

Word Paragraphs, Lists, and Navigation

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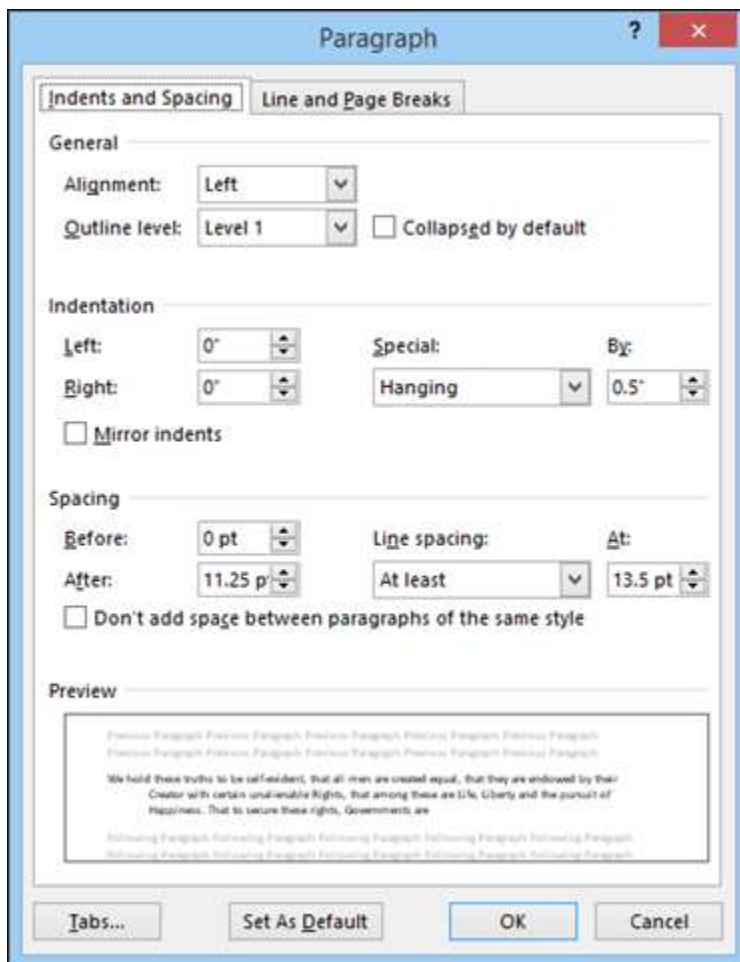
Word Paragraphs

A Word paragraph can be considered the smallest “atomic” unit of a document. If you change a style, tab, alignment, etc. it works on the entire paragraph you are currently in. If you hit enter – all of those settings are inherited by the next paragraph.

You can control paragraph behavior and appearance using the “Paragraph” tab. This tab has several notable features including increase/decrease indent, line spacing, borders, and more. There are many more options than are first apparent. To access that click on the icon at the bottom corner of the paragraph tab.

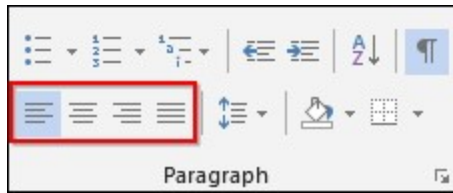


The “Paragraph” dialog will give you further, more fine-grained control. You can affect indenting, line spacing, as well as line and page breaks.

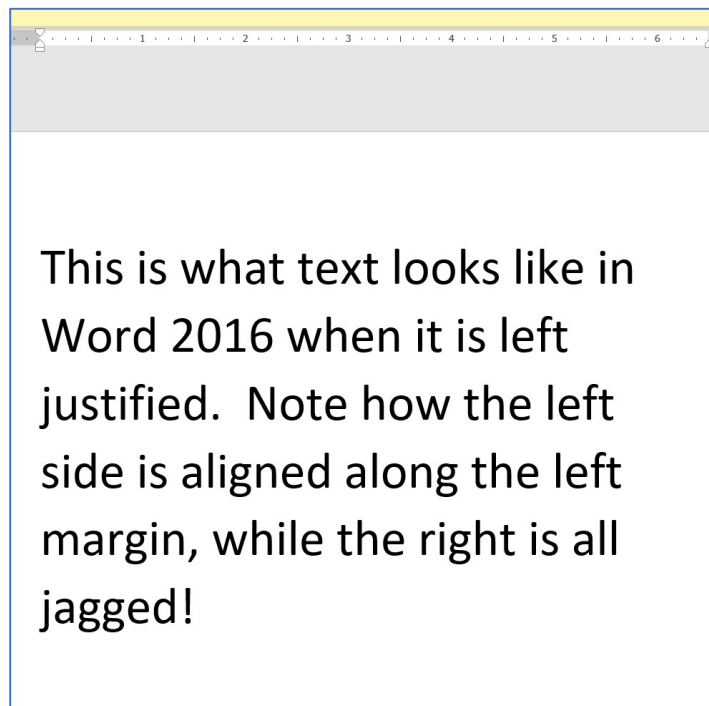


Alignment

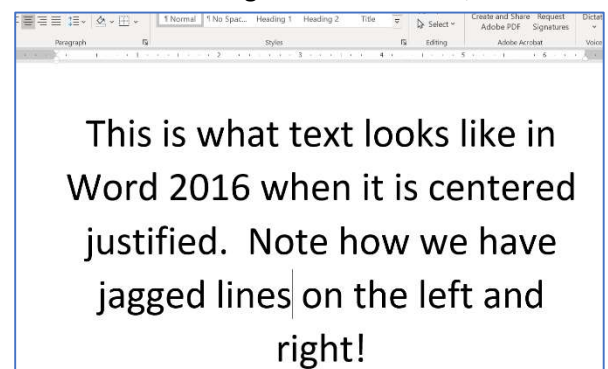
Alignment, also known as justification, determines how the documents text aligns with margins.



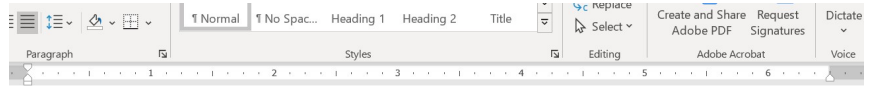
Left — line up the text or an image along the left margin. The right-hand side of the paragraph is free to float.



Center — When you center-justify, it means that the entire block of text will be aligned to the center, between the margins.



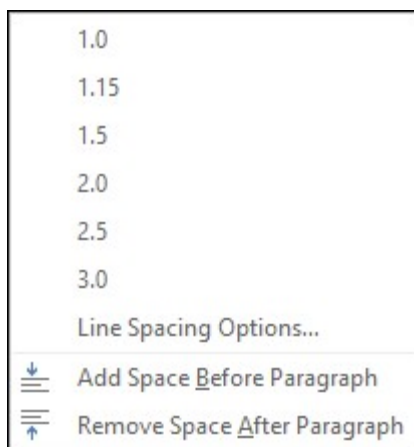
Full — this means the left and right-hand sides of the paragraph are lined up. Word does this by adjusting spacing between words. This can often lead to awkward looking paragraphs with large holes in middle when working in narrow spaces.



This is what text looks like in Word 2016 when it is fully justified. Here the text is aligned on the left and right margin. In order to make it look even, extra spaces are inserted between the words.

Line spacing

This is the horizontal spacing between lines.



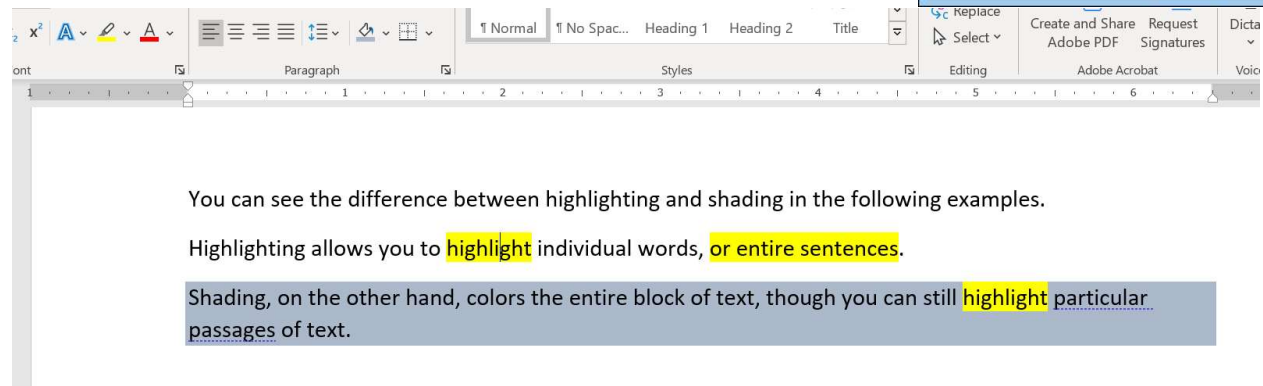
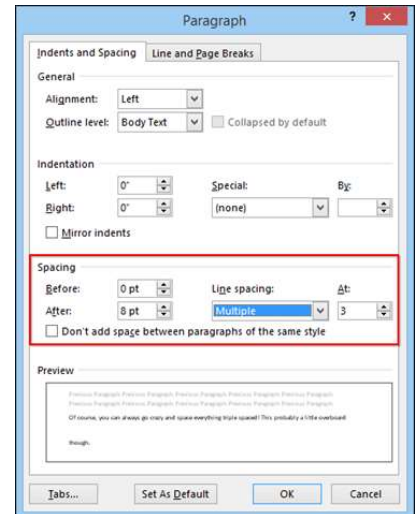
By using the ellipses, you can tweak the spacing so you don't have 8pts after a paragraph.

· “Exactly” indicate line spacing in points. A point is the smallest unit of measurement for lines or fonts.

· “Multiple” lets you pick a number greater than double or something in between. You can also set line spacing using the menu option.

Shading and Borders

You should have no trouble getting the hang of shadows and borders, but for the sake of simplicity, check out the following screenshot for a quick run-down on the difference between shadowing text and highlighting it.



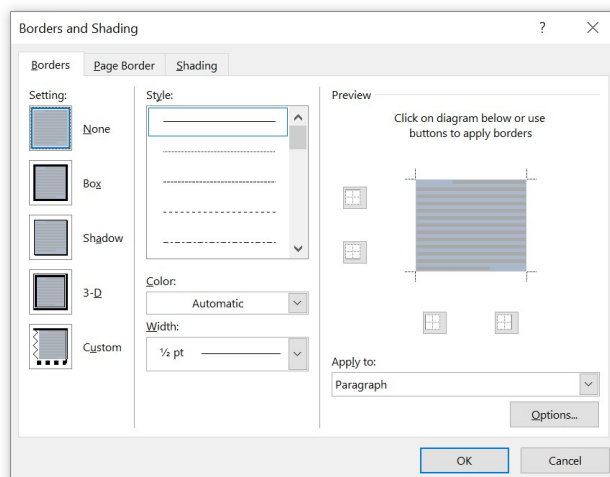
You can see the difference between highlighting and shading in the following examples.

Highlighting allows you to highlight individual words, or entire sentences.

Shading, on the other hand, colors the entire block of text, though you can still highlight particular passages of text.

Borders, on the other hand, might be a little tricky. There's a whole trick to borders that can at first seem a little frustrating. The borders button gives you some rudimentary control over how borders appear, but you really need to dig into the “Borders and Shading” dialog to get the full appreciation for what you can do.

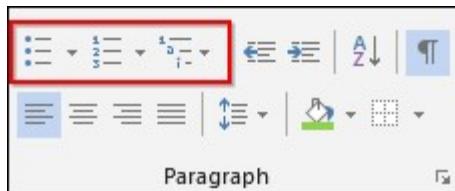
Shading, on the other hand, colors the entire block of text, though you can still highlight passages of text.



Lists

Lists are crucial to organizing text whether it be an unordered list using bullets, or an ordered numbered list, or even a multilevel list, such as what you'd end up with an outline.

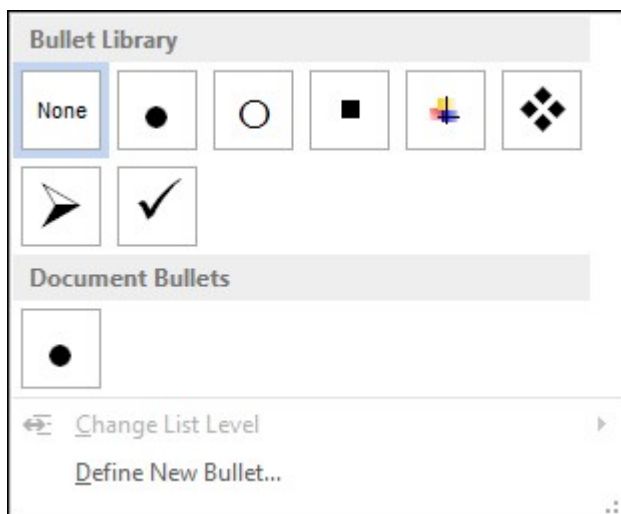
Lists can be affected using the lists functions on the “Paragraph” section.



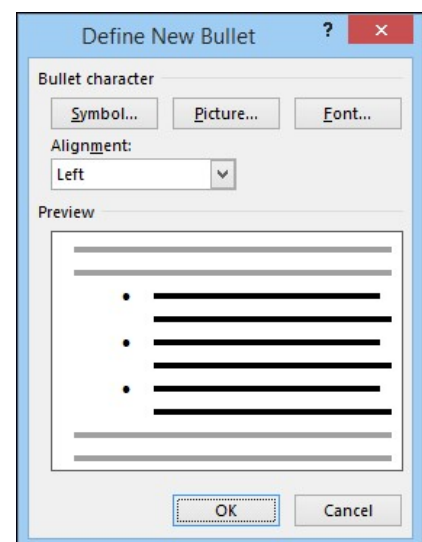
Bulleted lists

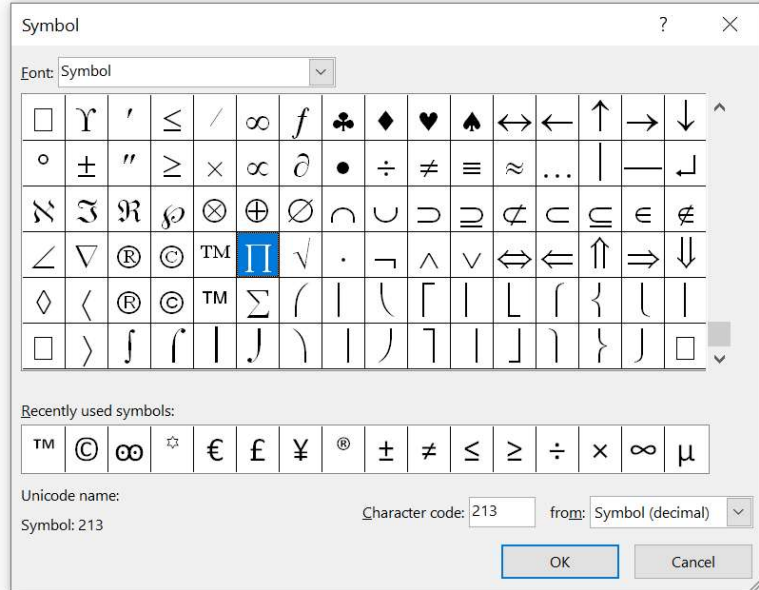
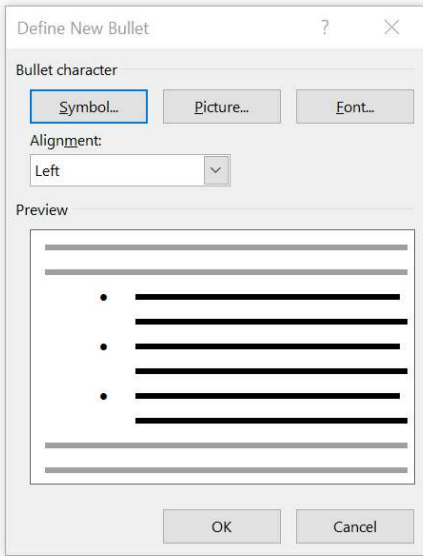
You can quickly create bulleted lists by selecting the text you want clicking the “Bullets” button. Bullets will be placed at the head of each line after a line break.

From the “Bullet Library” you can select a different bullet scheme. Below you can see which bullets are being used in the document.



Finally, you can define a new bullet scheme from a symbol, picture, or font.

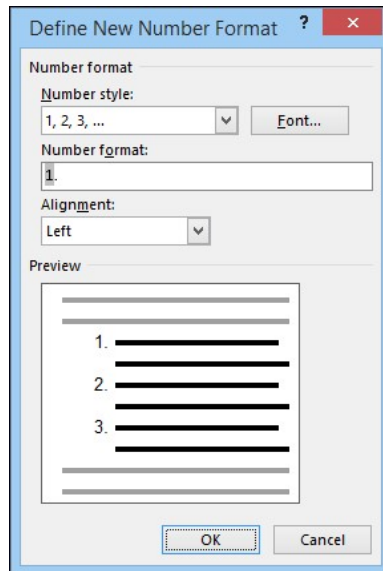
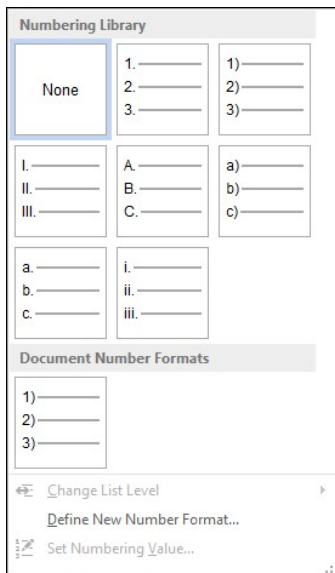




Numbered (Ordered) lists

When you want to create a numbered (ordered) list, you can usually begin a line with a number and Word will automatically start formatting it as such. You can still create a list and apply numbers to it though by clicking the “Numbering” button.

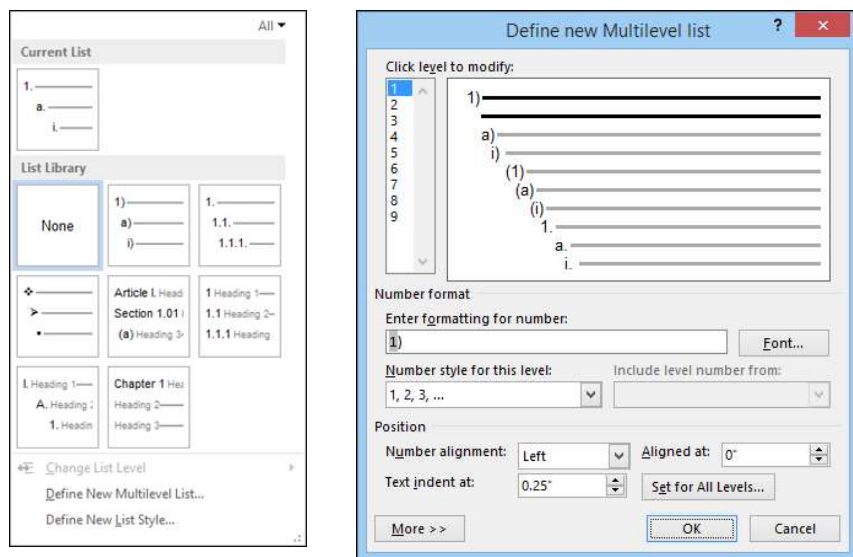
Similarly to the bullets window, you can choose a new numbering scheme from a “Numbering Library” and see which numbering schemes are employed in the current document.



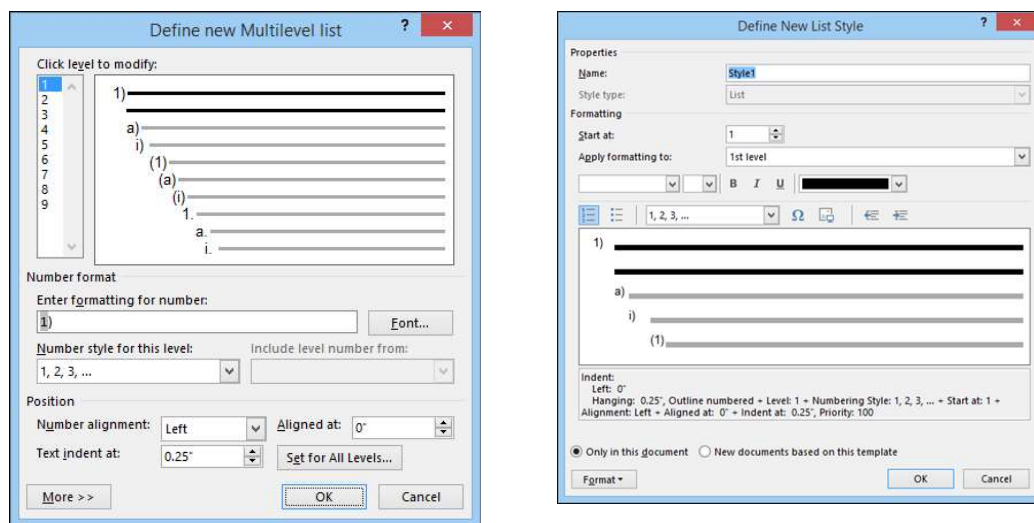
Multilevel lists

Finally, a multilevel list, such as you’d typically used to create outlines, can be applied by selecting your text and clicking the “Multilevel List” button.

You can quickly manipulate levels in your outline by placing the pointer at the front of new line and using “Tab” and “Shift + Tab” to increase and decrease them, respectively.



You can also create a new list if the current selections don’t meet your needs. In this dialog, you can select each level you want to modify and apply formats, styles, positions, and so on.



Similarly, you can define a new list style. Here you see we can name our new style, define levels and indenting, whether it’s bulleted, numbered, as well as choose symbols or pictures. Note, this dialog originates from the “Multilevel List” options but it applies to all types of aforementioned list styles.

Navigation

Navigation can come in three different forms:

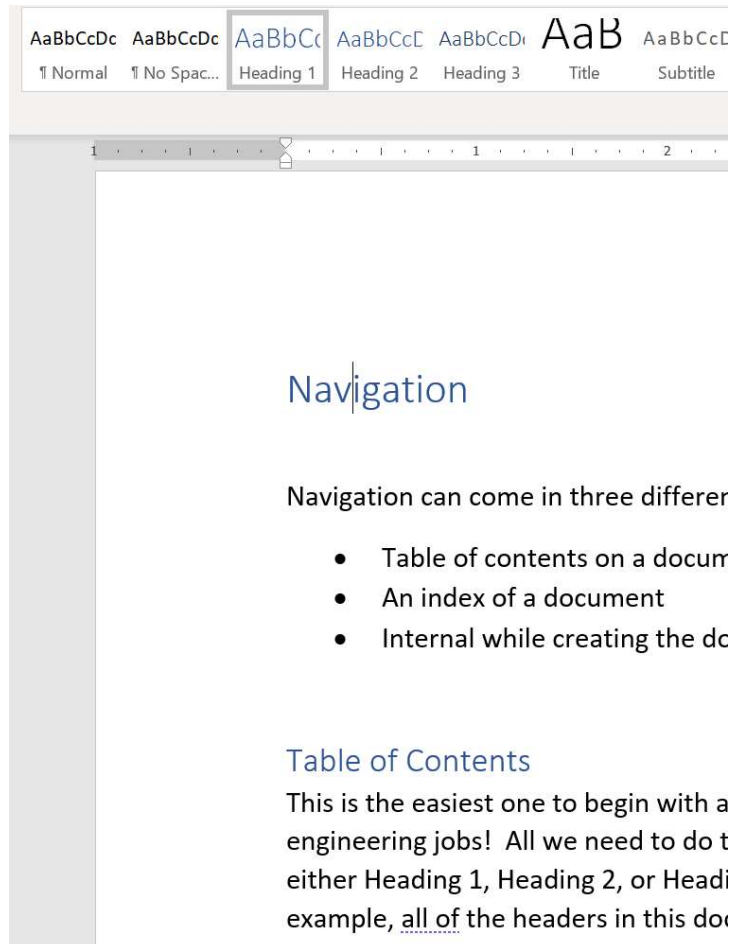
- Table of contents on a document
- An index of a document
- Internal while creating the document

Table of Contents

This is the easiest one to begin with and the one that got me in trouble with a boss on one of my first engineering jobs! All we need to do to create a table of contents is to give each header and style – either Heading 1, Heading 2, or Heading 3. The smaller the number, the higher the grouping level. For example, all of the headers in this document are Heading 1!

The second level of headings are Level 2. So, these will be sub-headings of Heading 1 above. So, when we create the headings by using the styles – we can just tell the computer to add a Table of Contents at the top of the document and it will automatically be formatted correctly!

The best part is when we add new items and the page numbers change, all we have to do is ask the computer to update the tag and it will update the table and the page numbers for us!



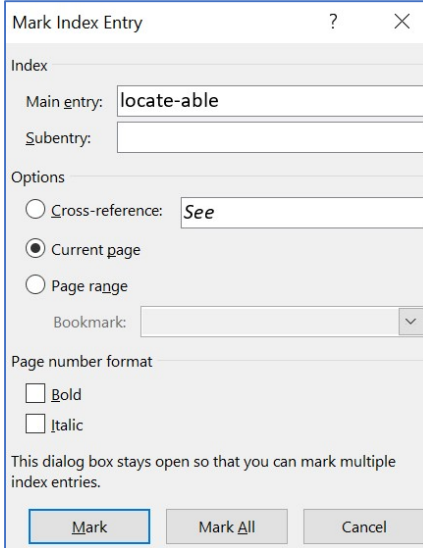
Indexing a document

Sometimes you want specific words to be easily “locate-able” to the end user. Since the end user can’t use “Ctrl+F” – we want to give the page location of where these words are. We just need to tell what words we would like to index.

Under the References Tab, you can see the button “Mark Entry”. If you are on the word you would like to mark and click this button, a window will appear.

I am of the opinion that if it’s useful to mark it in this location, you can mark them in all locations.

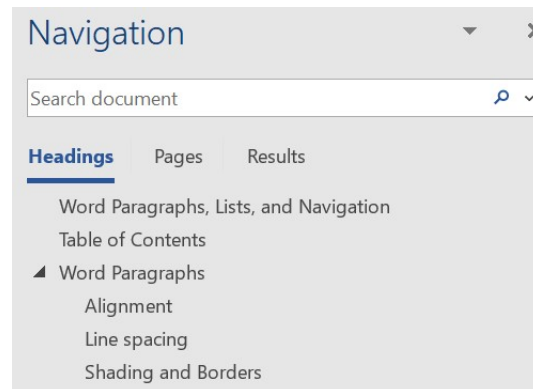
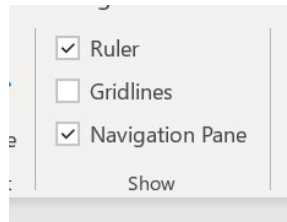
Some entries don’t stand well on their own. In that case, that is when you would have this as a Cross Reference.



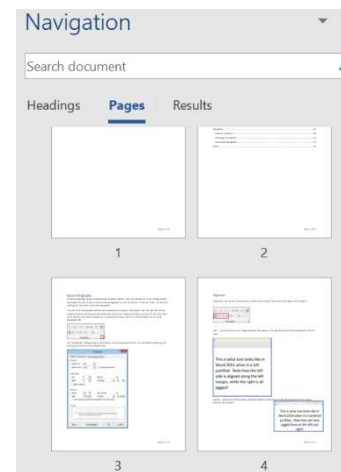
The 'Mark Index Entry' dialog box is shown. It has a title bar with a question mark and a close button. The 'Index' section contains 'Main entry:' with the text 'locate-able' and an empty 'Subentry:' field. The 'Options' section has three radio buttons: 'Cross-reference:' (with a text field containing 'See'), 'Current page' (which is selected), and 'Page range'. Below these is a 'Bookmark:' dropdown menu. The 'Page number format' section has two checkboxes: 'Bold' and 'Italic'. At the bottom, there is a note: 'This dialog box stays open so that you can mark multiple index entries.' and three buttons: 'Mark', 'Mark All', and 'Cancel'.

Document Navigation

This is the final way of Navigation and it deals with *you*, the writer! Under View, select the checkbox for the Navigation Pane. With this Navigation Pane, you can now click on the section you would like to go to and Word will automatically bring you there!



You can also take a look at the entire document on a page layout view!



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