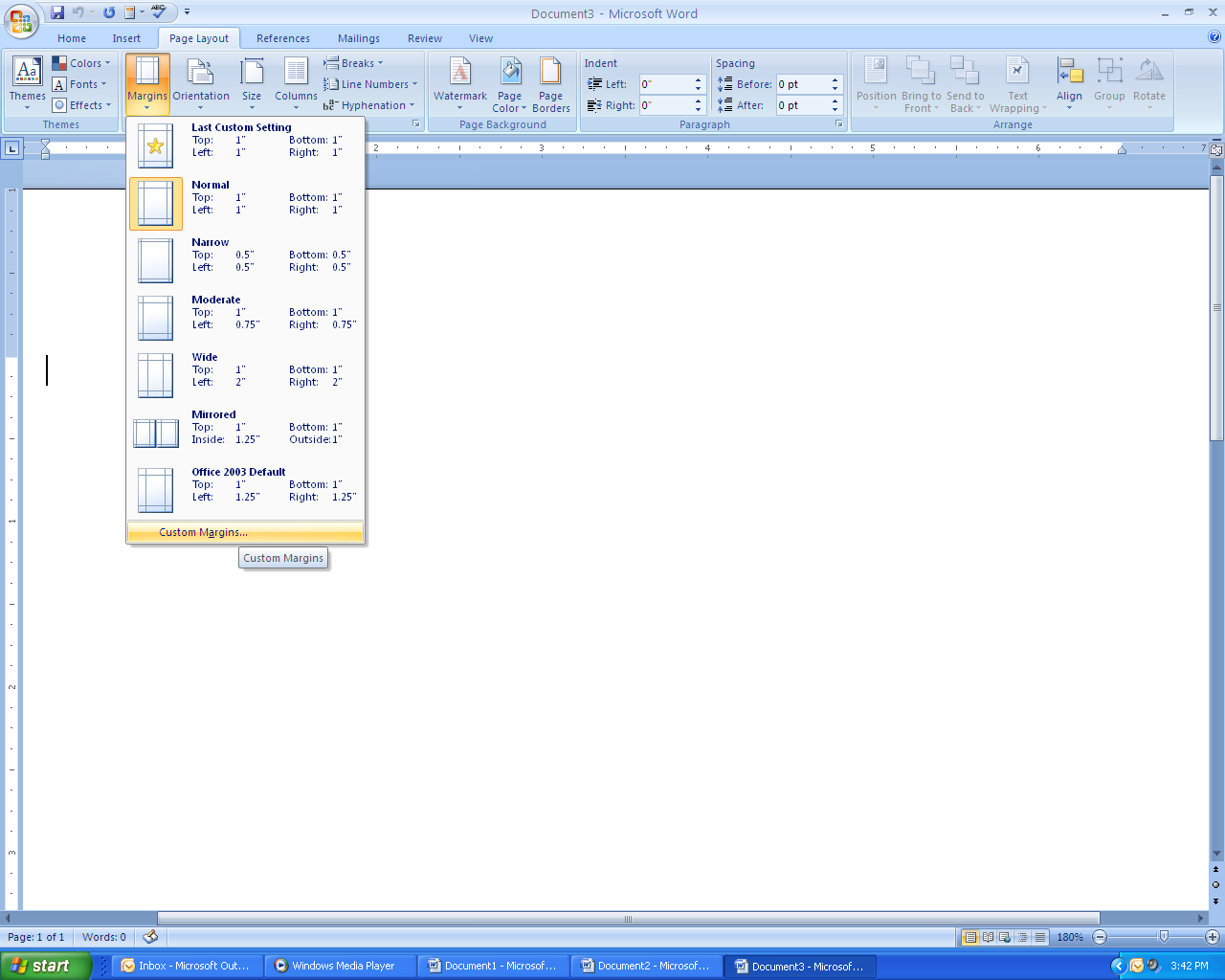
**Computer Applications**

**Word Processing**

** Terminology**

**Margin**—The blank area at the top, bottom, left, and right edges around your document that isn’t typed in.

**Default Margins**—All are 1”.

**Two Ways to Set a Margin**—Margin Dialog box and Ruler

**Margin Dialog Box**

1. Choose Page Layout on ribbon Tab

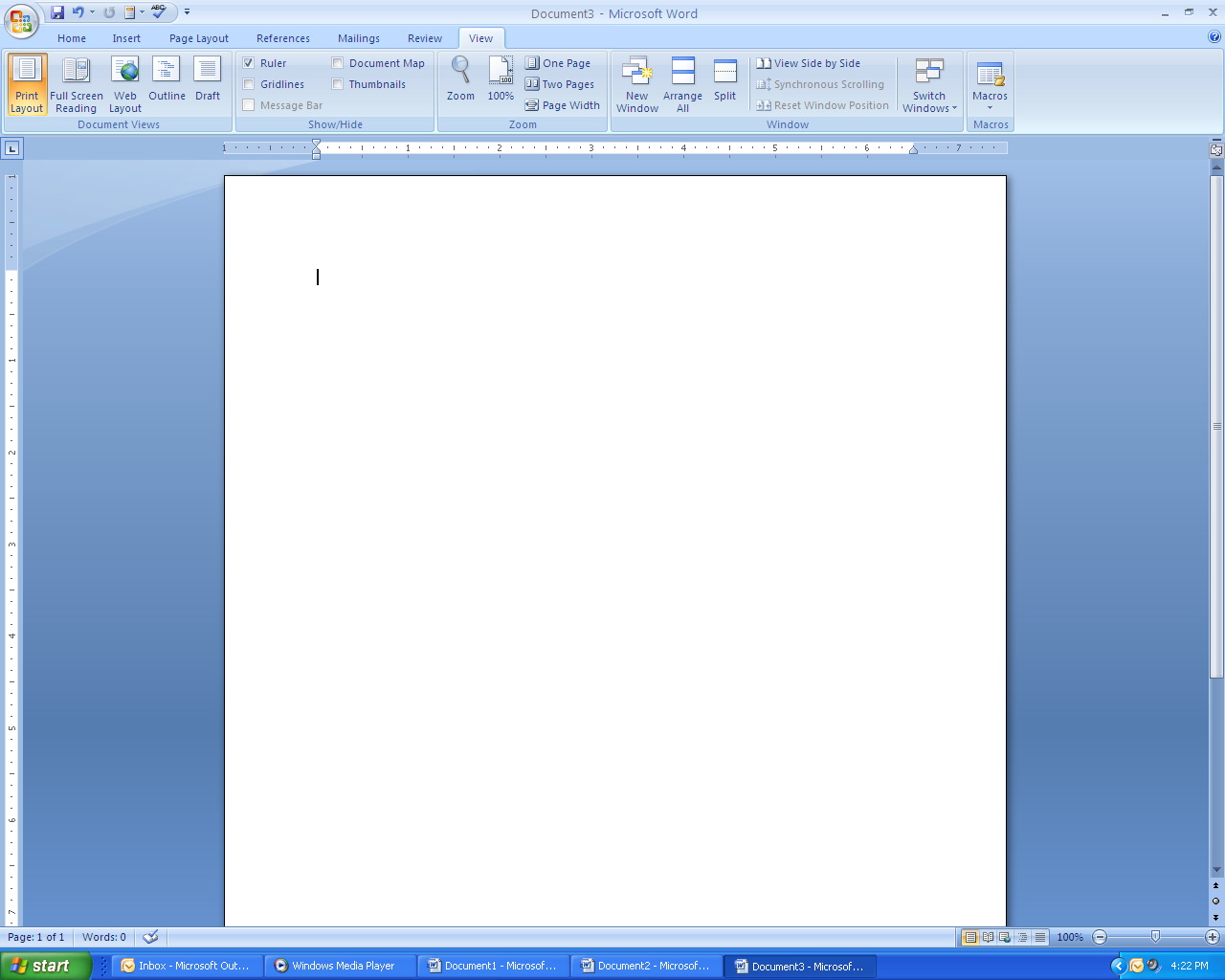
2. Choose Margins in Page Setup Group

3. Choose Custom Margins

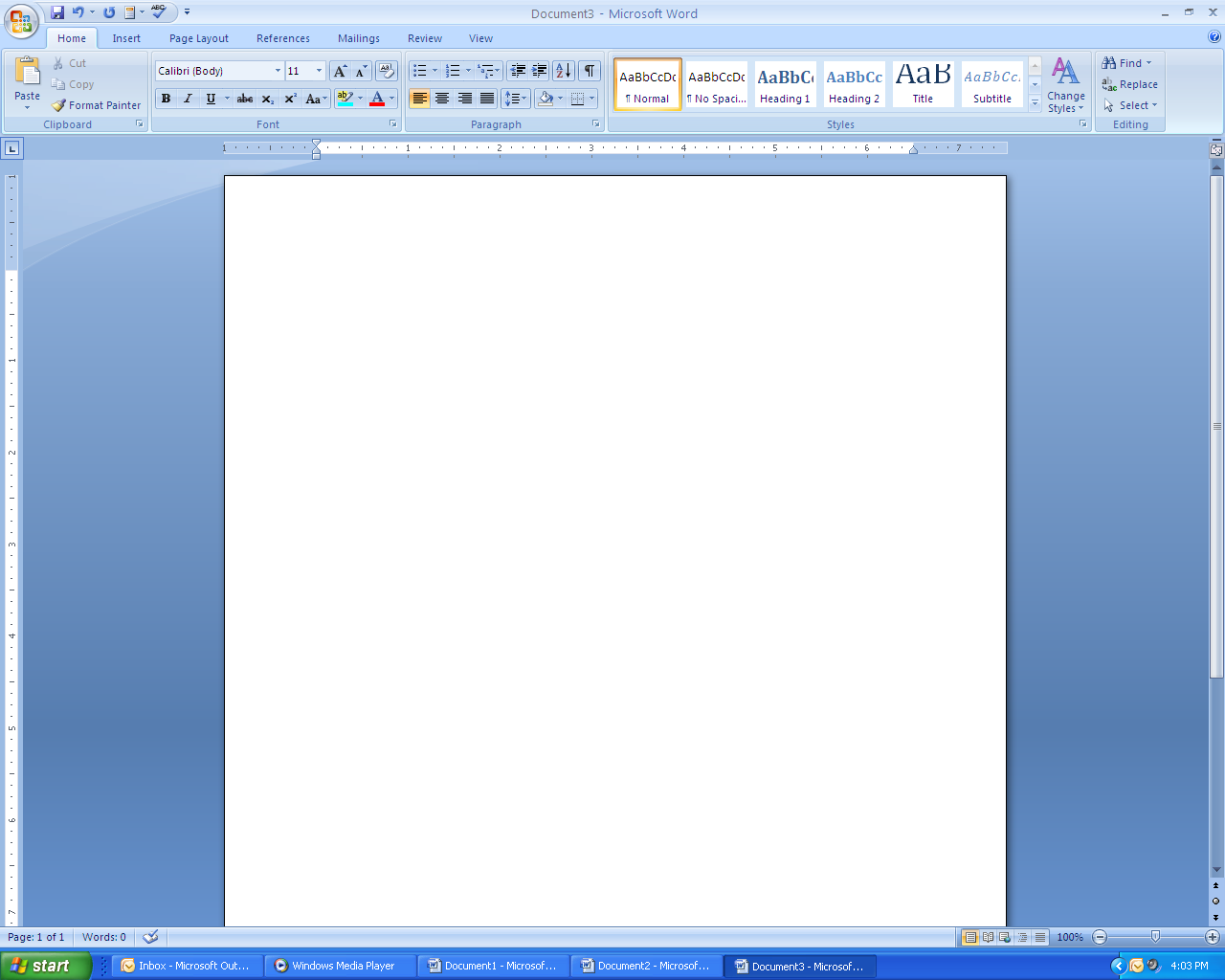
4. Change top, bottom, left, or right margin settings

5. Click Ok

**Margin Dialog Box can also be opened by double clicking on a margin area on the ruler.**



**Ruler**  (To show: View Ribbon Tab🡺Show🡺Check Ruler box

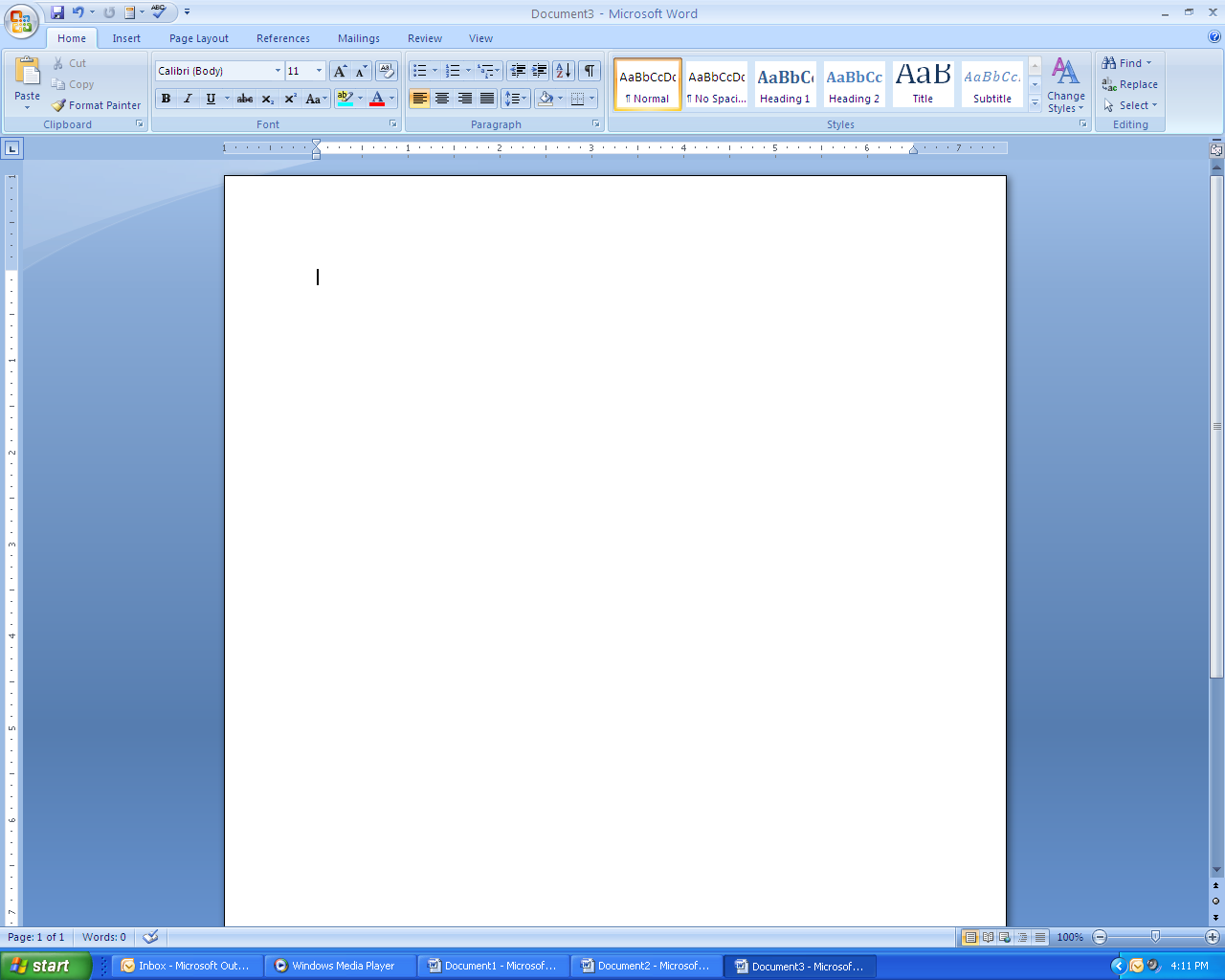


1. Position cursor on blue area until it changes to the double-headed arrow for the margin you are changing.

2. Click and drag to desired margin.

3. Use ALT key to see the measurements you are

setting or right click mouse as you drag.

**Horizontal Alignment**—the way text is aligned across the page in between the left and right margins. Horizontal Alignment is in the Paragraph group name on the Home Ribbon Tab.

**Four Kinds of Horizontal Alignments**

1. Left Align—words align at the left margin.

2. Center Align—words are centered between the left and right margin.

**1 2 3 4**

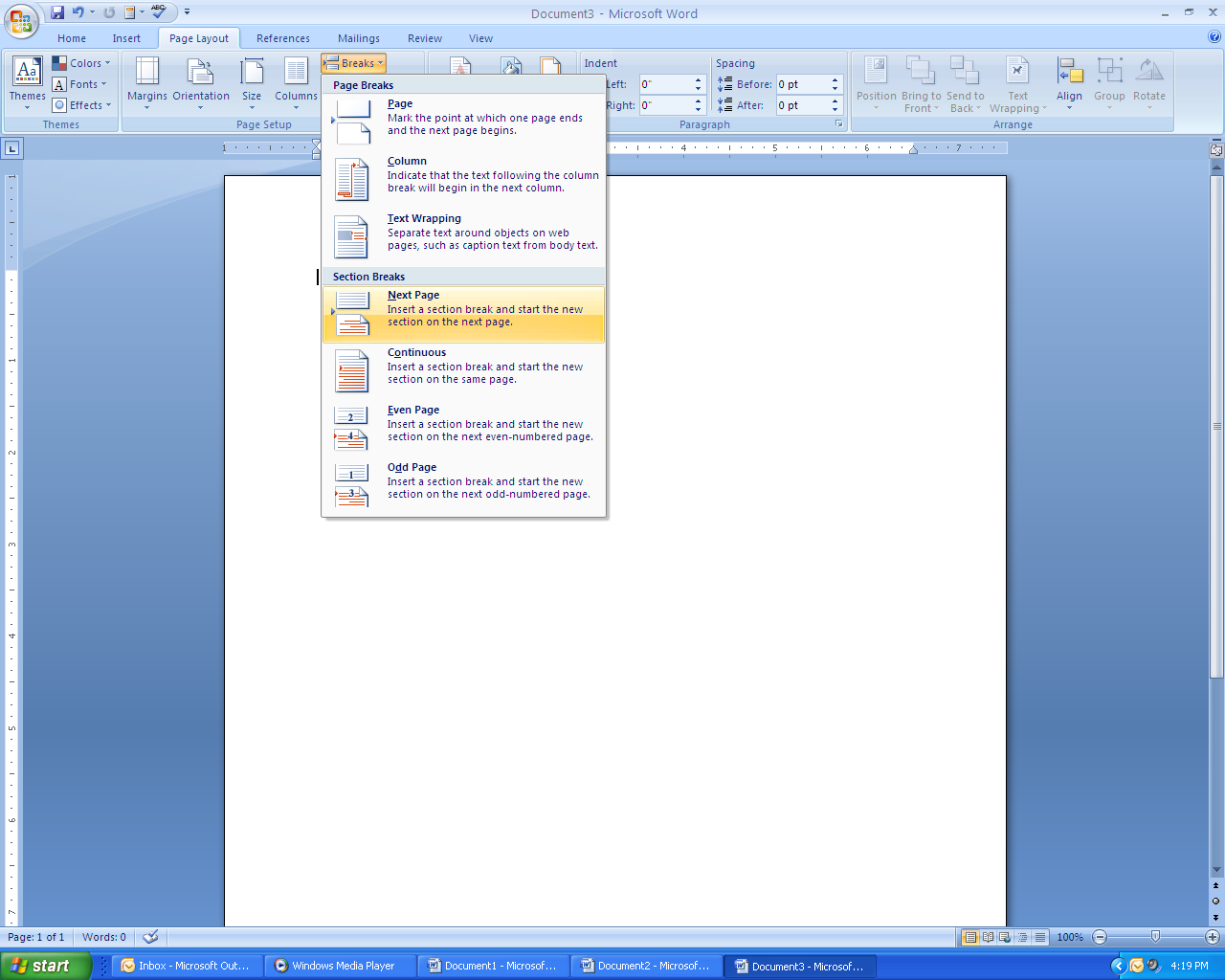
3. Right Align—words align at the right margin.

4. Justify Align—extra spacing is placed between words so the text starts at the left margin and ends at the right margin.

**Page Breaks**—when you go to the next page either automatically or manually. An automatic break retains the same margin settings as the previous page.

**Hard Page Break**—manual page break that you set to obtain a new page before you are at the end of the document.

**Soft Page Break**—computer automatically takes you to the next page of a document when you reach the end of the page you are working on.

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**Manual Page Break**

1. Click on Page Layout Ribbon Tab

2. Choose Breaks in Page Setup Group Name

3**. Next Page** (allows you to change margins on new page without affecting the first page of typing)

4. **Continuous Break**--allows margin settings to change between paragraphs on same page.

**Line Spacing**—how text will be keyed vertically on the document

**Four Kinds of Spacing Abbreviations**

1. SS—Single Space—you type on every line; there are no blank lines

2. DS—Double Space—you type on every other line; there is one blank line between each line of text

3. TS—Triple Space—you type on a line and then have two lines that are blank

4. QS—Quadruple Space—You type on a line and then have three lines that are blank.

**Word Wrap--**when the insertion point reaches the end of the line (margin setting) text will automatically move to the next line.

**Undo**—located on Quick Access Toolbar. Undo feature reverses the last change you made in text.

**Redo**—located on Quick Access Toolbar. Redo feature reverses the last Undo action.

**Hyphenation**—Located on the Page Layout Tab under the Page Setup group. Automatically hyphenates (divides) words near the right margin that would normally word wrap to the next line of typing.

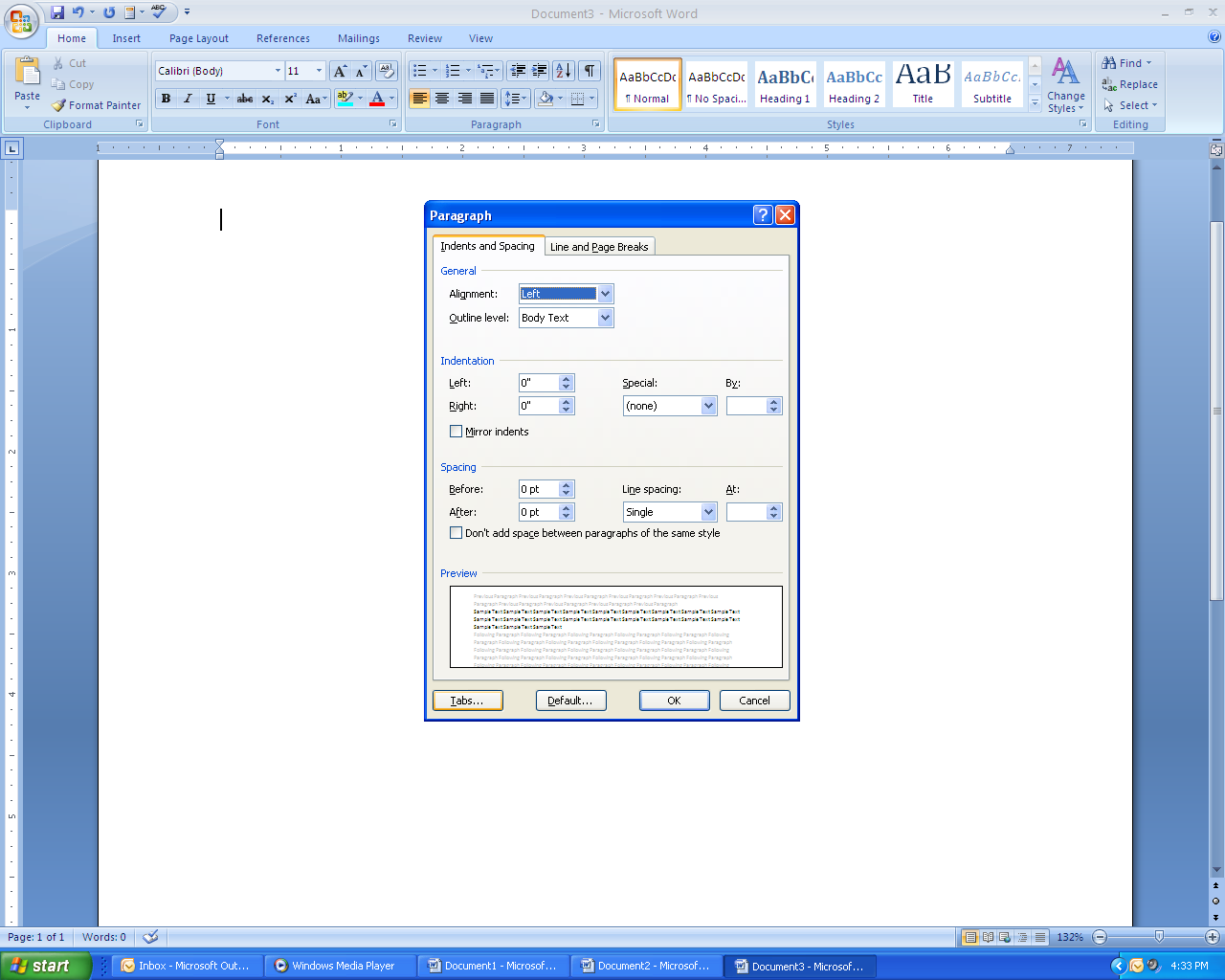
**Spell Check**—located on the Quick Access Toolbar. Spell Check checks words, documents, or part of documents for misspellings with the computer’s dictionary. You may choose to keep the spelling with ignore, edit, replace, or delete the word.

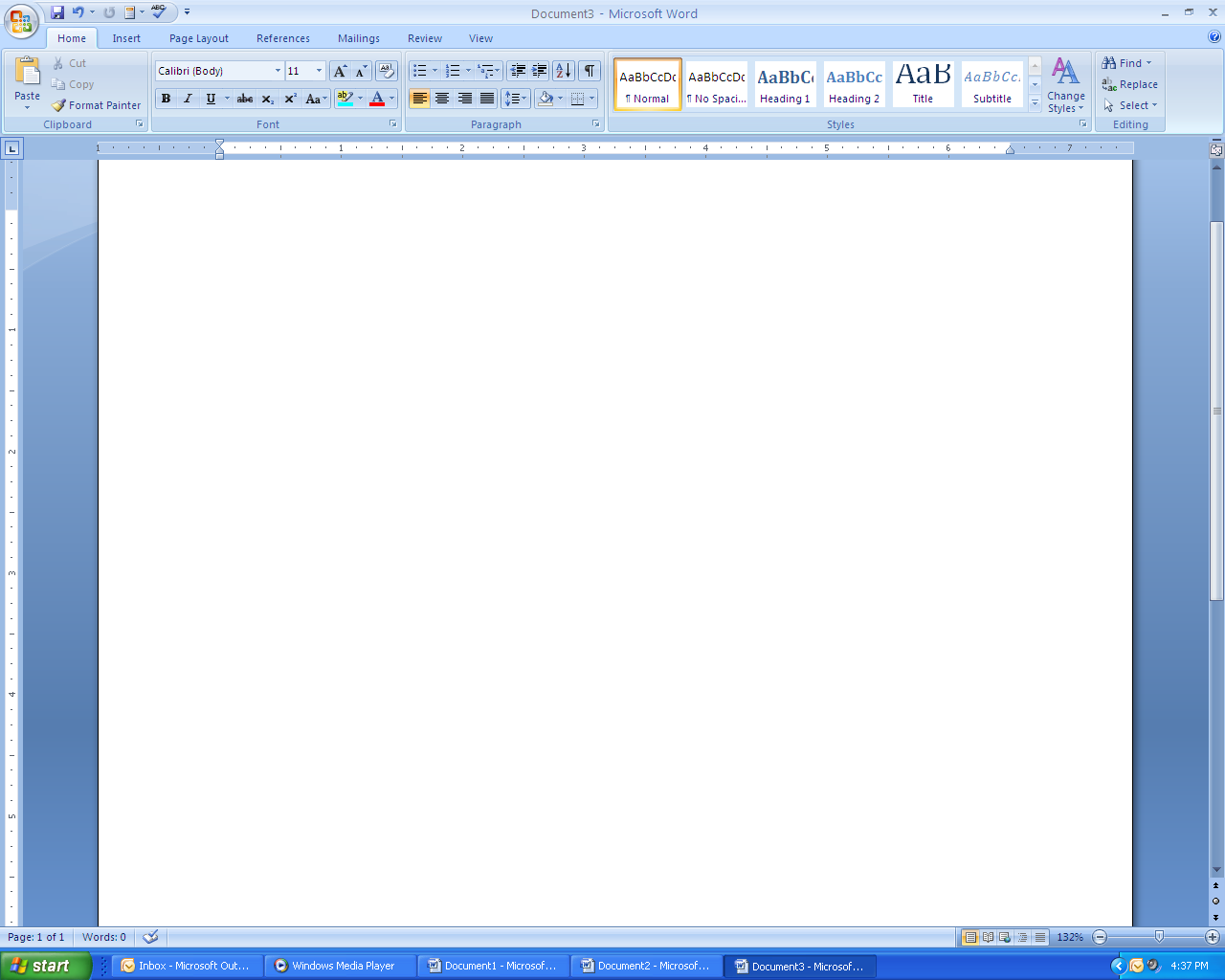
**Overtype--**Replaces current text with newly keyed text using the insert key on keyboard.

**Tabs**—used to set information in columns

1. Home Ribbon Tab choose the Paragraph group name dialog box. Lower left corner choose Tabs.

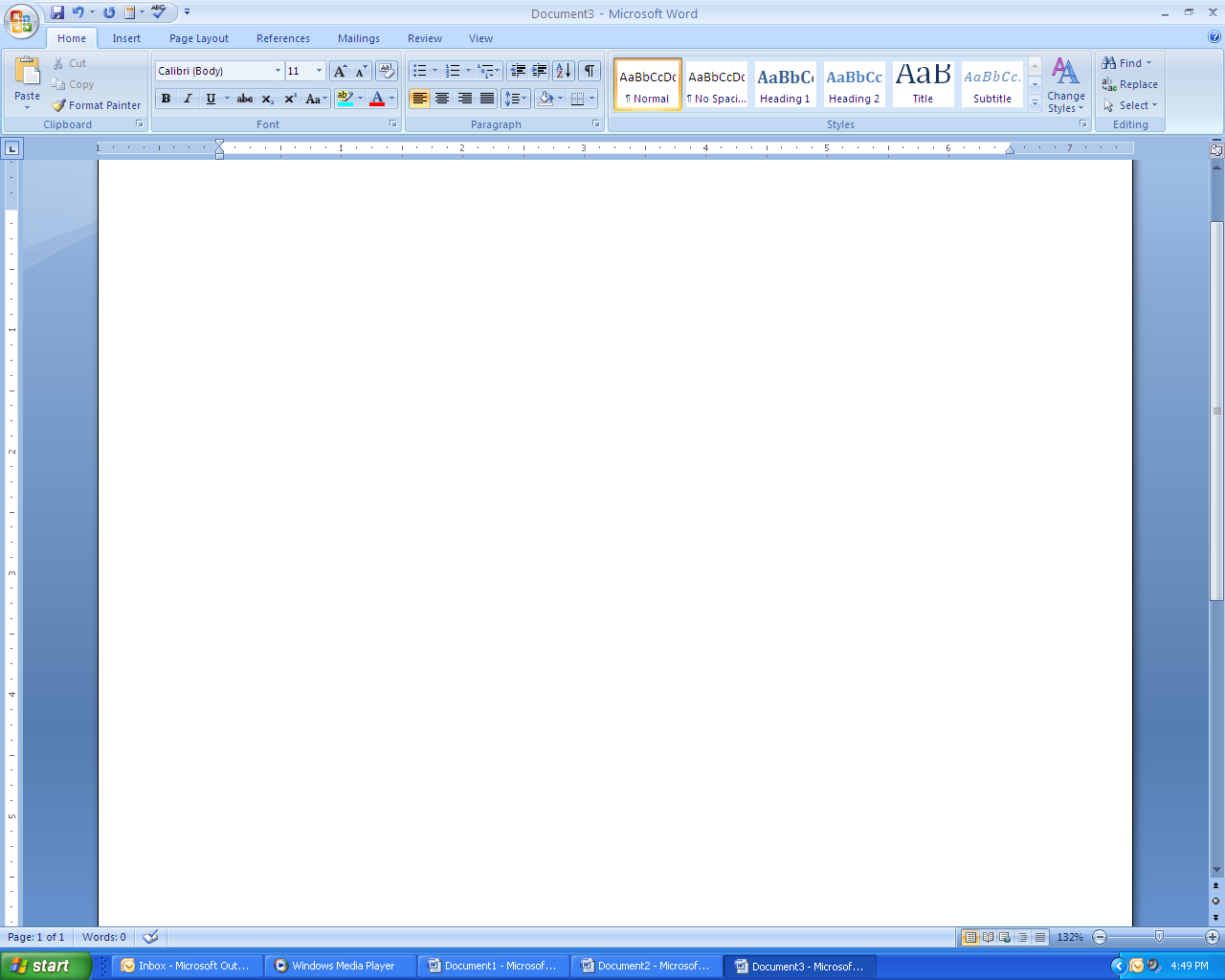
2. Print Layout view change Tab/Indent Symbols to symbol of tab you want to set.



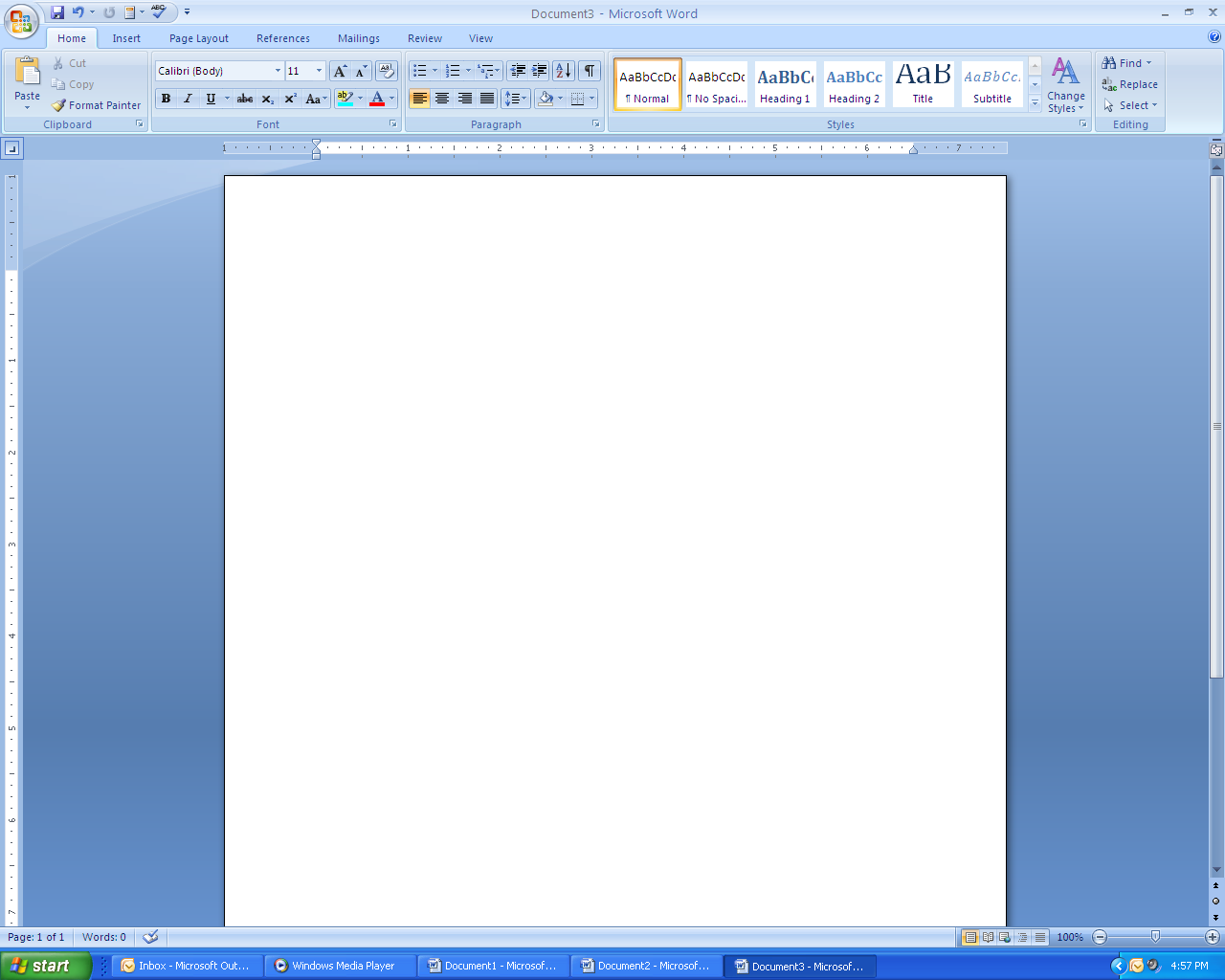


1.

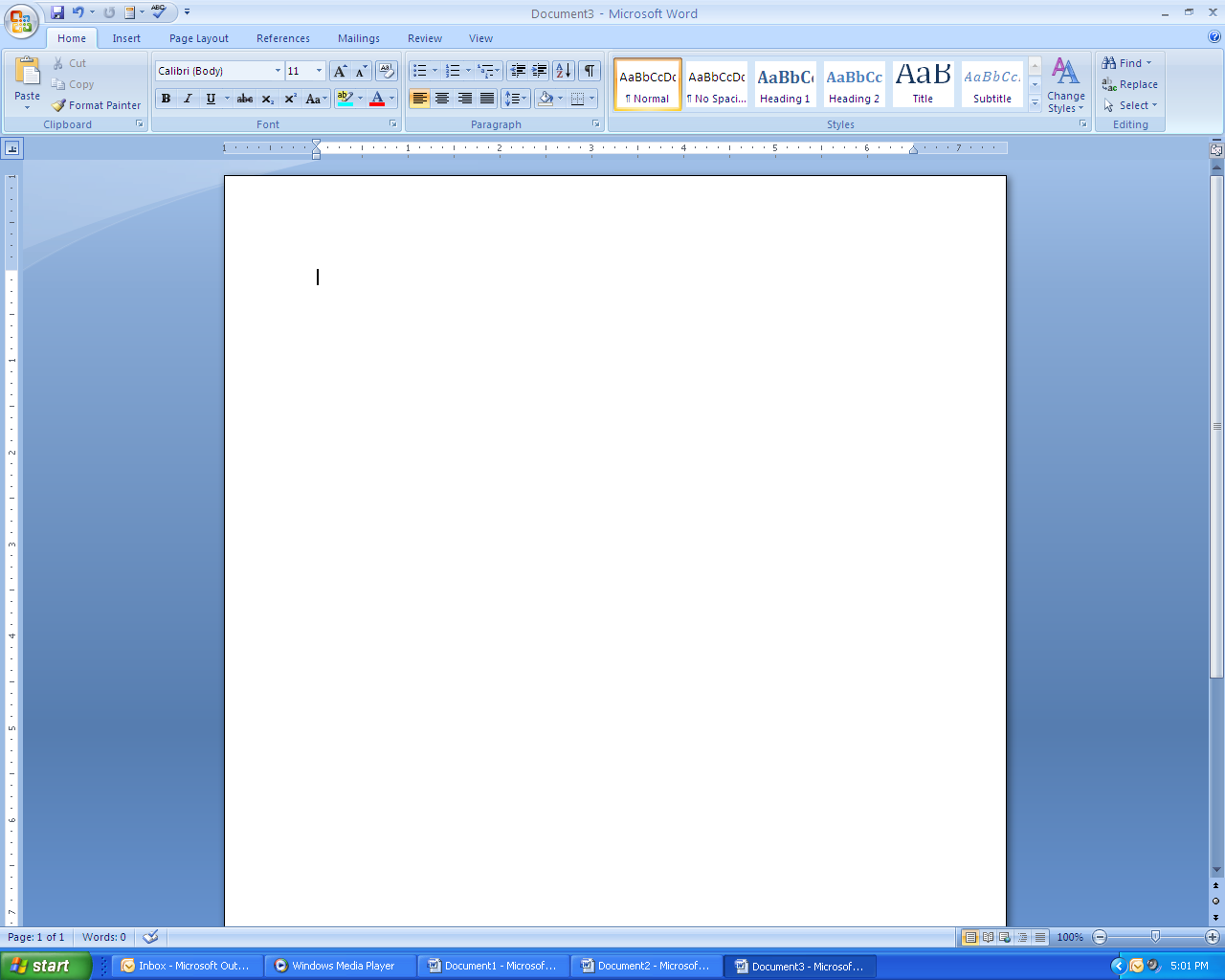
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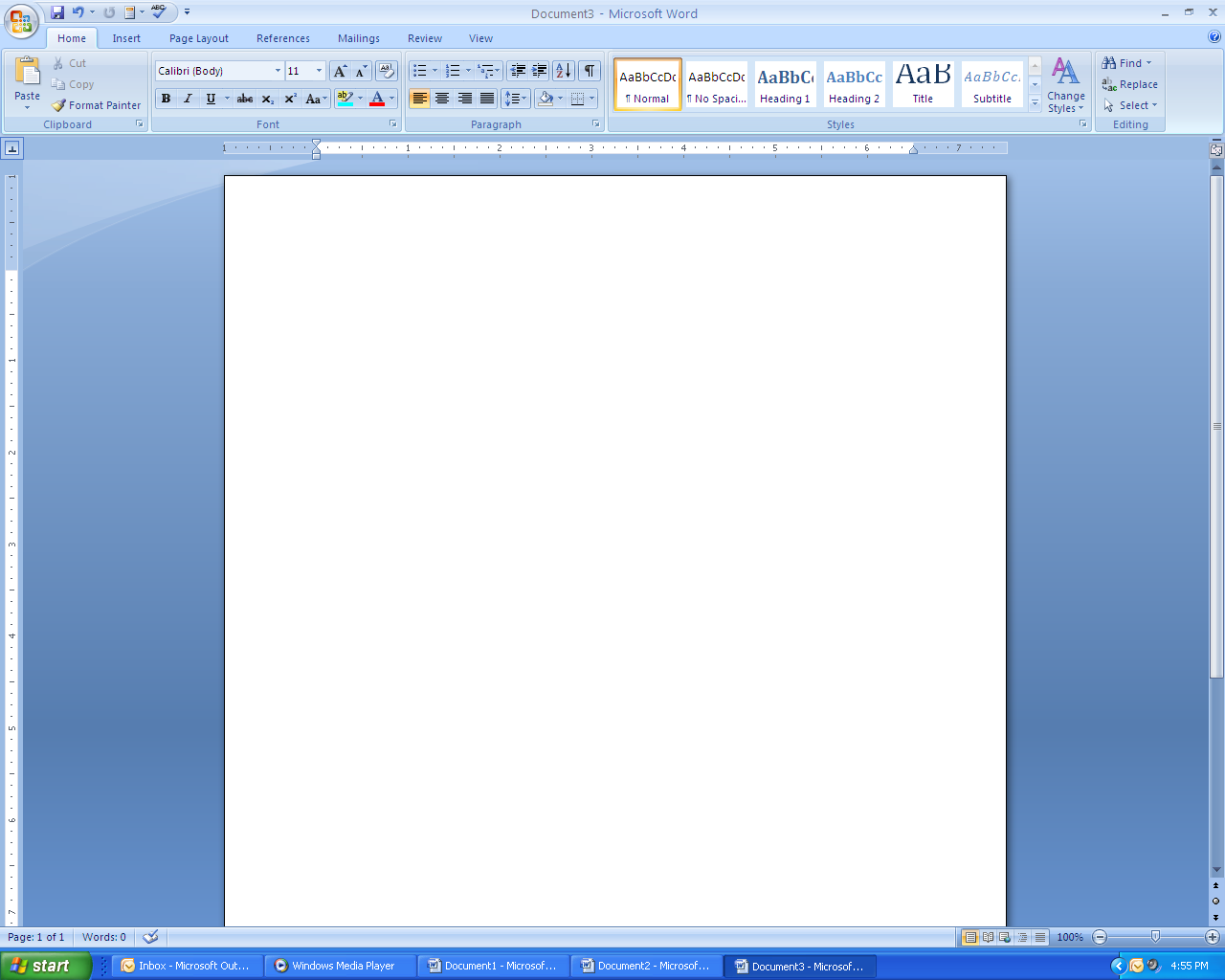
**Five Kinds of Tabs**

1. Left Tabs—Left tabs align text evenly at the left by placing the text you key to the right of the tab setting. First letter of words in column aligns. Symbol is an L.



2. Right Tabs—Right tabs align all text evenly at the right by placing the text you key to the left of the tab setting. The ending letter of words in column aligns. Symbol is a backwards L.

3. Decimal Tabs—Decimal tabs align all text at the decimal point. If you key numbers in a column at a decimal tab, the decimal points will line up regardless of the number places before or after the decimal point. Symbol is an upside down T with a dot on the right side.



4. Center Tab—Center tab aligns text evenly on the left and right side of where the tab is positioned. Symbol is an upside down T.

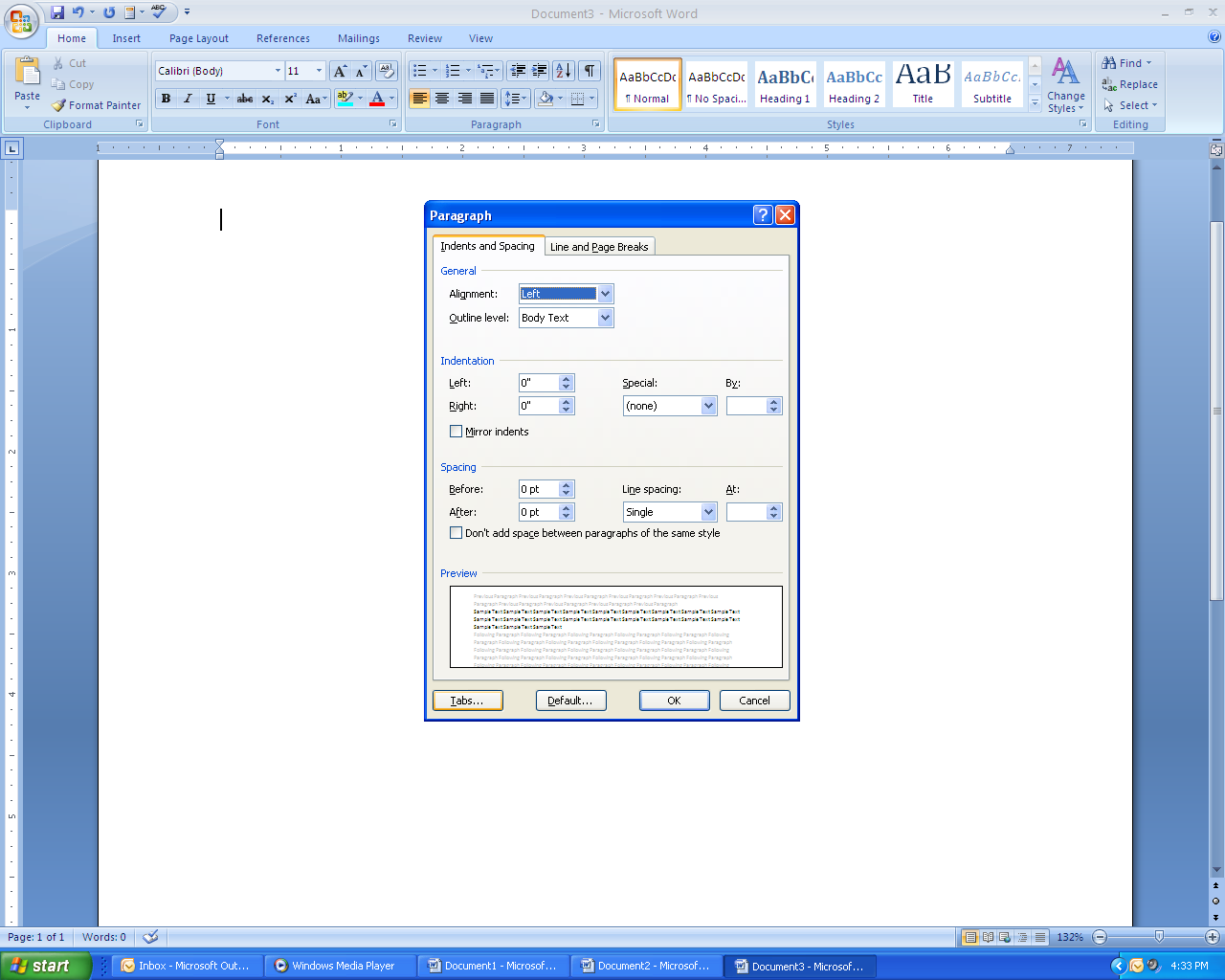
5. Bar Tab—Bar tabs put a vertical bar in between the columns of writing. Symbol is a vertical line.

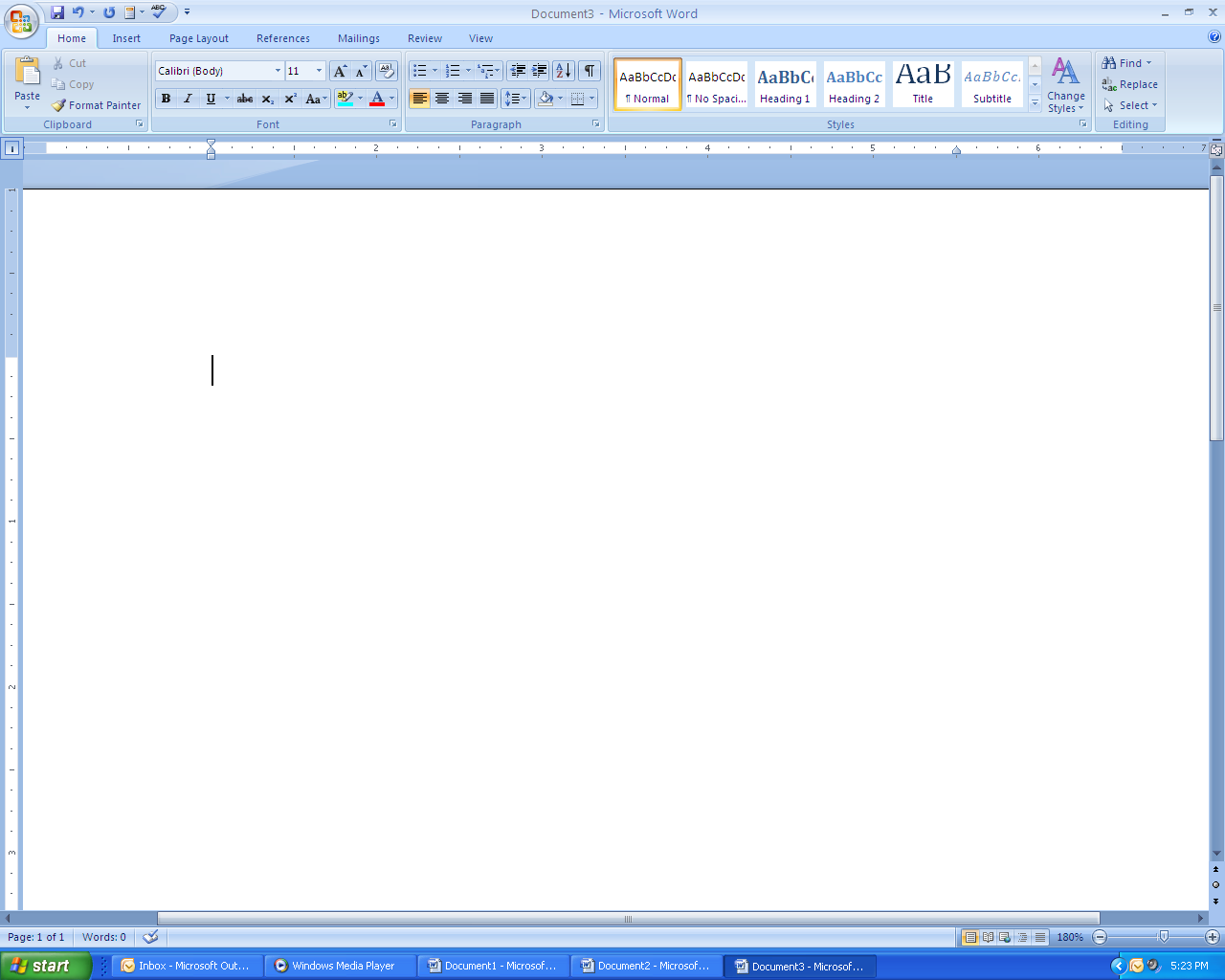
**Indentations—** Use the Indent feature to move text away from your margins.

1. Feature is found on Home Ribbon tab under Paragraph group name.On the Indents and Spacing Tab change indentations.

2. Print Layout view you would change the hourglass or triangle on horizontal ruler.

3. First line indent and hanging indent also on Tab/Indent Symbols.





**Left Indent**—Text is moved away from the left margin.

Set a left indent by:

1. Paragraph Dialog Box🡺Indentation🡺Left

2. Moving the hourglass on horizontal ruler away from left margin.

**Right Indent**—Text is moved away from the right margin. Set a right indent by:

1. Paragraph Dialog Box🡺Indentation🡺Right

2. Moving the triangle away from the right margin on the ruler.

**Hanging Indent**—The first line of text begins at the left margin and the remaining lines begin at the indentation point. Set a hanging indent by:

1. Paragraph Dialog Box🡺Indentation🡺Special🡺Hanging

2. Choose Hanging Indent on the Tab/Indent Symbols.

3. Move over the bottom triangle of the hourglass on the ruler.

**First Line Indent**—First line of paragraph is indented. Set by:

1. Paragraph Dialog Box🡺Indentation🡺Special🡺First Line

2. Move top triangle on hourglass to indentation point.

3. Choose First Line indent symbol on Tab/Indent symbol.