

4. Formatting Paragraphs



All word processing programs work in more or less the same way. In the previous chapter we looked at how you can format characters and words, and you saw how to make text bold, italic, and underlined.

In this chapter you're going to go a step further and see how you can format paragraphs. In word processing programs, a character (a letter, symbol, or number) is the smallest unit you can format. A sentence is a larger unit of text: it begins with a capital letter and ends with a period, a question mark, or an exclamation point.

A sentence can contain multiple lines. The paragraph is a whole block of text consisting of one or more sentences and closed by pressing the Enter key. In this chapter you'll learn how to format sentences, lines, and paragraphs.




In this chapter, you'll learn how to:

- recognize paragraphs
- select paragraphs, sentences, and lines
- select the entire text
- select multiple lines
- left align, right align, and justify a paragraph
- center a paragraph
- use formatting styles
- copy formatting



Please note:

To work through this chapter, you'll first need to download the files

 Practice Text Hoorn.doc and  Twas the Night before Christmas.doc from the website and save them in the  My Documents folder (if you haven't already).

You can read how to do this in Appendix A at the back of this book.

Selecting a Paragraph

A word processing program recognizes the following building blocks for a text:

- symbols and letters
- words
- sentences
- lines
- paragraphs
- pages
- the entire text

In the previous chapter, you formatted characters and words. You can also format lines, sentences, and paragraphs in various ways. Before you do that, it's important to understand exactly what a sentence or a paragraph is.


A **sentence** is a block of text that begins with a capital letter and ends with a period, a question mark, or an exclamation point. A sentence can contain multiple **lines**.



A **paragraph** is a block of text that consists of one or more **sentences**. It may take up one or more **lines** on paper. The next paragraph always begins at the left margin. To begin a new paragraph, you press the Enter key.

Word 2003 can automatically select lines, sentences, and paragraphs for you.

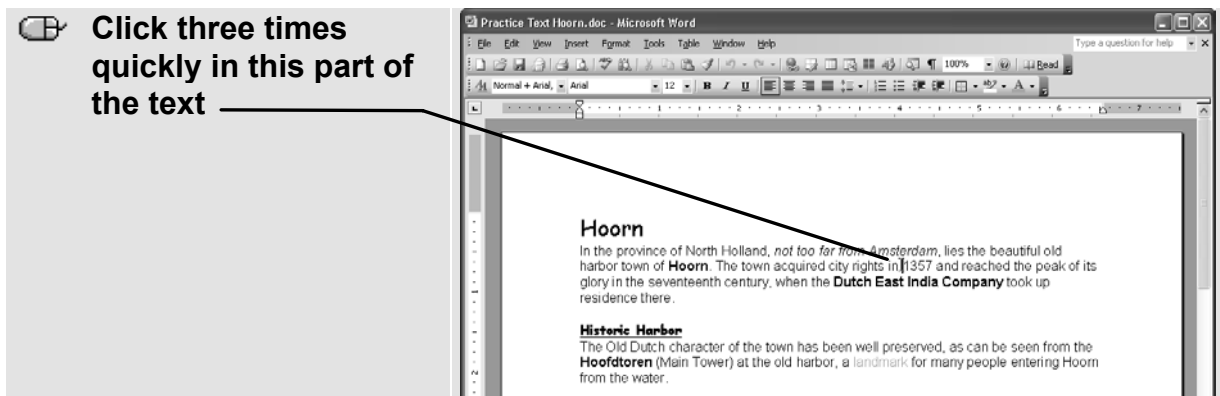
 **Start Word 2003**  6

 **Close the *Getting Started* Task Pane**  69

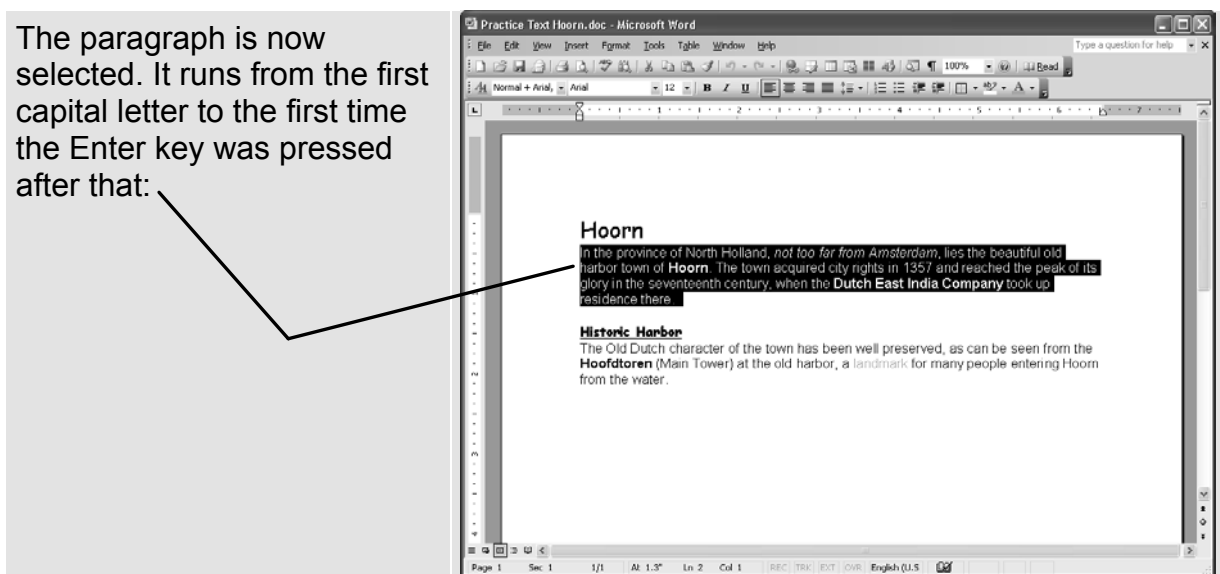
 **Open your practice document**  Practice Text Hoorn.doc  9

 **For your document display, select *Print Layout* view**  10

You can select a paragraph by clicking somewhere in the paragraph three times in quick succession.



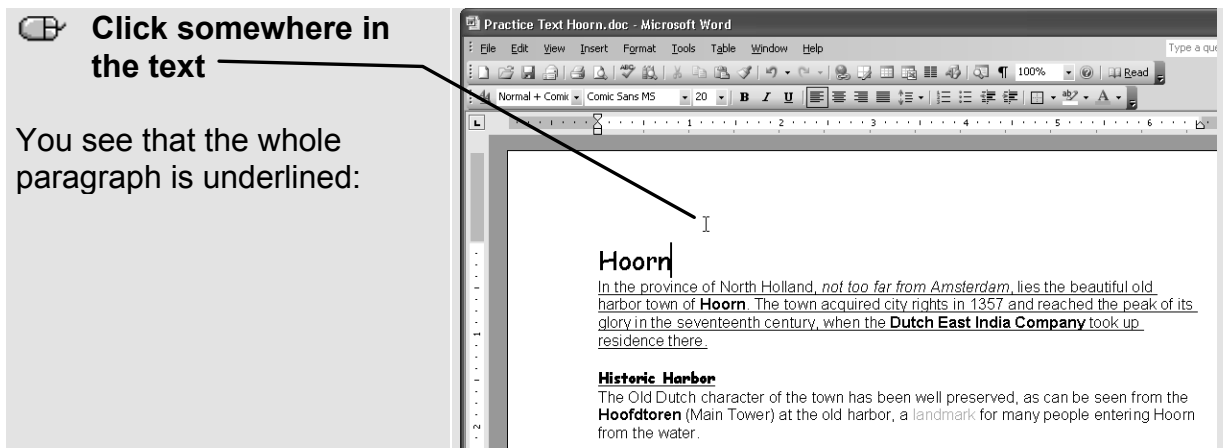
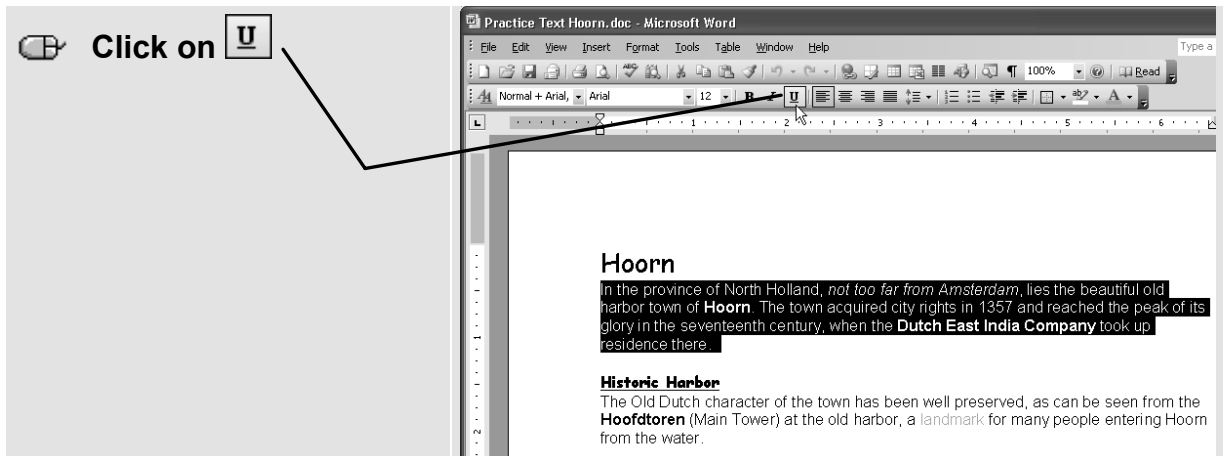
The paragraph is now selected. It runs from the first capital letter to the first time the Enter key was pressed after that:



It doesn't matter where in the paragraph you click. You can click at the beginning, at the end, or somewhere in the middle. It is important, however, that you:

- click evenly, don't click click, then wait and click again
- click in the same place: don't move the mouse while you're clicking

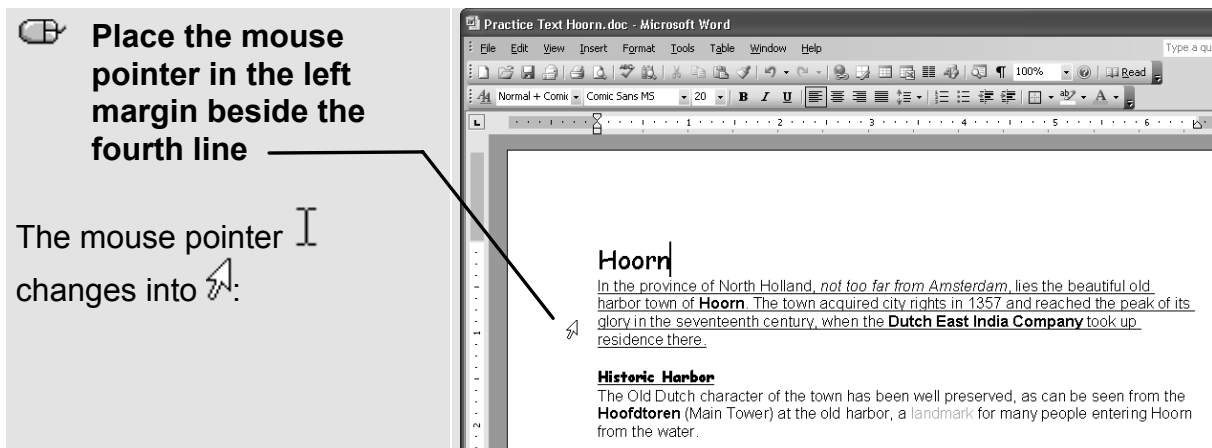
After you've selected the paragraph, you can change the formatting just the way you did in the previous chapter. For example, you can underline the text.





You'll discover in this chapter that the paragraph is an important concept in *Word 2003*. Some types of formatting can only be applied at the paragraph level.

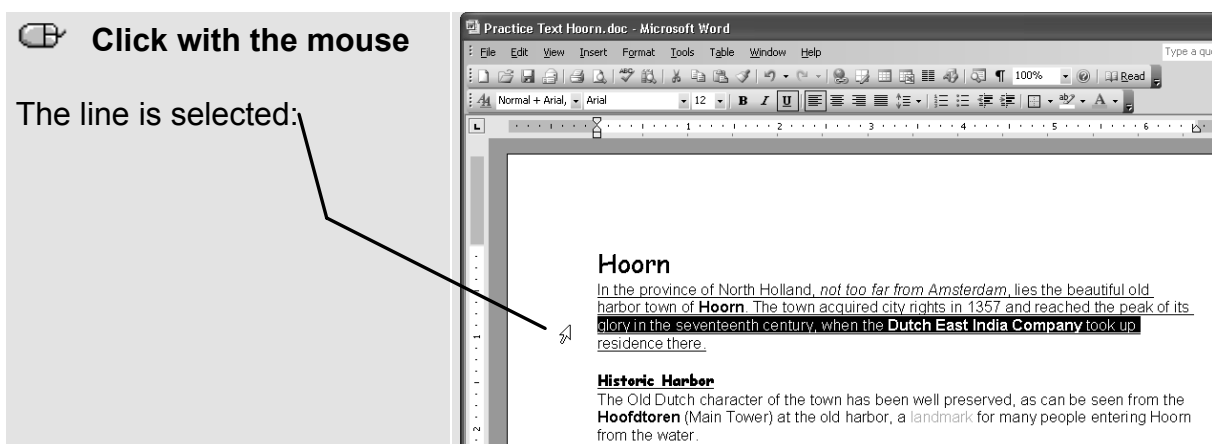
Selecting a Line


You can also select a single line. Here's how you do that:



Tip

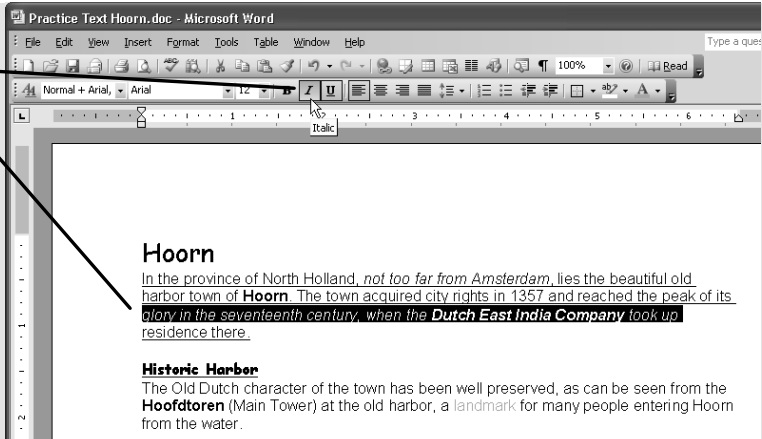
Sometimes you have to gently move the mouse pointer  to the left or to the right before it changes into .



Click on 

The line is now italicized:

Click somewhere in the text



Hoor
 In the province of North Holland, *not too far from Amsterdam*, lies the beautiful old harbor town of **Hoor**. The town acquired city rights in 1357 and reached the peak of its *glory in the seventeenth century, when the Dutch East India Company took up* residence there.

Historic Harbor
 The Old Dutch character of the town has been well preserved, as can be seen from the **Hoofdtoren** (Main Tower) at the old harbor, a landmark for many people entering Hoor from the water.

Selecting a Sentence


A sentence is a block of text that starts with a capital letter and ends with a period, a question mark, or an exclamation point. You can also select one entire sentence. To do that, you use the Ctrl key.

This is the *Control* key. It's always labeled with the abbreviation Ctrl:

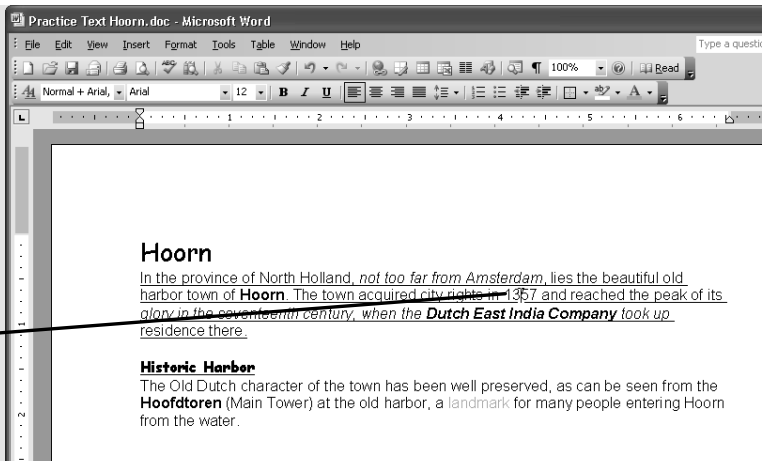


There are Ctrl keys on both the left-hand and right-hand sides of the keyboard:



Press  and keep it pressed down

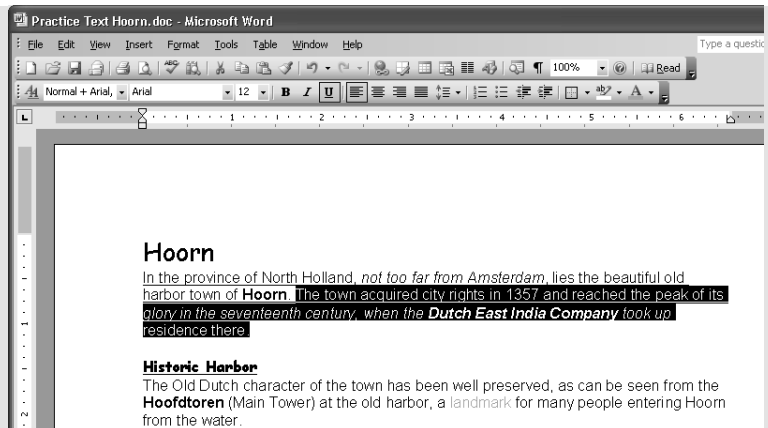
Click on the year 1357




Hoor
 In the province of North Holland, *not too far from Amsterdam*, lies the beautiful old harbor town of **Hoor**. The town acquired city rights in 1357 and reached the peak of its *glory in the seventeenth century, when the Dutch East India Company took up* residence there.

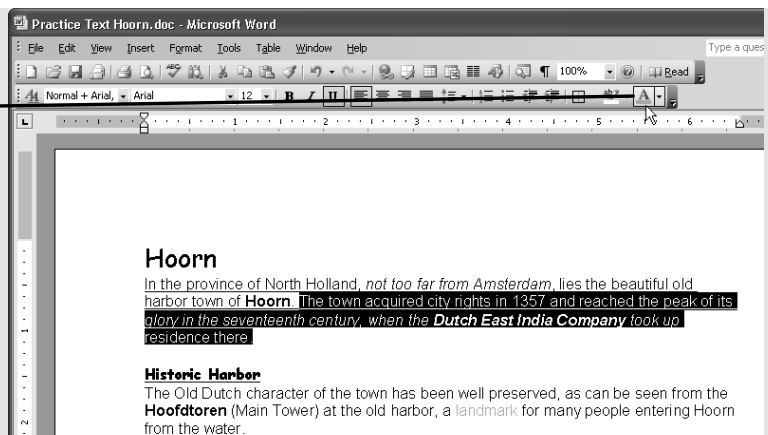
Historic Harbor
 The Old Dutch character of the town has been well preserved, as can be seen from the **Hoofdtoren** (Main Tower) at the old harbor, a landmark for many people entering Hoor from the water.

The whole sentence is now selected:




Now you can change the color of the characters in this sentence.

Click on  The letter color will change.

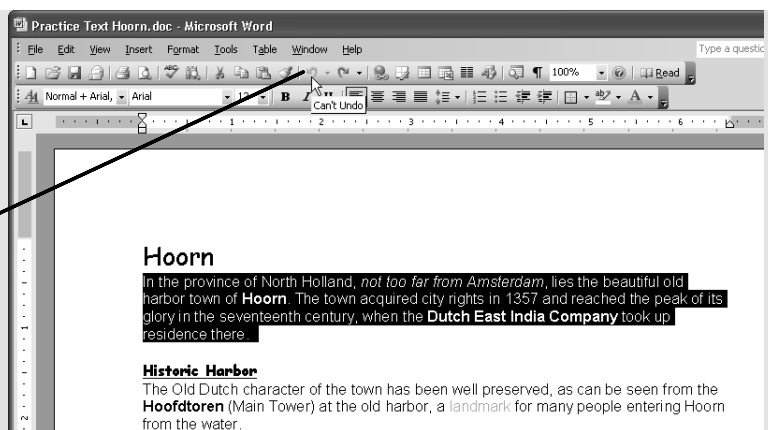


Undo

One of the nice features of *Word 2003* is that it keeps track of everything you've done. You can therefore easily *undo* your actions. For example, you can remove the formatting changes you just made. Give it a try:

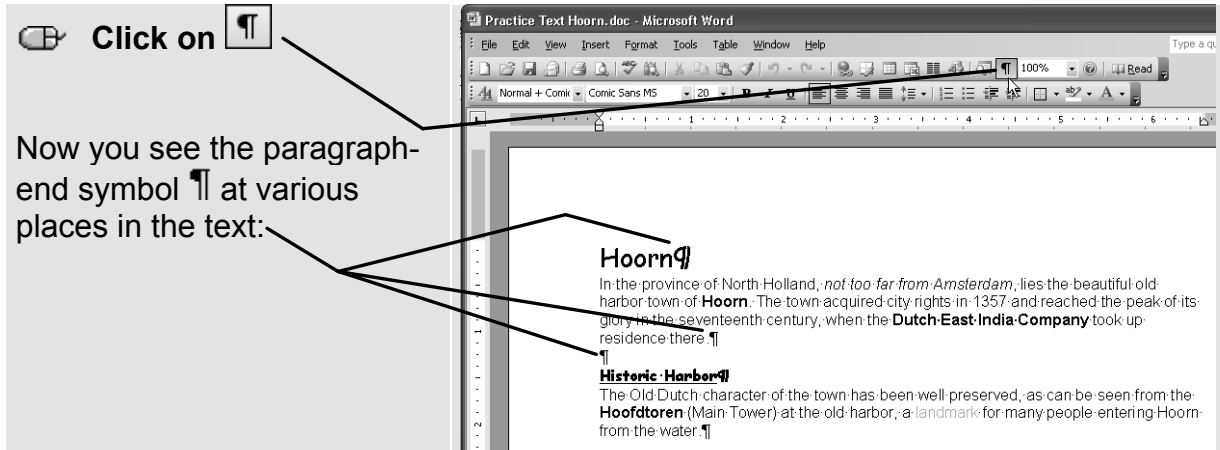
Click on  as many times as you need to remove the underlining on the first paragraph

Click in the text



Making Paragraphs Visible

You can also have *Word 2003* clearly display the end of a paragraph.



Now you can easily see what makes up a paragraph. Paragraphs can be long and can contain multiple sentences. A paragraph can also be very short. Examples of short paragraphs are the headings **Hoorn** and **Historic Harbor**.

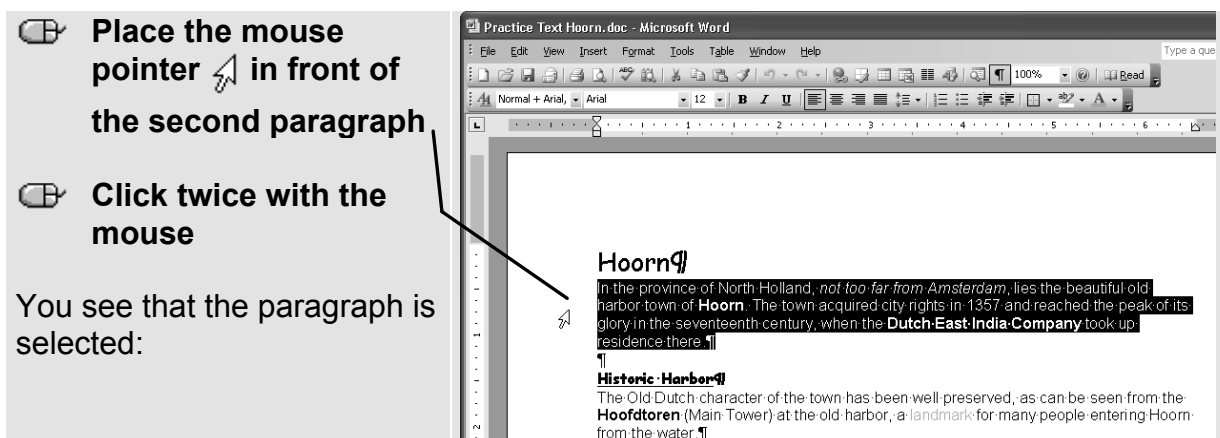


Tip

When you apply paragraph formatting to the text of your document, *Word* stores it in the paragraph mark (¶) that falls at the end of each paragraph. If you would move text to another part of the document and have forgotten to take the paragraph mark with you, the formatting of that text may change.

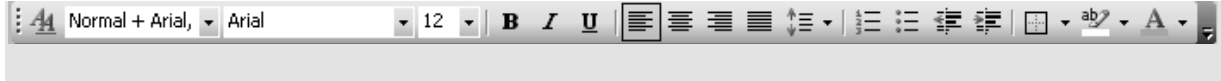
Another Way to Select Paragraphs

You can also select a paragraph by clicking twice in the margin. Give it a try:



Text Alignment

Word 2003 has four buttons for text alignment. You see them on the formatting toolbar:



Alignment is the way the lines of a paragraph are spaced between the margins. You can use these buttons to align paragraphs in the following ways:



Align Left

The lines are flush against the left margin. The right margin depends on the place where the last word in a line ends. This is the default alignment.



Center

The lines are placed precisely in the middle between the left and right margins.



Align Right

The lines are placed flush against the right margin. This sort of alignment is often used in advertisements.



Justify

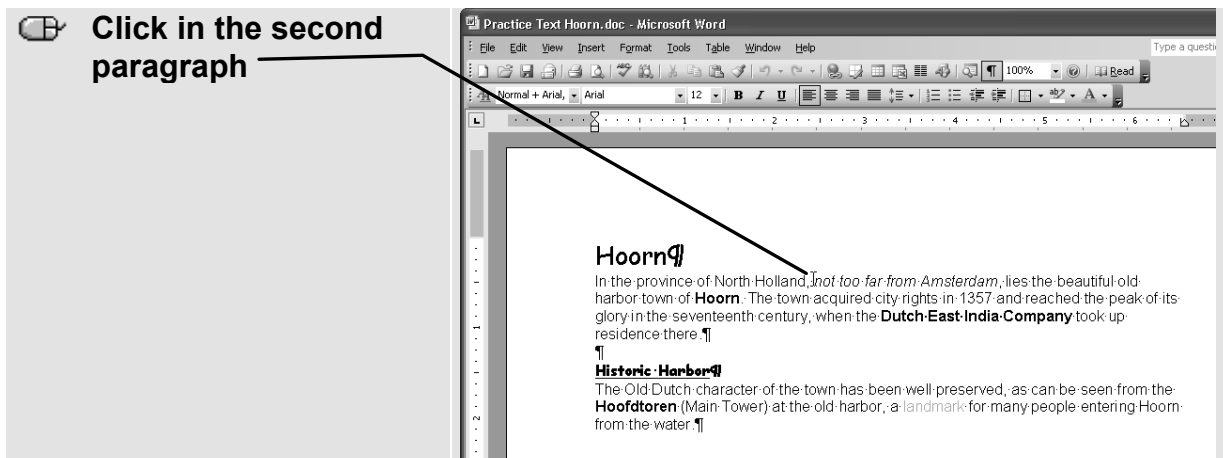
The lines begin at the left margin and end precisely at the right margin. This produces straight margins on both sides. To end precisely at the right margin, the space between the words on a line is increased as necessary. Justified text is often used in professional printed matter such as newspapers, books, and magazines.



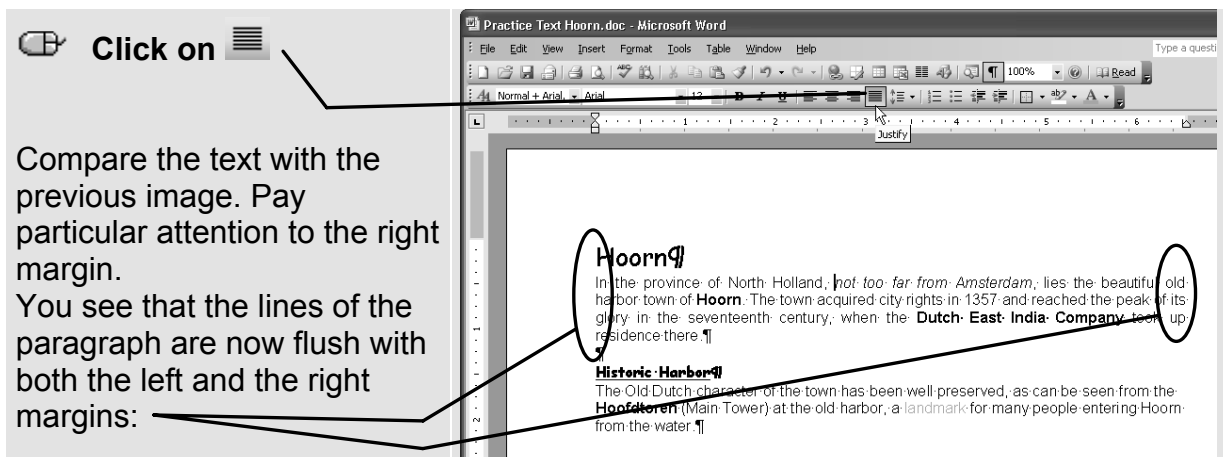
Please note:

Alignment is a paragraph function. That means that the selected alignment automatically applies to the whole paragraph, not to a single sentence or line.

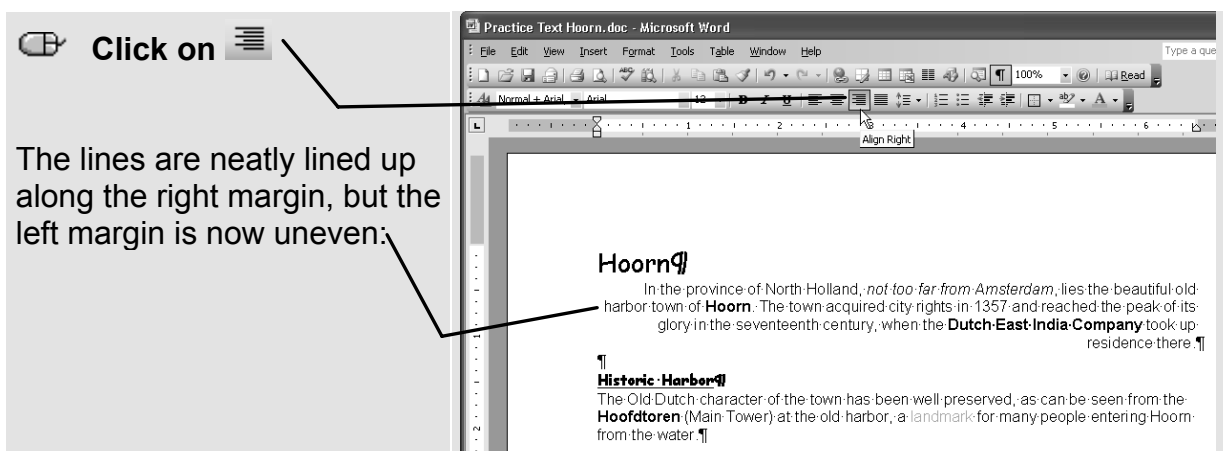
You don't have to select a paragraph before changing its alignment. You just have to click in it.



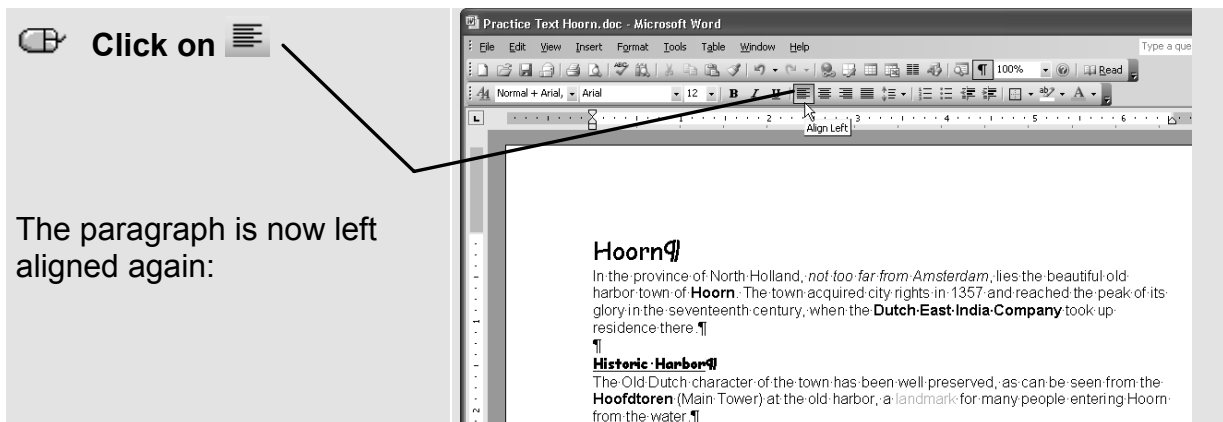
Now you can justify this paragraph.



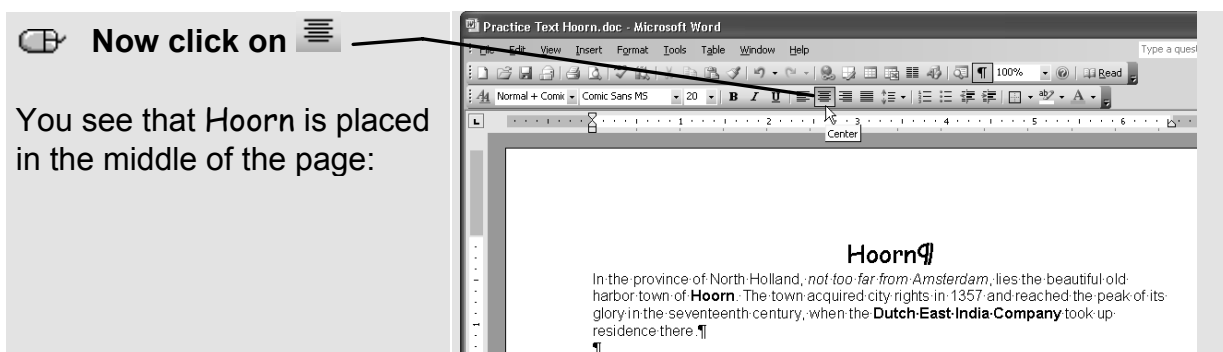
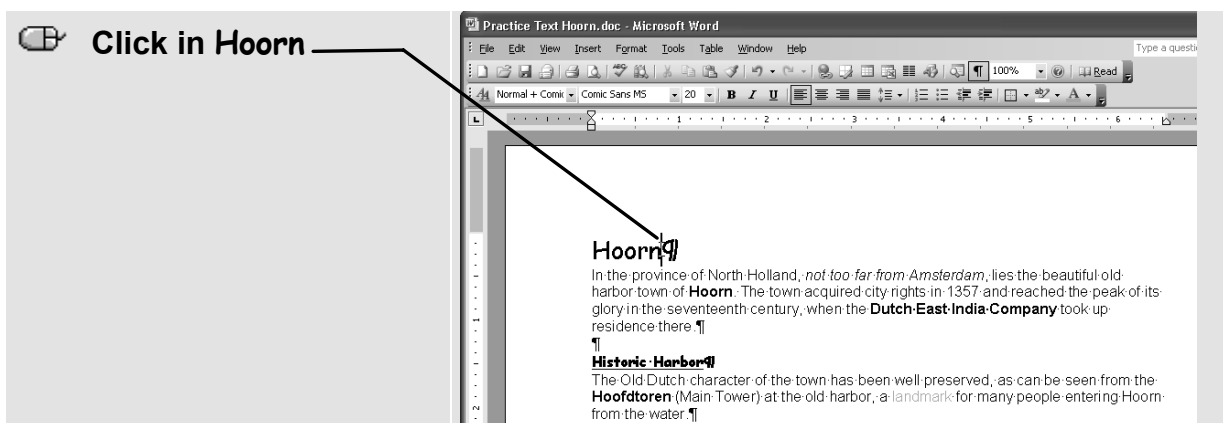
You can also align the lines just on the right margin.



Right alignment is used in special situations such as advertisements. Change the alignment back to left now.



The last alignment function is *center*. Just like right alignment, centering is used in special texts. Examples are invitations, menus, poems, or the title of an article.



Tip

You can also specify the alignment beforehand, just as other formatting attributes. Then as you enter new, the alignment is immediately applied.