

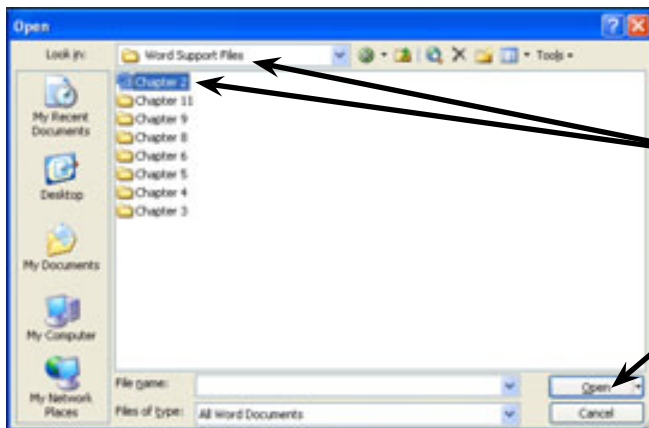
# Aligning Text

Microsoft Word allows you to do far more detailed formatting than just changing fonts, font sizes and styles. You can change the line spacing, the justification of text and set tab stops. The FORMAT menu, the FORMATTING Toolbar and the Ruler at the top of the screen are used to carry out the required formats.

## Loading a Prepared Document

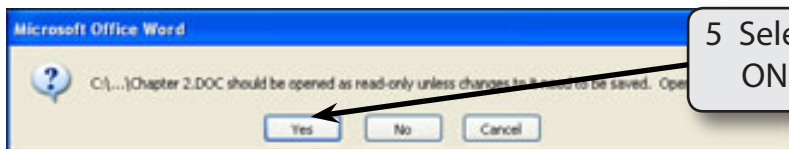
Sample documents have been prepared for you to save you the time of simply typing in text. You need to load these documents from the WORD SUPPORT FILES folder.

- 1 Close the present file without saving. (If you are starting a new session, load Microsoft Word.)
- 2 Select OPEN from the FILE menu or click on the OPEN button in the STANDARD Toolbar.



3 Set the LOOK IN box to the WORD SUPPORT FILES folder and select the CHAPTER 2 file.

4 Select OPEN to load the file.



5 Select YES to open the file as a READ ONLY file.

**NOTE:** By opening the file as a READ-ONLY file you will not be able to make any changes to the file. You will be able to save it under a different file name.

## Line Spacing

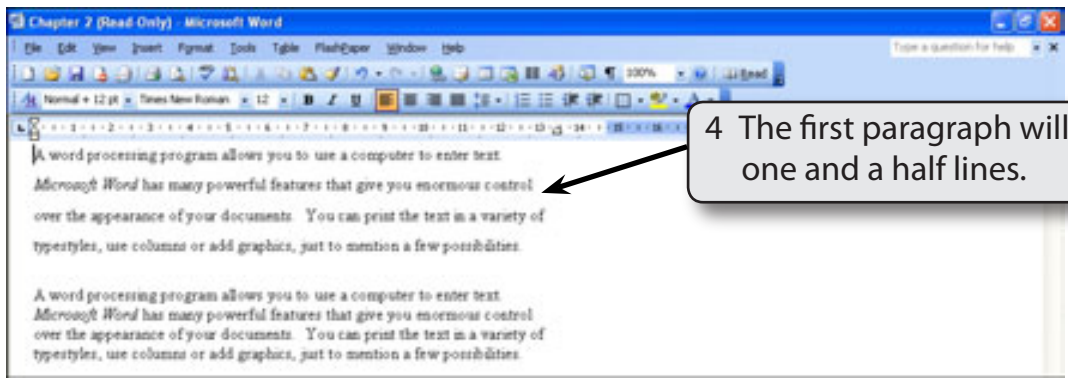
The document has two copies of the paragraph that you entered in Chapter 1. Let's change the amount of space between lines of text.

- 1 At the moment the cursor is at the beginning of the first paragraph. Display the FORMAT menu and select PARAGRAPH.



2 Click on the INDENTS AND SPACING tab if that section is not at the front of the dialogue box.

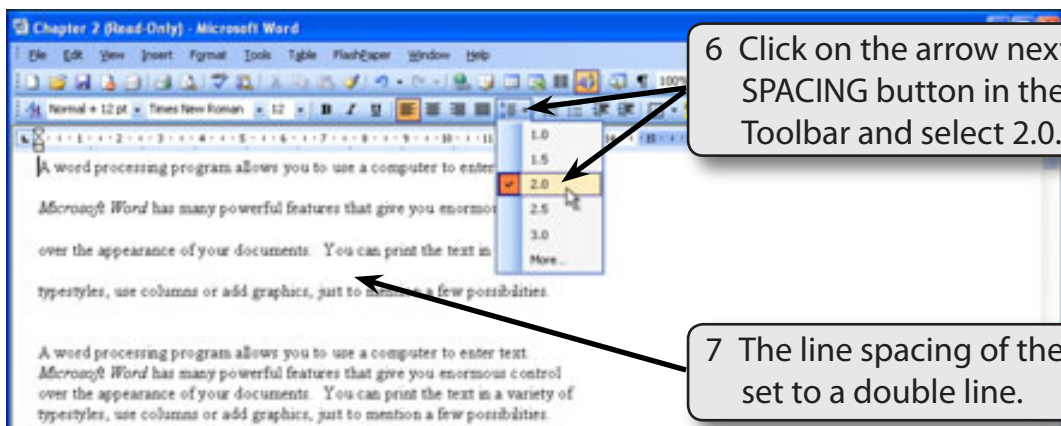
3 Click on the down arrow next to the LINE SPACING box, click on 1.5 LINES and select OK.



4 The first paragraph will be spaced to one and a half lines.

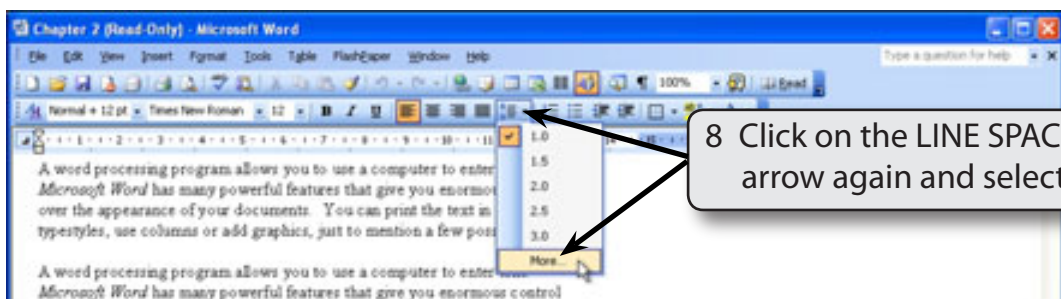
**NOTE:** Only the first paragraph is changed as the *cursor* was in that paragraph. If you wanted the spacing of both paragraphs altered both paragraphs would need to first be selected.

5 The LINE SPACING can also be changed from the FORMATTING Toolbar and the FORMATTING Taskbar.




6 Click on the arrow next to the LINE SPACING button in the FORMATTING Taskbar and select 2.0.

7 The line spacing of the paragraph is set to a double line.



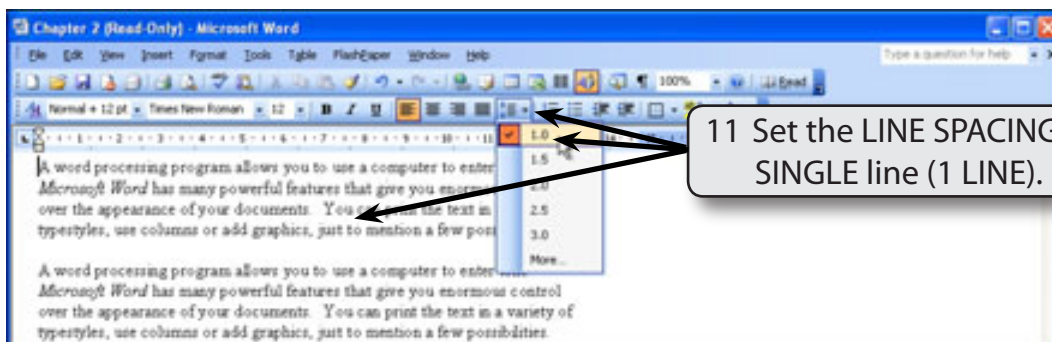
8 Click on the LINE SPACING button arrow again and select MORE.



9 Set the LINE SPACING box to MULTIPLE then click once on the UP ARROW next to the AT box to set the spacing to 3.5 LINES.

10 Select OK and the spacing of the first paragraph will be increased to 3.5 lines.

**NOTE:** LINE SPACINGS are changed by increments of 0.5 lines each time you click on the UP or DOWN arrows next to the AT box.



**NOTE:** To change the LINE SPACING of more than one paragraph at a time, highlight the paragraphs first.

## Justifying Text

Text is normally justified to the left when you first load a Microsoft Word document. This means that only the left margin is straight. There are three other justifications that can be used:

*Right:* where only the right side is straight.

*Centre:* where each line is centred - this is commonly used for headings.

*Justified:* where both the left and right margins are straight.

