Computer Techniques:
Formatting and Other Tasks (WORD 2007)
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Set margins
1. Go to the **Page Layout** menu.
2. Click on **Margins**.
3. Select the option that sets the top, bottom, left, and right margins at 1" for this paper. If there is no selection with those settings, select Custom Margins at the bottom of the list and create your own margin settings (1" for top, bottom, left, and right).

Set double spacing
1. Go to the **Home** menu or the **Page Layout** menu.
2. On the **Paragraph** tab, click on the small arrow at the right edge of the tab (to the right of the word "Paragraph.")
3. Under **Line Spacing**, select **Double** from the pull-down menu.

Center typing on title page, center headings
1. Use the centering feature of the computer. (Press the **Center** icon in the formatting toolbar.)
2. (**OR** go to the **Home** menu, select **Paragraph**, and under **Alignment**, select **Center** from the pull-down menu).
3. Don't forget to return to left alignment when you are done centering.

Insert page break to start a new page where needed
1. Put your cursor where you want the current page to end (for example, at the end of your title page, at the end of your Table of Contents, etc.).
2. Go to the **Insert** menu.
3. Select **Page Break**.
4. (**OR**: Put your cursor where you want the current page to end. Hold the **CRTL** key and then press the **ENTER** key while still holding down the **CTRL** key).

Set Tabs for normal paragraph indenting and for bibliography
1. If a tab is not already set at **.5**, put the cursor on the line where the indenting needs to be and click on .5 on the ruler bar at the top of your document.
2. (**OR**, go to the **Page Layout** menu, select the **Paragraph** menu**,** then click on the **Tabs** button at the bottom of the Paragraph window. Type **.5** in the **Tab Stop Position** window, and press the Set button.)

Set Tab with dot leader for table of contents, list of illustrations, list of tables, etc.

1. Go to the **Page Layout** menu, select the **Paragraph** menu**,** then click on the **Tabs** button at the bottom of the Paragraph window.
2. Type **6.25** in **Tab Stop Position** window.
3. Select **Leader option 2 . . . . .** to set up a <u>dot leader</u>.
4. Press the **Set** button.
5. After using the tab button, you can change the Tab Stop Position if you think the tab is in the wrong place.

Set up header and/or footer

1. Set up footer for <u>preliminary pages (if you have pages that get small Roman numerals</u>:
   ⇒ Follow procedures above for selecting **Different first page** (see step 2 in the previous box).
   ⇒ Set up a footer starting on the page after your title page (typically, the page numbers will start on your table of contents page).
      o Go to the **Insert** menu.
      o Select **Footer**.
      o Select the first type of footer (**Blank**).
      o Make sure the option that says **Link to Previous** is <u>not</u> selected.
      o Press the **Center** justification button to move your cursor to the center of the footer line.
      o Press the **Page Number** button of the footer menu.
      o Select **Current Position.**
      o Select **Plain Number.**
      o Click on the small arrow at the bottom right of the "Page Number" menu. Go down to the bottom of that list and select **Format Page Number**.
      o Select the page number format you want in the **Number Format** window.
      o Press **OK** to save your choice.
2. Set up the page numbering for the first page of your paper:
   ⇒ Follow procedures above for selecting **Different first page**.
   ⇒ Set up a <u>footer</u> starting on the first page of the body of your paper (typically, the first page of Chapter 1).
      o Go to the **Insert** menu.
      o Select **Footer**.
      o Select the first type of footer (**Blank**).
      o Make sure the option that says **Link to Previous** is <u>not</u> selected.
      o Press the **Center** justification button to move your cursor to the center of the footer line.
      o Press the **Page Number** button of the footer menu.
      o Select **Current Position.**
      o Select **Plain Number.**
      o Click on the small arrow at the bottom right of the "Page Number" menu. Go down to the bottom of that list and select **Format Page Number**.
      o Select the page number format you want in the **Number Format** window. (Typically, you will start numbering chapter 1 at page 1.)
      o Press **OK** to save your choice.

Use shortcuts

Most modern computer programs allow you to use shortcuts to accomplish frequently used tasks. Learn to take advantage of these keyboard actions so you do not have to constantly move your hand to the mouse. You will become much more efficient.

- Whenever you select an item from a pull-down menu, see if there is a shortcut for that action. For example, on the File menu you can see that **Ctrl+S** is the shortcut for the SAVE command. Many shortcuts are easy to learn because the letter used is part of the word it represents. They will become easier to remember the more you use them.
- Here are a few shortcuts to get you started:

Command	Shortcut
New Document	Ctrl+N
Open Document	Ctrl+O
Save	Ctrl+S
Print	Ctrl+P
Undo	Ctrl+Z
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Bold*	Ctrl+B
Italics*	Ctrl+I
Underline*	Ctrl+U

*NOTE: If you use the shortcuts for bold, italics, and underline before you start typing the text to be affected, you will also have to use the same shortcut after you have finished typing that text. These commands start and stop the formatting on newly typed text. (If you have previously typed the text and now just want to make it bold, italicized, or underlined, you can just highlight the text and then use the shortcut one time.)

Turn off hyperlink

Auto hyperlink is the Microsoft feature that automatically underlines a website or email address when you type it. If you are typing your bibliography or your paper itself, you may not want the addresses to have the special formatting.

Type the address normally and press the ENTER key when you are finished. The link should turn blue and become underlined (meaning that it is activated as a hyperlink). Then right click on the link to get a menu. Select "Remove Hyperlink."

Indenting

When you want to indent a line, a paragraph, a long quotation, or other text, you can easily control the style of the indenting by carefully moving the indenting arrows on the ruler line at the top of your document. Although in their normal position these arrows look like an hourglass on the left-hand edge of the ruler, they are actually 2 separate figures that control 3 separate functions:

>The top arrowhead is called the FIRST LINE INDENT marker. It controls where the first line of the paragraph will start.

>The bottom arrowhead is called the HANGING INDENT marker. It controls where all of the lines except the first line of the paragraph will start.

>The little box at the bottom of the HANGING INDENT marker controls the LEFT INDENT. If you put the tip of your cursor in this little box, click and hold the mouse button, and then move the mouse, you will be able to move both the upper and lower markers at the same time. This technique is used when you want to set the same left indent location for all of the lines of a paragraph.

To indent the first line of a paragraph:

If you have not started typing the paragraph yet, follow these steps:

>Carefully put the tip of your cursor on the first line indent marker (the top arrow).

>Left click on the marker and, while still holding the button down, drag the marker along the ruler to the spot where you want your first line to start. When you release the mouse button, the marker will stay where you put it. When you start typing the paragraph, the first line will be indented but the other lines will not be. (This process has the same effect as using the Tab key.)

If you have already typed the paragraph, follow these steps:

>Click your cursor somewhere in the paragraph whose first line you want to indent.

>Left click on the first line indent marker, hold the button, and move the marker to the desired location on the ruler.

>When you release the mouse button, the first line of the paragraph will be indented and the other lines will not be. If you are not happy with the results, repeat this process and move the indenting markers until the first line is indented as desired.

To indent an entire paragraph (for example, to indent a long quotation):

If you have not started typing the paragraph yet, follow these steps:

>Carefully put the tip of your cursor in the small box at the bottom of the hanging indent marker.

>Left click on the box and, while still holding the button down, drag the markers to the spot where you want your paragraph to start. (You will notice that both markers move at the same time.) When you release the mouse button, the markers will stay where you put them. When you start typing the paragraph, all of the lines will be indented.

If you have already typed the paragraph, follow these steps:

>Click your cursor somewhere in the paragraph you want to indent.

>Left click on the box at the bottom of the hanging indent marker, hold the button, and move the markers to the desired location on the ruler. Make sure both the top and bottom markers move to the same location on the ruler.

>When you release the mouse button, all of the lines of the paragraph will be indented. If you are not happy with the results, repeat this process and move the indenting markers until the paragraph is indented as desired.

To create a hanging indent (where the second line and all later lines are indented)

It is also possible to format your paragraph so that the first line starts farther to the left than all of the other lines in the paragraph (the first line "hangs out" farther to the left than all of the other lines, creating a "hanging indent").

If you have not started typing the paragraph yet, follow these steps:
Carefully put the tip of your cursor on the hanging indent marker (the <u>bottom</u> arrow). Be sure you put the cursor in the arrowhead, not in the small box at the bottom.
Left click on the box and, while still holding the button down, drag the marker to the spot where you want the second and later lines to start. (<u>If you have done this step correctly, the hanging indent arrowhead is the only marker that will have moved</u>.) When you release the mouse button, the marker will stay where you put it. After you type the first line of the paragraph, all of the remaining lines will be indented according to the marker placement. [NOTE: This paragraph is formatted as a hanging indent, with the first line hanging out farther to the left than the rest of the lines.]

If you have already typed the paragraph, follow these steps:
Click your cursor somewhere in the paragraph you want to indent.
Left click on the hanging indent marker (not on the small box at the bottom of the marker), hold the button, and move the marker to the desired location.
When you release the mouse button, the first line will stay where it was but all of the remaining lines of the paragraph will be indented according to the placement of the marker. If you are not happy with the results, repeat this process and move the indenting markers until you are satisfied.

If the above steps are too confusing, you can follows these steps:
1. Place your cursor in the paragraph to be indented.
2. Open the **Home** menu.
3. Click on the small arrow at the right side of the **Paragraph** section.
4. Select the Indents and Spacing tab.
5. Click on the box under the word **Special** in the Indentation section in the middle of the window to select **First Line** or **Hanging** indent.
6. Use the window under the word By: (next to the word Special) to set a particular location for the indented line(s).