

Learning Document Basics


Creating a New Document

You can either create a new document by using the menu option or the toolbar option. The menu option gives you more options while choosing your new document. However, the toolbar is a faster and easier way of getting a blank document on your screen.

Creating a New Document: Menu Option

1. From the *File* menu, select **New...**
The *New Document* task pane appears.
2. From the *New* section, click **BLANK DOCUMENT**
A new document appears.

Creating a New Document: Toolbar Option

1. From the *Standard* toolbar, click **NEW BLANK DOCUMENT** 
A new document appears.

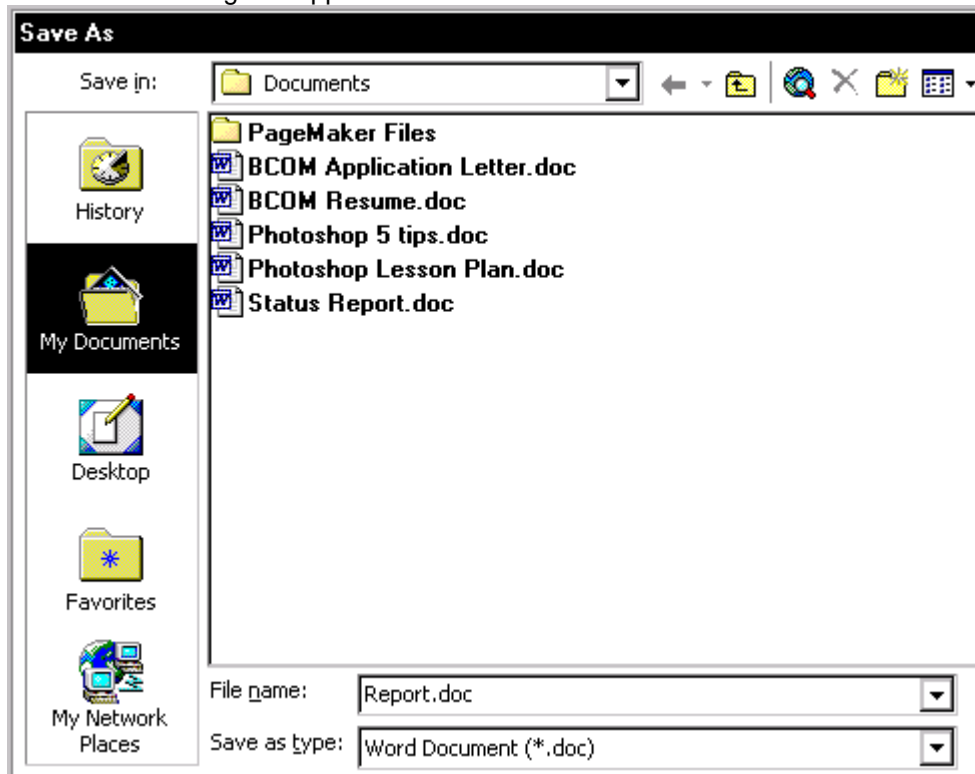
Saving a Document

The *Save* and *Save As* commands are located under the *File* menu. If you are saving a document for the first time, either selection will take you to the *Save As* dialog box.

Saving a Document: Save As

To save and name your document or to save a copy of your document under another name:

1. From the *File* menu, select **Save As...**
The *Save As* dialog box appears.



2. From the *Save in* pull-down list, make the appropriate selection:
To save to your disk, select **3½ Floppy (A:)**
To save to your hard drive, select **(C:)**
To save to a network drive, select appropriate option
HINTS:
Your personal home directory is generally **(H:)**.
For a quicker way to view files, select appropriate icons on the left side of the *Save As* dialog box
3. In the *File name* text box, type the document name
HINTS:
To help you locate the file in the future, use a descriptive filename.
Do not give the file an extension. Word will automatically add a **.doc** extension.
4. To save the document, click **SAVE**


Saving a Document: Save

Use the *Save* command to save a document that has already been named and saved. If you select the *Save* command and you have not saved the document before, you will see the [Save As dialog box](#). Use the *Save* command to save the changes you make to the original document.

To save a document through a menu:


1. From the *File* menu, select **Save**
Word will automatically save your document where you previously chose.

To save a document through a button:

1. From the *Standard* toolbar, click **SAVE** 
Word will automatically save your document where you previously chose.



Opening a Document

Follow these instructions if you have already created a document or if you want to open a document already created in Word.

1. Open Word
2. From the *File* menu, select **Open...**
OR
From the *Standard* toolbar, click **OPEN** 
OR
On the keyboard, press **[Ctrl]+[O]**
The *Open* dialog box appears.
3. From the *Look in* pull-down list, make the appropriate selection
For options, refer to step 3 of [Using Save As](#).
If necessary, scroll through the directories and click to open the directory that contains your file.
HINT: Word limits the files listed to Word documents with a .doc extension. If the file you want is not listed, the extension may be something other than .doc. To view all files, from the *Files of type* pull down list, select **All Files**.
4. To select the document, click the name of the document you want to open
5. To open the file, click **OPEN**

Using Print Preview

The *Print Preview* feature is useful for viewing your document prior to printing. You can verify that the page breaks are okay and that there are not any extra pages in your document. You can print directly from the *Print Preview* screen.

1. From the *File* menu, select **Print Preview**
OR
On the *Standard* toolbar, click **PRINT PREVIEW** 
2. **OPTIONAL:** To print from *Print Preview*, on the *Print Preview* toolbar, click **PRINT** 
3. To return to your document, on the *Print Preview* toolbar, click **CLOSE**

Printing a Document


The general steps to printing an open document are as follows:

Printing a Document: Menu Option

1. From the *File* menu, select **Print...**
The *Print* dialog box will appear.

2. In the *Page range* and *Copies* sections, make the changes in the range of pages you want to print and/or the number of copies you want
3. To print your document, click **OK**

Printing a Document: Toolbar Option

1. From the *Standard* toolbar, click **PRINT** 
WARNING: When you use the toolbar option, all pages of your document will be printed. This print process does not take you through the *Print* dialog box.

Exiting Word

When you are done working with your document and would like to take it off the screen, you have two options, depending on whether you would like to start another Word document or exit Word. If you are finished using Word for the day, be sure to select the *Exit* command.

To close the saved document and begin another document in Word:

1. From the *File* menu, select **Close**
2. [Open another document](#) or [create a new document](#) in Word

To close the saved document and exit Word:

1. From the *File* menu, select **Exit**
If you have made changes that have not been saved, a dialog box may appear asking you if you want to save the document.
2. To save the document, click **YES**
To close without saving, click **NO**
To continue working, click **CANCEL**


Editing a Document

Editing Basics

Insertion Point and Cursor

The blinking vertical line located in the window is the insertion point. Keyed text will appear to the left of the insertion point as you type.

If you move the mouse, it is the pointer that moves on screen. The pointer can appear in several ways. Four of the most common are discussed here.

-  When it is moved over the page, it looks like an I-beam. The insertion point will be placed to the left of the I-beam cursor when you click the mouse button.



When you move it over specific formatting areas the following icons will appear under the cursor: align left, align right, center, left indent, left text wrap, and right text wrap. Text to be typed will appear in the format to the corresponding icon.



When the pointer moves over the *Menu* bar or the toolbars, it takes the shape of an arrow pointing up and to the left. Clicking the mouse button once over a button or menu option will select that option.



When the pointer is moved past the left margin of the text on the page, it takes the shape of an arrow pointing up and to the right. Clicking the mouse button at this point will select that line of text. You can also double click to select the entire paragraph.

Typing Features

As you start on your document you should be aware of some functions in Word that make writing easier:

Word Wrap	Microsoft Word wraps text at the end of each line and continues on the next line; you do not have to press the [Enter] or [Return] keys as on a typewriter.
Delete Character	The [Backspace] key will move the cursor to the left one space at a time, eliminating text or space. The [Delete] key will move the cursor to the right one space at a time, eliminating text or space.
Arrow Keys	The arrow keys move the cursor up or down one line at a time and left or right one space at a time. The arrow keys do not delete; they allow you to position the cursor exactly where you want it. This is especially helpful if you have to add something to your document.

Using the Undo Command

If text was accidentally deleted or if there was some type of editing mistake, you **may** be able to reverse the last action using the *Undo* command. If your last action cannot be reversed, the option will read *Cannot Undo*.

Using the Undo Command: Menu Option

1. From the *Edit* menu, select **Undo**
The *Undo* menu option will read **Undo Typing** or **Undo Formatting**, or **Undo X** (where X represents your last action).

Using the Undo Command: Toolbar Option

1. From the *Standard* toolbar, click the arrow next to the UNDO button



2. From the list which appears, select the action(s) you would like to undo. Use the scroll bar to locate the action you would like to undo.
WARNING: When you undo an action, you also undo all actions above it in the list.


Selecting Text

Selecting text is a basic editing skill used in Word. You select text for operations such as deleting, and formatting. Once your text is selected, you can also cut, copy, or paste your text, see [Cutting, Copying, and Pasting Text](#). When you select text, you indicate to the computer that your next action(s) are meant to affect just what is selected. For example, by selecting text you can change the font and size of only that selected section.

HINT: If a block of text is selected, any new text typed will replace the selected text. If you do this by accident, go immediately to the *Edit* menu and select **Undo Typing** to restore the original text. For instructions on using the *Undo* command, see [Using the Undo Command](#).

There are several methods you can use to select text. Use whichever option is easiest and most comfortable for you or use the technique that best fits the task that you want to accomplish.

Selecting Text: Lines

1. Move the mouse to the left side of the document until it turns into an arrow 
2. To select a **single** line of text, click the mouse button once
To select **multiple** lines of text, click and drag

Selecting Text: Specific Areas

1. Use the mouse to move the I-beam to the left of the beginning of the text to be selected
2. Click and hold the mouse button
3. Drag the mouse over the text you want selected
4. Release the mouse button
The selected text will be highlighted.
HINT: If the text is near the left margin, it may be easier to start selecting the last letter and drag it to the first letter.

Selecting Text: Single Words

1. Place the I-beam over the word you want to select
2. Double click the mouse button

Selecting Text: Single Paragraphs

1. Place the I-beam over the paragraph you want to select
 2. Triple click the mouse button
- HINT:** Triple clicking may take some practice!

Selecting Text: Multiple Paragraphs

1. Place the I-beam at the beginning of the text you want to select
2. Press and hold **[Shift]**
3. Click at the end of the text you want to select
All text between the two points is selected.

Selecting Text: Entire Document

1. From the *Edit* menu, select **Select All**

To deselect text:

1. To deselect text, click the mouse button anywhere outside of the selected text area

Making Multiple Selections

You can now make multiple, noncontiguous selections of text in your document. This can be used to format multiple selections at one time.

Making Multiple Selections: Click and Drag

1. Make the initial text selection
2. To make additional selections, press **[Ctrl]** and click and drag
3. To exclude (drop) one of your selections, while pressing **[Ctrl]**, click the selection
4. Format the selected text as desired

Making Multiple Selections: Find Dialog Box

1. From the *Edit* menu, select **Find...**
The *Find* dialog box opens.



2. In the *Find what* text box, type the text to select
3. Select **Highlight all items found in**
4. Using the pull-down menu, select the document to search
5. Click **FIND ALL**
6. Click **CLOSE**
You are returned to your document with all occurrences highlighted.
7. Format the selected text as desired

Moving Text with Drag-and-Drop

Drag-and-drop is another option for moving a block of text. This option is best for moving text short distances. Drag-and-drop is done with the mouse and the text never goes to the *Clipboard*. As you are dragging the text, a gray insertion point appears. When you let go of the mouse button, the text will drop wherever the insertion point is. As you are becoming comfortable with drag-and-drop, remember the *Undo* command.

To move text with drag-and-drop:

1. Select the text that you wish to move
2. Click on the text and hold the mouse button
A gray box appears next to the cursor
3. Drag the text to the desired location
HINT: The gray insertion line will indicate where the text will be dropped.
4. To drop the text, release the mouse button
HINT: If you dropped the text in the wrong spot, use the [Undo command](#).

To copy text with drag-and-drop:

1. Select the text that you wish to copy
2. Press and hold the [Ctrl] key
3. Point to the selected text so that the insertion point changes to a white arrow
4. Click on the text and hold the mouse button
A gray box appears next to the cursor

5. Drag the text to the desired location
HINT: The gray insertion line will indicate where the text will be dropped.
6. To drop the text, release the mouse button
Release the **[Ctrl]** key
HINT: If you released the copied text in the wrong spot, use the [Undo command](#).

Deleting Text

You can delete anything from a few characters to several pages of text. You can also restore deleted text using the [Undo command](#).

Deleting Text: Characters

1. Place the insertion point to the right of the text you want to delete
2. Press **[Backspace]**

Deleting Text: Type Over

1. Select the text you wish to type over
2. Begin typing
The selected text will disappear and be replaced with what you type.

Deleting Text: A Line or Block of Text

1. Select the text that you wish to delete
2. Press **[Backspace]**

To retrieve deleted text:

1. From the *Edit* menu, select **Undo Typing**
HINT: You can also use the UNDO button on the *Standard* toolbar to undo your typing. For more information on using the *Undo* command, refer to [Using the Undo Command](#).

Working with Text Options

Formatting Text

Some rules to remember when formatting your text include the following:

- If you know what formatting options you want, you can enable them before you type. After you finish typing the section you can disable them.
- When formatting text that is already typed into the document, the first step is to select it. Only selected text will take on the format that you are applying. For instructions see [Selecting Text](#) in *Editing a Document*.

- Using too many fonts, sizes, and other formatting in one document will usually cause it to look cluttered; a document with too much formatting may also be hard to read. Try to limit yourself to no more than two or three fonts, sizes, and formats per document.
- Once the text is formatted, deselect the text by clicking away from the text or pressing an arrow key. Selected text is vulnerable and may be deleted or changed unintentionally!

Changing Font and Font Size

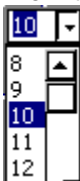
Word allows you to change the font or font size through the use of the *Formatting* toolbar or *Font* dialog box. The toolbar option is an easier and faster way of changing the look of your text. However, the dialog box gives you more options for modifying your text and allows you to preview your text through the *Preview* box.

Changing the Font and Font Size: Toolbar Option

1. Select the text you want to alter
2. From the *Formatting* toolbar, from the *Font* pull-down list, select the desired font



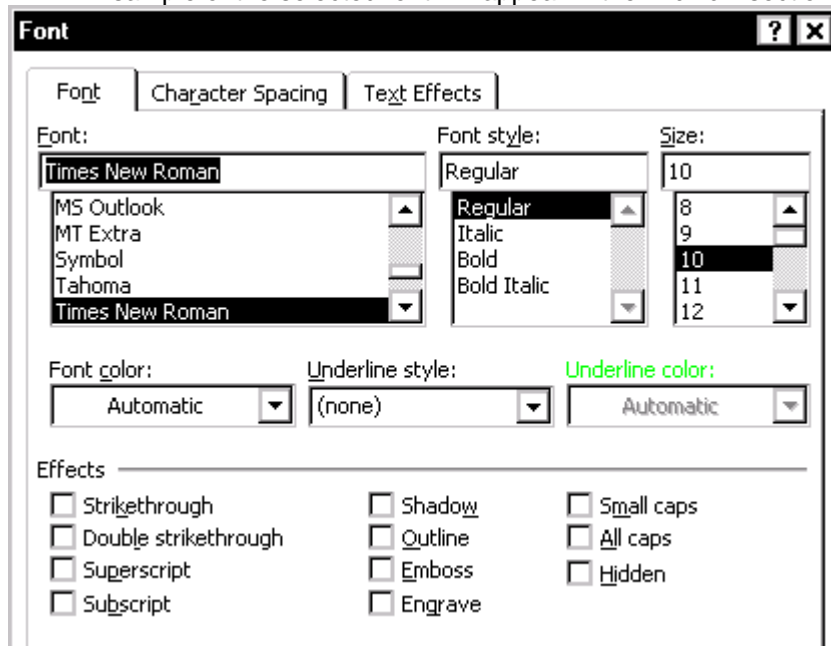
3. From the *Font Size* pull-down list, select the desired font size



Changing Font and Font Size: Menu Option

1. Select the text you want to alter
2. From the *Format* menu, select **Font...**
The *Font* dialog box will appear.

HINT: A sample of the selected font will appear in the *Preview* section.



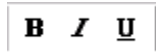
3. In the *Font* text box, type the font name
OR
From the *Font* scroll box, select the desired font
4. In the *Size* text box, type the desired size
OR
From the *Size* scroll box, select the desired size
5. In the *Effects* section, click to mark any desired additional font effects (e.g., small caps, superscript, subscript)
6. When finished, click **OK**

Changing Character Formatting

Word allows you to format characters through three different methods. You can format characters by using the toolbar, menu, or keyboard option. Once again, the toolbar and keyboard options are faster; however, the menu option allows more room for modification.

Changing Character Formatting: Toolbar Option

1. Select the text you want to alter
2. From the *Formatting* toolbar, click one or more of the appropriate buttons

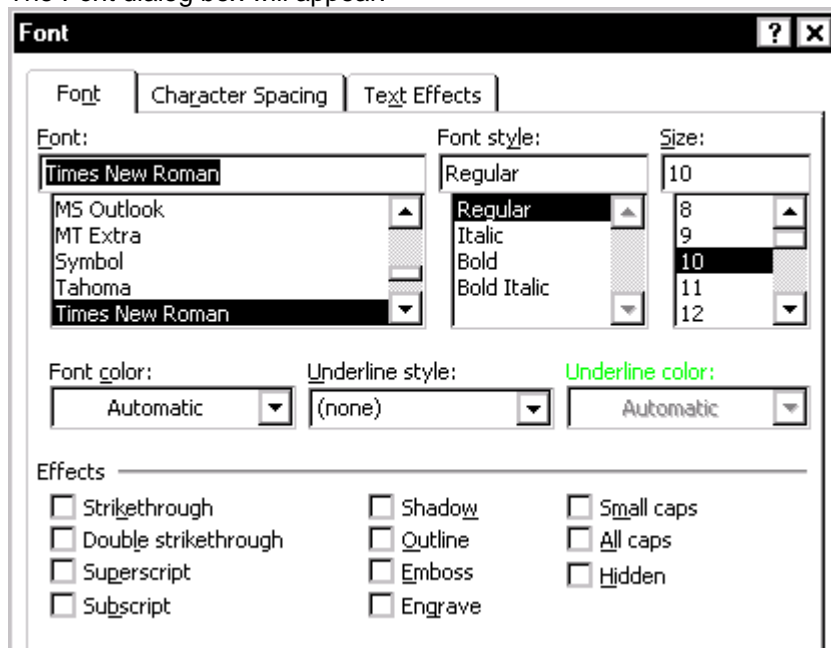


HINT: To clear character formatting, select the text and click the button a second time.

Changing Character Formatting: Menu Option

1. Select the text you want to alter

- From the *Format* menu, select **Font...**
The *Font* dialog box will appear.



- In the *Font style* text box, type the desired style
OR
From the *Font style* scroll box, select the desired style
- If needed, in the *Effects* section, select a format (e.g., small caps, shadow)
- When finished, click **OK**

Changing Character Formatting: Keyboard Option

- Select the text you want to change
- Press the appropriate keys:

Enhancement Keystroke

Italics [Ctrl] + [I]

Bold [Ctrl] + [B]

Underline [Ctrl] + [U]

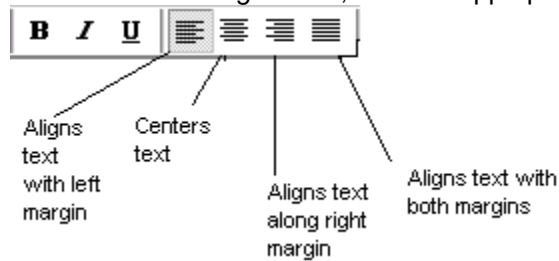
- To deselect your text, click the mouse button once

Changing Text Alignment

Text alignment, margins, and line spacing will affect the entire paragraph even if you have only a single word selected or the insertion point placed in the paragraph. To format multiple paragraphs, you need to select at least one character from each paragraph.

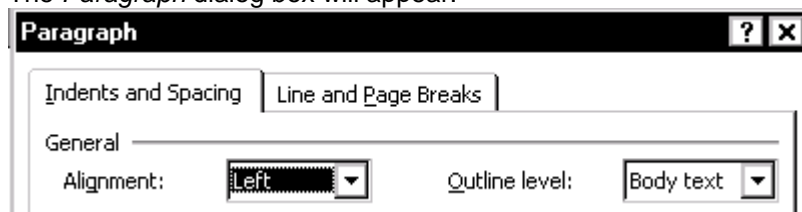
Changing Text Alignment: Toolbar Option

1. Select the text you want to alter
2. From the *Formatting* toolbar, click the appropriate button



Changing Text Alignment: Menu Option

1. Select the text you want to alter
2. From the *Format* menu, select **Paragraph...**
The *Paragraph* dialog box will appear.



3. Select the *Indents and Spacing* tab
4. From the *Alignment* pull-down list, make the appropriate selection
5. Click **OK**

Changing Text Alignment: Keyboard Options

1. Select the text you want to change
2. Press the appropriate keyboard shortcut:

Alignment	Keystroke
Left	[Ctrl] + [L]
Center	[Ctrl] + [E]
Right	[Ctrl] + [R]
Full	[Ctrl] + [J]

3. To deselect your text, click the mouse button once

Paragraph Formatting Options

Adjusting Paragraph Alignment

Word paragraphs can be aligned with the left or right margin, centered between the two margins, or justified. To adjust alignment, use the [Paragraph dialog box](#), the [Formatting toolbar](#), or the [keyboard](#). Instructions for all three methods follow.

Adjusting Paragraph Alignment: Paragraph Dialog Box

1. Select the paragraph(s) you want to adjust
2. From the *Format* menu, select **Paragraph...**
The *Paragraph* dialog box appears.
3. Select the **Indents and Spacing** tab
4. From the *Alignment* pull-down list, select the desired option
5. Click **OK**

Adjusting Paragraph Alignment: Formatting Toolbar

To display the Formatting toolbar:

1. From the *View* menu, select **Toolbars » Formatting**
The *Formatting* toolbar appears.



To adjust the alignment:

1. Select the paragraph(s) you want to adjust
2. Click the appropriate alignment button



Adjusting Paragraph Alignment: Keyboard

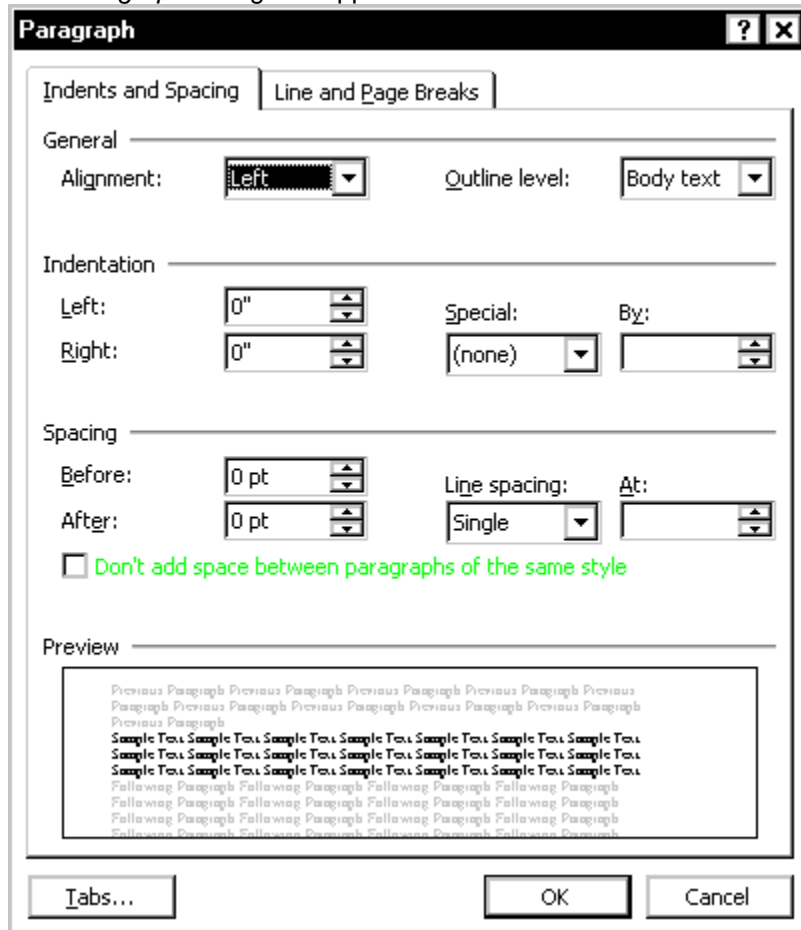
1. Select the paragraph(s) you want to adjust
2. Press the appropriate keyboard shortcut

Alignment	Shortcut
Left	[Ctrl] + [L]
Center	[Ctrl] + [E]
Right	[Ctrl] + [R]
Justify	[Ctrl] + [J]

Adjusting Line Spacing

Instead of pressing extra returns at the end of each line of text, you can add space between lines by adjusting the line spacing. This is a much more efficient way of adding white space and your editing will be easier.

1. Place your insertion point in the paragraph
2. From the *Format* menu, select **Paragraph...**
The *Paragraph* dialog box appears.



3. Select the **Indents and Spacing** tab
4. In the *Spacing* section, from the *Line spacing* pull-down list, make the desired selection
Options include *Single*, *1.5 lines*, *Double*, *At least*, *Exactly*, and *Multiple*.
The *At least*, *Exactly*, and *Multiple* options require that you enter the amount of space between lines in the *At* text box.
5. Click **OK**

Adjusting Paragraph Spacing

Instead of pressing extra returns, add additional space before and after paragraphs by adjusting the paragraph spacing. This can be especially useful when you do not want a blank line the same height as the text.

1. Place your insertion point in the paragraph
2. From the *Format* menu, select **Paragraph...**
The *Paragraph* dialog box appears.

3. Select the **Indents and Spacing** tab
4. In the *Spacing* section, in the *Before* text box, type the amount of space (in points) that you want to appear before the paragraph
5. In the *After* text box, type the amount of space (in points) that you want to appear after the paragraph
6. Click **OK**

Working with Indents

Rather than tabbing in the first line or every line of a paragraph, you can create an indent, an amount of space between the text and the page margin. You can adjust the indent for an individual paragraph, the indent for a group of paragraphs, or the margins for the entire document. If you are setting margins for the entire document, see [Adjusting Your Document's Margins](#).

Word offers three types of indents: normal indents, first line indents, and hanging indents. A **normal** indent inserts a specified amount of space between the page margin and all the lines in a paragraph. A **first line** indent inserts space between the first line and the page margin so it looks like you used a tab. A **hanging** indent uses a normal indent for the first line and then moves subsequent lines farther to the right.

A hanging indent
looks like this.

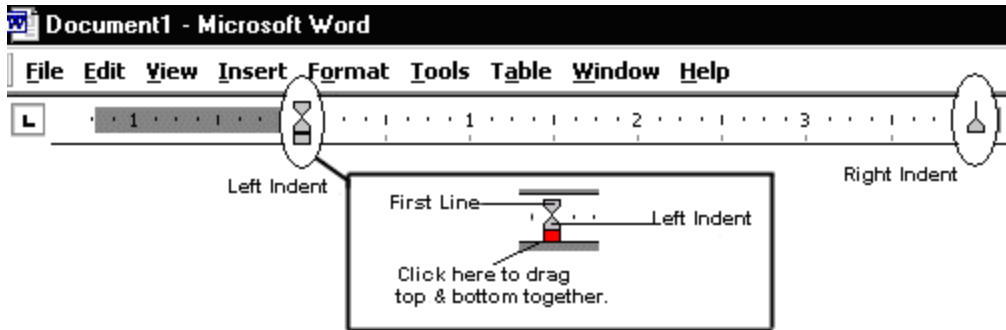
Paragraph indents can be set using the *Paragraph* dialog box or the *Ruler*.

Working with Indents: Paragraph Dialog Box

1. Place your insertion point in the paragraph you want to adjust
HINT: If you are adjusting more than one paragraph, select all the paragraphs you want.
2. From the *Format* menu, select **Paragraph...**
The *Paragraph* dialog box appears.
3. Select the **Indents and Spacing** tab
4. In the *Indentation* section, in the *Left* and *Right* text boxes, type the desired measurements (in inches)
5. If you want a different indent for the first line, from the *Special* pull-down list, select **First line** or **Hanging**
6. If you selected a first line or hanging indent, in the *By* text box, type the amount of space for the indent
The amount of space is measured in inches.
7. Click **OK**

Working with Indents: Ruler

Instead of using the *Paragraph* dialog box, you can make indent adjustments using the *Ruler*. Shown here is a graphic of the *Ruler*.



Tab Type	Appearance of the Ruler	Appearance of the Text
Normal Indent		A Normal Indent looks like this
Hanging Indent		A Hanging Indent looks like this
First Line Indent		A First Line Indent looks like this

To set the indent:

1. If the *Ruler* is not displayed, from the *View* menu, select ***Ruler***
2. Place your insertion point in the paragraph you want to adjust
HINTS:
 If you are adjusting more than one paragraph, select all the paragraphs you want.
 For information on the different types of indents, see the introduction of [Working with Indents](#).
3. Click and drag the appropriate indent button to the desired location









Setting Tabs

Tab Types

Tabs come in different types which are defined by the way text lines up with the tab. The following table explains the different tab types.

Tab Type	Icon	Purpose
Windows: Macintosh:		
Left (Normal)		The <i>Left</i> tab is similar to the typewriter tab. Text will begin at the tab position

and continue to the right of the tab.

Right			With the <i>Right</i> tab, text will end at the tab and flow to the left.
Center			The <i>Center</i> tab works similar to centering a line of text but instead of centering between margins, text is centered at the tab location.
Decimal			The <i>Decimal</i> tab is used to line up numbers and text with a period. This is useful for a group of numbers or a list of instructions.
Bar			The <i>Bar</i> tab is used to add a vertical line at that position. This could be used when you want to set off some text. Set this tab in the <i>Tabs</i> dialog box, found under the <i>Format</i> menu.

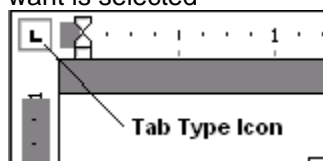
Setting a tab does not automatically align your text. You still have to press **[Tab]** at the appropriate places.

Working with Tabs from the Ruler

Working with tabs using the *Ruler* option is a quick and easy way to set and adjust tabs. The *Ruler* options allow you to set, move, delete, or change tabs.

Setting Tabs

1. Select the paragraph(s) that will receive a new tab
2. To select the desired *Tab* type, click the **TAB TYPE** icon until the tab type you want is selected



3. In the white area of the *Ruler*, click where you want the tab to be
NOTE: Be sure to click below any numbers or dash marks.

Using Tabs

1. Place the insertion point where you want text to align with the tab
2. Press **[Tab]**

Moving Tabs

1. On the *Ruler*, click and hold the tab you want to move
2. Drag the tab to the new location and release the mouse button

Deleting Tabs

1. Select the type of tab you want to delete
2. Click and hold the tab you want to delete
3. Drag the tab into the document area of the screen and release the mouse button

Changing Tab Type

To change the tab type you can either delete the tab and add a new tab of the correct type or you can use the [Tabs dialog box](#).

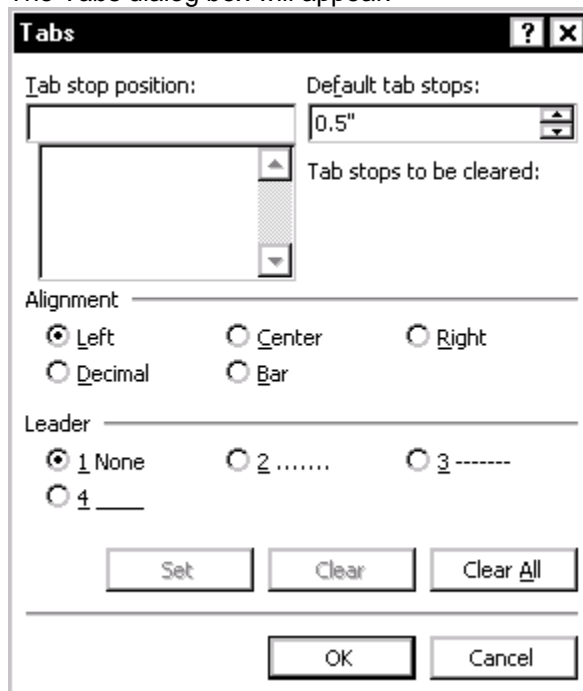
Working with Tabs from the Tabs Dialog Box

The *Tabs* dialog box allows you to adjust the placement and type of tab. Although the *Ruler* option is a quicker way to adjust tabs, the dialog box allows you to use leaders and enter specific tab locations.

In the *Tabs* dialog box, you can set leaders for the tabs. Leaders are lines (solid, dashed, or dotted) that appear in the blank space created by a tab. The most common use for a leader is in a table of contents where a dotted line leads up to the page number. Leaders guide the reader's eye across the page.

Setting Tabs

1. Select the paragraph(s) that will receive new tab settings
2. From the *Format* menu, select **Tabs...**
The *Tabs* dialog box will appear.



3. In the *Tab stop position* text box, type the desired location
4. Adjust the tab alignment and leader if necessary
5. Click **SET**

6. To set additional tabs, repeat steps 3-5
7. After all tabs have been set, click **OK**

Using Tabs

1. Place the insertion point where you want text to align with the tab
2. Press [**Tab**]

Moving Tabs

Moving tabs in the *Tabs* dialog box involves adding a new tab and deleting the old one.

1. Select the desired paragraph(s)
2. From the *Format* menu, select **Tabs...**
The *Tabs* dialog box will appear.
3. From the *Tab stop position* list, select the tab to be moved
4. In the *Tab stop position* text box, type the new tab location
5. Click **SET**
6. From the *Tab stop position* list, select the original tab location
7. Click **CLEAR**
8. To move other tabs, repeat steps 3-7
9. Click **OK**

Deleting Tabs

1. Place cursor within text where tabs are set
2. From the *Format* menu, select **Tabs...**
The *Tabs* dialog box will appear.
3. From the *Tab stop position* list, select the tab(s) to be deleted
4. Click **CLEAR**
OR
To delete all tabs, click **CLEAR ALL**
5. To delete other tabs, repeat steps 3 and 4
6. Click **OK**

Changing Tab Type

1. Select the desired paragraph(s)
2. From the *Format* menu, select **Tabs...**
The *Tabs* dialog box will appear.
3. From the *Tab stop position* list, select the tab to be changed
4. Under *Alignment*, select the new tab type
NOTE: Depending on the text alignment, the tab position may need to be adjusted. See [Moving Tabs](#).
5. Click **SET**
6. To change other tabs, repeat steps 3-5
7. When done, click **OK**

Adding Borders and Shading

Borders and shading help you emphasize information and guide a reader's eye through a document. When adding borders and shading, remember that they are both applied to entire paragraphs. As with most other Word features, you can add borders and shading in more than one way. This document covers the following options for adding borders and shading to paragraphs.

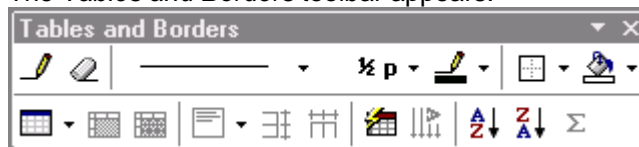
- [Adding Borders and Shading: Toolbar Option](#)
- [Adding Borders and Shading: Dialog Box Option](#)

Adding Borders and Shading: Toolbar Option



The *Tables and Borders* toolbar may be used to quickly add borders and shading to paragraphs. The following instructions will guide you in using the toolbar options to add borders and shading to paragraphs. Both borders and shading can be applied to the same paragraph.

To display the Tables and Borders toolbar:


1. From the *View* menu, select **Toolbars » Tables and Borders**
The *Tables and Borders* toolbar appears.

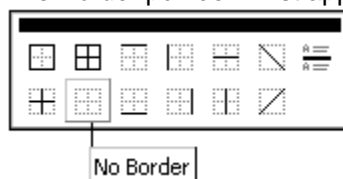


Adding Borders & Shading

1. Select the paragraph(s) that you want to add shading to or place a border around
2. To add a border, click the ▼next to OUTSIDE BORDER 
OR
To add shading, click the ▼next to SHADING COLOR 
A pull-down list appears.
3. From the pull-down list, select the desired border or shading option

Removing Borders

1. Select the paragraph containing the border you want to remove
2. Click the ▼next to OUTSIDE BORDER 
The *Border* pull-down list appears.

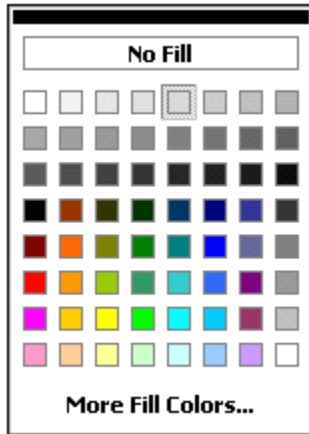


3. Click **NO BORDER**

Removing Shading


1. Select the paragraph containing the shading you want to remove

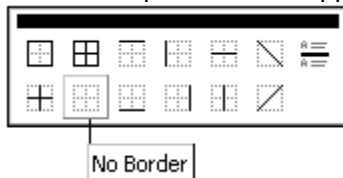
2. Click the ▼ next to SHADING COLOR 
The *Shading Color* pull-down list appears.




3. Click **NO FILL**

Modifying Borders


1. Select the paragraph containing the border you want to change
2. Click the ▼ next to OUTSIDE BORDER 
The *Border* pull-down list appears.

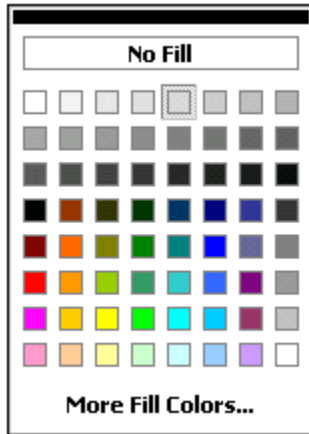


3. Click **NO BORDER**
4. **OPTIONAL:** On the *Tables and Borders* toolbar, select a different line weight and line style
5. Again, click the ▼ next to OUTSIDE BORDER 
A pull-down list appears.
6. From the pull-down listing, select a new border

Modifying Shading

1. Select the paragraph containing the shading you want to change

2. Click the ▼ next to SHADING COLOR 
The *Shading Color* pull-down list appears.



3. Select the desired shading option

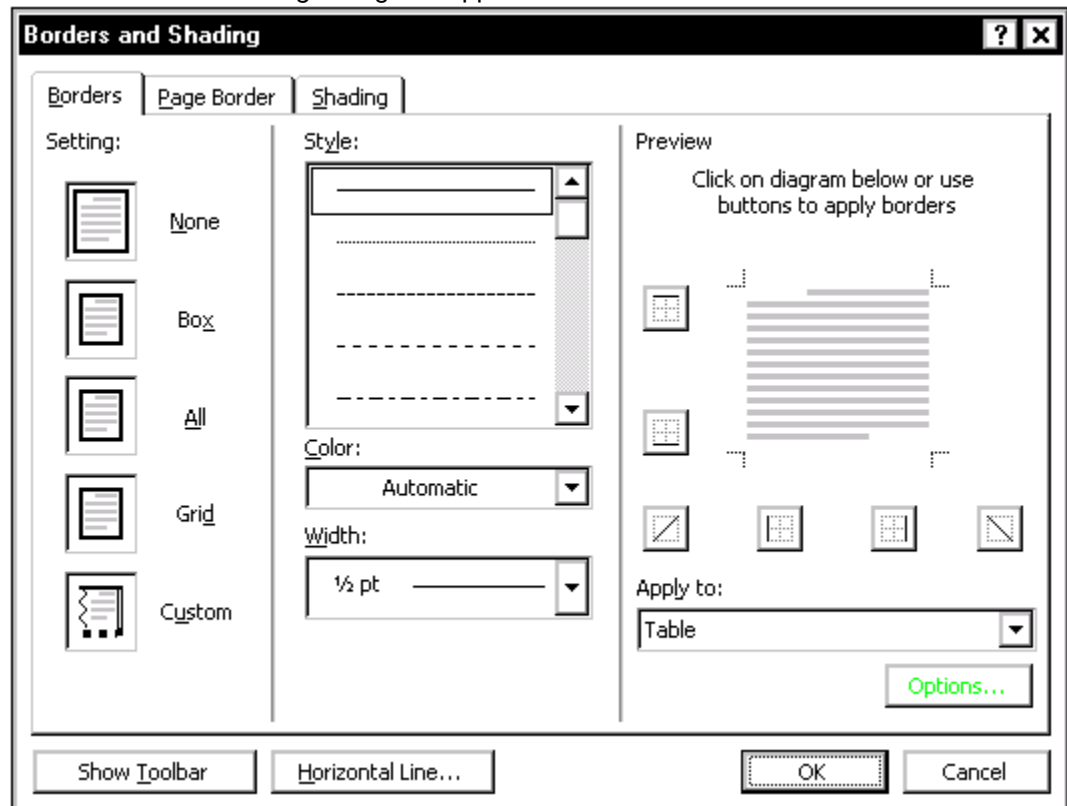
Adding Borders and Shading: Dialog Box Option

The *Borders and Shading* dialog box is another option for adding borders and shading to your document. With this option, you have more control of your border placement within paragraphs than with the *Tables and Borders* toolbar.

Adding Borders

1. Select the paragraph(s) to which you want to add a border

- From the *Format* menu, select **Borders and Shading...**
The *Borders and Shading* dialog box appears.



- Select the **Borders** tab
- From the *Setting* section, select the desired option
OR
In the *Preview* section, click where you want a border to appear
HINT: The sample graphic will be updated to reflect your changes.
- OPTIONAL:** Adjust the *Style*, *Color*, and *Width* using the scroll box and pull-down lists respectively
- Click **OK**

Removing Borders

- Select the paragraph containing the border you want to remove
- From the *Format* menu, select **Borders and Shading ...**
The *Borders and Shading* dialog box appears.
- Select the **Borders** tab
- In the *Setting* section, click **NONE**
OR
In the *Preview* section, click the borders you would like to remove
- Click **OK**

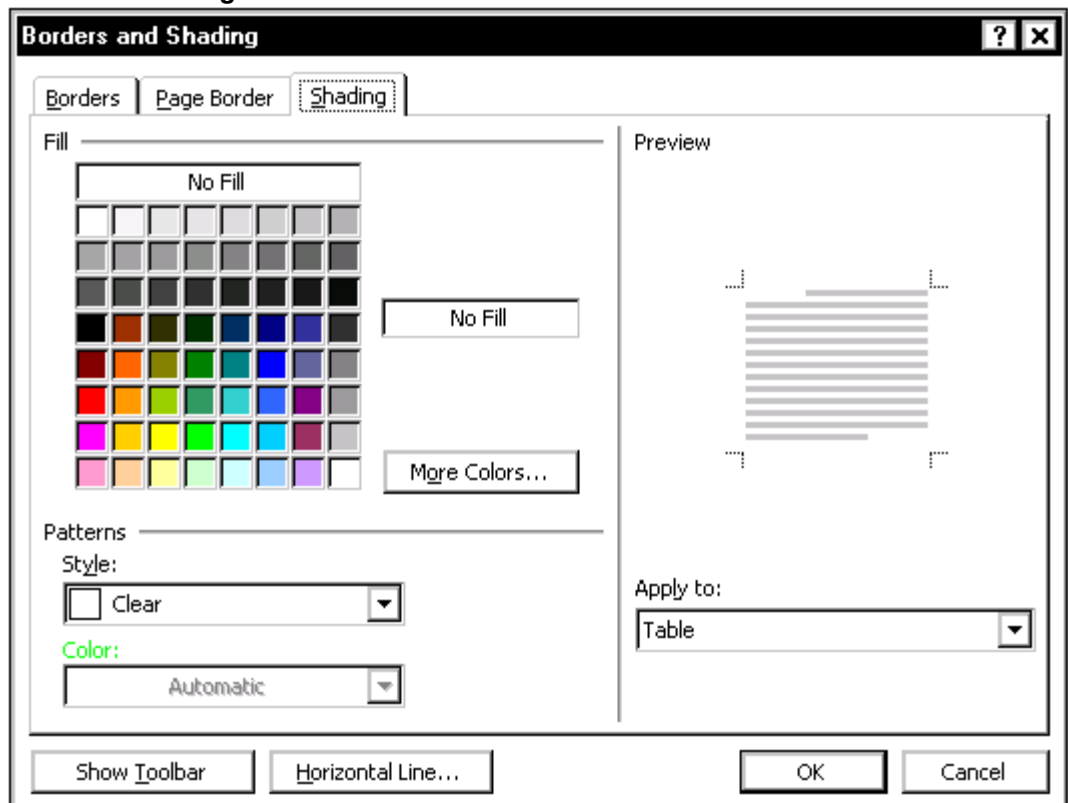
Modifying Borders

- Select the paragraph(s) with the border you would like to change
- From the *Format* menu, select **Borders and Shading...**
The *Borders and Shading* dialog box appears.
- Select the **Borders** tab

4. In the *Preview* section, click the border you would like to change
5. From the *Style* scroll box, select the desired line style
6. In the *Preview* area, click where you would like the border
- The new border appears, replacing the old.
7. Click **OK**

Adding Shading

1. Select the paragraph(s) to which you would like to add shading
2. From the *Format* menu, select ***Borders and Shading...***
The *Borders and Shading* dialog box appears.
3. Select the ***Shading*** tab



4. From the *Fill*, *Patterns*, and *Color* areas, select the desired options
The *Preview* section will automatically adjust based on your selections.
5. Click **OK**

Modifying Shading

1. Select the paragraph(s) with the shading you want to change
2. From the *Format* menu, select ***Borders and Shading ...***
The *Borders and Shading* dialog box appears.
3. Select the ***Shading*** tab
4. In the *Fill* and *Patterns* areas, make your changes
The *Preview* section will automatically adjust based on your selections.
5. Click **OK**

Removing Shading

1. Select the paragraph with the shading you want to remove
2. From the *Format* menu, select **Borders and Shading ...**
The *Borders and Shading* dialog box appears.
3. Select the **Shading** tab
4. In the *Fill* section, select **No Fill**
5. In the *Patterns* section, from the *Style* pull-down list, select **Clear**
6. Click **OK**


Using Bulleted Lists and Numbered Lists

Adding Bullets: Formatting Buttons


- This is an example of bulleted text. Note that when the text wraps, it does not wrap all the way to the bullet, but only to where the first line of text began.
- The *Bullets* button is like a toggle switch: clicking once turns it on, clicking a second time turns it off.
- If you want to change the bullet style or the indents, you will have to use the [Bullets and Numbering dialog box](#).

Adding Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

1. Place the insertion point where you want the bullets to begin
2. **Windows:** From the *Formatting* toolbar, click **BULLETS** 
Macintosh: From the *Formatting Palette*, in the *Font* section, under *Lists*, click **BULLETS**
NOTES:
The button will become light gray.
Word will insert your first bullet and move the cursor a quarter of an inch to the right, where you can begin typing text.
3. Type the text
If the text wraps, Word maintains the quarter-inch indent.
When you press [**Enter**] or [**return**], another bullet appears.


To end the bullets:

1. Finish typing the last line of bulleted text and press [**Enter**] or [**return**]
The cursor should be on a blank bulleted line.
2. **Windows:** From the *Formatting* toolbar, click **BULLETS** 
Macintosh: From the *Formatting Palette*, in the *Font* section, under *Lists*, click


BULLETS

The button will go back to its original shade of gray.

Adding Bullets to Existing Text

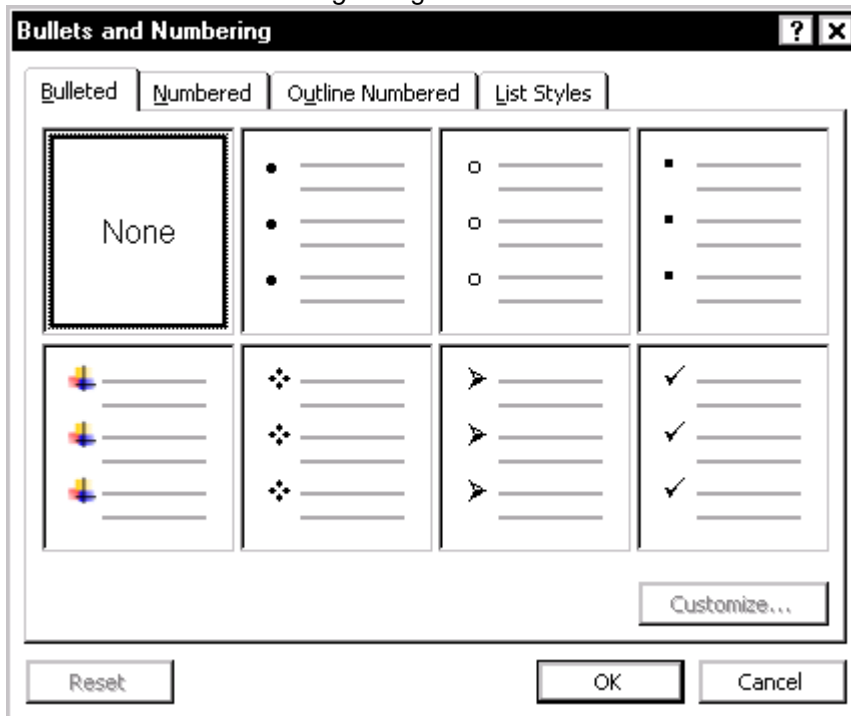
1. Select the text you want to bullet
2. **Windows:** From the *Formatting* toolbar, click **BULLETS** 
Macintosh: From the *Formatting Palette*, in the *Font* section, under *Lists*, click **BULLETS**
The button will become light gray.

To remove bullets:

1. Select the bulleted text
2. **Windows:** From the *Formatting* toolbar, click **BULLETS** 
Macintosh: From the *Formatting Palette*, in the *Font* section, under *Lists*, click **BULLETS**
The button will go back to its original shade of gray.

Adding Bullets: Bullets & Numbering Dialog Box

The *Bullets and Numbering* dialog box can be used to add or remove bullets and numbers, just as the *Formatting* buttons can. However, the dialog box gives you many more options in modifying the numbers, bullets, and the spacing around the numbers and bullets. Also, the *Bullets and Numbering* dialog box gives you the option to customize your bullets or numbers. For instructions on how to do so, see [Customizing Bulleted and Numbered Lists](#). The following image is the *Bullets and Numbering* dialog box.



The following sections require you to access the *Bullets and Numbering* dialog box from the *Format* menu; however, you can also access the *Bullets and Numbering* dialog box by right clicking the mouse.

To access the dialog box through the *Quick* menu:

1. **Windows:** Right click the area that has or will have bullets or numbers » select ***Bullets and Numbering...***
Macintosh: Press [control] and click the area that has or will have bullets or numbers » select ***Bullets and Numbering..***
The *Bullets and Numbering* dialog box appears.

Adding Bullets as You Type

- This is an example of bulleted text. Word inserts a quarter-inch indent between the bullet and the text, maintaining the indent if the text wraps. When you press [Enter] or [return], the next bullet appears.
1. Place the insertion point where you want the bullets to begin
 2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.
 3. Select the ***Bulleted*** tab
 4. Select the bullet style you want
 5. Click **OK**
 6. Type the text
When you press [Enter] or [return], another bullet appears.

To stop the bullets:

1. Finish typing your last line of bulleted text and press [Enter] or [return]
The cursor should be on a blank bulleted line.
2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.
3. Select the ***Bulleted*** tab
4. Click **NONE**
5. Click **OK**

Adding Bullets to Existing Text

1. Select the text you want to bullet
2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.
3. Select the ***Bulleted*** tab

4. Select the bullet style you want
5. Click **OK**

To remove bullets:

1. Select the bulleted text
2. From the *Format* menu, select **Bullets and Numbering...**
The *Bullets and Numbering* dialog box appears.
3. Select the **Bulleted** tab
4. Click **NONE**
5. Click **OK**

Adding Bullets: AutoFormatting

Bullets can be created automatically as you type if you have those options selected in the *AutoCorrect* dialog box. If you have created a specific bullet style, you may want to turn this option off. An option in the *AutoCorrect* dialog box is selected and active when a check appears in the checkbox corresponding to that option.

To enable/disable AutoFormatting:

1. **Windows:** From the *Tools* menu, select **AutoCorrect Options...**
Macintosh: From the *Tools* menu, select **AutoCorrect...**
The *AutoCorrect* dialog box appears.
2. Select the **AutoFormat As You Type** tab
3. To **enable** *AutoFormatting*: Under *Apply as you type*, select **Automatic bulleted lists**
To **disable** *AutoFormatting*: Under *Apply as you type*, deselect **Automatic bulleted lists**
4. Click **OK**

To create bulleted lists:

1. Enable the appropriate *AutoFormat as You Type* option
2. Type bulleted list items as shown in the table below
Word converts the text to a list, adding a bullet each time **[Enter]** or **[return]** is pressed

Option	What You Type	Formatting Applied
Automatic bulleted lists	* (space) Hibbard Humanities Hall [Enter] or [return]	<ul style="list-style-type: none"> • Hibbard Humanities Hall •

Automatic bulleted list: Hyphen	- (space) Hibbard Humanities Hall [Enter] or [return]	- Hibbard Humanities Hall -
Automatic bulleted list: Double Hyphen	-- (space) Hibbard Humanities Hall [Enter] or [return]	■Hibbard Humanities Hall ■

To end the list:

1. After typing your last list item, press [Enter] or [return] twice