

Ex. 26-31

Vertical Alignment: The position of text in relation to the top and bottom page margins.

Line spacing: The amount of white space between lines of text in a paragraph.

Leading: Line spacing measured in points.

Paragraph spacing: The amount of white space between paragraphs.

Indent: A temporary left and/or right margin for lines or paragraphs.

Gutter: Space added to the margin to leave room for binding.

Margins: The amount of white space between the text and the edge of the page on all four sides.

Section: In Word, a segment of a document defined by a section break.

Portrait orientation: The default position for displaying and printing text horizontally across the shorter side of a page.

Landscape orientation: Rotating document text so it displays and prints horizontally across the longer side of a page.

Footnote: An explanation or reference to other material printed at the bottom of a page.

Endnote: An explanation or reference to the material printed at the end of a document.

Citation: A reference to the source of quoted material.

Note reference mark: A number or character inserted in the document to refer to footnote or endnote text.

Note text: The text of the footnote or endnote citation.

Hyperlink: Text or graphics linked to a destination file or location. Click the link to jump to the destination.

Hyperlink destination: The location displayed when the hyperlink is clicked.

HTML: The file format used to store documents on the World Wide Web.

Hyperlink source: The document where the hyperlink is inserted.

Bookmark: A nonprinting character that you insert and name so that you can quickly find a particular location in a document.

There are three
vertical alignments:

1. Top: Text begins below the top margin.
2. Center: Text is centered between the top and bottom margins.
3. Justified: Paragraphs are spaced to fill the page between the top and bottom margins.

Align Vertically

1. Format
2. Document
3. Layout
4. Vertical Alignment drop-down arrow
5. Vertical Alignment option
 - a. Top
 - b. Center
 - c. Justified
6. OK

There are five types of indents:

1. *Left* indents text from the left margin.
2. *Right* indents text from the right margin.
3. *Double* indents text from both the left and right margins
4. *First* line indents just the first line of a paragraph from the left margin.
5. *Hanging* indents all lines but the first line from the left margin.

Set Line Spacing (open-apple + 1, open-apple + 2, open-apple + 5)

Position insertion point

1. Format
2. Paragraph
3. Indents and Spacing tab
4. Line spacing
5. Select a line spacing option:
 - a. Single
 - b. 1.5 lines
 - c. Doubleor
 - a. Select leading option
 - i. At least to set a minimum leading
 - ii. Exactly to set an exact leading
 - iii. Multiple to specify a number of times to increase leading
 - b. Click At box
 - c. Type value in points
7. OK

Set Paragraph Spacing

1. Position insertion point
 2. Format
 3. Paragraph
 4. Indents and Spacing tab
 5. Before
- or
-
- After text box
6. Type amount of space to leave
 7. OK

Indent Text

Indent from the left:

1. Position insertion point
 2. Increase Indent button
- or
-
- Decrease Indent button
-
- or
-
- Drag Left-indent marker on ruler

Indent from the right

1. Position insertion point
2. Drag Left-indent marker on ruler
and/or
Drag Right-indent marker on ruler

Set precise left and/or right indents

1. Format
2. Paragraph
3. Indents and Spacing tab
4. Left
5. Type distance from left margin
6. Right
7. Type distance from right margin
8. OK

Indent first line only

1. Position insertion point
2. Drag First line indent marker
or
 - a. Format
 - b. Paragraph
 - c. Indents and Spacing
 - d. Special drop-down arrow
 - e. First line
 - f. By text box
 - g. Type amount to indents
 - h. OK

Hanging Indent

1. Position insertion point
2. Drag Hanging Indent marker
or
 - a. Format
 - b. Paragraph
 - c. Indents and Spacing
 - d. Special
 - e. Hanging
 - f. By text box
 - g. Type amount to indent
 - h. OK

Format a One-page Report

1. Text starts 2" from the top of the page.
2. Text is justified.
3. Lines are double spaced.
4. First-line indents are .5" or 1".
5. The report title is centered and all uppercase.
6. Spacing following the title ranges from 3/4" to 1".
7. Unbound reports have left and right margins of 1".
8. A **gutter** on bound reports makes the left margin wider than right margin.

Set Margins

1. **Margins** are measured in inches.
2. Default margins are 1.25" on the left and right and 1" on the top and bottom.
3. Margin settings affect an entire document, or the current **section**.

There are two page orientations available:

1. Portrait
2. Landscape

Set Margins

1. Format
2. Document
3. Margins tab
4. Top, Type width
5. Bottom, Type width
6. Left, Type width
7. Right, Type width
8. Apply to drop-down arrow
9. Select This point forward or
Whole document
10. OK

Set Page Orientation

1. File
2. Page Setup
3. Click Portrait
or
Landscape
4. OK

Create Footnotes and Endnotes

- ✦ Footnotes or endnotes are required in documents that include quoted source material, such as research papers.
- ✦ Standard footnotes and endnotes include the following citation information.
 - i. The author of the quoted material (first name first) followed by a comma.
 - ii. The title of the book (in italics) or the article (in quotation marks), followed by a comma.
 - iii. The name of the publication if a magazine or journal (in italics).
 - iv. The publication volume, number and/or date (the date in parentheses) followed by a colon.
 - v. The page number(s) where the material is located, followed by a period.
 - vi. If the source is a Web page, the citation should also include the URL address, enclosed in angle brackets < >.
- ✦ Footnotes or endnotes can also provide explanations or supplement text.
- ✦ When you insert a footnote, Word inserts a note reference mark in the text, then a separator line following the last line of text on the page, and finally inserts the note number corresponding to the note mark below the separator line. You then type the format the note text.
- ✦ Endnotes are printed on the last page of a document.
- ✦ To see endnotes and footnotes use Print Preview or Print Layout View.
- ✦ Word uses Arabic numerals for footnote marks; if endnotes are used in the same document, the marks are roman numerals.
- ✦ Word automatically updates numbering if you add or delete footnotes or endnotes, or rearrange the document text.

To insert footnotes in Print Layout view:

1. Position insertion point
2. Insert
3. Footnote
4. Footnotes option button
5. OK
6. Type note text
7. Click back into document

To insert endnotes in Print Layout view:

1. Position insertion point
2. Insert
3. Footnote
4. Endnote option button
5. OK
6. Type note text
7. Click back into document

Change the Footnote or Endnote Mark:

1. Position insertion point
2. Insert
3. Footnote
4. Choose an option button
5. Click Custom Mark option button
6. Type character or click symbol
7. Insert
8. Type note text
9. Click back into document

Insert a Hyperlink Within a Document

1. Position insertion point
2. Insert
3. Hyperlink
4. Document Tab
5. Type Location in anchor
6. OK

Insert a Hyperlink to a Different Document

1. Position insertion point
2. Insert
3. Hyperlink
4. Document Tab
5. Recent Documents
6. In Link To: Type name of link
7. OK

Insert a Hyperlink to a Web Page

1. Find Web Page
2. Save Web Page to Favorites
 - a. Favorites
 - b. Add Page to Favorites
3. Position insertion point
4. Insert
5. Hyperlink
6. Web Page Tab
7. Favorites
8. In Link To: Type name of link
9. OK

Insert a Hyperlink to an E-Mail Address

1. Position insertion point
2. Insert
3. Hyperlink
4. E-mail Address

5. Go to Recent Address
- or
 - a. Type E-mail address in To
 - b. Type Subject
6. OK

Edit Hyperlink:

1. Control-Click Hyperlink
2. Hyperlink
3. Edit Hyperlink ...

Remove Hyperlink:

1. Control-Click Hyperlink
2. Hyperlink
3. Edit Hyperlink ...
4. Click Remove Link