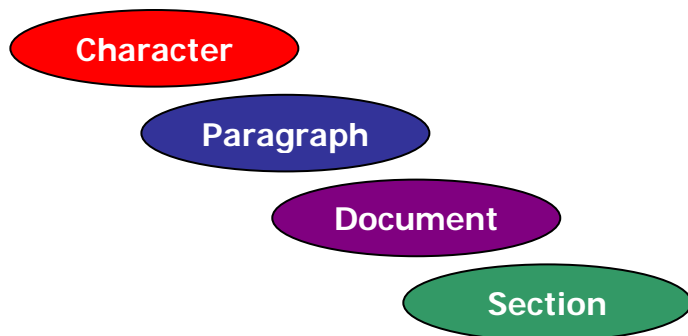


# Microsoft Word Formatting Choices

Microsoft Word 2003/2002/2000

## Types of Word Formatting:



## Character Formatting

### Includes:

- ▶ Font choice
- ▶ Font size
- ▶ Font style
- ▶ Font color
- ▶ and other font enhancements

**How it works:** the smallest "unit" that character formatting can be applied to is one character (letter, number, or other). Primarily handled with the Styles and Formatting task pane, the **Format/Font** menu command, from the Formatting toolbar, or via keyboard shortcuts.

**How it is different from WordPerfect:** Word doesn't have a beginning and ending code for character formatting. An enhancement such as bold or italics is either turned on or off which is easily visible from the Formatting toolbar. To remove an existing character formatting choice, just select the text and make the change.

## Paragraph Formatting

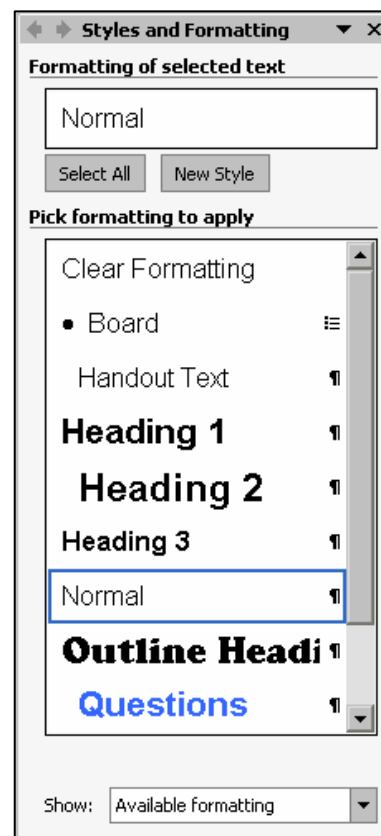
### Includes:

- ▶ Text alignment
- ▶ Line spacing
- ▶ Tabs
- ▶ Indents
- ▶ Bullets & Numbering
- ▶ Borders & Shading
- ▶ and other paragraph enhancements

You want to know how to use...

### Styles and Formatting Task Pane in Word 2003 & 2002

Activate with Styles and Formatting toolbar button found at the far left of the Formatting toolbar



## Paragraph Formatting – continued

**How it works:** the smallest “unit” that paragraph formatting can be applied to is one paragraph. A paragraph is defined by a paragraph mark ¶ at the end of the text. Paragraph marks are created whenever a hard return is created and are visible when the Show/Hide toolbar button is turned on. Primarily handled with Styles and Formatting task pane, the **Format/Paragraph** menu command, from the Formatting toolbar, or via keyboard shortcuts.

If you delete a paragraph mark ¶ between two paragraphs, the paragraphs will merge and take on the formatting of the first. Any changes to the paragraph formatting of existing text will only affect the paragraph where the insertion point (cursor) is currently positioned or paragraphs that are at least partially selected. For typing new text, just make formatting choices and begin typing.

**How it is different from WordPerfect:** paragraph formatting instructions are not stored in a code at the beginning of a paragraph, but are stored in the paragraph mark at the end of each paragraph. If you delete a paragraph mark ¶ between two paragraphs, the paragraphs will merge and take on the formatting of the first.

Any changes to the paragraph formatting of existing text will only affect the paragraph where the insertion point (cursor) is currently positioned or paragraphs that are at least partially selected.

For typing new text, just make formatting choices and begin typing.

**Advantages:** once paragraph formatting is set up, just press **Enter** and all paragraph formatting (as well as any current character formatting) will be “copied” forward to the next paragraph. This means that indents, bullets, tabs, alignment and other formatting does not have to be turned on for each new paragraph.

### **Changing Character or Paragraph Formats:**

#### **To make changes to existing text:**

- Select the text to be changed.
- Then, select the menu item, toolbar button, or keyboard shortcut that will produce the desired results.

#### **To change the format of text as it is being typed:**

- Select the menu item, toolbar button, or keyboard shortcut for the formatting of new text.
- Type the text.
- Select another formatting choice to change formatting for next text.

## Document (Page) Formatting

### Includes:

- ▶ Margins
- ▶ Page size and orientation
- ▶ Headers & Footers
- ▶ Page numbering
- ▶ other page formatting instructions

**How it works:** document or page formatting usually determines the appearance of the entire document regardless of the size of the document. If any of the page formatting will change within the document, the text needs to be divided into sections that allow for distinct formatting for each. Primarily handled from the **File/Page Setup** menu command.

Word assumes that the document formatting choices are for the whole document. Just make sure that you do not select text before making these changes.

**How it is different from WordPerfect:** unlike WordPerfect, document formatting in Word can be changed from any location in the document and is applied to the entire file. Codes are not created, and so, Word assumes that the document formatting choices are for the whole document. Just make sure that you do not select text before making these changes.

**Advantages:** changes to document formatting do not generate multiple, conflicting codes as can happen in WordPerfect, and so, you do not have to be concerned about your location in a document before modifying the layout.

## Section Formatting

### Needed when:

- ▶ Page formatting changes within the same document or
- ▶ Document includes more than one type of column formatting

**How it works:** separates the document into multiple sections (**Insert/Break...Section breaks, Next Page**) for individualized formatting. With section formatting, a document can easily be divided into separate pieces such as a title page, report detail, appendixes, portrait vs. landscape layout, and other changes to the document structure.

**How it is different from WordPerfect:** once a section is created, you can be in any location within the section to make changes to page formatting. Section numbers appear in the status bar (at bottom left corner of Word screen).

**Advantages:** this is one area that can take some getting used to just because WordPerfect takes such a different approach. Document formatting will be extremely frustrating without understanding section formatting because a change to one page/area changes all others.



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