3. Formatting Documents

The document *format* is the (highest) level of formatting for a *Word* document. It is important to select an attractive font and arrange the text in a balanced manner. A good page *layout* will ensure that your documents are easy and pleasant to read.

When you create a document you will sometimes want to emphasize a particular text or phrase by indenting it or using a list. You can achieve this type of formatting easily in *Word* using tabs and bullets. You can also align these elements in several different ways.

Another important element to consider in page layout is deciding how the text and white space will be distributed across the page. Margins, for example will determine the amount of blank space between the border of the paper and the text. Margins not only make the text look good on paper, but are also important if you want to bind the pages.

To make it easier to read larger documents, you can add page numbers, headers and footers.
These are just a few of the formatting options available in *Word* that can be modified and adjusted as you create and edit your own documents.

In this chapter you will learn how to:

- align text with tab stops;
- move tab stops;
- create lists;
- insert text files;
- set page breaks;
- set the page orientation to portrait or landscape;
- select the paper size;
- set margins;
- add a cover page;
- add headers and footers;
- insert page numbers;
- use styles;
- copy formatting.

3.1 Aligning Text with Tabs

To format a summary or list in a document, you can use the [Tab] key on your keyboard. With this key you can place the text on a fixed spot on the line. Where the tabs are placed depends on the tab stops.

In a regular *Word* document, the default tabs are set every half inch. In *Word 2010* you can see them on the ruler. They are not visible in *Word 2013*.

☞ **Open *Word* 🕮¹**

If the ruler is not visable:

🖰 **Click** `VIEW`

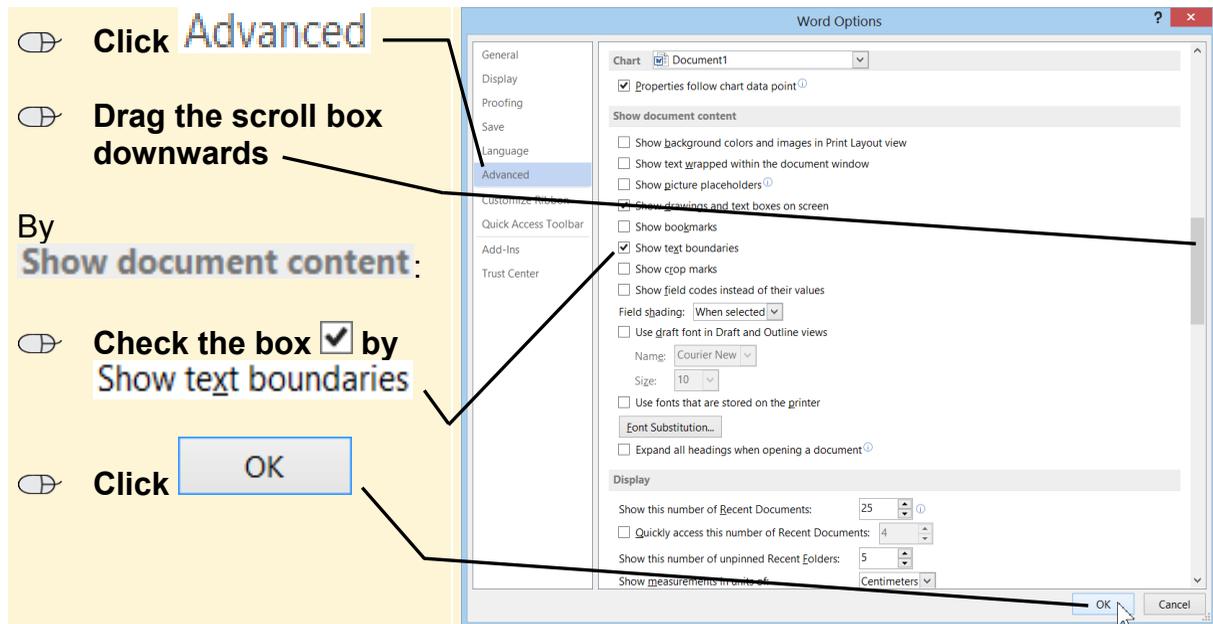🖰 **Click the box** ☑ **at** `Ruler`

In *Word 2010* you see small vertical lines just below the ruler to indicate the tab stops.

While you are working through this chapter it is useful to display the text boundaries. You can do that like this:

🖰 **Click the** `FILE` **tab**

🖰 **Click** `Options`

You will see the *Options* window for *Word*:

☞ **Click** Advanced

☞ **Drag the scroll box downwards**

By Show document content:

☞ **Check the box ☑ by** Show text boundaries

☞ **Click** OK

In *Word 2013* you will see a dotted line surrounding the text block. In *Word 2010* a dotted line surrounds the margins.

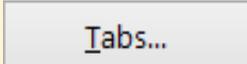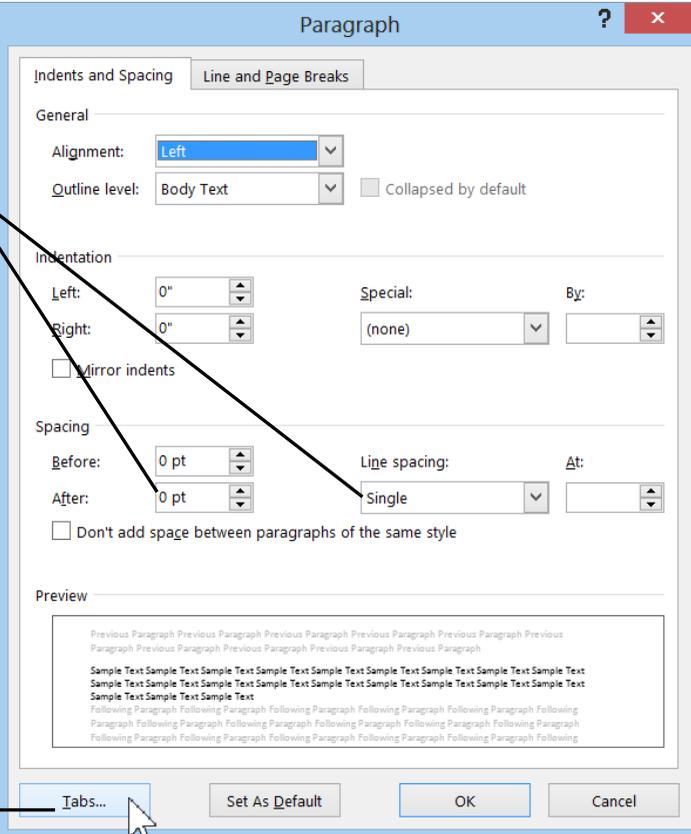Now let's take a look at the default tab settings:

☞ **Click the** HOME **tab**

☞ **By** Paragraph, **click** ⤢
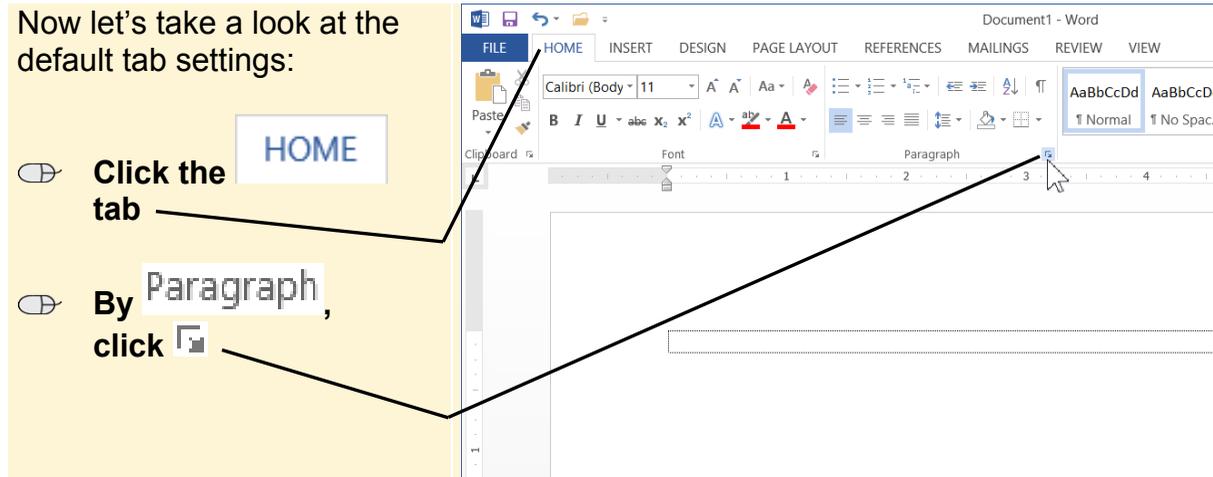
Is the box next to After: set to 0 pt?
Is the line spacing set to Single?

If not:

☞ **Set the distance by After: to 0 pt** 🐾6

☞ **Set the line spacing to Single** 🐾5
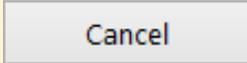
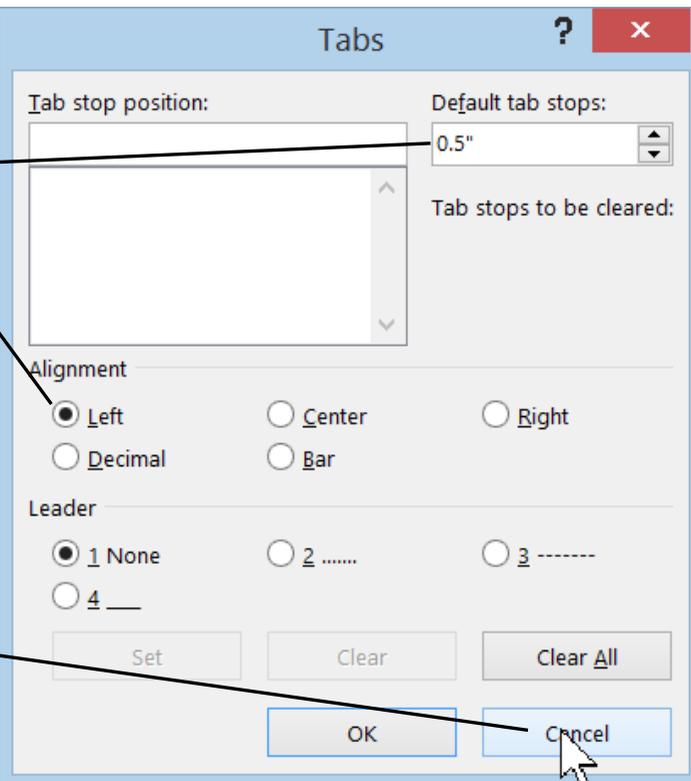To open the *Tabs* window:

⊕ **Click** Tabs...

In this window you can change the position of the default tab stops:

You can also select the type of alignment you want to use:

Use the settings in this window if you want to change a single type of tab stop for the whole document at once.

⊕ **Click** Cancel

💡 **Tip**

Open the Tabs window
You can also open the *Tabs* window by double-clicking a tab on the ruler.

If you want to apply multiple types of tabs to a paragraph, you need to use a different method of setting the tabs. There are different types of tabs available in *Word*:

- └ *left alignment*: this tab stop is used to position text in columns one below the other, for example, in a list of addresses;

- ┴ *center tab*: with this tab stop you can put text in the center, above a summary, outline, column, etc.;

- ┘ *right alignment*: this tab stop is mainly used to align numbers and place them in a straight line below each other;

- ┴· *decimal tab*: is used to align amounts of money or other numbers that contain a decimal point (dot). It lines up all the decimal points with each other, independent of the number of digits entered;

- | *line tab*: with this tab stop you can place a vertical line within a text line.

Here you can see which type of tab is active:

Take a look at the other tabs:

☞ **Click** └

Now you will see the center tab ┴ appear.
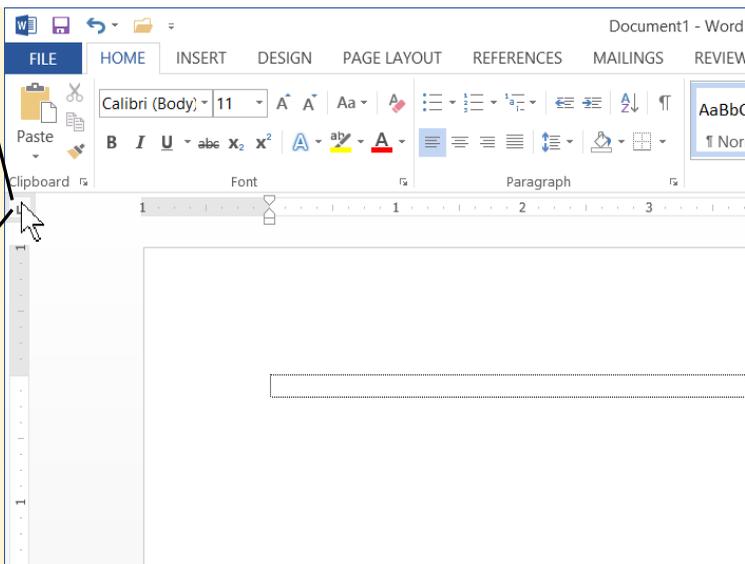
☞ **Successively click** ┴ , ┘ , ┴· , | , ▽ , △

In *Word 2010* the button △ looks a bit different: ⬚ .