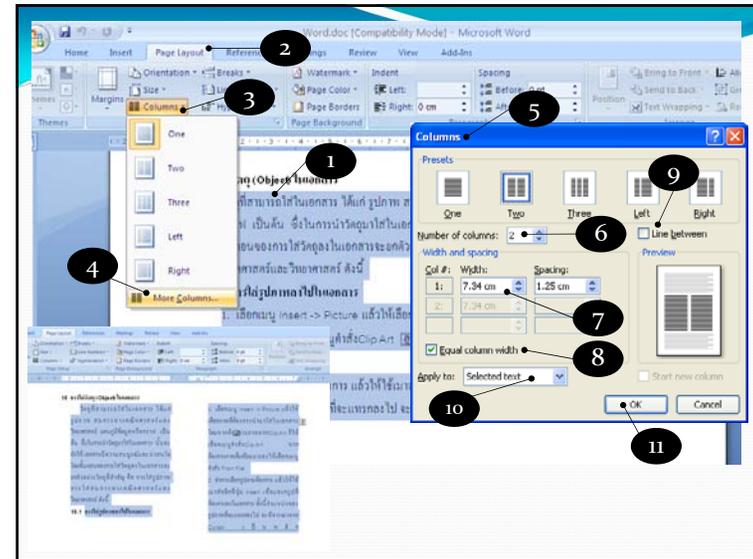
Setting Page Border

1. Click *Page Layout* tab
2. Under *Page Background* group, click *Page Borders* button
3. Border and Shading dialog box will appear, select *Page Border* tab.
4. Select style, color and width of the border, then select the border under *Setting*:
 - The border will appear on the preview on the right side of the dialog box
5. Used *Apply to*: drop-down menu to select which pages will have this border
6. Click *OK*



Setting Columns

1. Highlight text block you want to put into columns
2. Click *Page Layout* tab
3. Click **Columns** button, then select the columns you want
4. If you want to set your own columns, select *More Columns*
5. *Columns dialog box* will appear.
6. Click the presets you want, or specify the number of columns.
7. Under *Width and Spacing*, set width of the columns and space in between columns
8. Check *Equal column width* if you want all columns to have the same width
9. Check *Line between* checkbox if you want lines between columns
10. Use *Apply to:* drop-down menu to choose where the change will apply to. Note that you can apply columns to just selected text.
11. Note the change in the preview and click *OK* if you want to accept the change.



Inserting Line Number

1. Click *Page Layout* tab
2. Click **Line Numbers** button and select line numbers option:
 - *None* — not displaying line numbers
 - *Continuous* — display line number, counting from start of document
 - *restart each page* — display line number, counting from start of page
 - *restart each section* — display line number, counting from start of section
 - *Suppress for Current Paragraph* — not counting nor displaying line numbers for current paragraph
3. Click *Line Numbering Options* to set your own line numbering
4. *Page Setup* dialog box will appear. Click *Line Numbers* button.
5. *Line Numbers* dialog box will appear.
6. After you have set line numbering option, click *OK*

