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## UNIT 6    FORMATTING DOCUMENTS

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### → NOTE

*Formatting* refers to the process of arranging the text in a manner that makes it easy to understand and looks well organized.

### → NOTE

*Font* is a style of how a text appears, for e.g. the small text of this document is in the font 'Arial' while the headings are in the font 'Tahoma'.

### Structure

- 6.1 Introduction
- 6.2 Viewing Documents
- 6.3 Formatting Text
- 6.4 Formatting Paragraphs
- 6.5 Formatting Pages
- 6.6 Advance Formatting
- 6.7 Let Us Sum Up
- 6.8 Check Your Progress Exercise
- 6.9 Answers to Check Your Progress Exercise

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## 6.1 INTRODUCTION

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Formatting a document includes assigning fonts and font size, aligning text, dividing the text into columns, adjusting the line and paragraph spacing (space between lines and paragraphs) and setting margins (the distance between the actual page border and the text).

There are different ways in which a document may be viewed known as 'Views'. Views available to examine a document like normal view, online view, page layout, outline view, print preview (how the document will look once it is printed), split screen view (more than one document per screen), master document and full screen (only the document on the entire screen).

Headers and footers are places to put repetitive information in a document as some text written in the top and bottom margin, which appears on the entire screen such the chapter number, authors name. Header and footer both appear faded as compared to other text.

### Objectives

After going through this unit, you will be able to:

- view a document,
- format text, Paragraph, Pages, and
- use advanced formatting features like Headers and footers and numbering pages.

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## 6.2 VIEWING DOCUMENTS

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Word can show your document with varying levels of details to make things easier to visualize and quicker to work with. These display options are called *views*. You can view your document in a variety of ways as highlighted in the Figure 6.1.

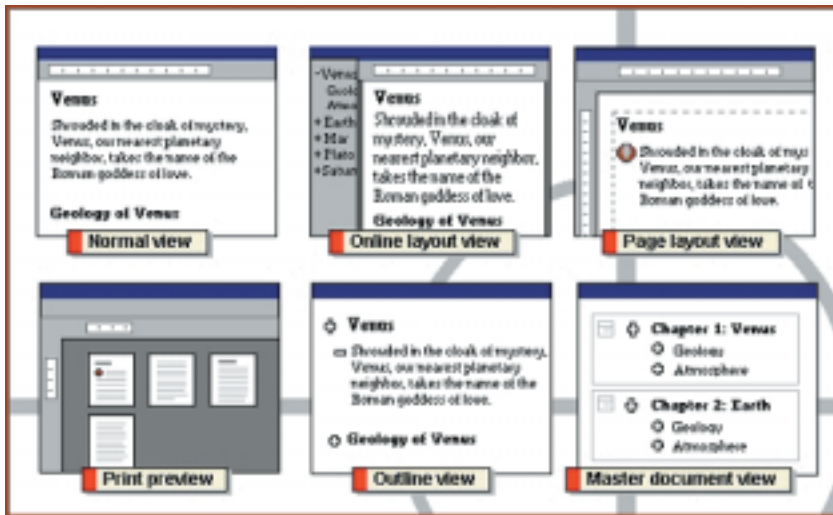


Figure 6.1: Views

Word provides six main views: Normal view, Online Layout view, Page Layout view, Outline view, Print Preview, and Master document view.

View can be activated through the following two ways:

- 'View' Menu: The window which appears is shown in the Figure 6.2.

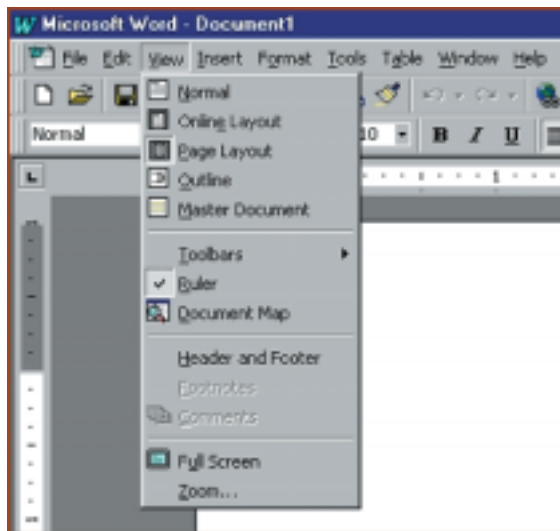


Figure 6.2: View Menu

- View Buttons are on the extreme bottom left of your screen, as you can see in the Figure 6.3.

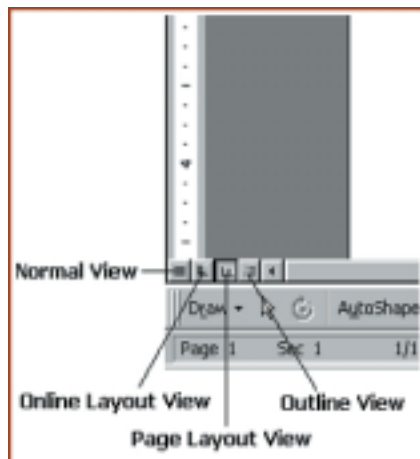


Figure 6.3: View Buttons

Each individual view has been discussed below.

1. **Normal View**

Normal view is the default view in Word. It shows the basic document and text, it also depicts type, sizes, indents and line spacing. It does not show formatted columns, footers, headers or printing position of framed items. Editing and formatting is slower in other views as compared to normal view.

How it looks on screen is illustrated in Figure 6.4.

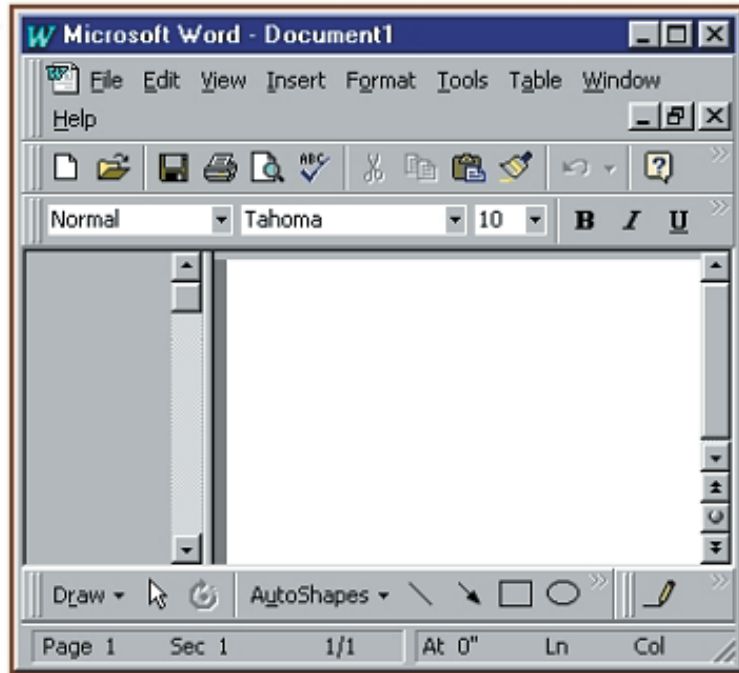


Figure 6.4 : Normal View

2. **Online Layout View**

Online Layout view as you can see in the Figure 6.5 (a), applies a series of default settings to make online reading easier by increasing the font size and space between lines and hiding distractions as headers and footers.

**NOTE**  
*Hyperlink* is a text which when clicked upon displays a new document in the current or other window.

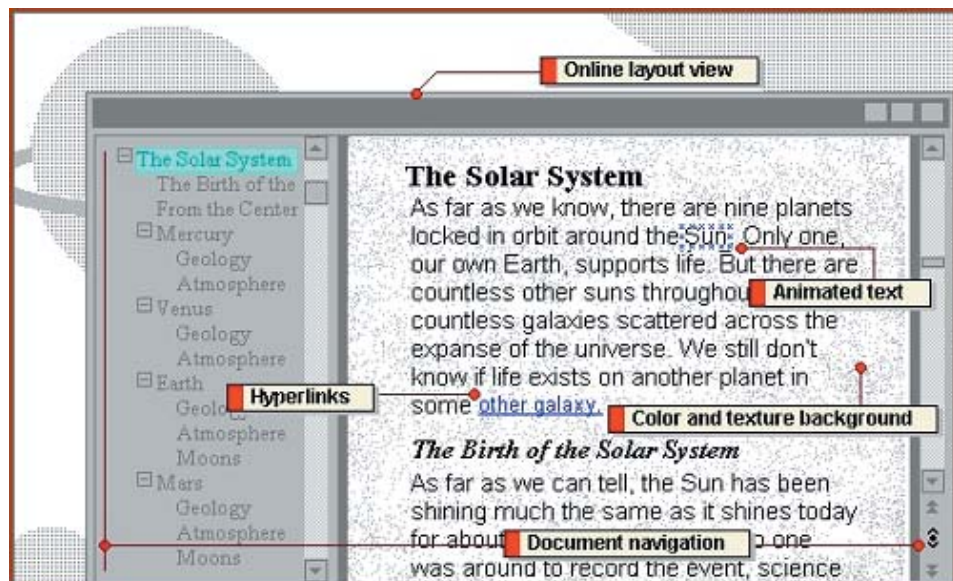


Figure 6.5 (a): Online Layout View

How it looks on screen is depicted in the Figure 6.5 (b).

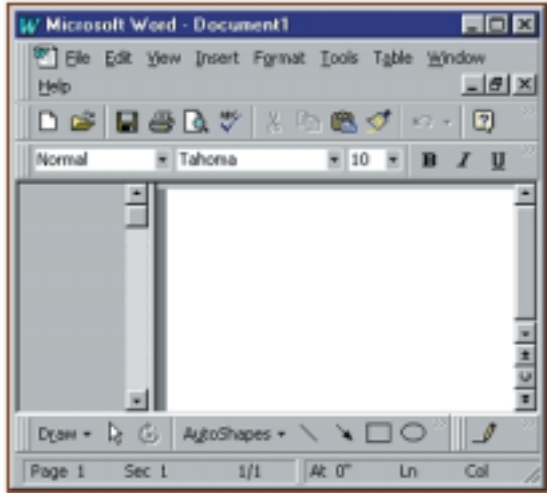


Figure 6.5 (b): Online Layout View

3. Page Layout View

Page Layout view shows the text, columns and graphics, as they will print. You can also edit headers and footers. To edit a header or footer, double-click anywhere in a header or footer. A header and footer toolbar is displayed as can be seen in the Figure 6.6 (a). Page breaks are represented by new pages on the screen. Page Layout view provides the WYSIWYG (what-you-see-is-what-you-get) view for your document.

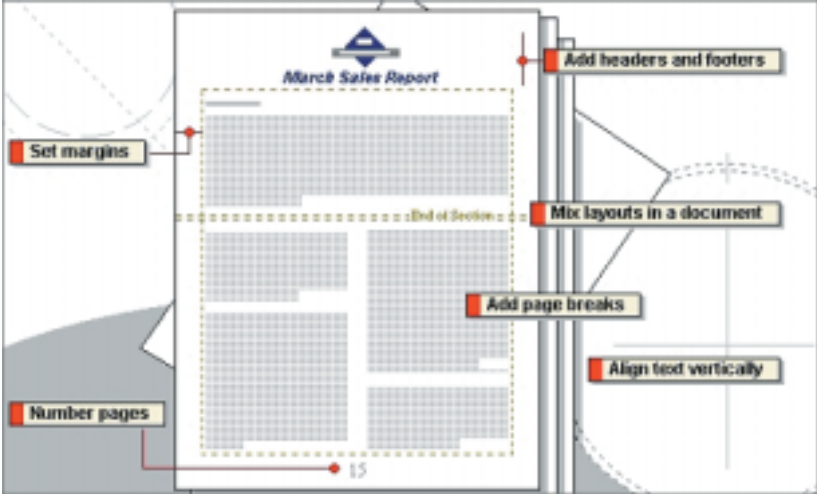


Figure 6.6 (a) : Page Layout View

How it looks on screen is indicated in the Figure 6.6 (b).

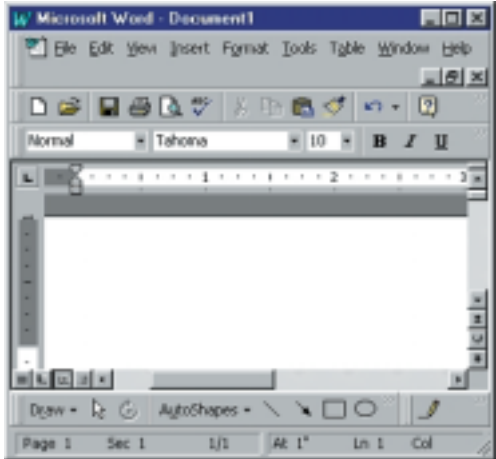


Figure 6.6 (b): Page Layout View

**NOTE**

*Print Preview* is not rocket science vocabulary, it simply means that you are viewing your document finally (or at any stage for that matter) before printing it so as to have a look at how it will look after it is printed.

#### 4. Print Preview

Print Preview enables you to view either a full readable page or an unreadable view of a page depending on your screen settings. To Print Preview your document, follow given steps:

- a. Select 'Print Preview' option from File menu as shown in Figure 6.7 (a).

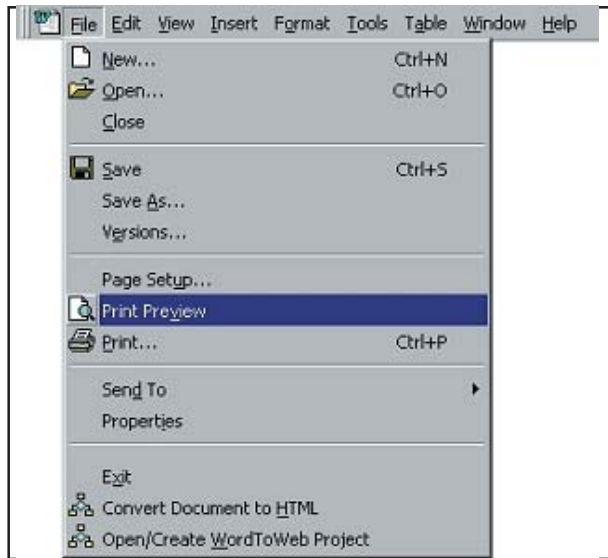


Figure 6.7 (a) : Print Preview through File Menu

Alternatively, click the print preview button on the standard toolbar as highlighted in the Figure 6.7 (b).



Figure 6.7 (b) : Print Preview through Standard Toolbar

**TIPS**

You can also jump on to the 'Print Preview' through the 'Ctrl+F2' keyboard shortcut.

- b. The application window with the layout of a page and Print Preview toolbar is displayed as shown in figure above.
- c. Click on the Close button to shift to the previous view.

Print Preview enables you to reposition margins. Click on the magnifying glass in the Print Preview toolbar. The shape of the pointer changes to that of a magnifying glass. Click on the page where you want a closer view. It does not allow you to edit text or headers and footers.

How it looks on screen is displayed in the Figure 6.7 (c).

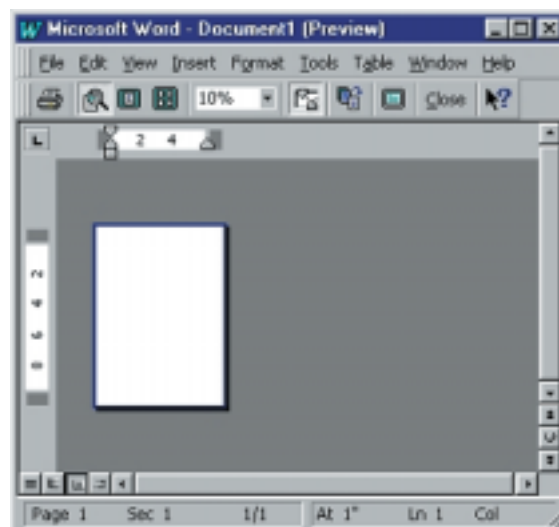


Figure 6.7 (c): Print Preview

## 5. Outline View

Outline view enables you to view the entire contents of the documents, only chapter headings or only section headings. Dragging in outline view moves the heading and all the associated text. How it appears on the screen is shown in the Figure 6.8.

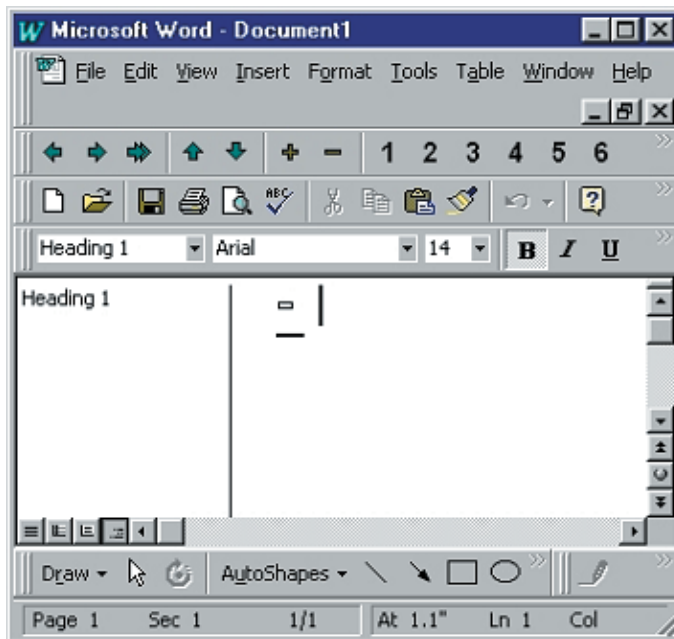


Figure 6.8: Outline View

## 6. Master Document View

You can group multiple word documents into one large document by using the Master Document view, as you can see from the Figure 6.9.

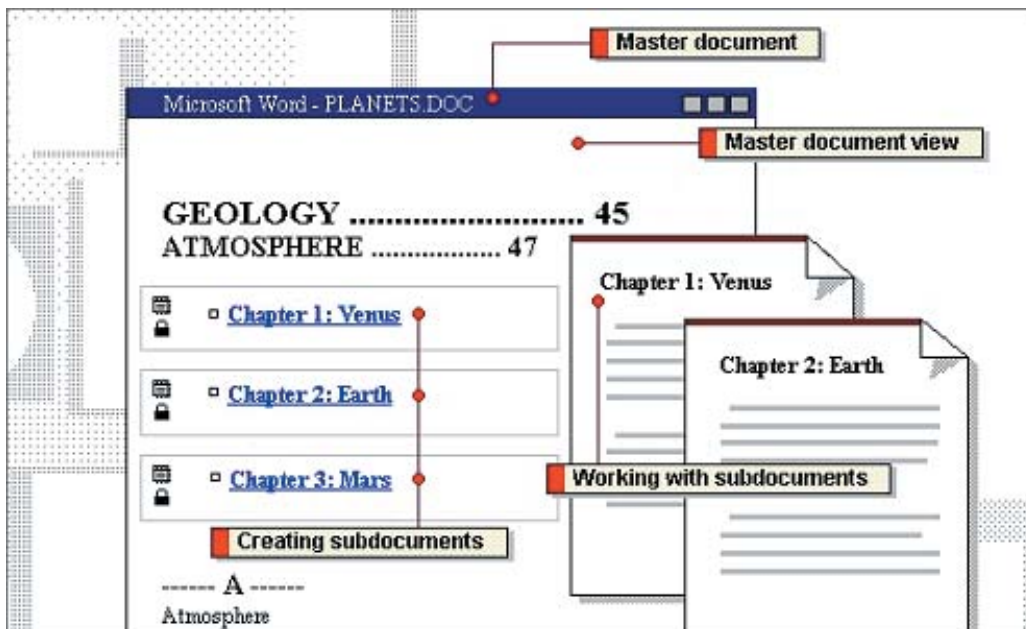


Figure 6.9: Master Document View

## Other Views

### 1. Full Screen View

Full Screen view enables you to see and work with your document with no screen elements or obstructions except a Close Full Screen button. To switch to 'Full Screen' mode in the 'View' menu click on 'Full Screen' as highlighted in the Figure 6.10.

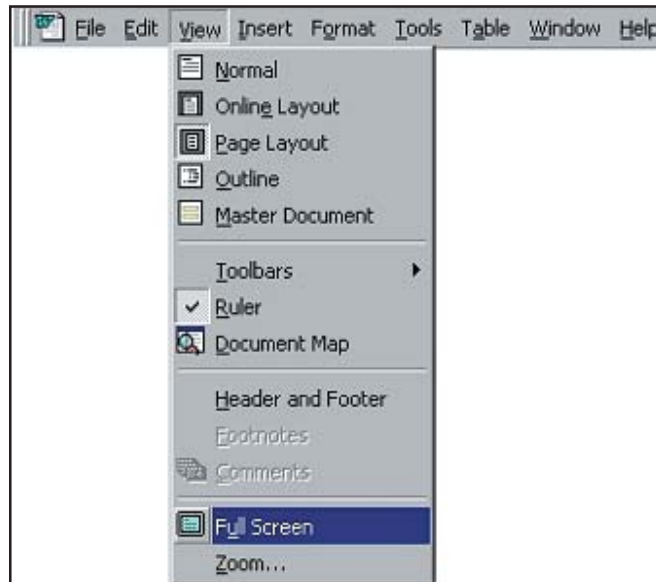


Figure 6.10: Full Screen View

To return to Normal or Page Layout view, press the 'ESC' key or click on the Full Screen button.

## 2. Split Screen View

- a. Split Screen view can be used to keep two widely separated portions of a document in view at the same time.
- b. Point to the small horizontal bar above the top of the vertical scroll bar as can be seen in Figure 6.11. The pointer changes its shape to

<b>i TIPS</b>
You can also remove the second screen through the following keyboard shortcut: 'Alt+Ctrl+S'

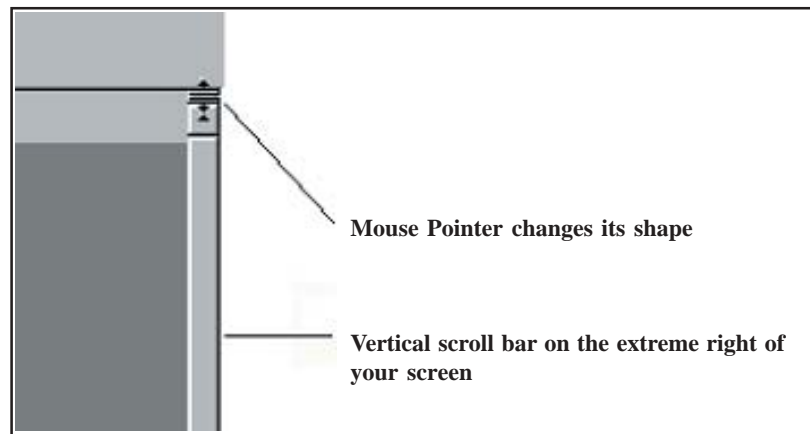


Figure 6.11: Split Screen View

- c. Drag the Split-bar pointer down to divide the screen.
- d. Release the mouse button. To remove the second screen, double click on the 'split bar' (the line that separates the two screens) or drag it just below the title bar.

## View Magnification

Magnifying the text enables you to see bigger or smaller on-screen representations. You change the magnification through the 'Zoom' dialog box. To change magnification by using the Zoom dialog box, follow these steps:

1. Select the Zoom option from the View menu. The Zoom dialog box appears on the screen as displayed in Figure 6.12.

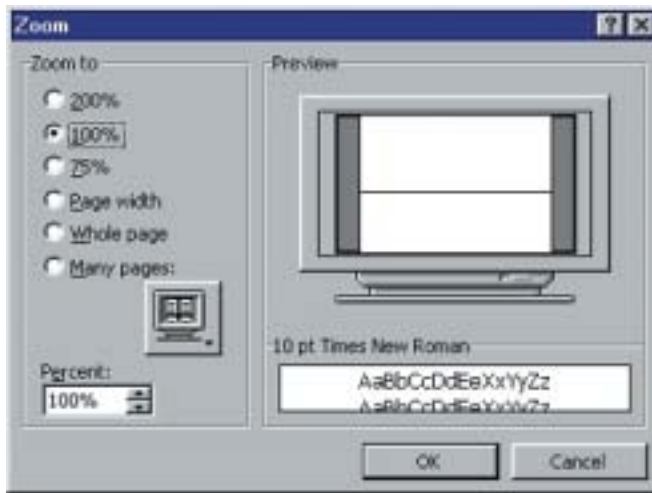


Figure 6.12 (a): Zoom

2. In the Zoom to Area, select the magnification radio button you want.
3. Enter a percentage in the Percent box and click on the monitor icon and select the number of pages you want.
4. Click on the OK button to close the dialog box.

Alternatively, click on the Zoom control button of the standard toolbar.

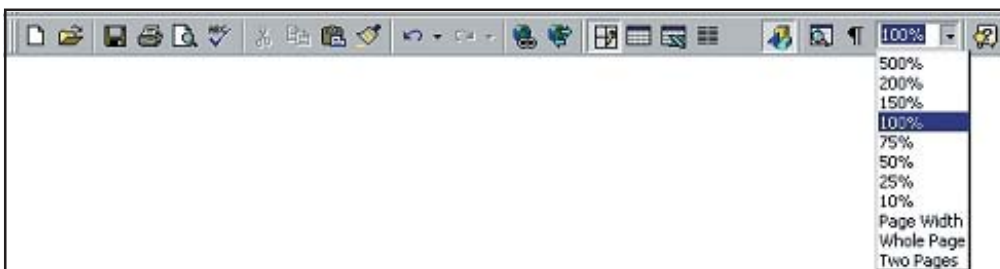


Figure 6.12 (b): Zoom

## 6.4 FORMATTING TEXT

As discussed in the earlier section, menu commands and toolbar buttons are used to format documents. Formatting a document includes assigning fonts and font sizes, aligning text, dividing text into columns, adjusting the line and paragraph spacing, and setting margins.

### Changing Fonts and Font Styles

Font refers to the manner or style in which text is displayed in the document. Different fonts contain different collection of characters and symbols. Word offers many ways to change fonts and font styles. The text to be formatted needs to be selected first. Follow these steps to change fonts and font styles:

1. Use the drop-down font list on the format toolbar as displayed in the Figure 6.13 or type the name of the desired font directly into the font name box on the toolbar and press the Enter key.

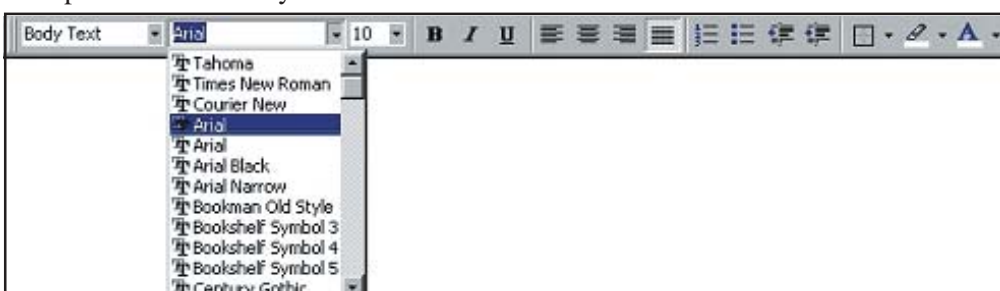


Figure 6.13: Changing Fonts

- Use Bold (B), Italics (I), Underline (U) buttons on the format toolbar as shown in the Figure 6.14.

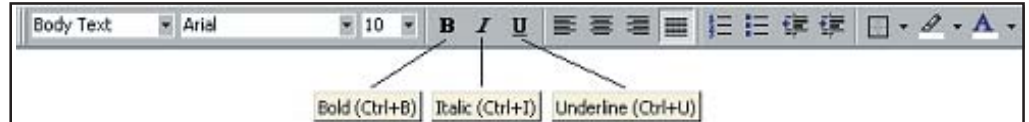


Figure 6.14: Changing Styles

To add bold formatting to the text, follow these steps:

- Select the text and click on the Bold button.
- Alternatively, click on the Bold button and type the text. Similarly, the characters can be underlined and italicized.

### Changing Font Size

Font size is measured in points. Points and picas are used for measuring spacing, line thickness, and so on. There are 12 points to a pica and six picas to an inch; therefore, there are 72 points to an inch. Normal template (an in-built format setting of word) document is 10 points Times New Roman, by default. Word offers many ways to choose font sizes. To change the font size, follow these step :

- Use the drop-down Front size on the formatting toolbars. Type the font size in the Font size box on the format toolbar and press the Enter key.

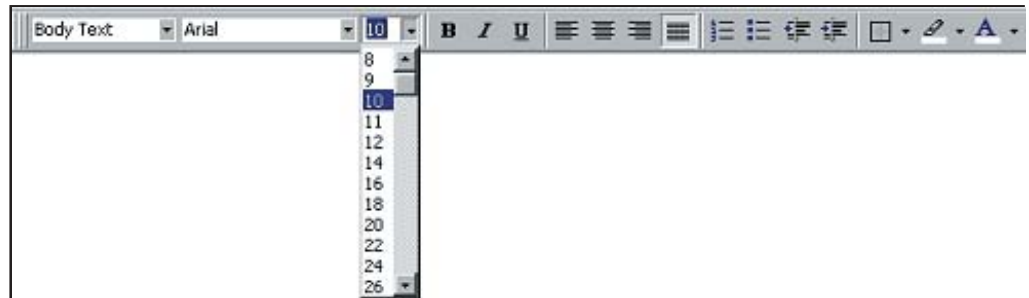


Figure 6.15: Changing Font Size

- Use the font dialog box. Font dialog box contains most comprehensive collection of formatting options. To open the Font dialog box, follow these steps:

- Select the font option from the Format menu. A font dialog box gets invoked as displayed in Figure 6.16.



Figure 6.16: Font Dialog Box

#### **TIPS**

You can use the following short cuts for bold, italicize and underline respectively: 'Ctrl+B'; 'Ctrl+I' and 'Ctrl+U'.

#### **TIPS**

You can use the following short cuts for changing font size: 'Ctrl+Shift+P'

#### **TIPS**

You can use the following short cuts for displaying the 'Font Dialog box': 'Ctrl+D'

2. Select any option from the Font Style scroll list. You can apply one or more of these styles to the selected characters and to the subsequently typed text. Click on the Regular option to remove the effects. More than one styles can be combined.

In the Effect area, a black check mark on an option indicates that all the selected text exhibits that particular attribute. A completely clear box for an option indicates that the selected text does not have the specific attribute and a gray check mark indicates that some of the text does not exhibit the character formatting option.

### Using Format Painter

You can use the Format Painter, as shown in the Figure 6.17, to format an entire document quickly and easily. The Format Painter copies formats from the selected text to the text you want to format. Suppose you have formatted a line as 12 point Times New Roman, bold, italic, underline and left-aligned. Rather than formatting each paragraph of the document separately, use the Format Painter to format the entire document. Follow these steps to do so:

1. Select the formatted text (the text with the format you want copy).
2. Click on the Format Painter button in the standard toolbar. The pointer changes to a paintbrush and I-beam.



Figure 6.17: Format Painter

3. Select the text to be formatted. The text automatically changes to the copied format.
4. Press the Esc key when formatting is over.

Alternatively, select the new text to format and select the Repeat Formatting option from the Edit menu or press Ctrl + Y.

### Highlighting Text (changing the background colour of selected text)

With Word, you can highlight text, both on screen and on paper. To highlight text, the steps are:

1. Select the text you want to highlight.
2. Click on the Highlight button of the standard toolbar as shown in Figure 6.18 (a). The colour of the background changes.



Figure 6.18 (a) : Highlighting

3. Click on the drop-down arrow to the right of the highlight button to select a different color. Alternatively, to remove the background colour, select the same text and from the drop down list at the 'highlight' button on the toolbar, click 'None' as indicated in the Figure 6.18 (b).



Figure 6.18 (b): Highlighting

Just like removing the highlighting done on a text, you can choose a variety of colours through the same small square of colours that appears in the Figure 6.18 (b).

## 6.4 FORMATTING PARAGRAPHS

In Word, each time you press the Enter key, you create a new paragraph. Word paragraphs always end with a paragraph mark. When you open a new document, the default paragraph setting stored as a style (Normal) is applied. You can press ‘Shift+Enter’ combination of keys to force new lines without starting a new paragraph.

### Line Spacing

Spacing can be used to design your document and make it more readable. The default spacing is single. Word enables you to change the line spacing in your text. You can set spacing to single, double or one and half lines. To set the line spacing, follow these steps:

1. Select the paragraph option on the Format menu. The paragraph dialog box gets invoked as displayed in Figure 6.19.

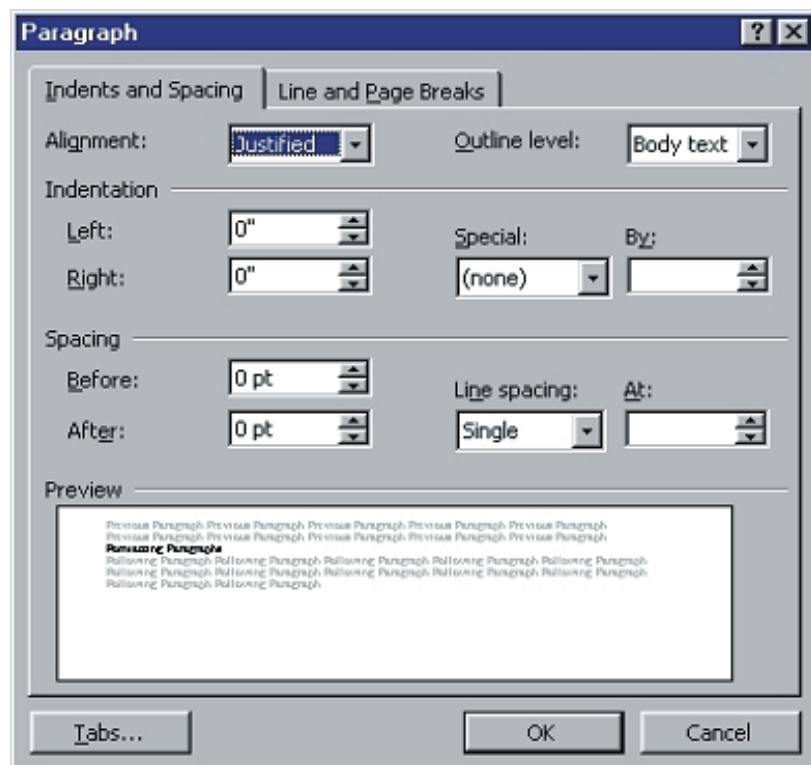


Figure 6.19: Paragraph Formatting

2. Select the Indents and Spacing tab.
3. Select an option from the Line spacing drop-down list.
4. Select a value from the At list box.
5. Click on the OK button to close the dialog box. So the Preview area for getting an idea of the formatted text.

### → NOTE

**Indenting** refers to the process of leveling the text, so that, higher level text appears bulging outwards, than its sub-texts.

### Paragraph Spacing

You can define the amount of white space placed before and after paragraphs by giving values in the spacing area of paragraph dialog box.

### Indenting Text

Indenting is making your text look more eye-catching. Indents are added to margins, thereby increasing the white space and decreasing the text area for specific paragraphs. To set the indents for text by using the dialog box:

1. Enter the specification for left, right and/or first line indents in the indentation area of paragraph dialog box.
2. Select an option from the Special drop-down list.
3. Click on the OK button. Every paragraph in the document will have the same indentation settings.

### Hanging Indents

When you create a bulleted list, numbered paragraphs or bibliography, you want the first line of every paragraph to stick out. This first line is called a *Hanging indent*. The subsequent lines beneath are called *turnover lines*. Word can also create hanging indents for bulleted and numbered lists.

### Creating Hanging Indents Using a Ruler

To create hanging indents by using the ruler, you need to follow the steps listed hereunder:

1. Place the insertion point in the paragraph you need to format, or select multiple paragraphs.
2. Drag the bottom half of the left indent marker to the right. This will set the position of the left (indented) edge of the turnover lines.
3. Drag the top half of the left indent marker to the left past the turnover indent.

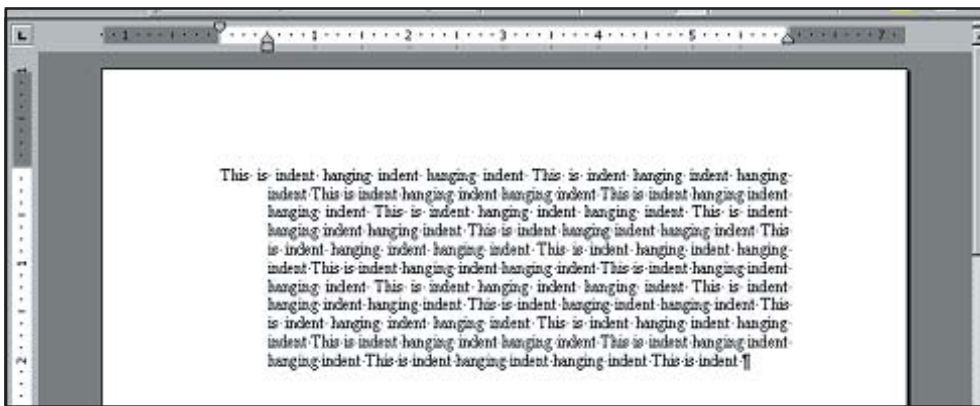


Figure 6.20: Hanging Indents

4. Release the mouse button when you reach the desired point for creating the hanging indent. The hanging indent is created. Figure 6.20 illustrates the hanging indents.

### Aligning Text

Alignment is a way of organizing the text. It refers to the position of the text relative to the margins. Word enables you to left-align, right-align, center-align and justify the text in your document in order to enhance it. Certain lines, like the main heading, might need to be center-aligned, subheadings might need to be aligned left. You can do this by using the four formatting toolbar buttons as displayed in the Figure 6.21.

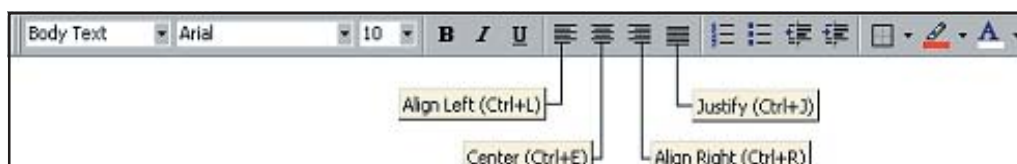


Figure 6.21: Aligning Text

Word's default alignment is left alignment. It is a good policy not to use spaces to center your text. Type the text at left margin and press the Center button to center your text.

<b>TIPS</b>
<p>You can use the following short cut for moving the indent marker leftwards: 'Ctrl+M'</p> <p>Similarly to move it rightwards you can use either: 'Ctrl+Shift+N'</p> <p>OR 'Ctrl+Z' (undo)</p>

### Right-Aligned Text

Text is said to be right-aligned if it is aligned with the right margin of the page. To right-align a paragraph, position the cursor on any line within the paragraph and click on the **Align Right button on the Formatting toolbar**.

### Left-Aligned Text

Text is said to be left-aligned if it is aligned with the left margin of the page. This is the default mode of alignment. To left-align a paragraph, position the cursor on any line within the paragraph, and click on the **Align Left button on the Formatting toolbar** as displayed in the figure of Aligning Text paragraph.

### Centered Text

The Center option is normally used to center the heading and text. To center a line of text, position the cursor on the line and click on the **Center button on the formatting toolbar**.

### Justified Text

This feature aligns a paragraph with both the left and the right margins. Inter-word spacing is adjusted such that each line of text begins at the left margin and ends at the right margin. To justify a line of text, position the cursor on the line and click on the **justify button on the formatting toolbar**. Figure 6.22 illustrates different alignments.

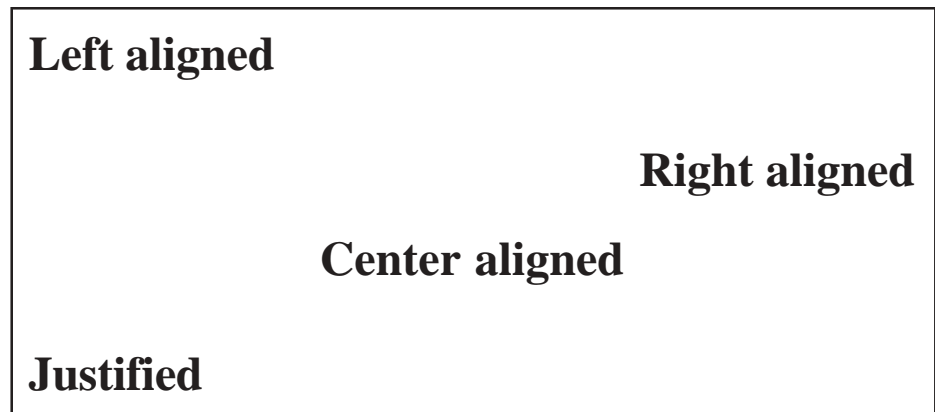


Figure 6.22: Alignments

### Adding Bullets and Numbers

Bullets and numbers highlight the portions that you want to highlight. You can use bullets and numbers to make the lists in your document attractive and easy to read. You can bullet or number your lists by using either the formatting toolbar buttons or the automatic formatting feature. The examples are depicted below:

Bullets:

- Item 1
- Item 2
- Item 3

Numbers:

1. Item 1
2. Item 2
3. Item 3

### Automatic Formatting Feature

To get bullets or numbers automatically as you type your list:

1. Type an asterisk (\*) and a space or a tab
2. Enter text and press the Enter key. Word turns the asterisk into a bullet and sets the spacing. The same way you can do for numbered lists. You can also bullet a paragraph by clicking on the bullet list button.

### Changing The Bullet Style

1. Type a list of your favorite authors.
2. Select the 'Bullets and Numbering' option of the 'Format' menu. The 'Bullets and Numbering' dialog box gets invoked as displayed in Figure 6.23.

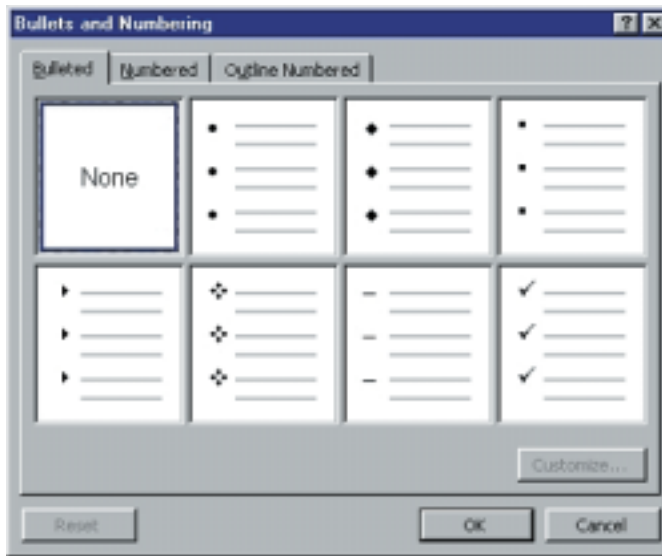


Figure 6.23: Bullets and Numbering

3. Click on the Bulleted tab in the Bullets and Numbering dialog box.
4. Click to select a style of your choice.
5. Click on the OK button.

You can virtually use any symbol as a bullet and not only the ones displayed in the dialog box above. To use other symbols press the 'Customize' button a box appears with a list of symbols choose a symbol of your choice and press 'OK' the selected symbol is added to the box above.

## 6.5 FORMATTING PAGES

Formatting a page includes changing page orientation, setting margins, creating columns, and formatting tables.

### Changing Page Size And Orientation

To change the page size and orientation, follow the steps listed here under:

1. Select the Page Setup option of the File menu. The Page Setup dialog box gets invoked as displayed in the Figure 6.24.

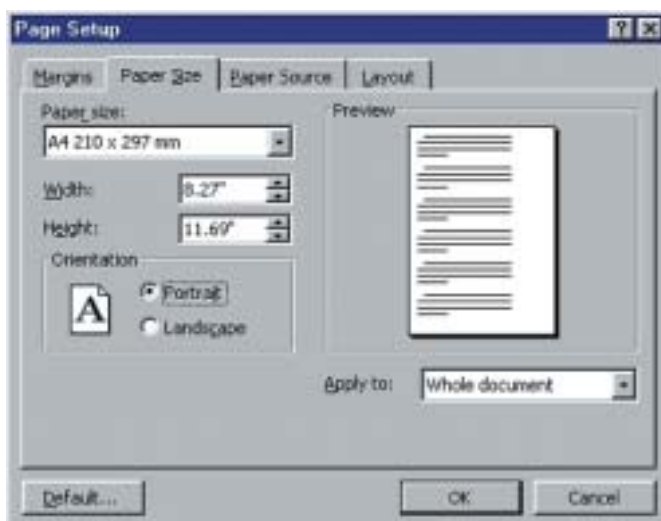


Figure 6.24: Page Orientation

### → NOTE

*Page Orientation* refers to the way the page is printed, i.e. how is the text laid onto the page from top to bottom (portrait) or from left to right (landscape).

In top to bottom way, the each line is laid along the width of the page, while in left to right way each line is laid along the length of the page.

### → NOTE

*Paper Size* actually refers to the size of the page on which you are finally going to print the text. The size could be anything acceptable to the printer. There are various sizes which are standard and could be used directly, there specifications could be seen by clicking on the 'drop down' list box under the 'Paper Size' text in the shown dialog box.

2. Select the Paper Size tab. In the Orientation area, select Portrait or Landscape. After selecting, see the Preview area to get an idea of the appearance of page with the text. Figure above shows page orientation as Portrait.
3. Click on the OK button to close the Page Setup dialog box.

### Setting Margins

1. Select the 'Page Setup' option of the File menu. The Page Setup dialog box gets invoked as shown in the Figure 6.25.
2. Select the Margins tab.

**→ NOTE**

*Margins* refer to the distance to be left before text begins from all the borders of the page, namely top, bottom, left and right.

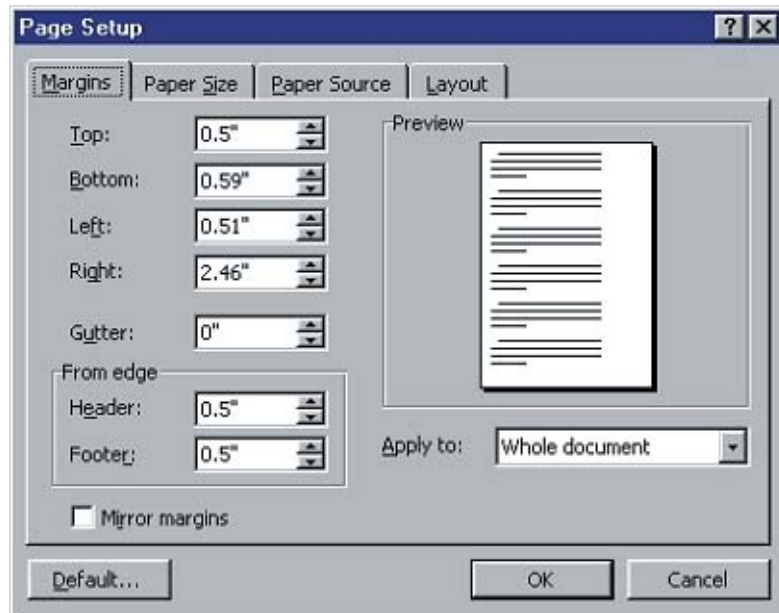


Figure 6.25: Setting Page Margins

3. Enter the measurement in the Top, Bottom, Left and Right boxes.
4. Click on the OK button to close the dialog box. When you set margins, Word applies the measurements to all the pages in a document unless your selected text or divide the document into sections.

### Creating Columns

You must have seen in magazines and news papers that text on a page is divided into columns. You can do the same with Word as displayed in the Figure 6.26.

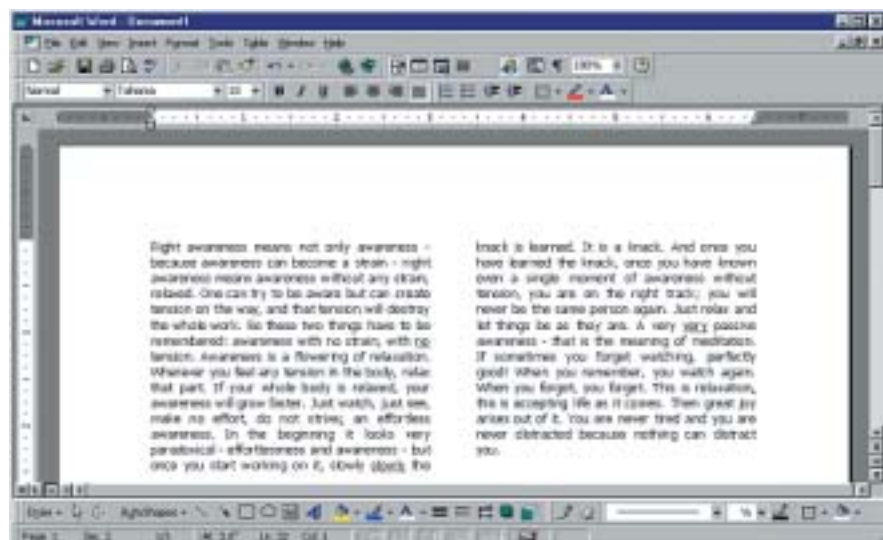


Figure 6.26: Multi Column Text

To create columns, you need to be in the 'Page Layout view' or in the 'Print Preview'. To create columns, you can Use the 'Columns Toolbar Button' or use the 'Column Dialog Box'.

### Creating Columns Using the Column Toolbar Button

On the standard toolbar, you have a column button as displayed in Figure 6.27.



Figure 6.27: Columns Button

To create equal-sized columns:

- Hold down the mouse pointer on the Columns button of the standard toolbar.
- Drag the mouse pointer down to select the number of columns. The columns are created as per the requirements.

### Creating Columns Using the Columns Dialog Box

To create columns by using the columns dialog box the steps are:

1. Select the Columns option of the Format menu.
2. The columns dialog box gets invoked as displayed in Figure 6.28.

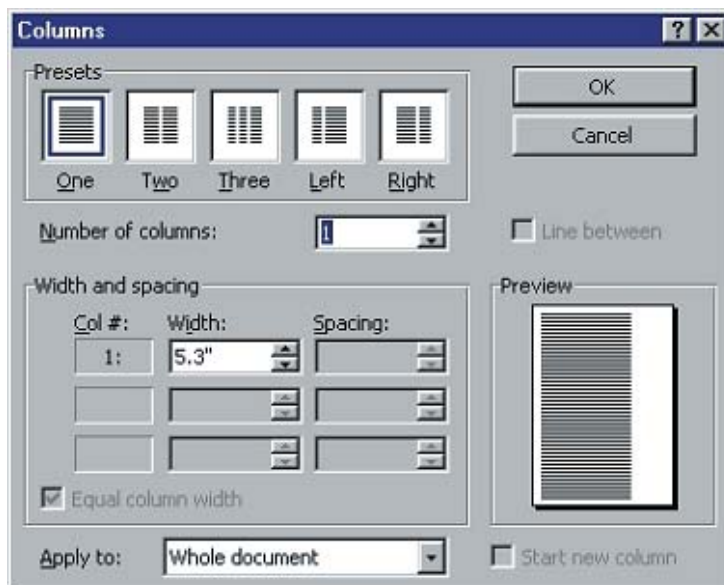


Figure 6.28: Columns Dialog Button

3. In the Presets area, select the number or type of columns you want.
4. Use the Number of Columns increment box to add additional columns.
5. Adjust the width of the columns in the Width and Spacing area.
6. Click on the OK button to close the dialog box.

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## 6.6 ADVANCED FORMATTING

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In this section you will learn some advanced formatting concepts like auto format, header and footer, and page numbers.

The AutoFormat feature is used to automatically apply uniform styles and formatting to a document or a WordMail message, and improve its appearance. AutoFormat can apply consistent formats to selected document text or to an entire document. These changes can either be accepted or rejected.

→ **NOTE**

When we talked about the Graphical User Interface in Unit 1, only the basic elements were taught to you.

A radio button too is one of other such elements, which are used to gather your input, you have to click on it to tell Word your choice (in this case it will be either AutoFormat now or the other choice).

- Go to the 'Format' menu and click on 'Auto Format' the dialog box as shown in Figure 6.29 appears.

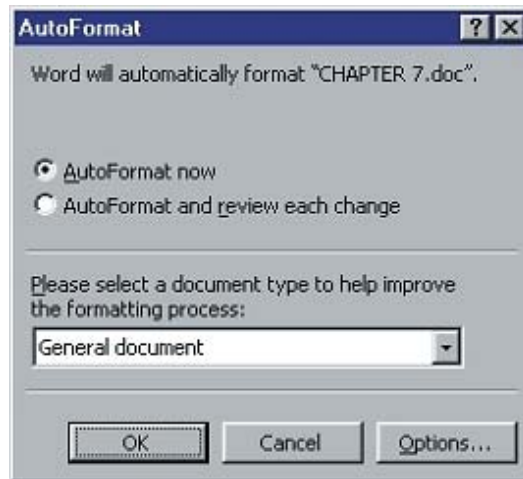


Figure 6.29: Auto Format Dialog Box

- Click on the 'Autoformat now' radio button to apply formatting without allowing you to accept or reject the changes.
- Click on the 'AutoFormat and review each change' radio button to apply formatting and then allow you to accept or reject the changes.

### Headers and Footers

Headers and footers are places to put repetitive information in a document's top and bottom margins. Headers print at the top and footers at the bottom of a document. They can be used to print something on each page, such as a name or a graphic, formatted text, dates and automatic page numbers. You can either have identical or different headers and footers. Text-boxed items and text-boxed anchors can also be placed. Headers and footers are always edited in Page Layout view.

**Entering a header** that repeats on all pages of the document, follow these steps:

1. Select the Header and Footer options (as can be seen in the Figure 6.30) from the View menu.



Figure 6.30: Header and Footer Dialog Box

2. Create and edit the header text to paste graphics, apply styles or format text.
3. Double-click in the main document to return to work.

**Entering a footer**, the steps are:

1. Select the Header and Footer option from the View menu. Alternatively, double-click in the footer area of the page.
2. Create and edit footer text to paste graphics, apply styles or format your text.
3. Double-click in the main document to return to work. When designing headers and footers, it is advisable to switch to Print Preview to see how they will print.

**Creating different even and odd headers and footers**, the steps are:

1. Select the Headers and Footers option from the View menu.
2. Select the 'Page Setup' option from the File menu. A Page setup dialog box gets invoked.

3. Select the Layout tab.
4. In the Headers and Footers area, put a check mark on the 'Different odd and even' check box as shown in the Figure 6.31.

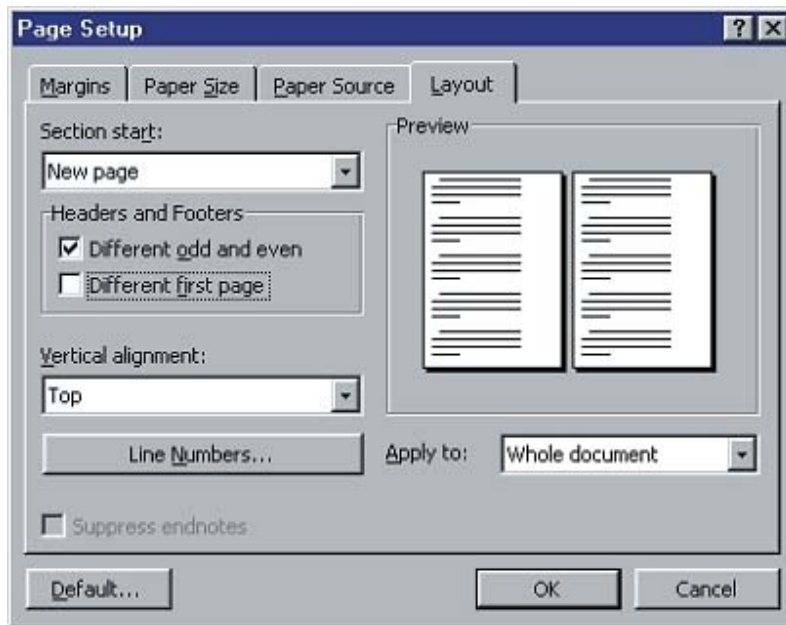


Figure 6.31: Even and odd Headers and Footers

To create unique headers and footers for the first page of your document, follow these steps. In the Headers and Footers area, put a check mark on the 'Different first page' check box.

### Inserting Section Break

You can divide a document into sections. For example, if your document consists of several chapters, each chapter can be in a separate section. Each section in a document can contain its own formatting. If you apply a formatting that you want to use in all sections of a document before you divide it into sections, each section will contain the formatting that is applied to the entire document. To insert a section break, the steps are:

1. Position the insertion point where you want to insert a break.
2. Select the Break option from the insert menu. The Break dialog box gets invoked as displayed in Figure 6.32.

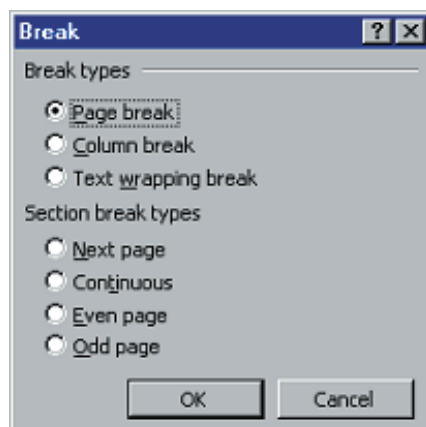


Figure 6.32: Inserting Breaks

3. Select one of the following options in the section breaks area of the break dialog box.



- Page numbering formats and styles
- Suppressing first page numbers

Both the methods are discussed below.

To insert page numbers by using the ‘Page Numbers’ option, the steps are:

1. Position the insertion point in the section you want to number.
2. Select the Page Numbers option from the Insert menu. The Page numbers dialog box is invoked as displayed in Figure 6.34.

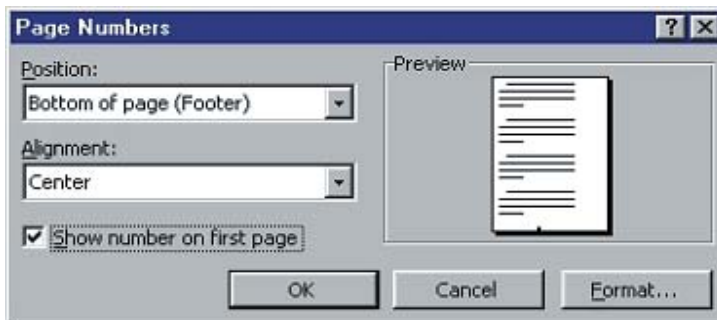


Figure 6.34: Inserting Page Numbers from Page Number Dialog Box

3. Specify different positions in the Page Numbers dialog box with the ‘Position’ and ‘Alignment’ drop-down menus in the Page Numbers dialog box.
4. Put a check mark in the ‘Show number on first page’ check box to display the page number on the first page.
5. Click on the OK button to close the Page Numbers dialog box.

### Page Numbering Formats And Styles

There are different ways in which the page numbers may be displayed. Word supports five ‘page numbering’ formats.

- Standard Arabic numbers (1, 2, 3...)
- Capital Roman numerals (I, II, III....) and (i, ii, iii...)
- Alphabets (A, B, C...) and (a, b, c.....)

Standard Arabic numbers are the default.

To use Word’s page-numbers formats, the steps are:

1. Select the Page Numbers option from the Insert menu. The Page numbers dialog box gets invoked. (refer to Figure 6.34)
2. Click on the Format button in the Page Numbers dialog box. The Page Number Format dialog box gets invoked as displayed in Figure 6.35.

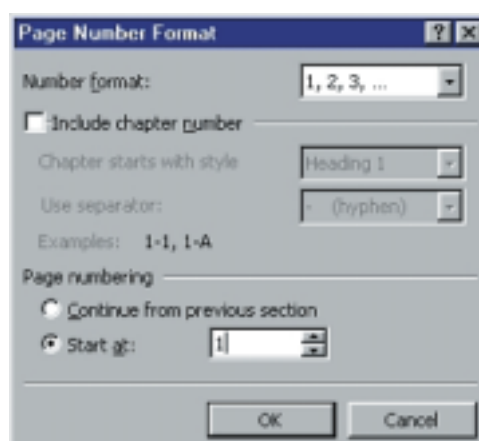


Figure 6.35: Formatting Page Numbers

**→ NOTE**

Just like the radio button, a checkbox too is a GUI element to gather the user input, i.e. you can tell Word something through a checkbox.

For instance by clicking on the 'Include chapter number' checkbox you are telling Word to include the chapter number with the page number.

3. Specify the format for the page numbering from the 'Number format' drop-down list.
4. In addition to the number format you can also specify one of the five separators – hyphen, period, colon, en dash or em dash to include the chapter number with the page numbers (2-36, for instance). In the Page Number format dialog box, click on the 'include chapter number' check box.
5. Select the separator from the 'Use separator' drop-down list.
6. Click on the OK button to close the Page Number Format dialog box.

**Using Auto Summarize**

The Auto Summarize feature of Word is used to automatically create a summary by using the Important points in a document. Auto Summarize defines the key points in a document by analyzing the sentences that contain the words used most frequently in a document. Auto Summarize is used for structured documents such as reports, articles and scientific papers.

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## 6.7 LET US SUM UP

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In this chapter you learnt about views, formatting text, formatting paragraphs, formatting pages and some of the so-called advanced features. Well as with other units you must explore all the options available in all the settings and formatting taught to you for best usage.

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## 6.8 CHECK YOUR PROGRESS EXERCISE

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1. How many different types a user can view a document?  
.....  
.....
2. What is shortcut to split screenview?  
.....  
.....
3. What is a print preview?  
.....  
.....
4. What is a shortcut to print preview?  
.....  
.....
5. What is Format painter?  
.....  
.....
6. What is command for repeat formatting?  
.....  
.....

7. What is default alignment for MS-Word?

.....  
.....

8. Name the different types of font alignments.

.....  
.....

9. What is header and footer?

.....  
.....

10. What are different types of break?

.....  
.....

11. What are different types of paging format in MS-Word?

.....  
.....

12. What is default page numbering format?

.....  
.....

Also you must at this stage start referring to the help provided by Word itself (press F1). It is the best book you are ever going to get!

13. Prepare a lengthy document of several pages (you can use the text from anywhere) and try to use all the settings taught in this unit.

.....  
.....

14. Explore other settings that were not taught or taught restrictively.

.....  
.....

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## 6.9 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

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1. A user can view a document through six main views : Normal view, Online layout view, page layout view, Outline view, Print preview and Master document view.
2. The shortcut to split screenview is Alt + Ctrl + s.
3. Print preview enables you to view either a full readable page or an unreadable view of page depending on screen size.

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4. The shortcut to print preview is Ctrl + F2
5. Format painter is used to format an entire document quickly and easily. It copies formats from the selected text to the text to be formatted.
6. The command for repeat formatting is Ctrl + Y or select the repeat formatting option from the Edit menu.
7. Left is default alignment for MS-Word.
8. The different types of font alignments are right, left, centre and justified.
9. Headers and Footers are places to put repetitive information in a document's top and bottom margins respectively.
10. Page break, Column break, Text wrapping break are the different types of break.
11. Paging format in MS-Word include changing page orientation, setting margins, creating columns and formatting tables.
12. Default page numbering format is Standard Arabic numbers.
13. These is a practice exercise. Try doing it yourself.
14. This is a practice exercise. Try doing it yourself.