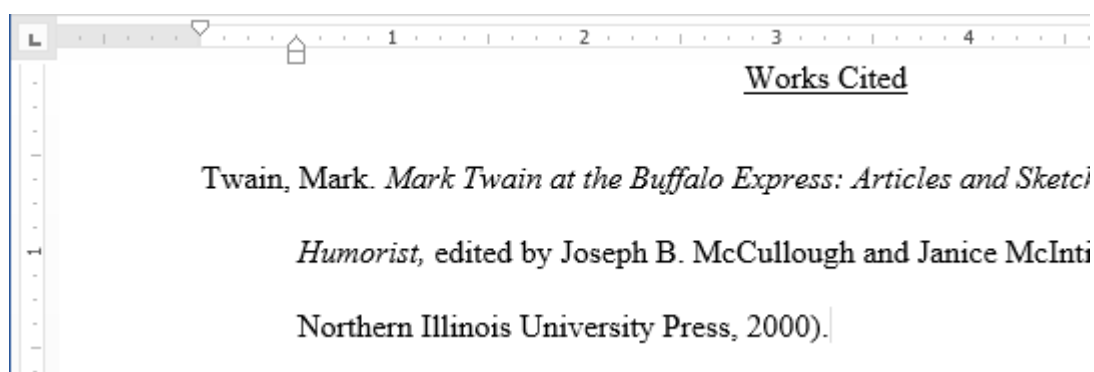
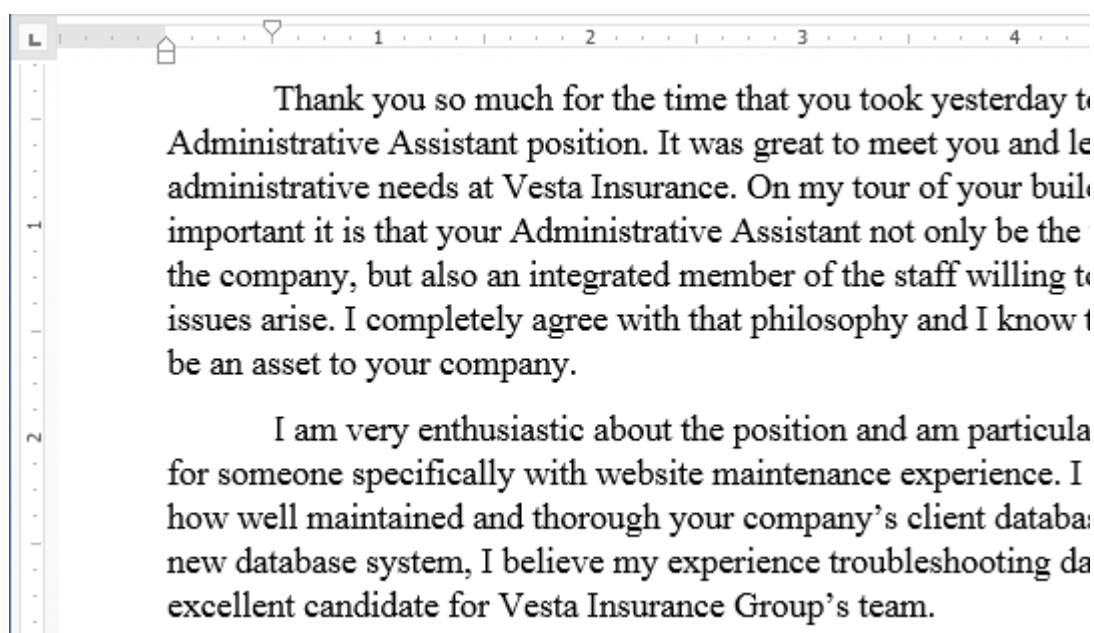


# Indents and Tabs

**Indenting** text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**

## Indenting text

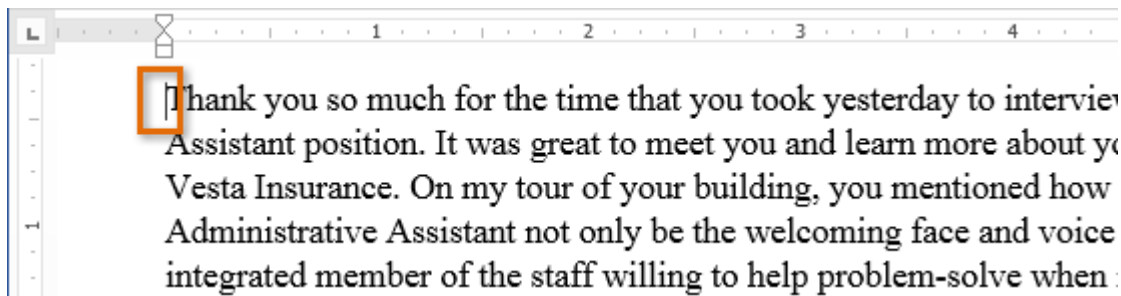
In many types of documents, you may want to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



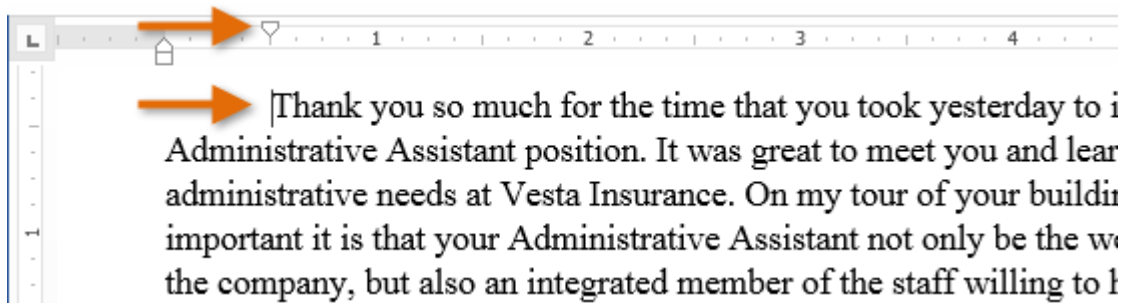
## To indent using the Tab key:

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

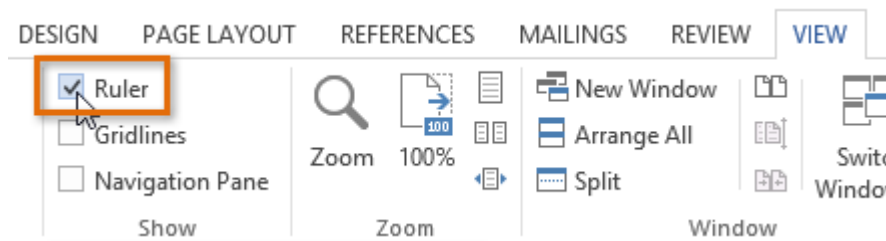
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by 1/2 inch.
3. The first line of the paragraph will be indented.



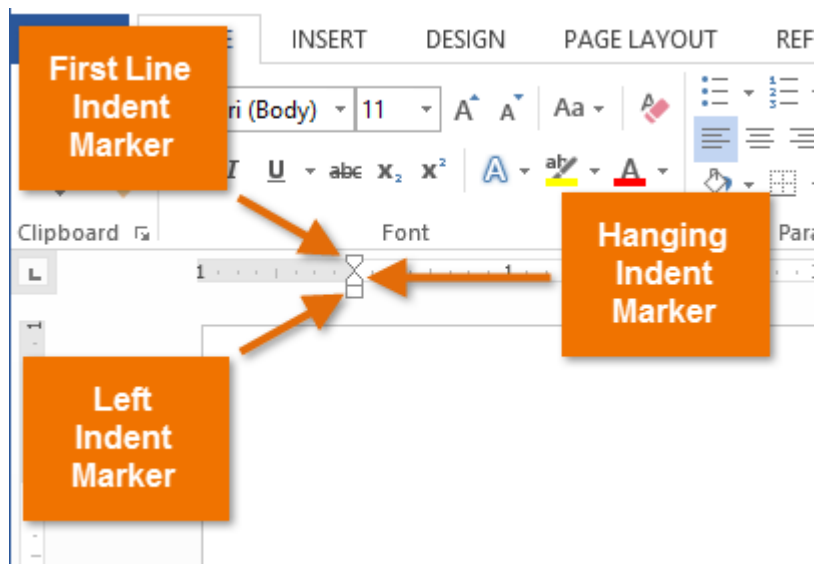
If you can't see the ruler, select the **View** tab, then click the check box  next to **Ruler**.



## Indent markers

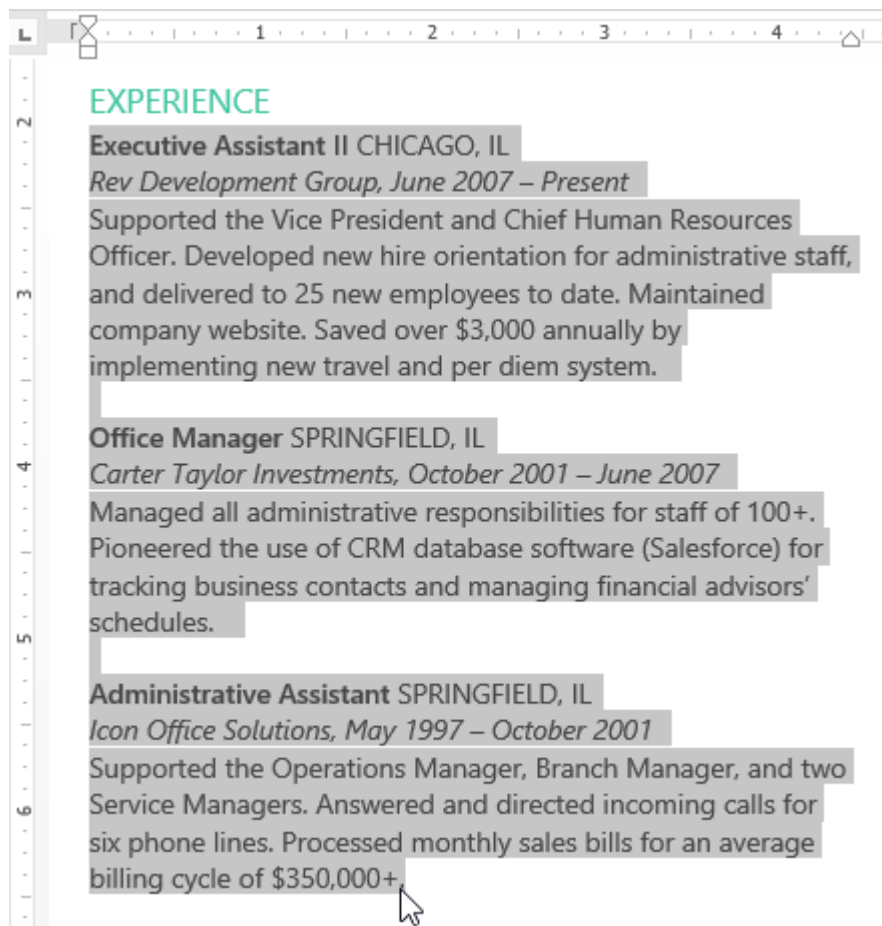
In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want. The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- First-line indent marker** : Adjusts the first-line indent
- Hanging indent marker** : Adjusts the hanging indent
- Left indent marker** : Moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

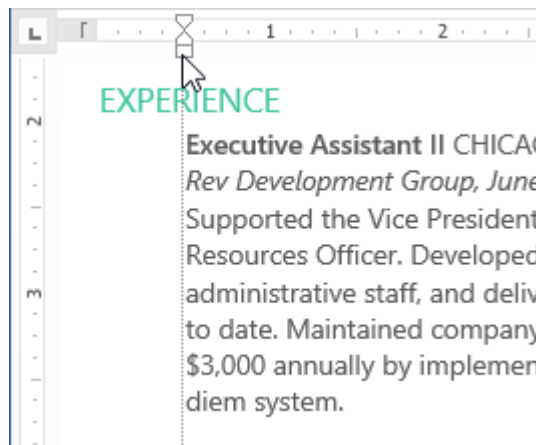


## To indent using the indent markers:

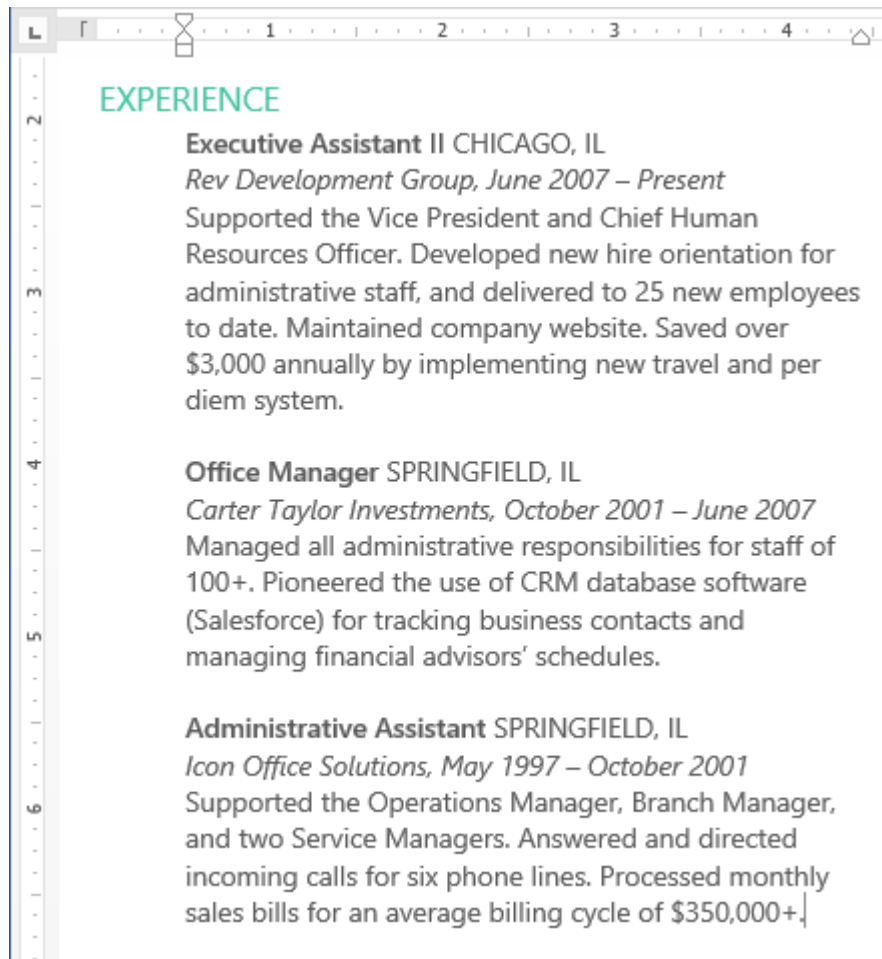
1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.



2. Click, hold, and drag the desired **indent marker**. In our example, we'll click, hold, and drag the left indent marker. A live preview of the indent will appear in the document.



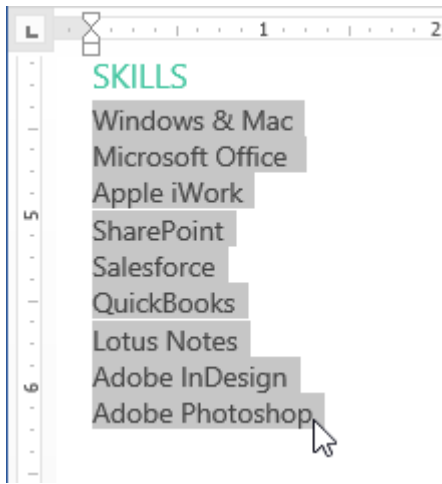
3. Release the mouse. The paragraphs will be indented.



## To indent using the Indent commands:

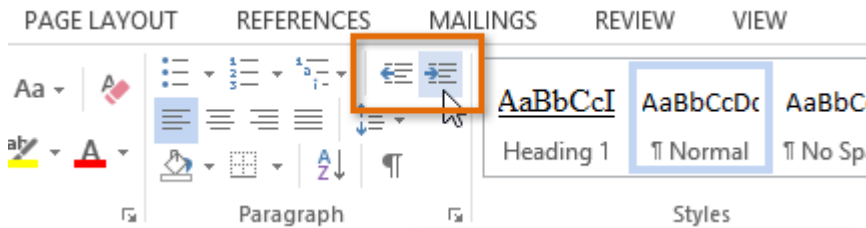
If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**.

1. Select the text you want to indent.

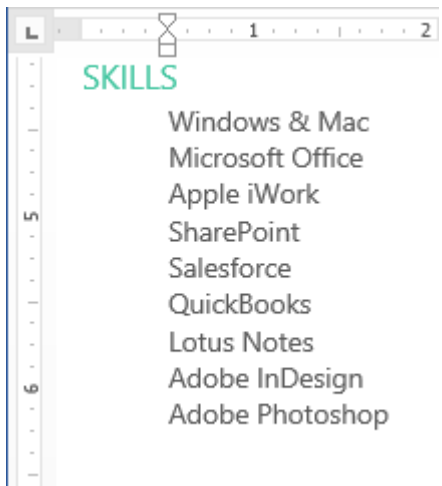


2. On the **Home** tab, click the desired Indent command:

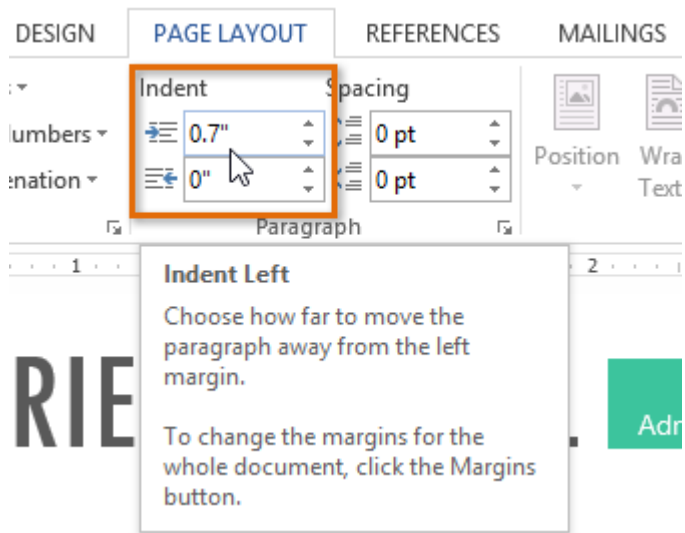
- **Increase Indent:** This increases the indent by increments of **1/2 inch**. In our example, we'll increase the indent.
- **Decrease Indent:** This decreases the indent by increments of **1/2 inch**.



3. The text will indent.

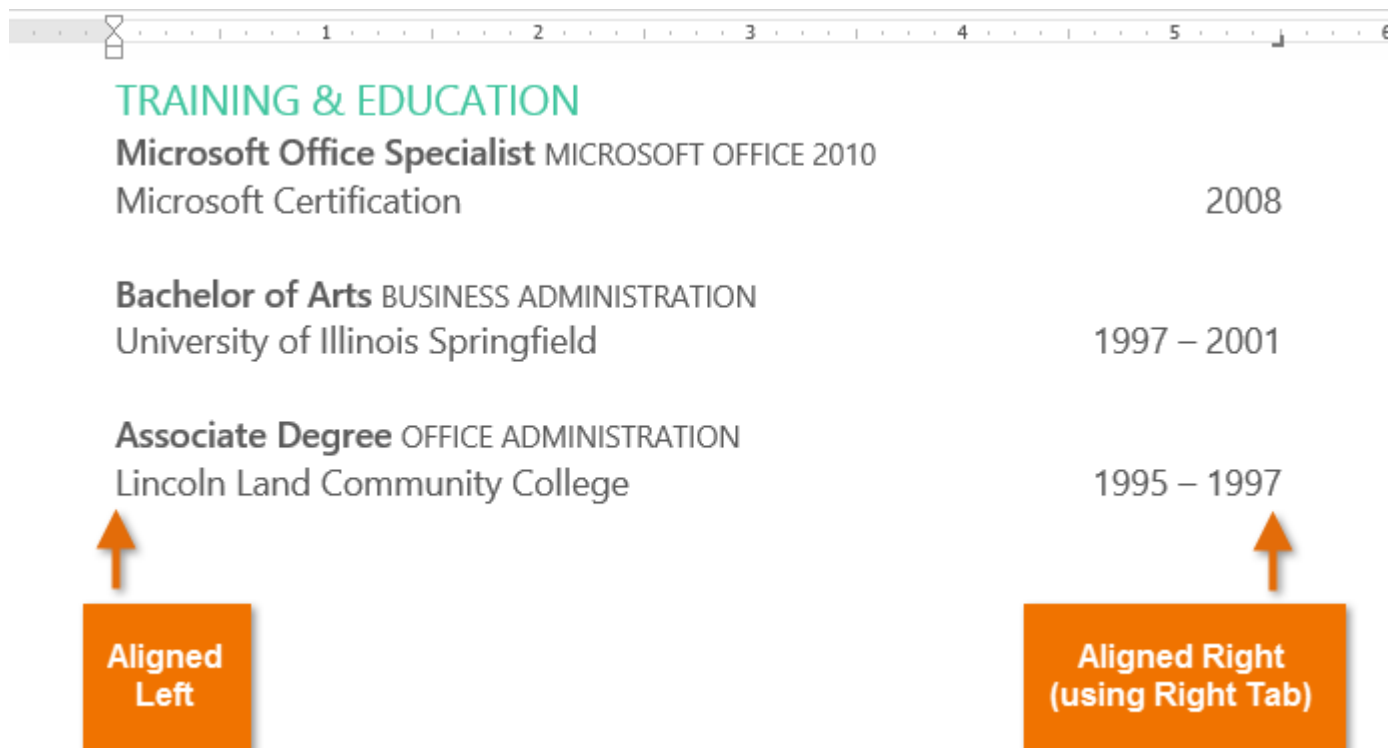


To customize the indent amounts, select the **Page Layout** tab and enter the desired values in the boxes under **Indent**.



## Tabs

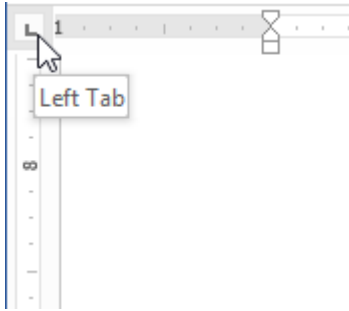
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left align** the beginning of a line and **right align** the end of the line by adding a **Right Tab**.










Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

## The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



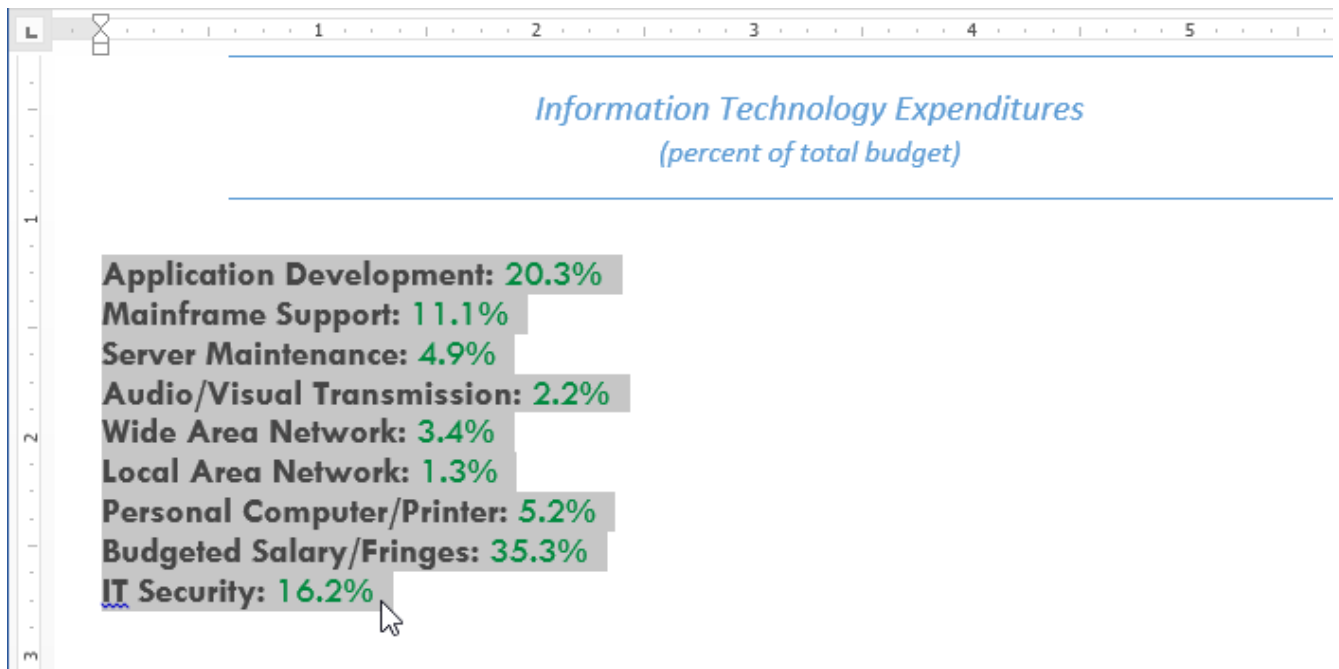
Types of tab stops include:

<b>Left Tab</b>	 : Left-aligns the text at the tab stop
<b>Center Tab</b>	 : Centers the text around the tab stop
<b>Right Tab</b>	 : Right-aligns the text at the tab stop
<b>Decimal Tab</b>	 : Aligns decimal numbers using the decimal point
<b>Bar Tab</b>	 : Draws a vertical line on the document
<b>First Line Indent</b>	 : Inserts the indent marker on the ruler and indents the first line of text in a paragraph
<b>Hanging Indent</b>	 : Inserts the hanging indent marker, and indents all lines other than the first line

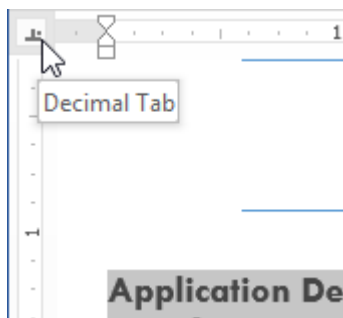
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops:

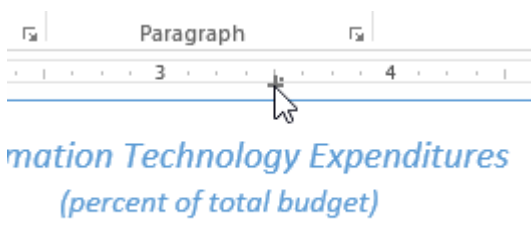
1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



- Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Decimal Tab**.



- Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the ruler). You can add as many tab stops as you want.



- Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop.



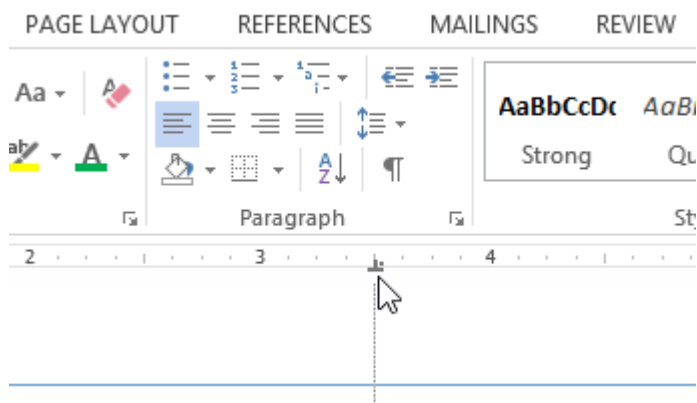
*Information Technology Expenditures*  
(percent of total budget)

<b>Application Development:</b>	20.3%
<b>Mainframe Support:</b>	11.1%
<b>Server Maintenance:</b>	4.9%
<b>Audio/Visual Transmission:</b>	2.2%
<b>Wide Area Network:</b>	3.4%
<b>Local Area Network:</b>	1.3%
<b>Personal Computer/Printer:</b>	5.2%
<b>Budgeted Salary/Fringes:</b>	35.3%
<b>IT Security:</b>	16.2%

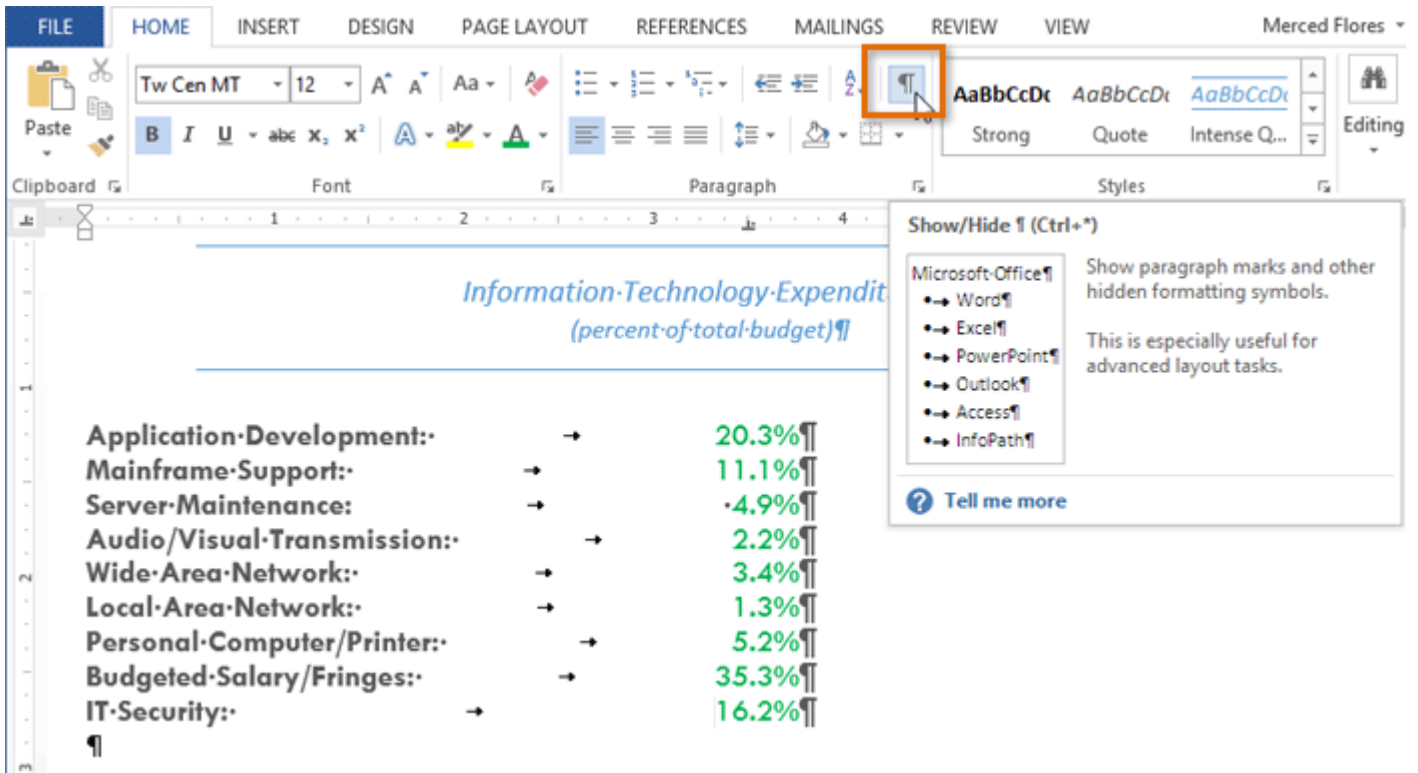
Place the insertion point in front of the text you wish to tab, then press the Tab key

## Removing tab stops

It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, click and drag it off of the Ruler.



Word can display hidden formatting symbols such as the spacebar ( " ), paragraph ( ¶ ), and Tab key ( → ) markings to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



## Challenge!

1. Open the practice document Word2013\_IndentsTabs\_Practice.docx.
2. Practice using the **Tab** key to indent some text. Try indenting the second and third paragraphs of the thank-you letter.
3. Select the paragraph "Please feel free...", and try creating a **hanging indent at 1 cm**.
4. Select some text, and use the **Increase Indent** and **Decrease Indent** commands to see how they change the text. Practice increasing and decreasing the indent of the text in the **Summary** section of the resume.
5. Explore the **tab selector** and **tab stops**. Select the text in the **TRAINING & EDUCATION** section of the resume and add a **left tab stop** at 13 cm, then align each of the years to the tab stop.

## Line and Paragraph Spacing

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability or **reduce** it to fit more text on the page.

### About line spacing

Line spacing is the **space between each line** in a paragraph. Microsoft Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word 2013 is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show the default line spacing, single spacing, and double spacing.

## SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

Multi-tasking team-player with knowledge of training solutions and database management.

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Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

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## SUMMARY

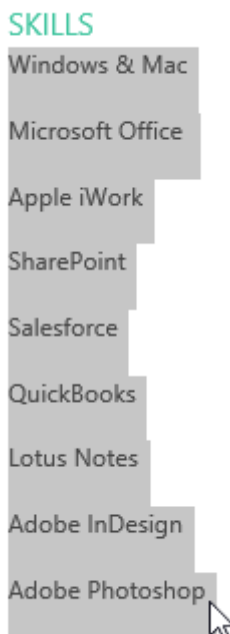
Tech-savvy, solutions-oriented professional with experience in all aspects of office

management, administration, and support.

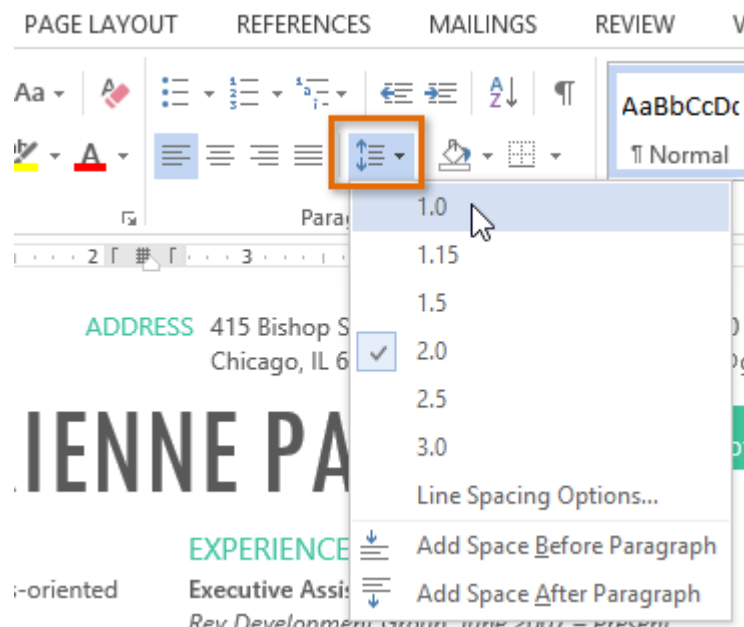
Line spacing is also known as leading (pronounced to rhyme with **wedding**).

## To format line spacing:

1. Select the text you want to format.



2. On the **Home** tab, click the **Line and Paragraph Spacing** command. A drop-down menu will appear.
3. Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you want to use.



4. The line spacing will change in the document.

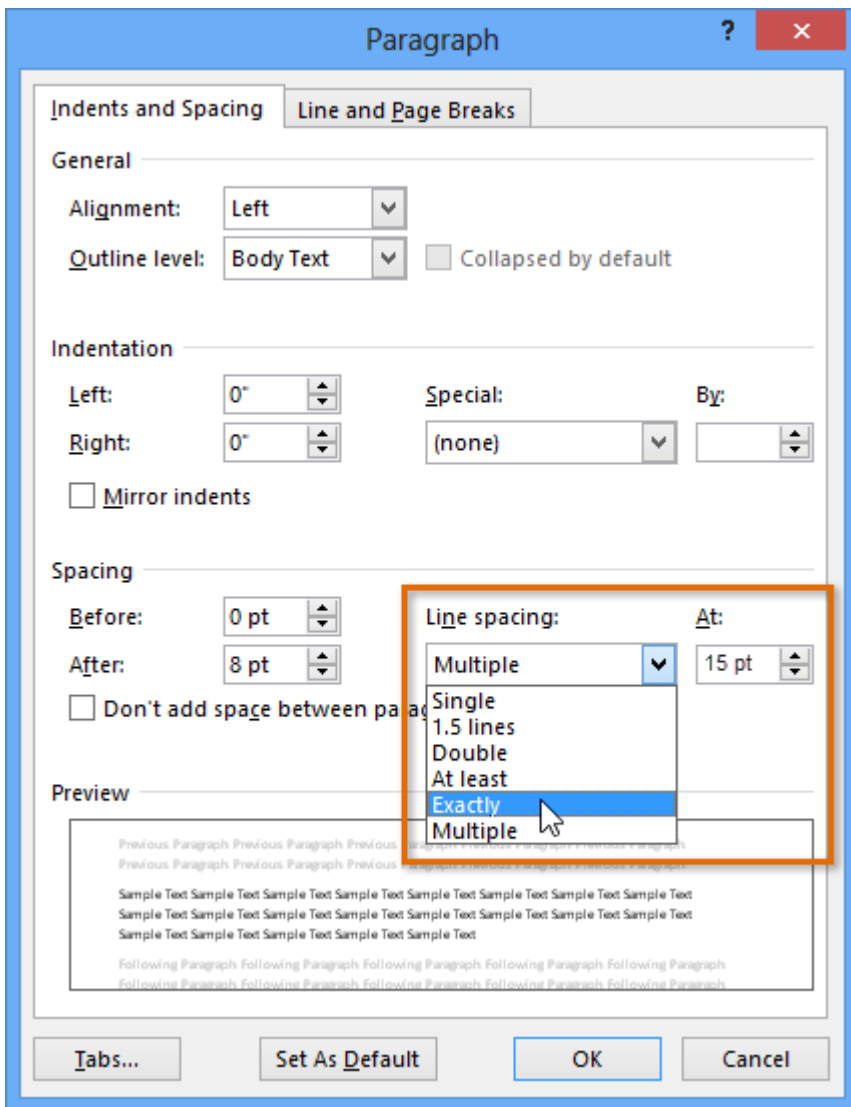
### SKILLS

Windows & Mac  
Microsoft Office  
Apple iWork  
SharePoint  
Salesforce  
QuickBooks  
Lotus Notes  
Adobe InDesign  
Adobe Photoshop

## Fine tuning line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing:

- **Exactly:**  
When you choose this option, the line spacing is **measured in points**, just like font sizes. Generally, the spacing should be slightly larger than the font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- **At least:**  
Like the **Exactly** option, this option lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:**  
This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value like **0.9**.



## Paragraph spacing

By default, when you press the **Enter** key Word 2013 moves the insertion point down a little farther than one line on the page. This automatically creates space between paragraphs. Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

### To format paragraph spacing:

In our example, we'll increase the space before a paragraph to separate it from a heading. This will make our document easier to read.

1. Select the paragraph or paragraphs you want to format.

## EXPERIENCE

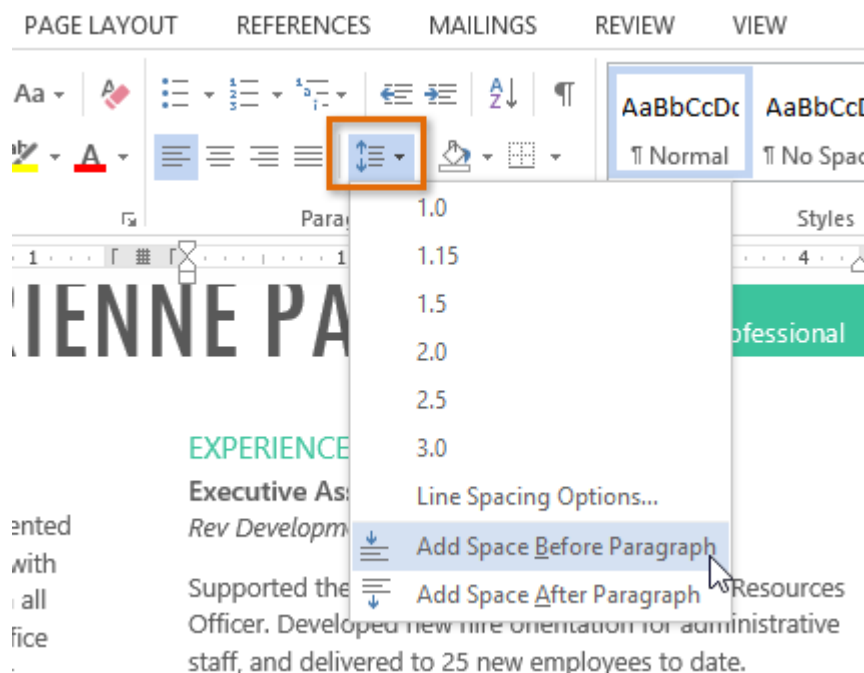
**Executive Assistant II** CHICAGO, IL

*Rev Development Group, June 2007 – Present*

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date.

Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Hover the mouse over **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. A live preview of the paragraph spacing will appear in the document.
3. Select the paragraph spacing you want to use. In our example, we'll select **Add Space Before Paragraph**.



4. The paragraph spacing will change in the document.

## EXPERIENCE

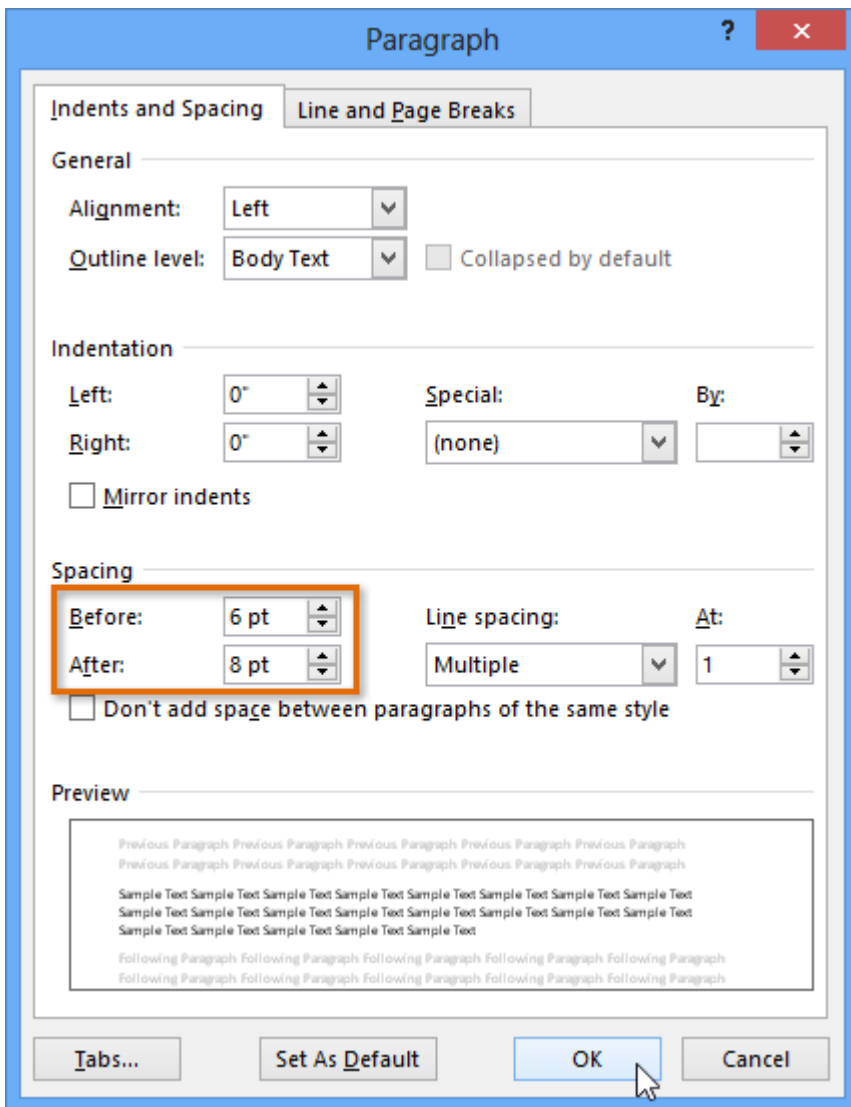
**Executive Assistant II** CHICAGO, IL

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From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.

## Challenge!

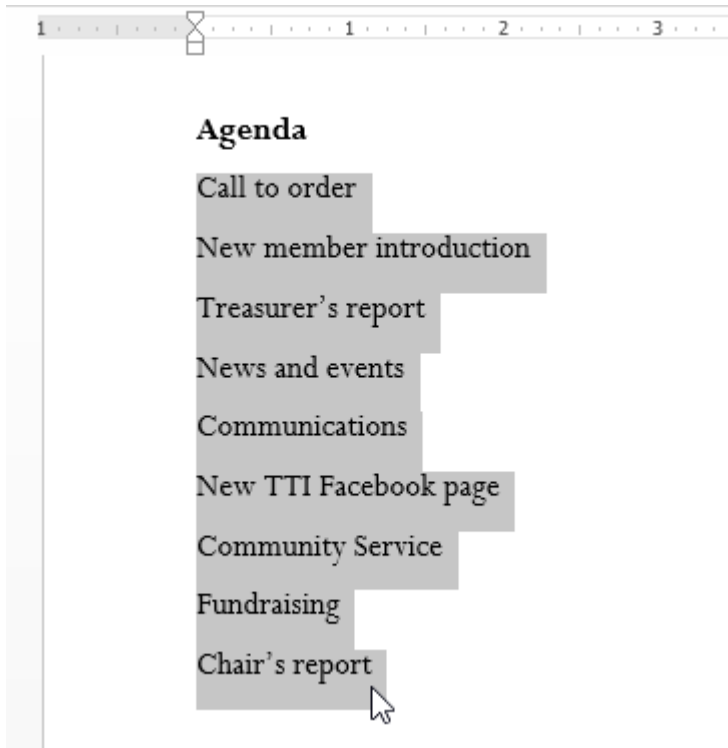
1. Open the practice document Word2013\_LineSpacing\_Practice.docx.
2. Change the **line spacing** of some text. Change the line spacing of the paragraph in the **Summary** section so it is **single spaced**.
3. Change the **paragraph spacing** between two paragraphs. Add paragraph spacing after each paragraph in the **Experience** section.
4. Change the **line and paragraph spacing** so the entire resume fits on one page.

## Lists

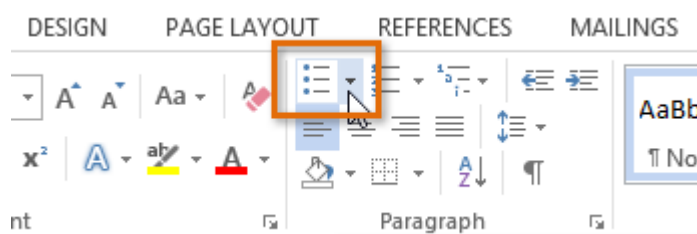
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

To create a bulleted list:

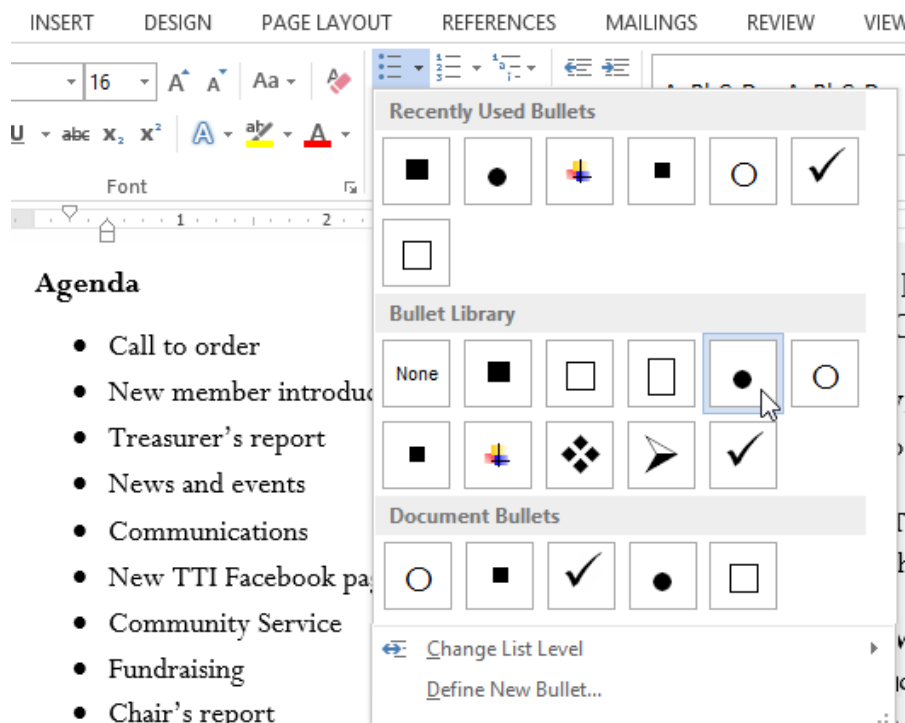
1. Select the text you want to format as a list.



2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.

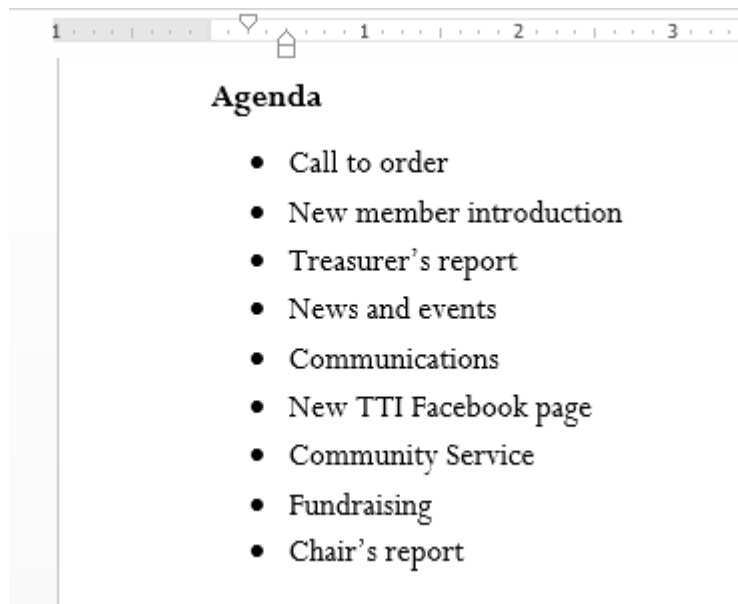


3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.



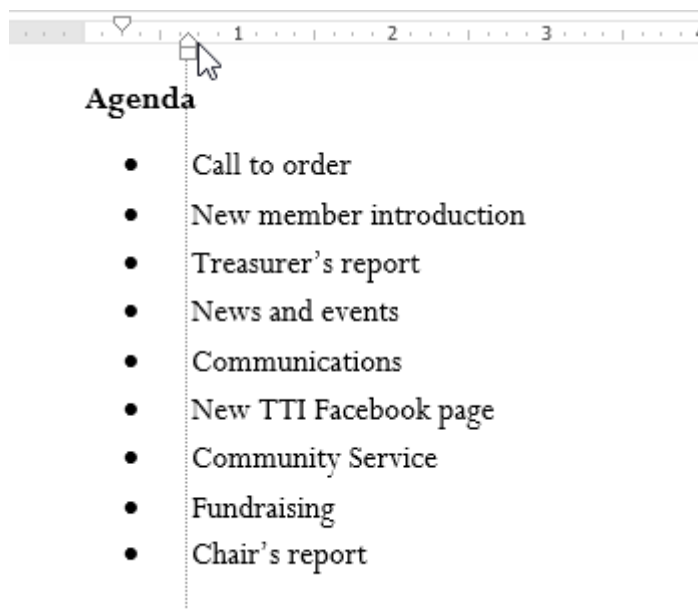
4. The text will be formatted as a bulleted list.





## Options for working with lists

- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.
- When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



## To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

1. Select the text you want to format as a list.



## Farewell dinner preparation

Book venue (San Francisco Radix Gardens)

Contact vendors

Book San Diego Quintessential Quartet

Book Moment of Melody Children's Choir

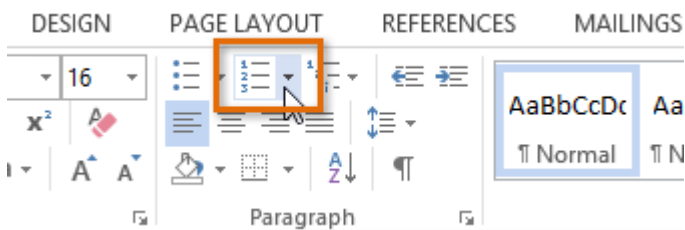
Send invitations

Approve location set up

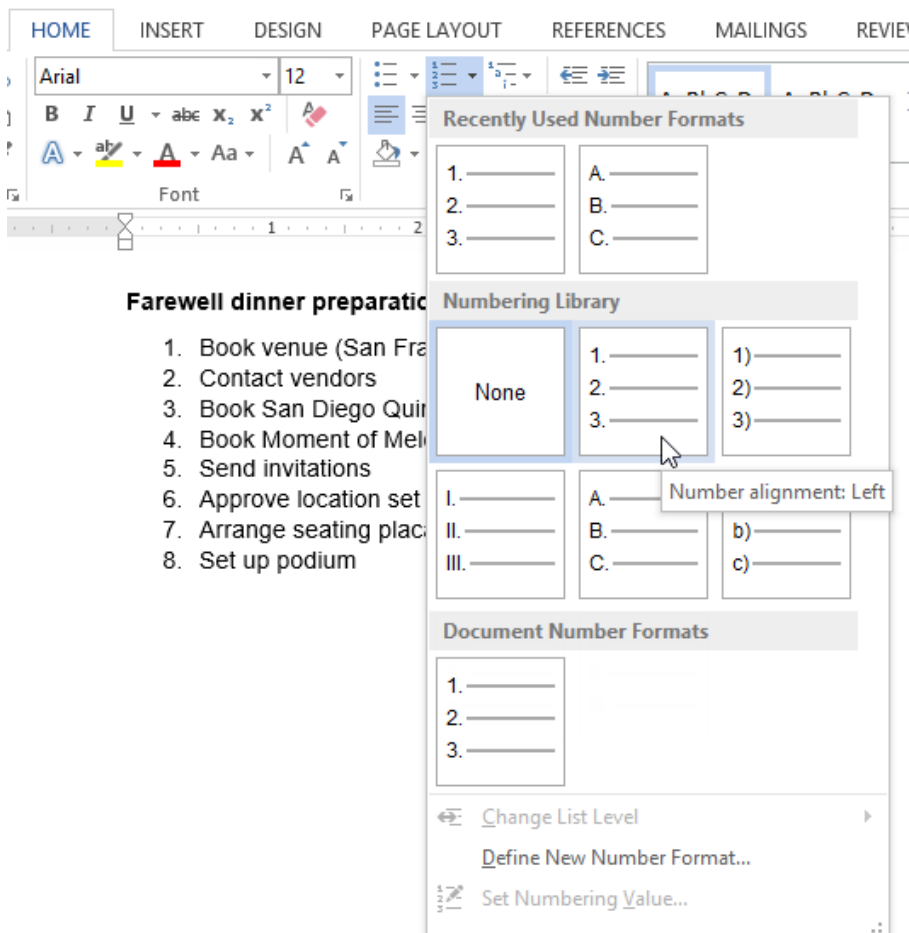
Arrange seating placards

Set up podium

2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



4. The text will format as a numbered list.



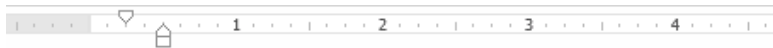
### Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations
6. Approve location set up
7. Arrange seating placards
8. Set up podium

## To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

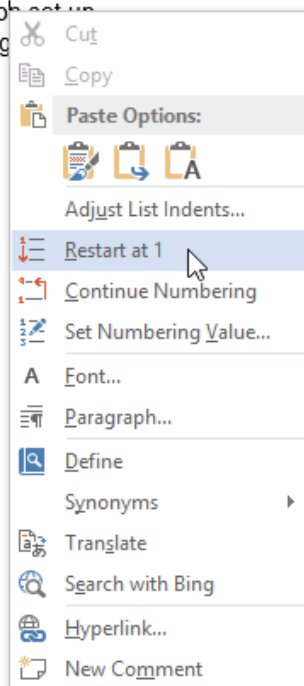
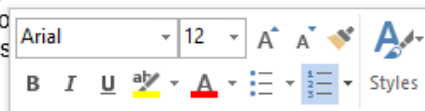


### Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

### Day of the dinner

6. Approve location set up
7. Arrange seating placards
8. Set up podium



2. The list numbering will restart.



### Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

### Day of the dinner

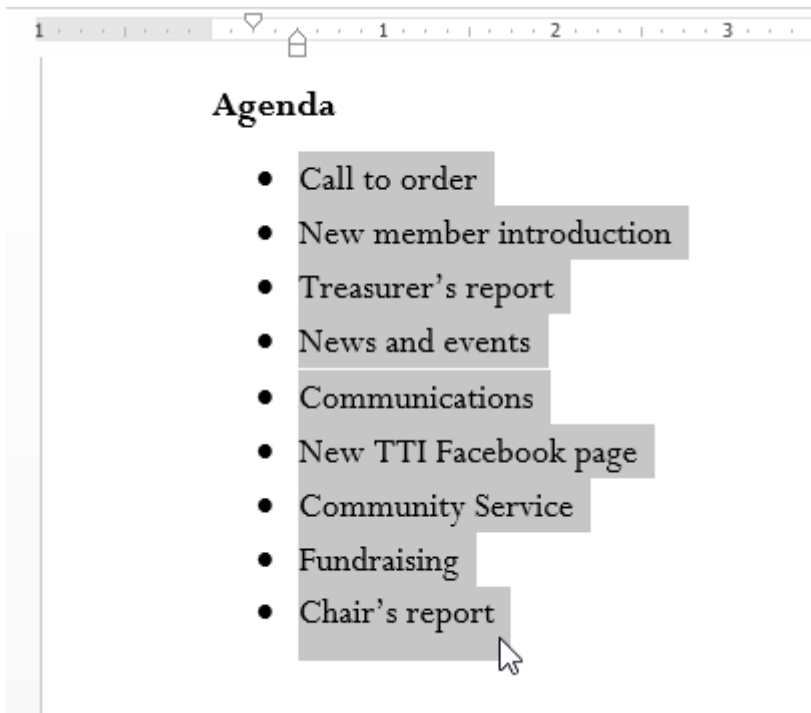
1. Approve location set up
2. Arrange seating placards
3. Set up podium

## Customizing bullets

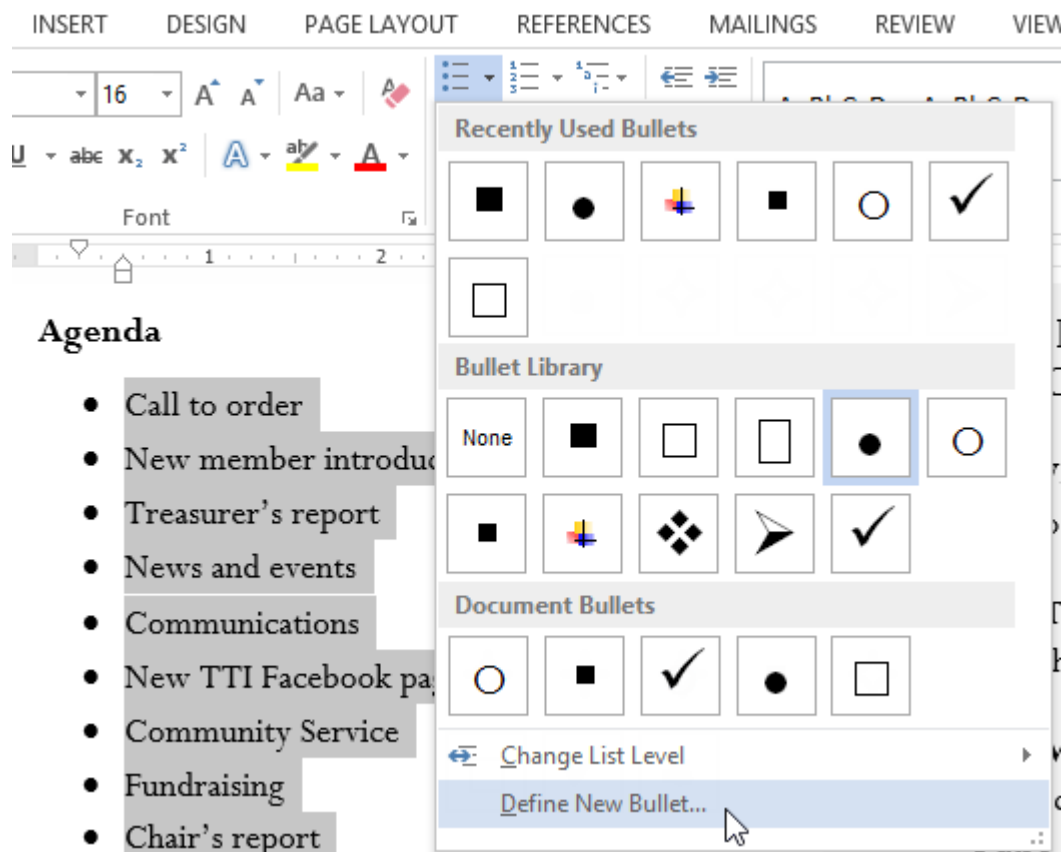
Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

### To use a symbol as a bullet:

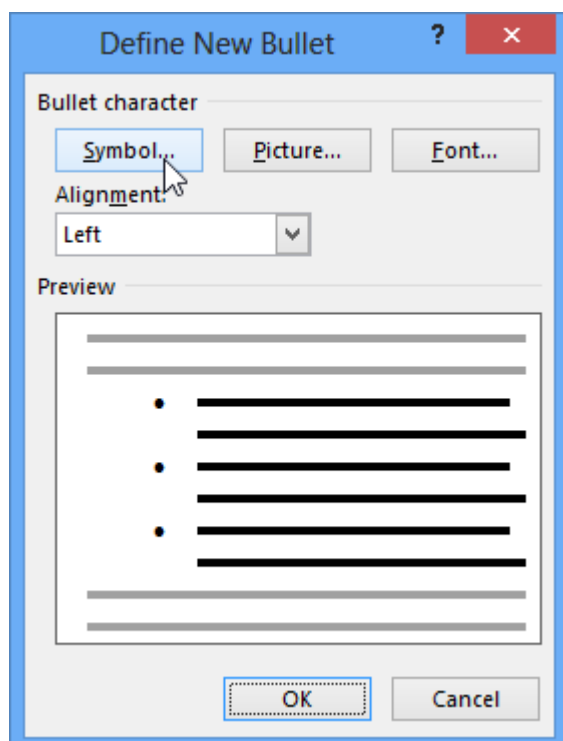
1. Select an existing list you want to format.



2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...** from the drop-down menu.



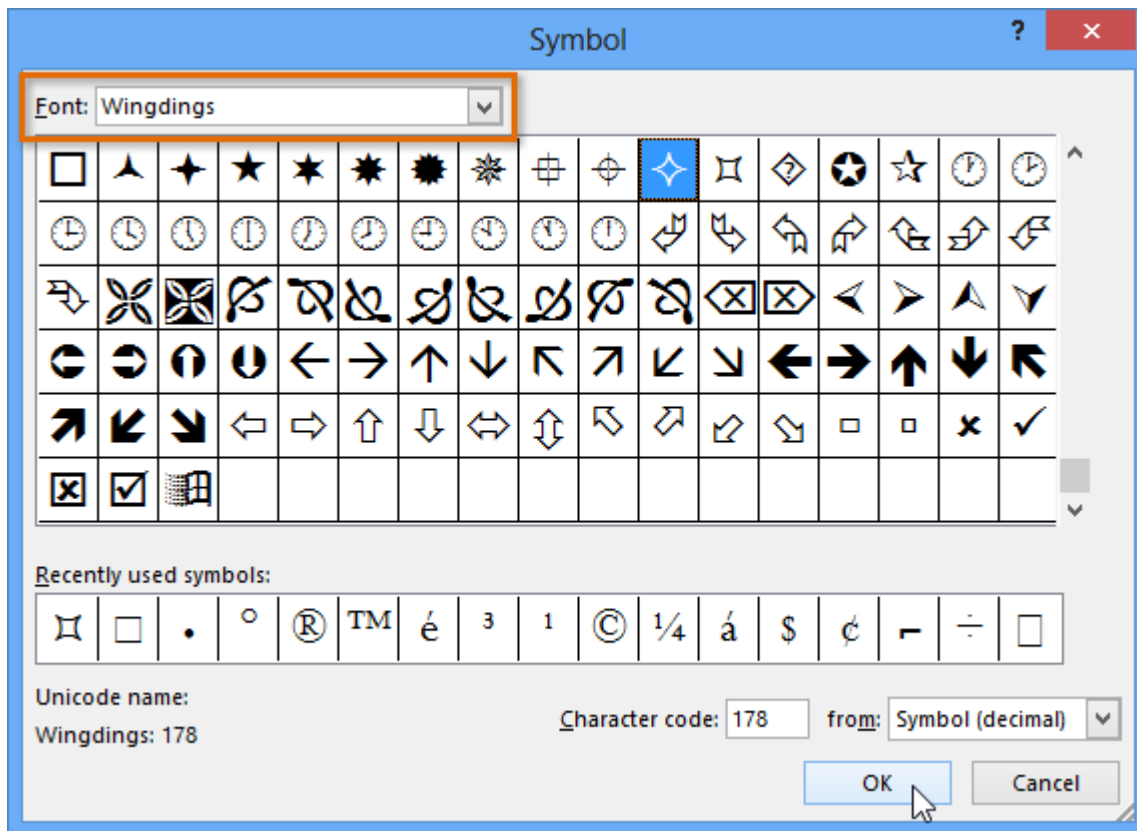
3. The **Define New Bullet** dialog box will appear. Click the **Symbol...** button.



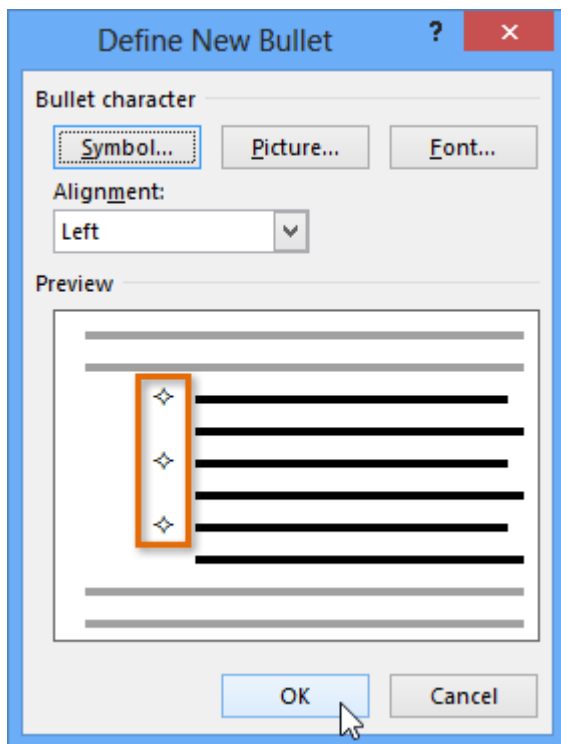
4. The **Symbol** dialog box will appear.

5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.

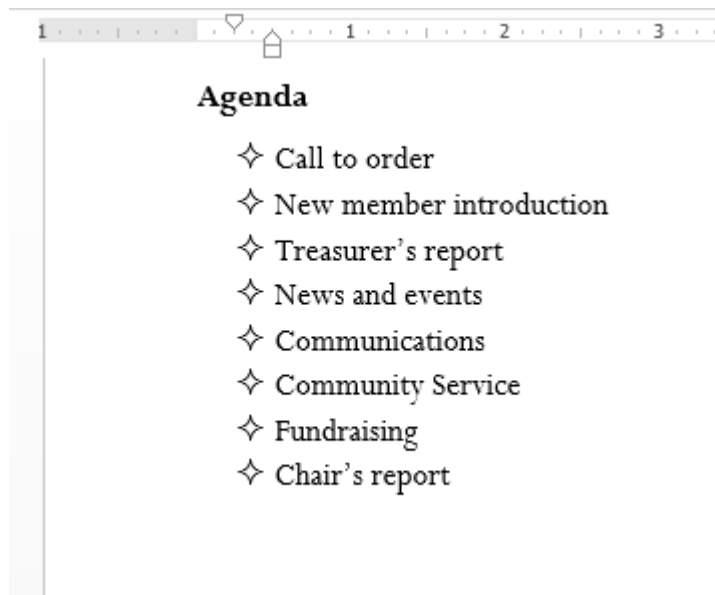
6. Select the desired symbol, then click **OK**.



7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.

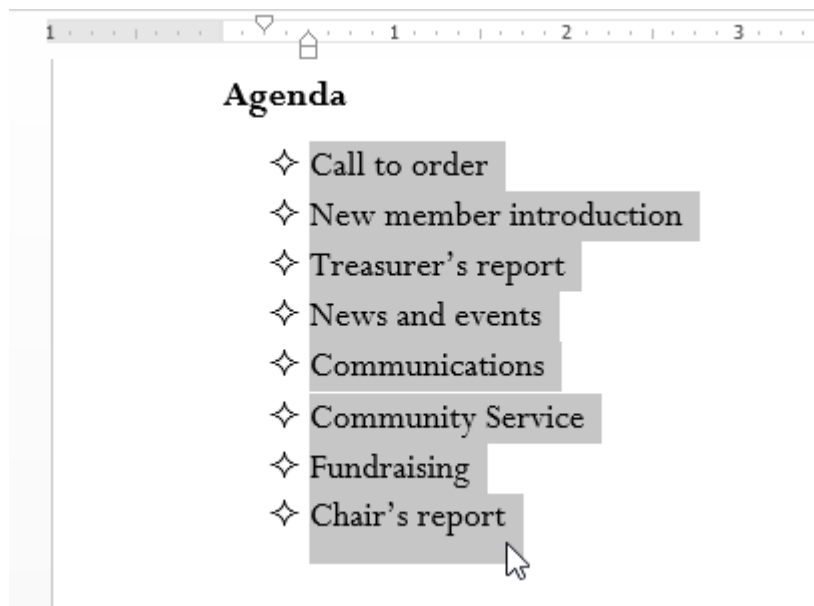


8. The symbol will appear in the list.

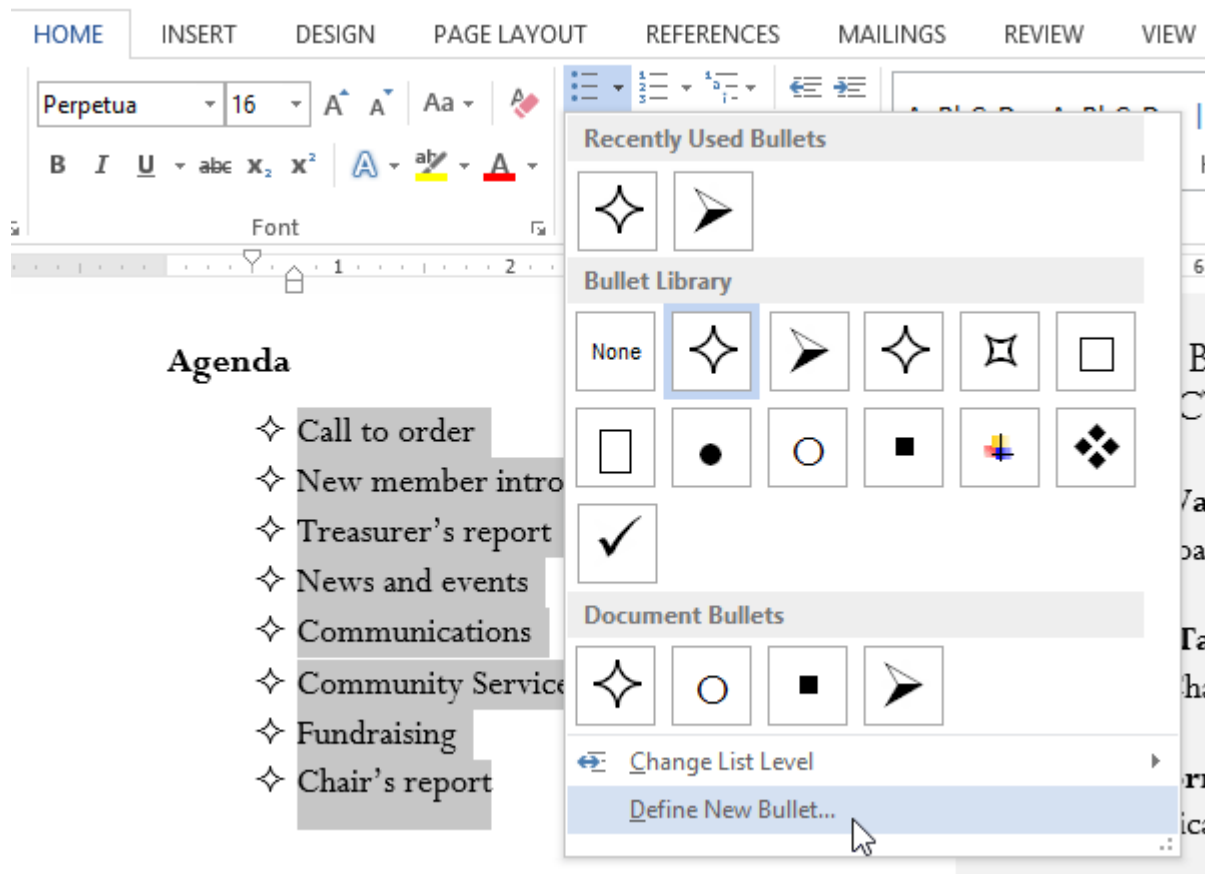


To change the bullet color:

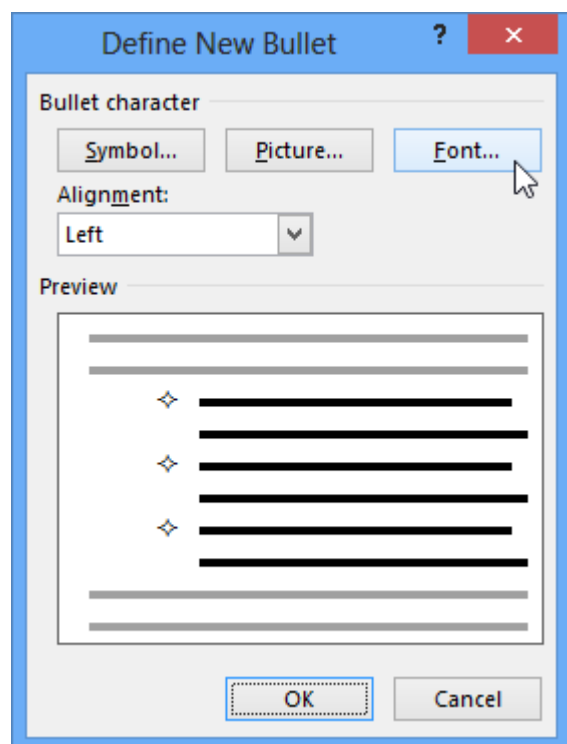
1. Select an existing list you want to format.



2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...** from the drop-down menu.



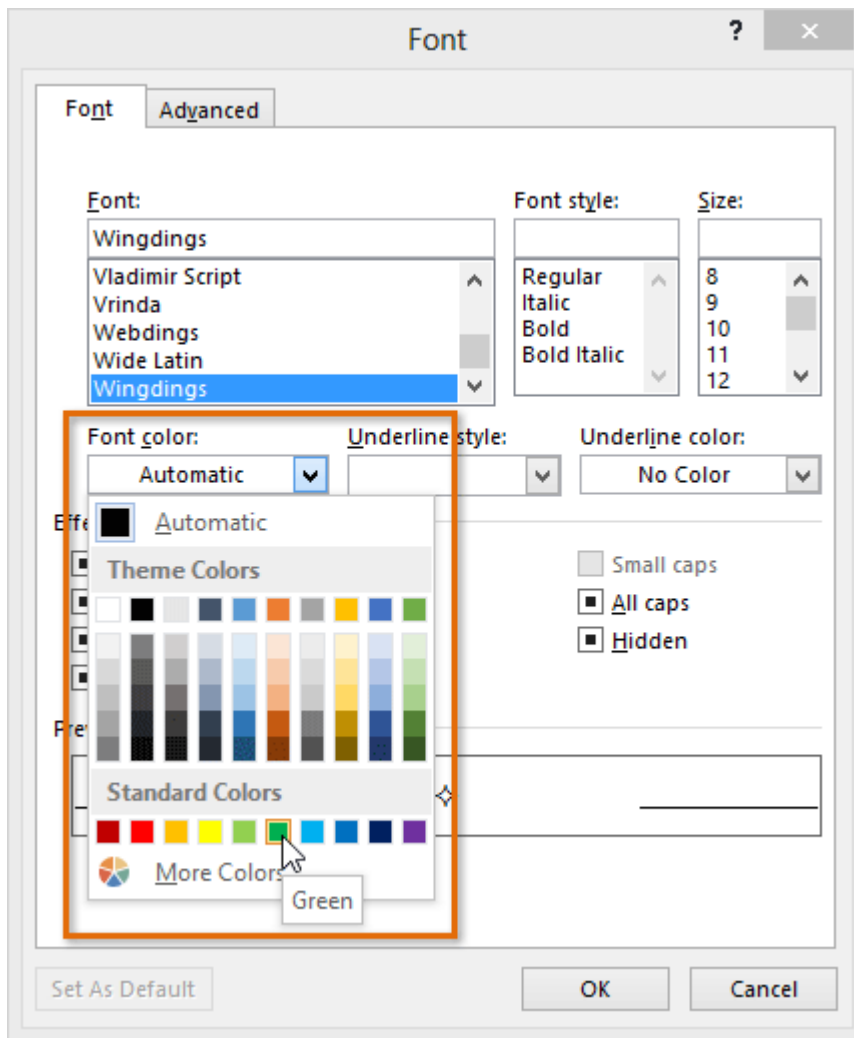
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



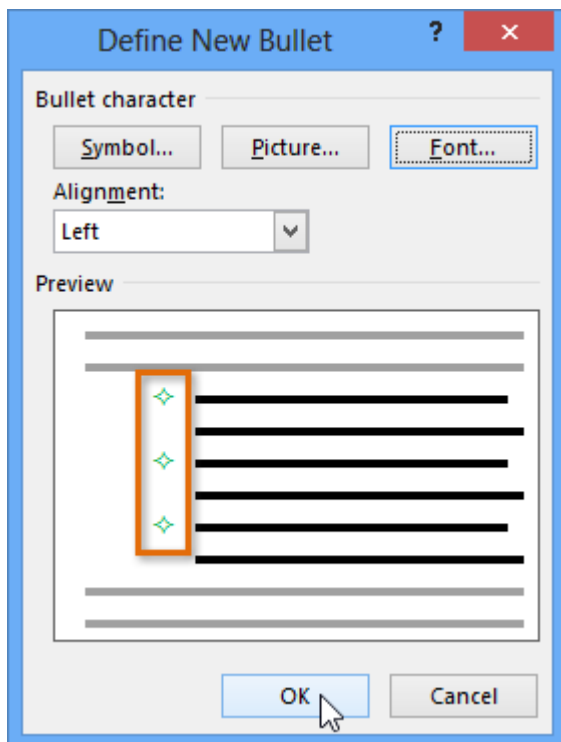
4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.

5. Select the desired color, then click **OK**.






- The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



- The bullet color will change in the list.

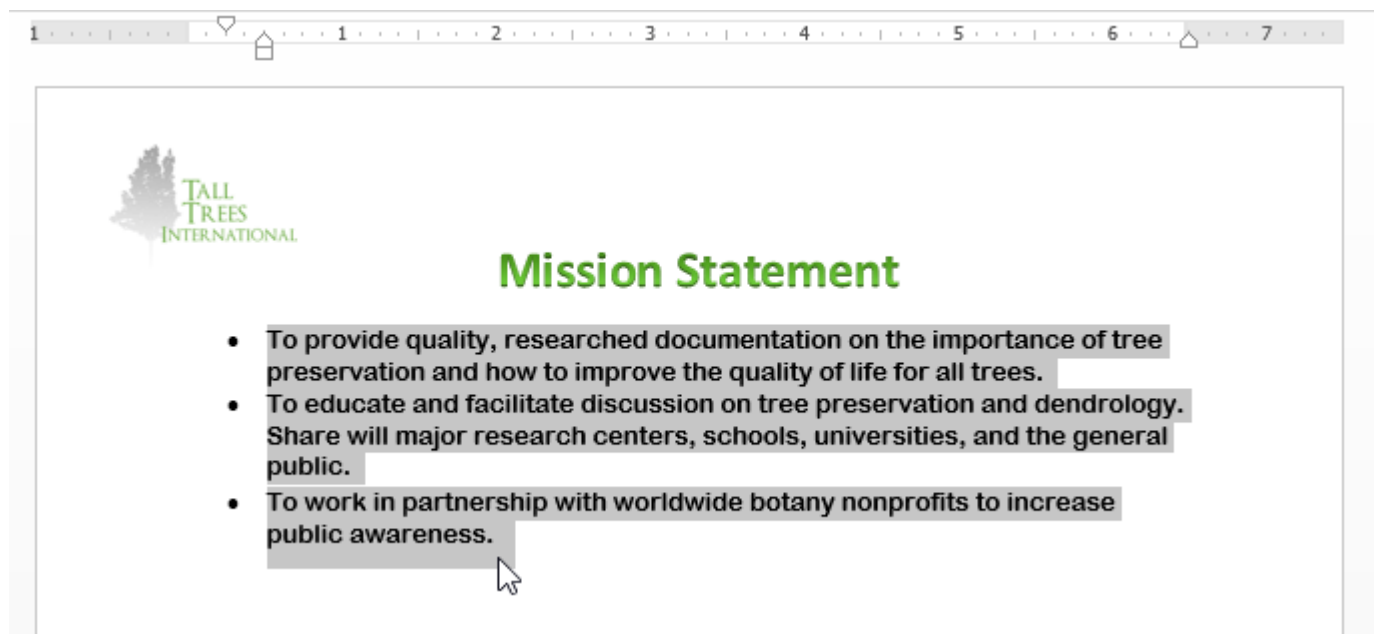



**Agenda**

- ◆ Call to order
- ◆ New member introduction
- ◆ Treasurer's report
- ◆ News and events
- ◆ Communications
- ◆ Community Service
- ◆ Fundraising
- ◆ Chair's report

To use a picture as a bullet:

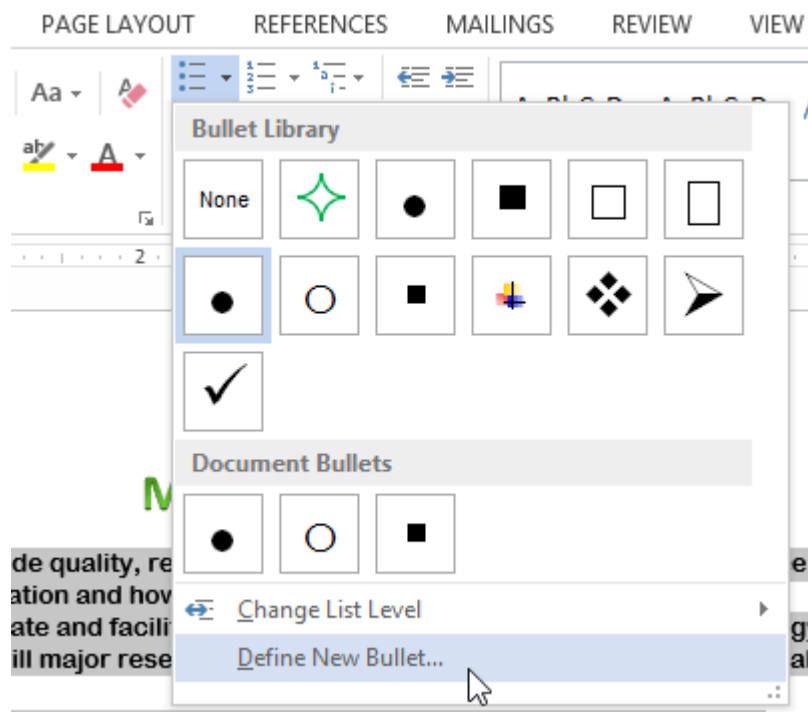
1. Select an existing list you want to format.



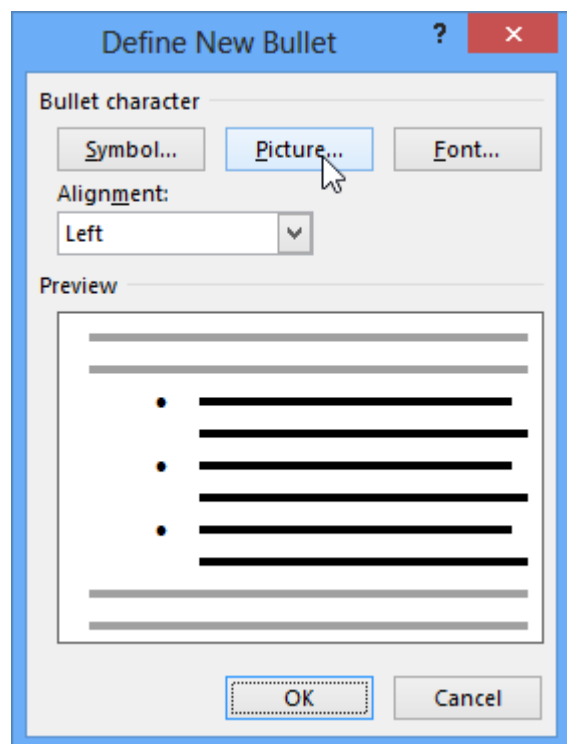
 **Mission Statement**

- To provide quality, researched documentation on the importance of tree preservation and how to improve the quality of life for all trees.
- To educate and facilitate discussion on tree preservation and dendrology. Share will major research centers, schools, universities, and the general public.
- To work in partnership with worldwide botany nonprofits to increase public awareness.

2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...** from the drop-down menu.

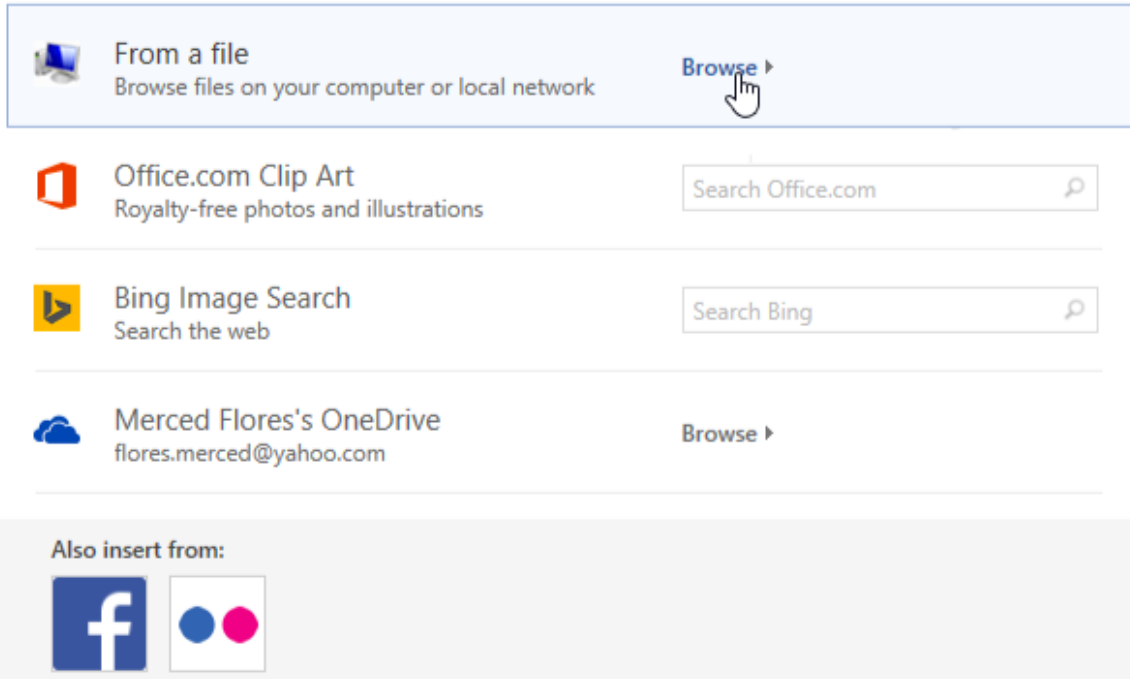


3. The **Define New Bullet** dialog box will appear. Click the **Picture** button.

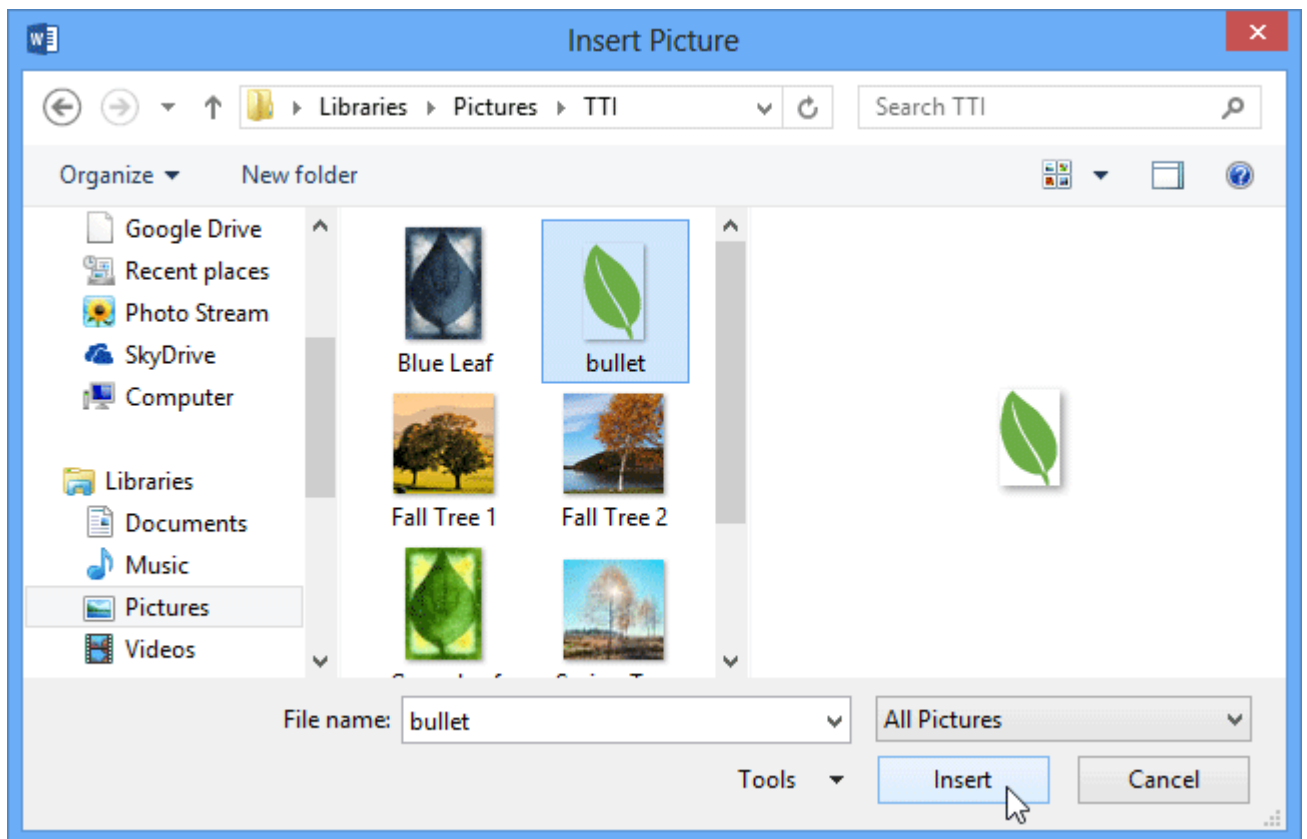


4. The **Insert Pictures** dialog box will appear. From here, you can locate an image file stored on your computer or in your OneDrive (previously called SkyDrive), or you can use the search fields to search for an image online.
5. In our example, we'll click **Browse** to locate a picture stored on our computer.

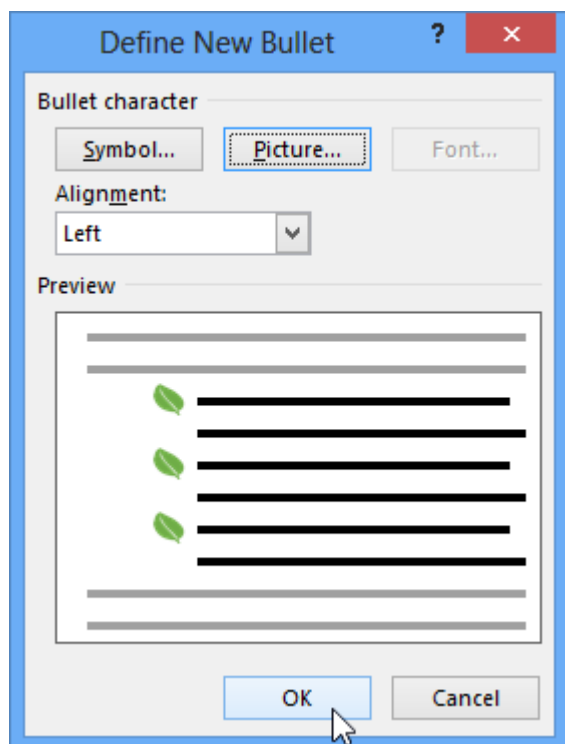
## Insert Pictures



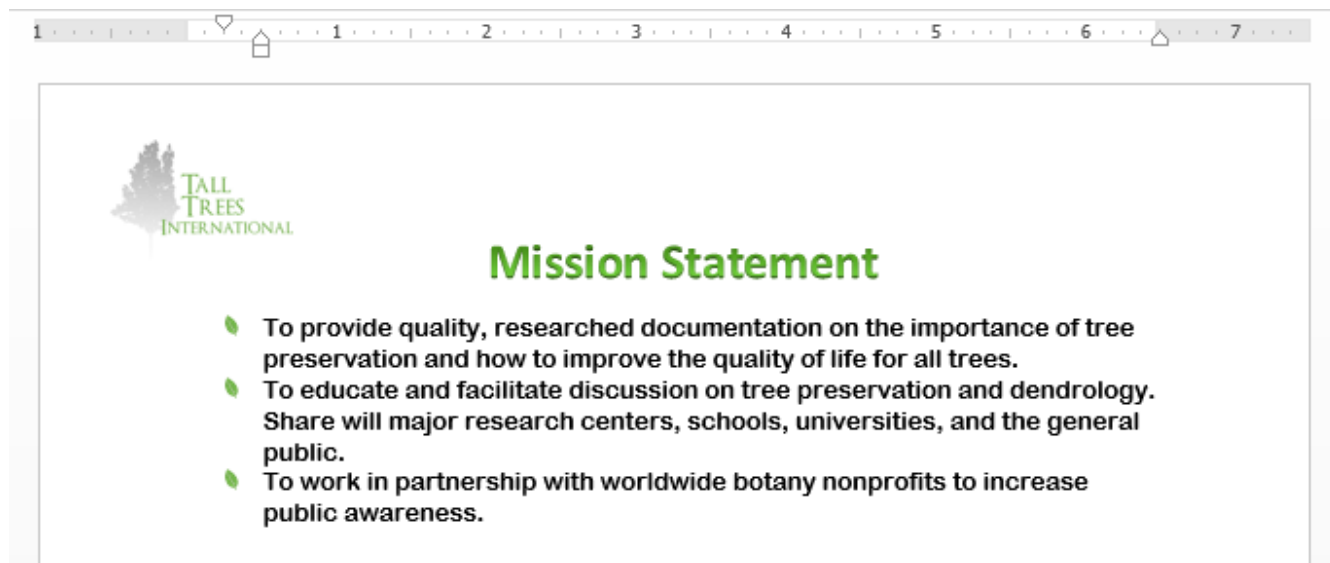
6. The **Insert Picture** dialog box will appear. Locate and select the desired image file, then click **Insert**.



7. The image will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



8. The image will appear in the list.



Not all pictures work well as bullets. Generally, it's best to use a **simple graphic** that has a white (or transparent) background. This ensures the bullet will have a recognizable shape.

## Multilevel lists

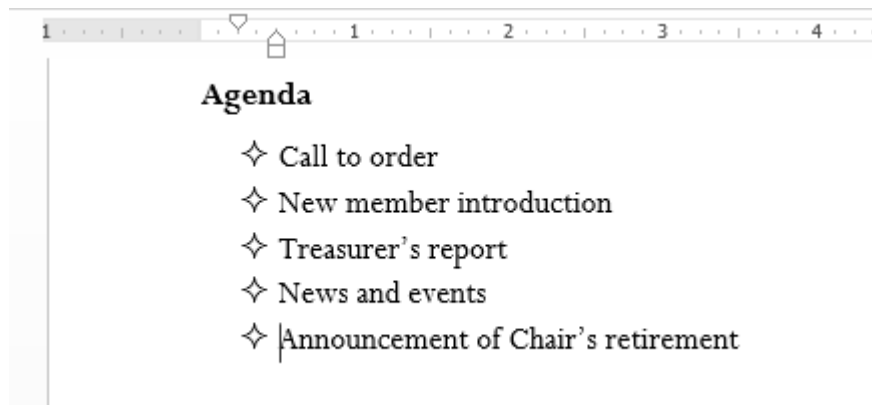
Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.

## Agenda

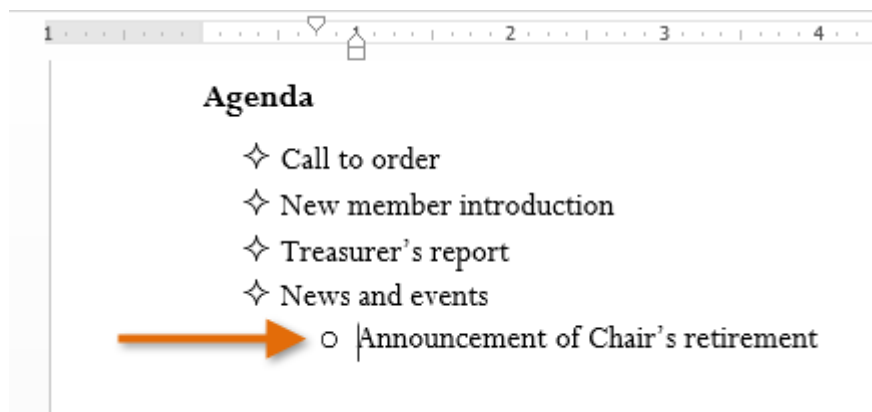
- ✧ Call to order
- ✧ New member introduction
- ✧ Treasurer's report
- ✧ News and events
  - Announcement of Chair's retirement
    - Farewell dinner March 29
  - Oak Park dedication
  - International Arborists Association
- ✧ Communications
- ✧ New TTI Facebook page
- ✧ Community Service
  - J. Pelham Urban Garden
  - Volunteer service day – Grove Memorial
  - Montrose Arboretum education project

### To create a multilevel list:

1. Place the **insertion point** at the beginning of the line you want to move.



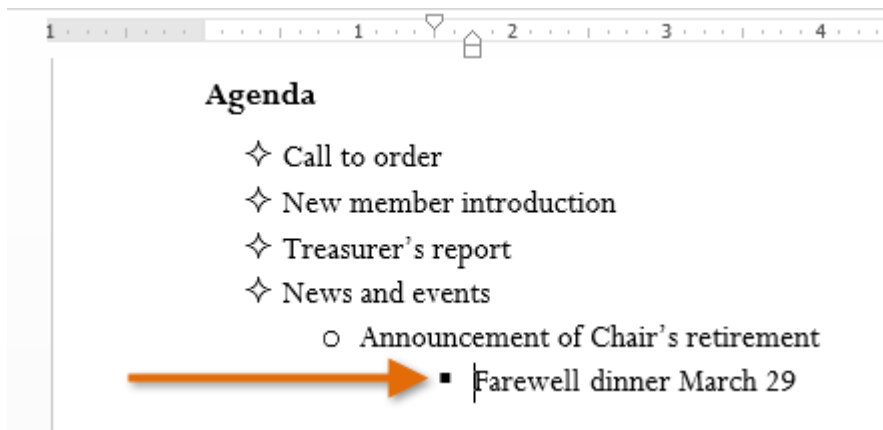
2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



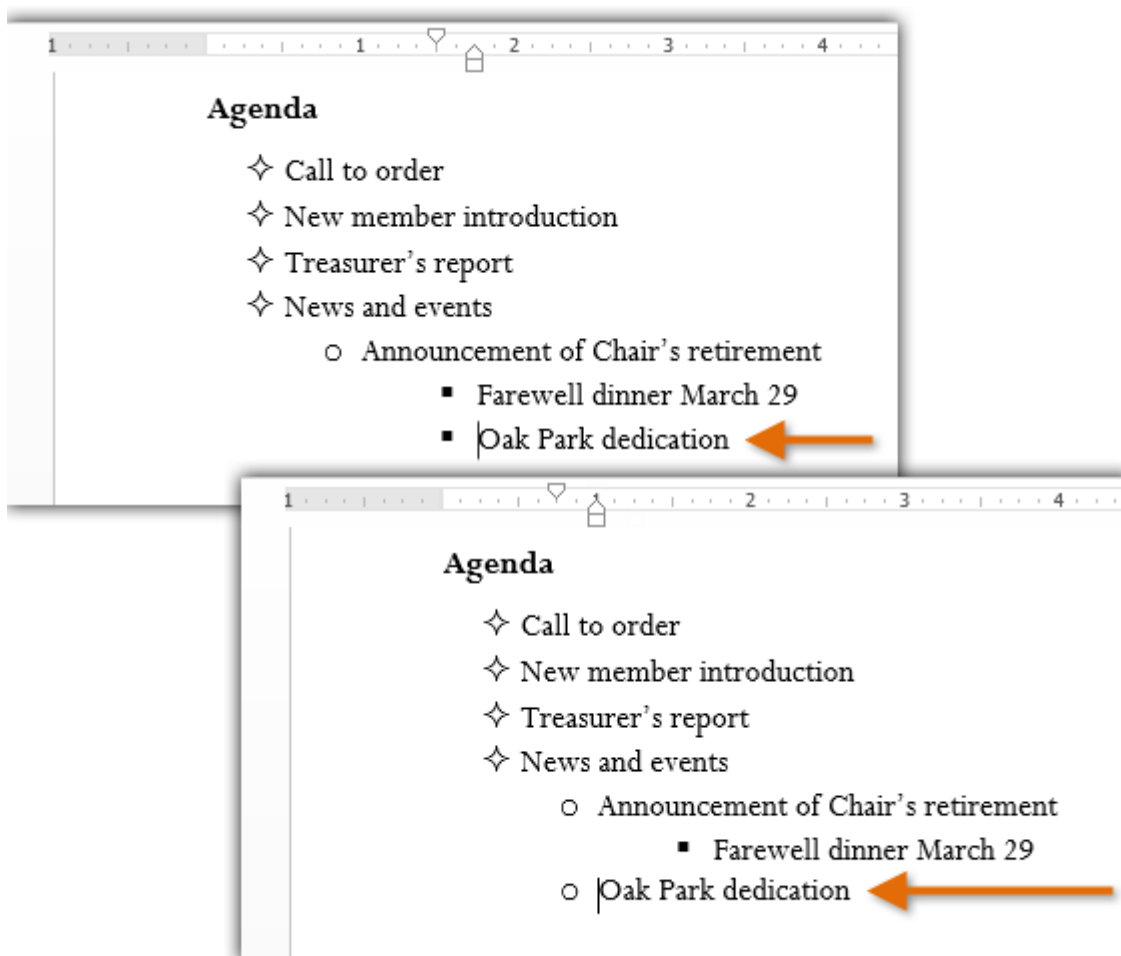
### To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level:

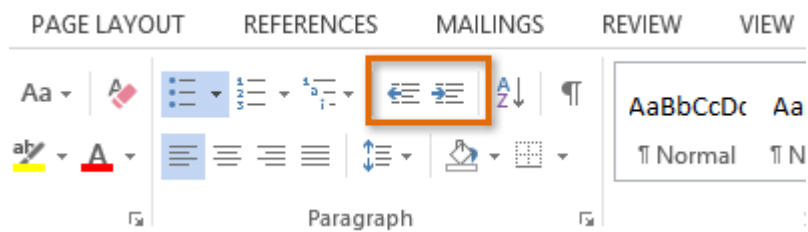
- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line and press the **Tab** key until the desired level is reached.



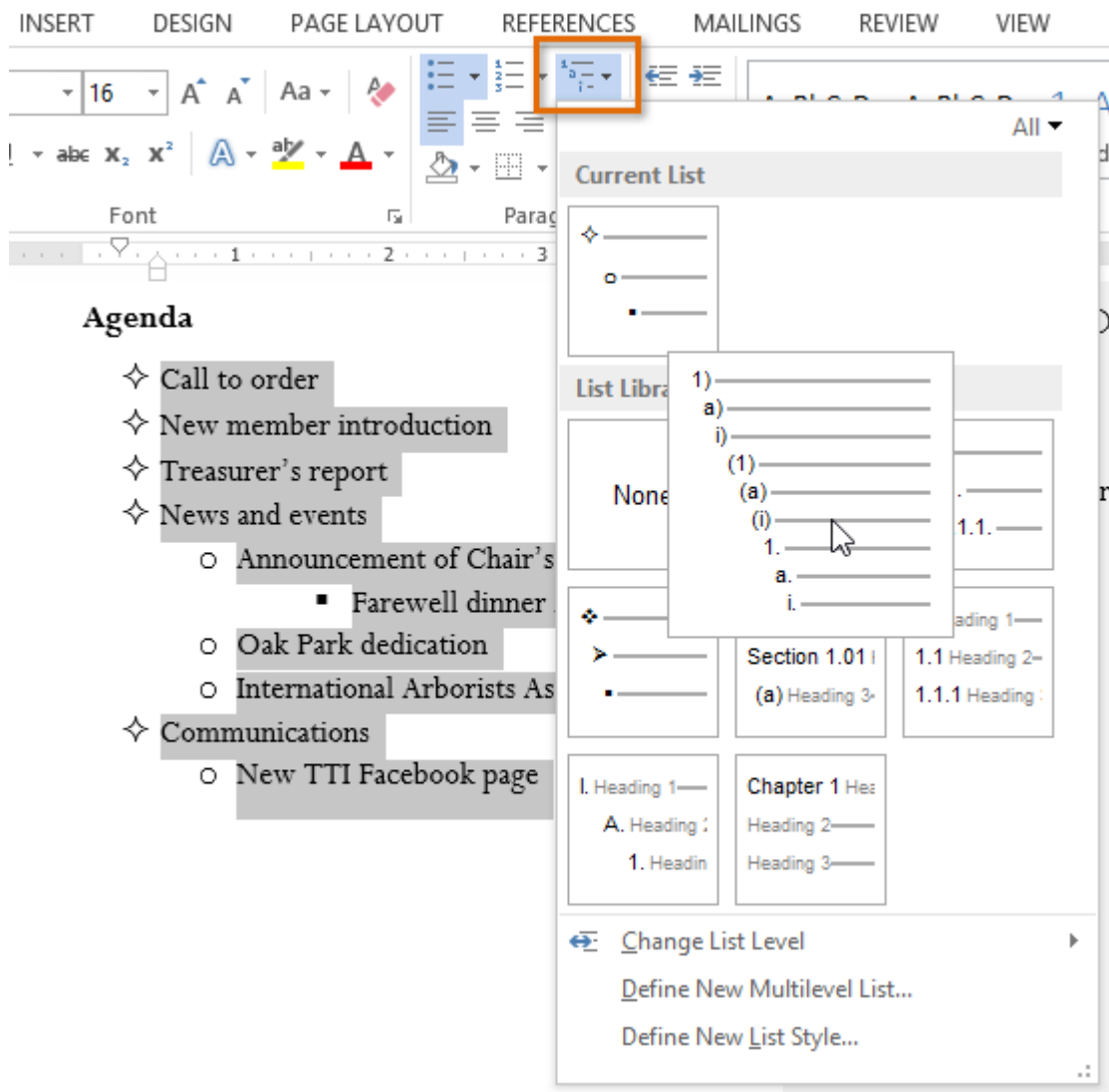
- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and then clicking the **Increase** or **Decrease indent** commands.



When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list** command on the **Home** tab.



## Challenge!

1. Open the practice document Word2013\_Lists\_Practice.docx.
2. Insert a **new bulleted list** into the document. Add **Fundraising**, **Chair's Report**, and **Other business** to the bottom of the list.
3. Create a **new numbered list**.
4. **Restart the numbering** of the list so it begins with a number of your choice.
5. Use a **symbol** as a bullet. Change the open circles into a different symbol.
6. Modify the **color** of a bullet. If you're using the example, change the color of the green diamond bullets.



7. Change the **style** of the list. Change the bulleted list into a **numbered** list.
8. Use the **Tab** key to change the levels of some of the lines. Increase the level of the two bullets under the list item **International Arborists Association**.

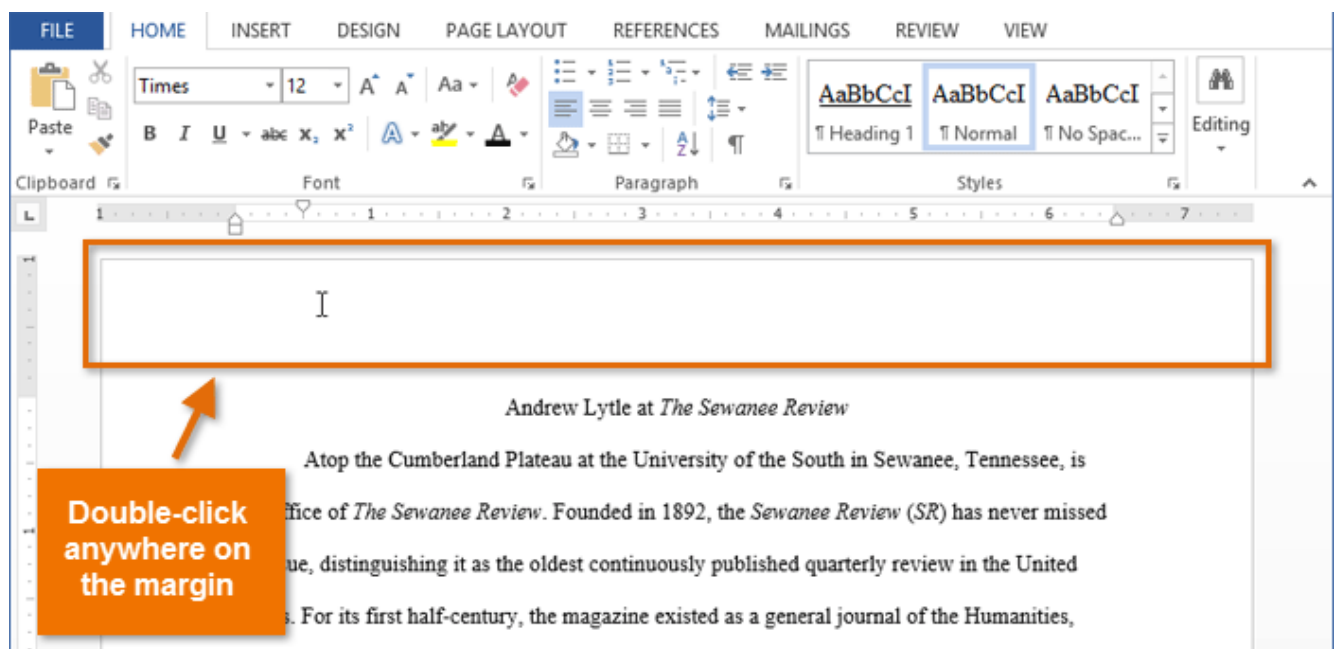
## Header and Footer

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

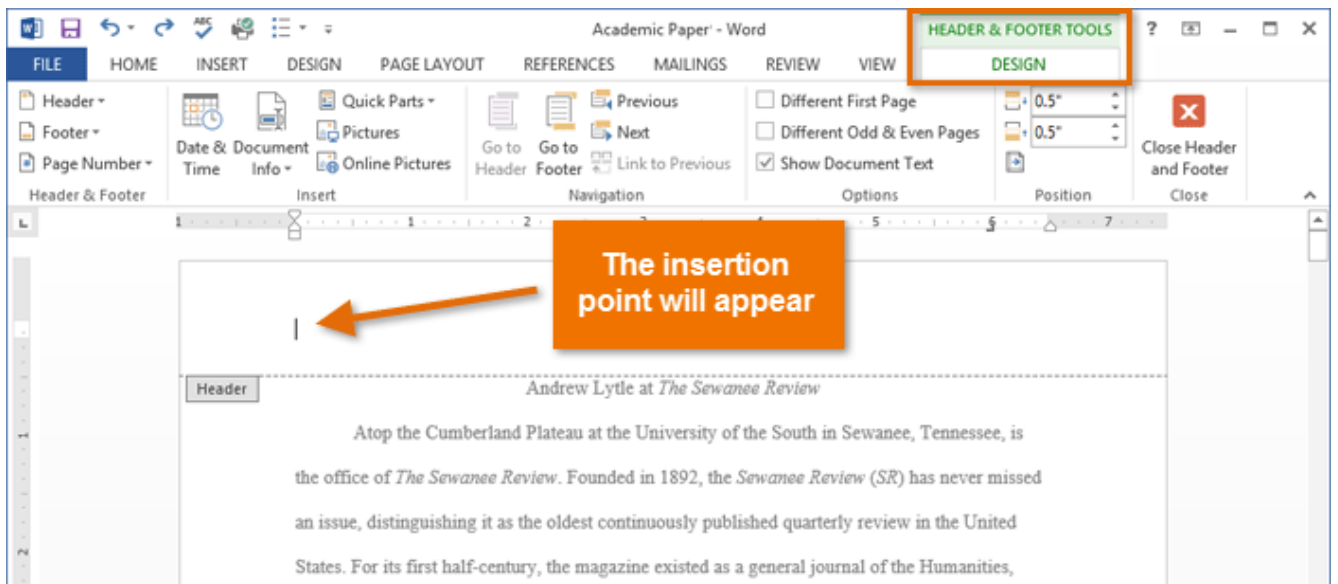
### To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

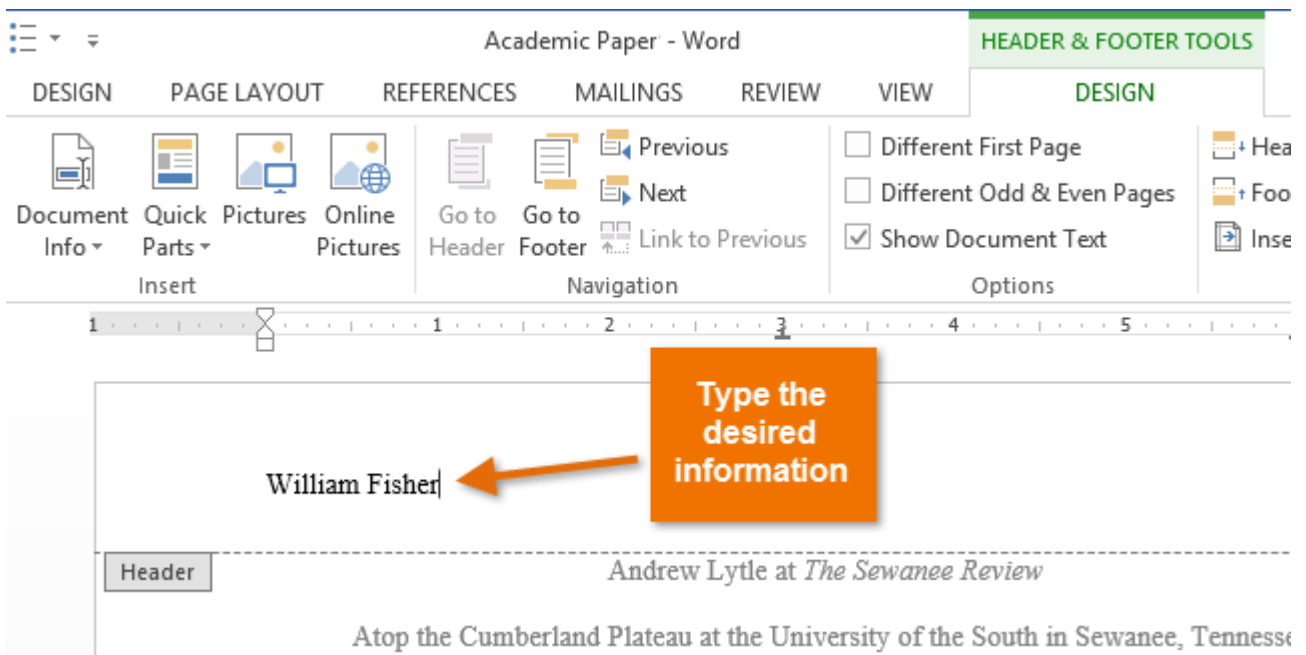
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



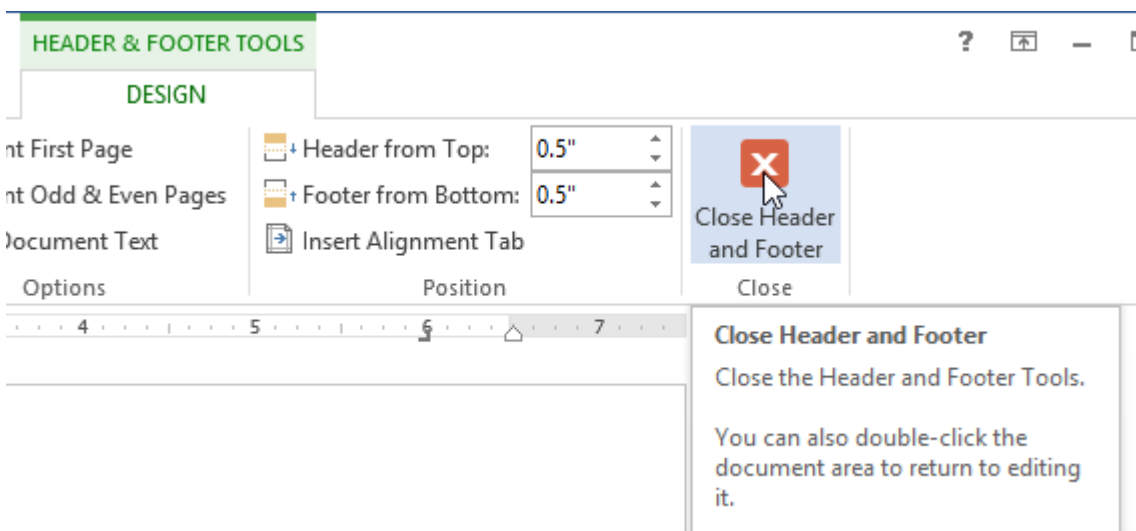
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



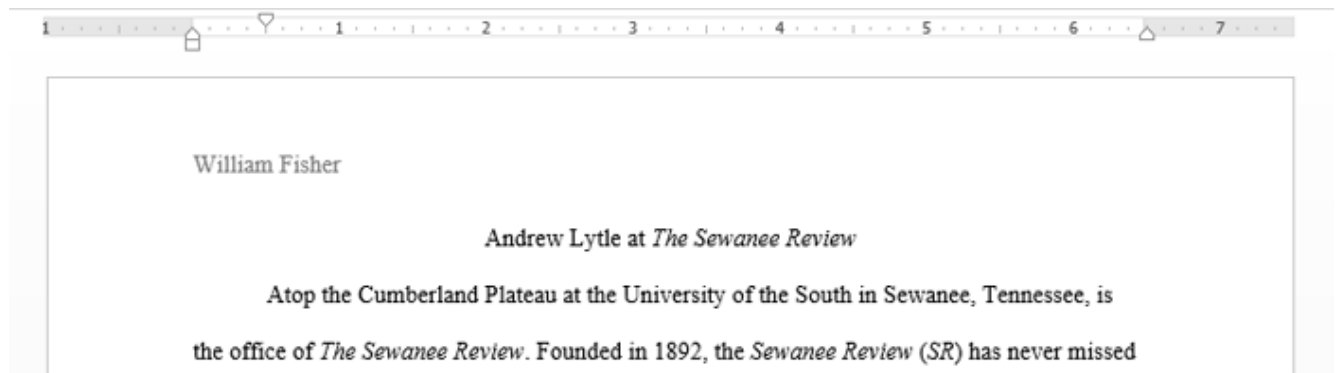
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name.



4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



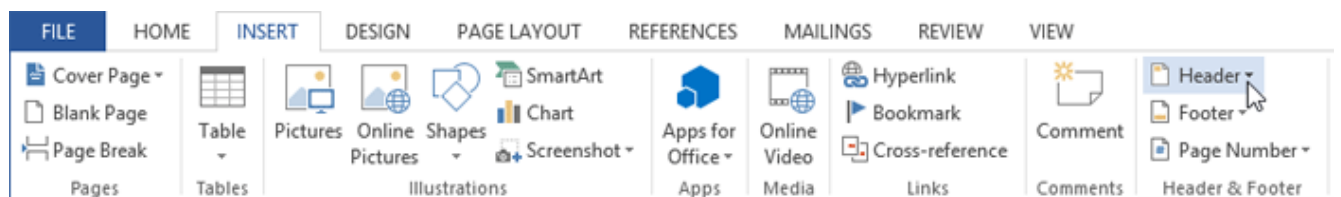
5. The header or footer text will appear.



## To insert a preset header or footer:

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

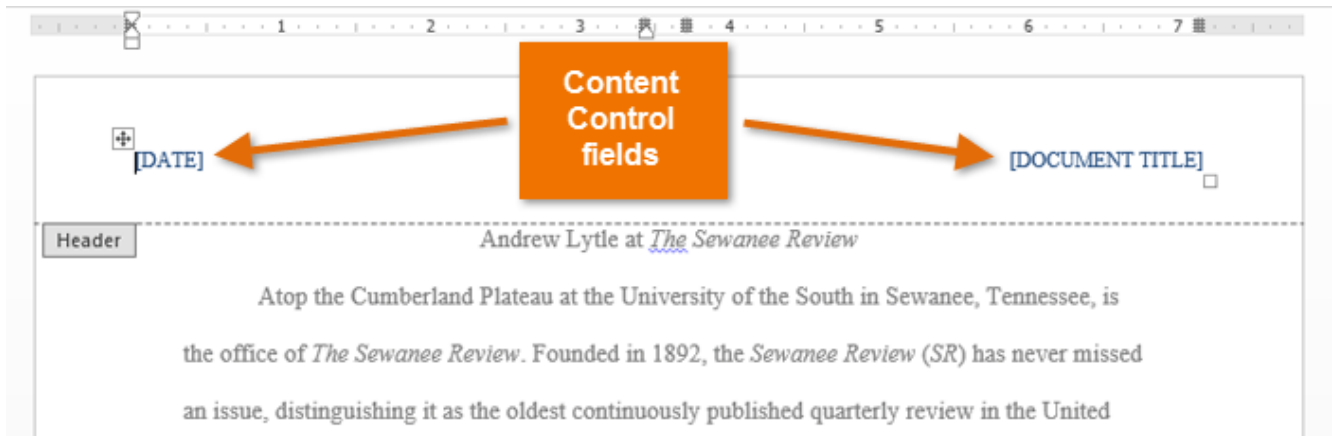
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



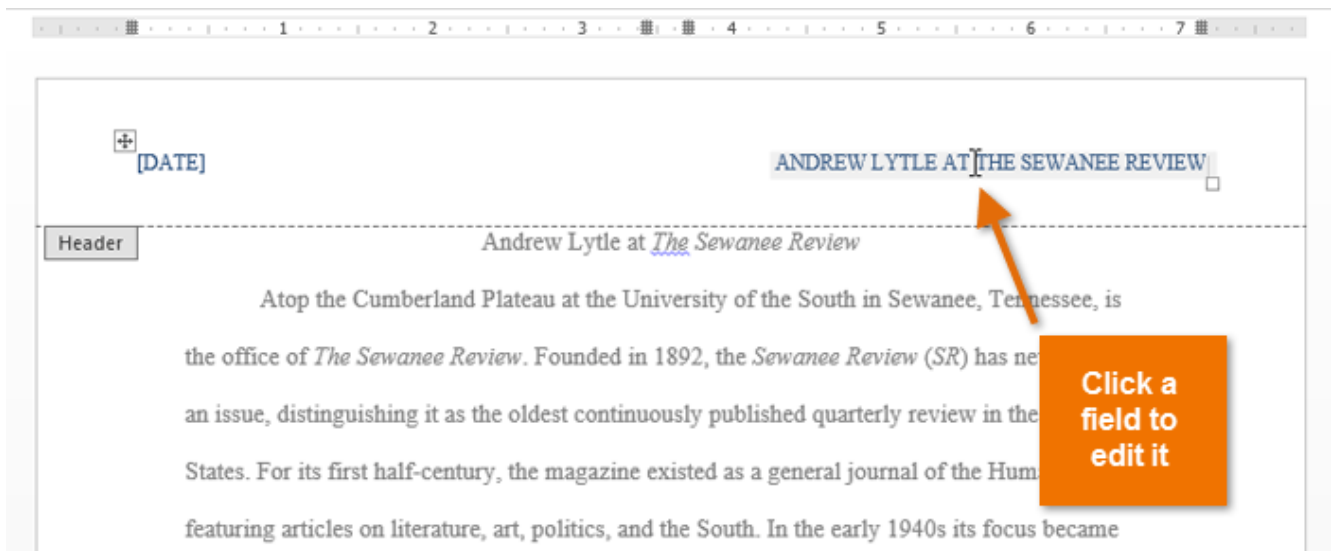
2. In the menu that appears, select the desired **preset header or footer**. In our example, we'll select a header.



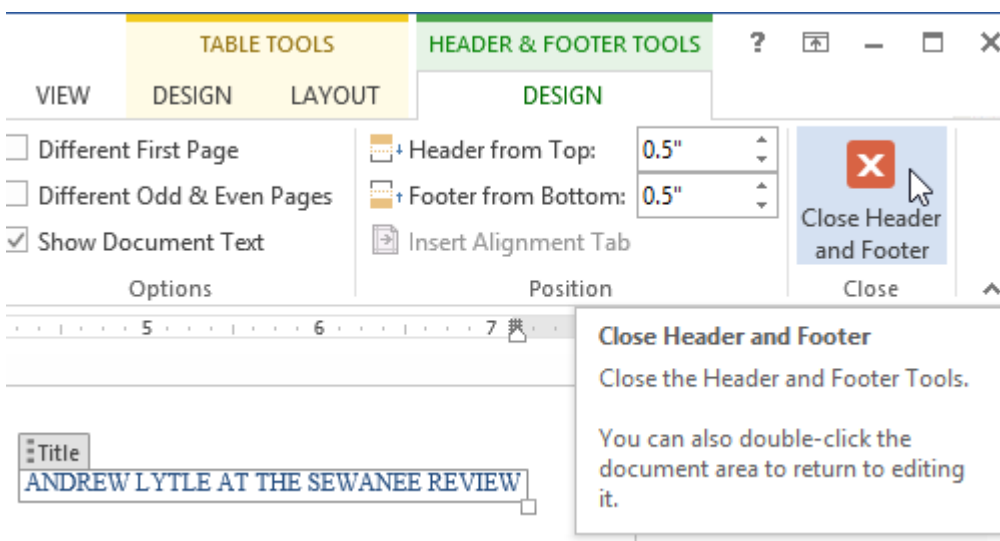
- The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date; they are known as **Content Control** fields.



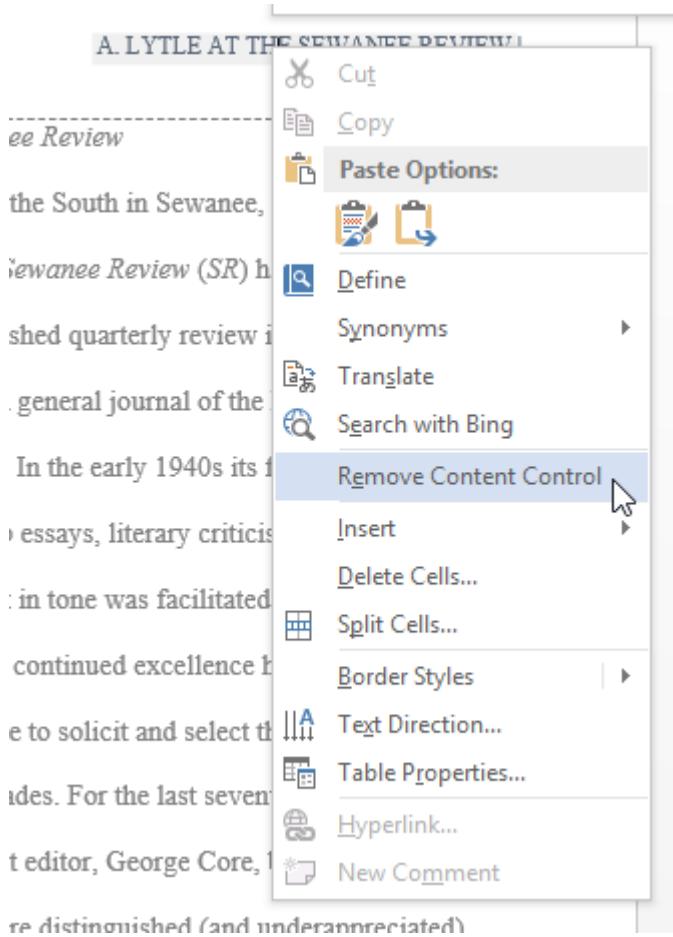
- To edit a Content Control field, click it and type the **desired information**.



- When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

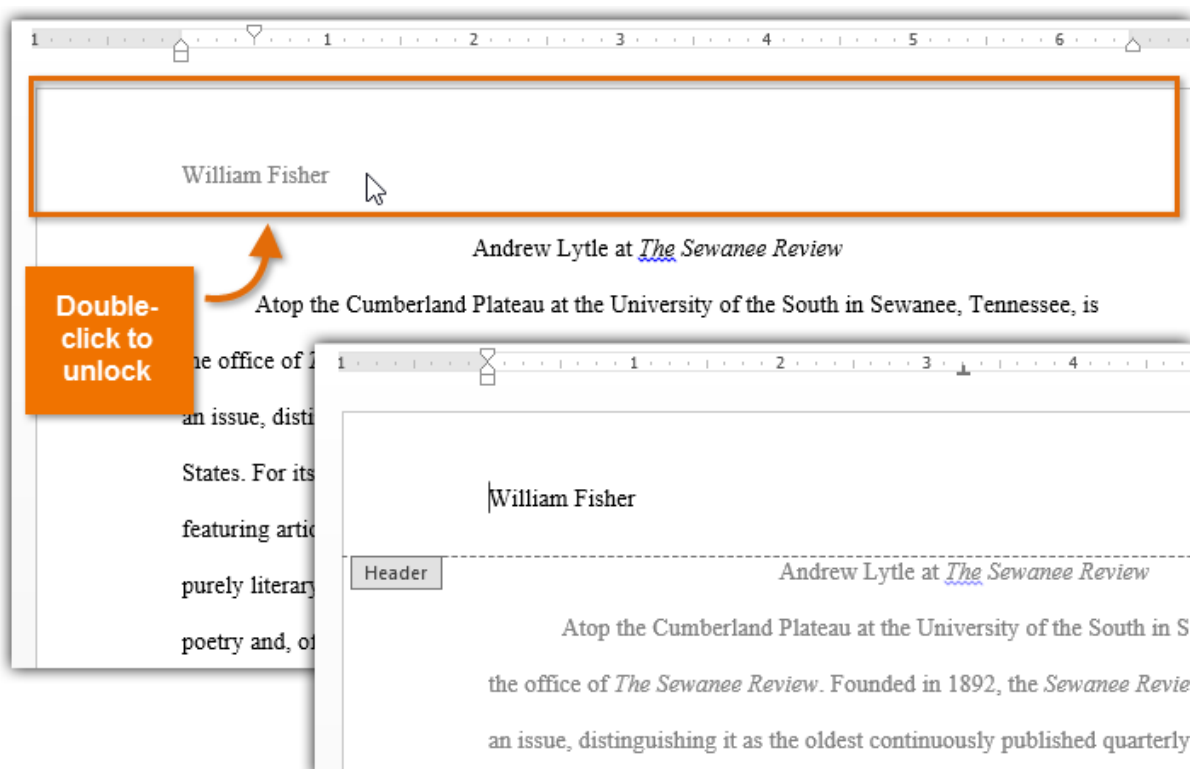


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



## Editing headers and footers

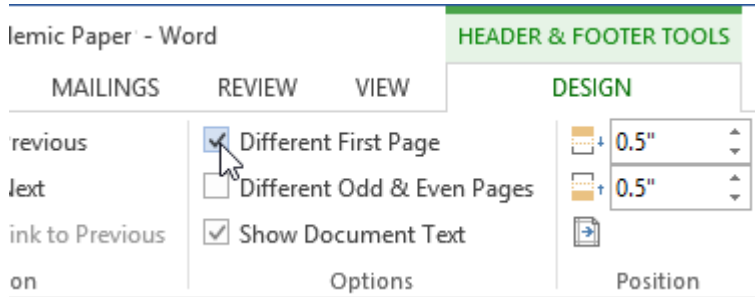
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



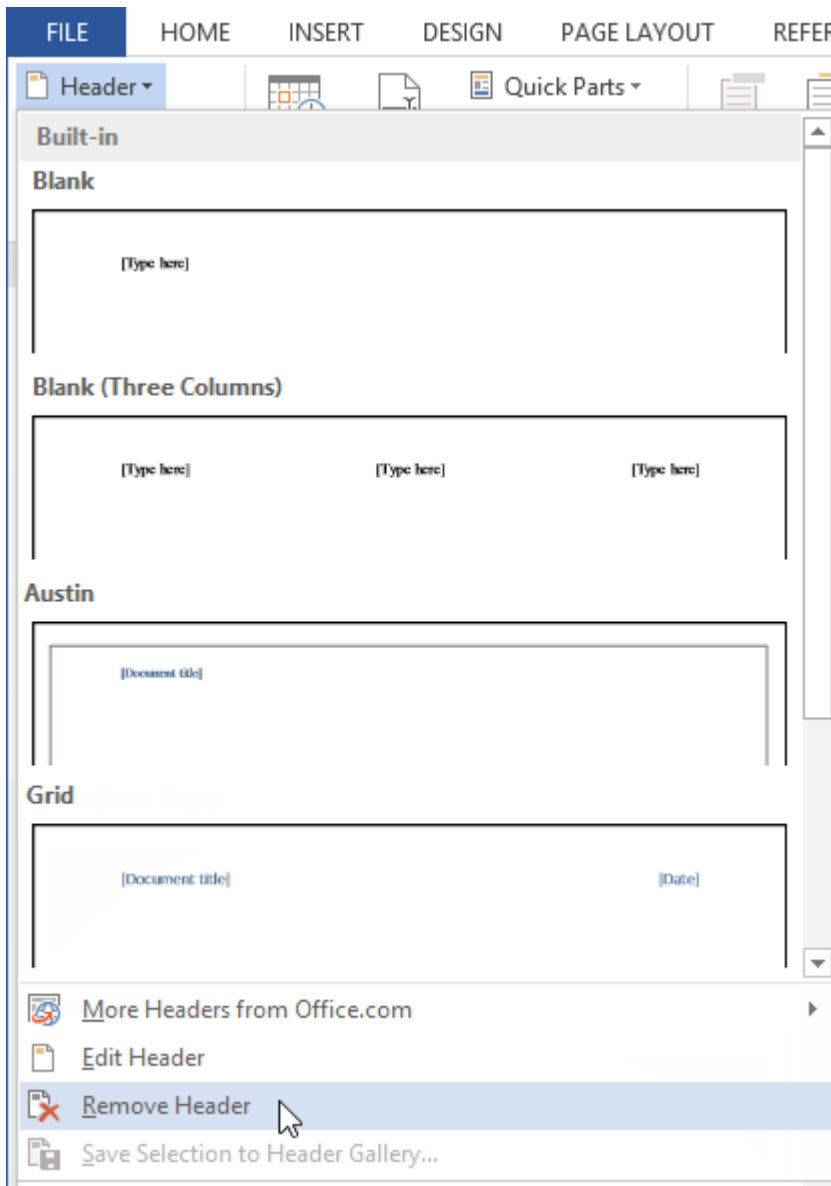
# Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

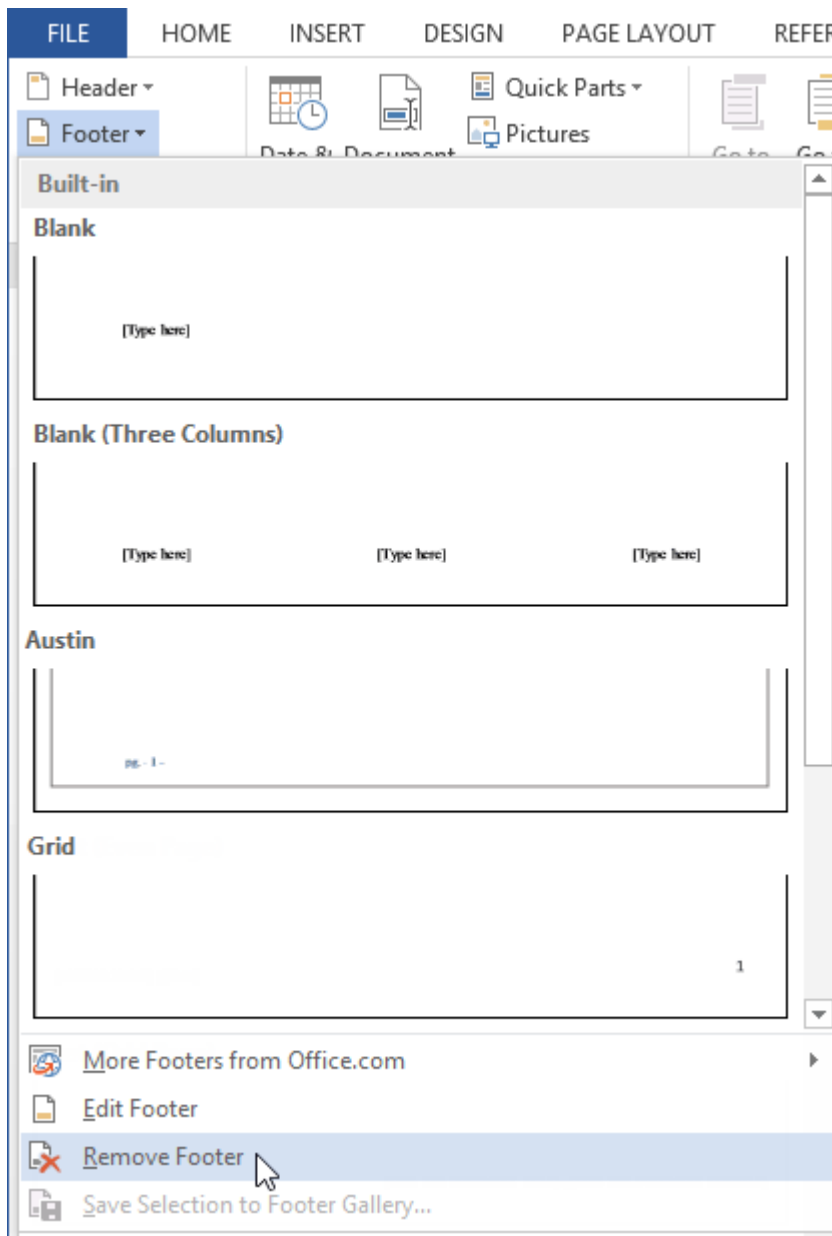
- **Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to **Different First Page**.



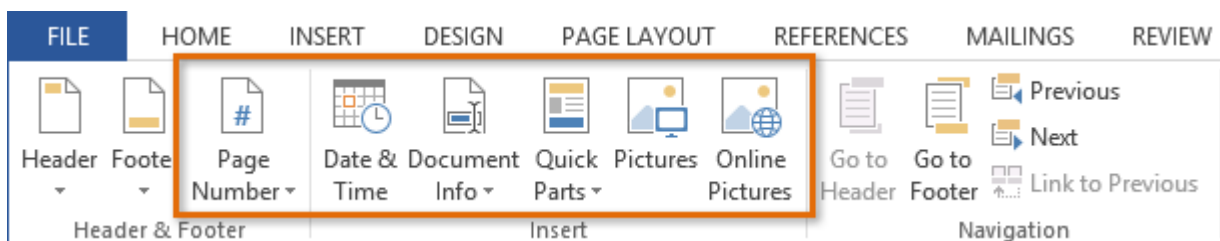
- **Remove the header:** If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears.



- **Remove the footer:** If you want to remove all information contained in the footer, click the **Footer** command and select **Remove Footer** from the menu that appears.



- **Additional options:** With the Page Number command and the commands available in the Insert group, you can **add page numbers**, the **date and time**, **pictures**, and more to your header or footer.

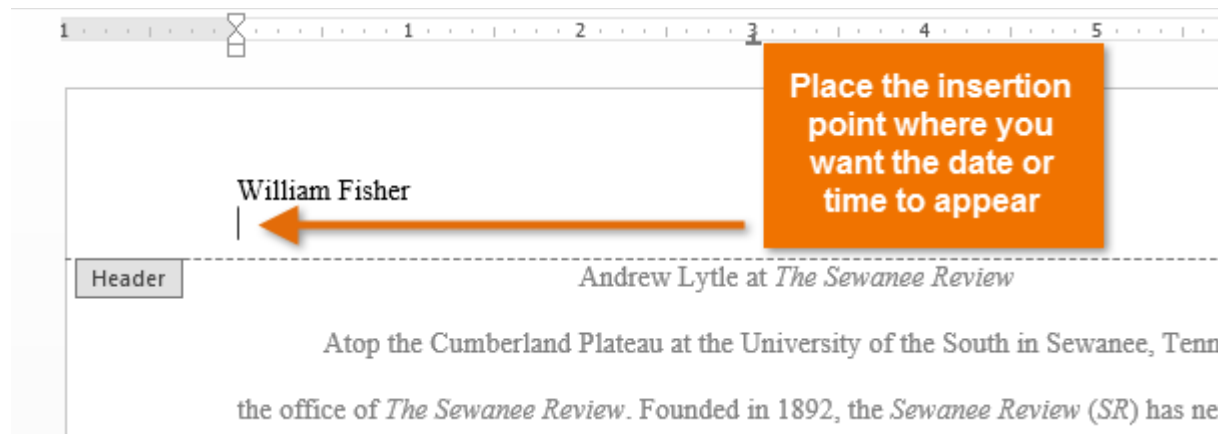


To insert the date or time into a header or footer:

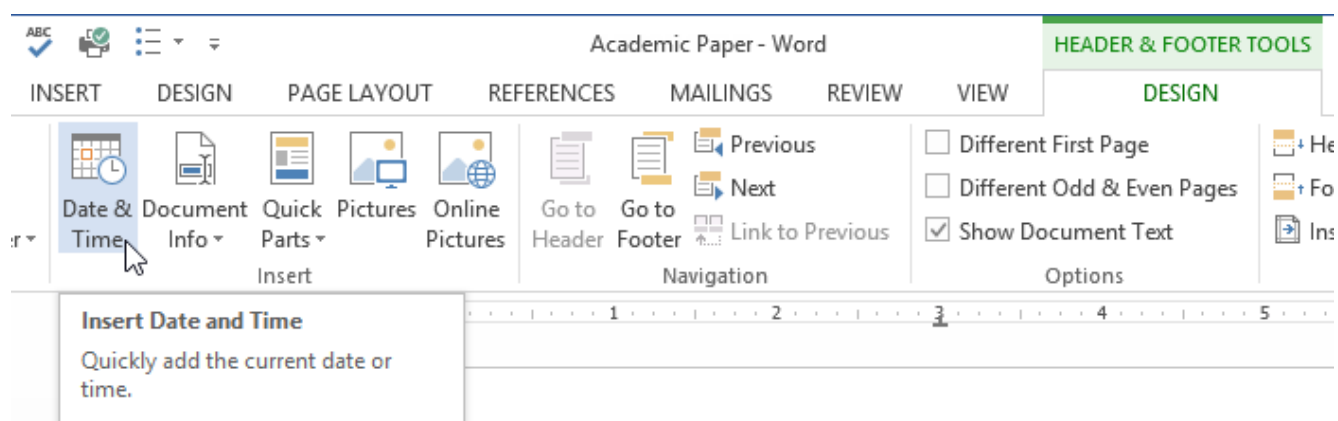
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.

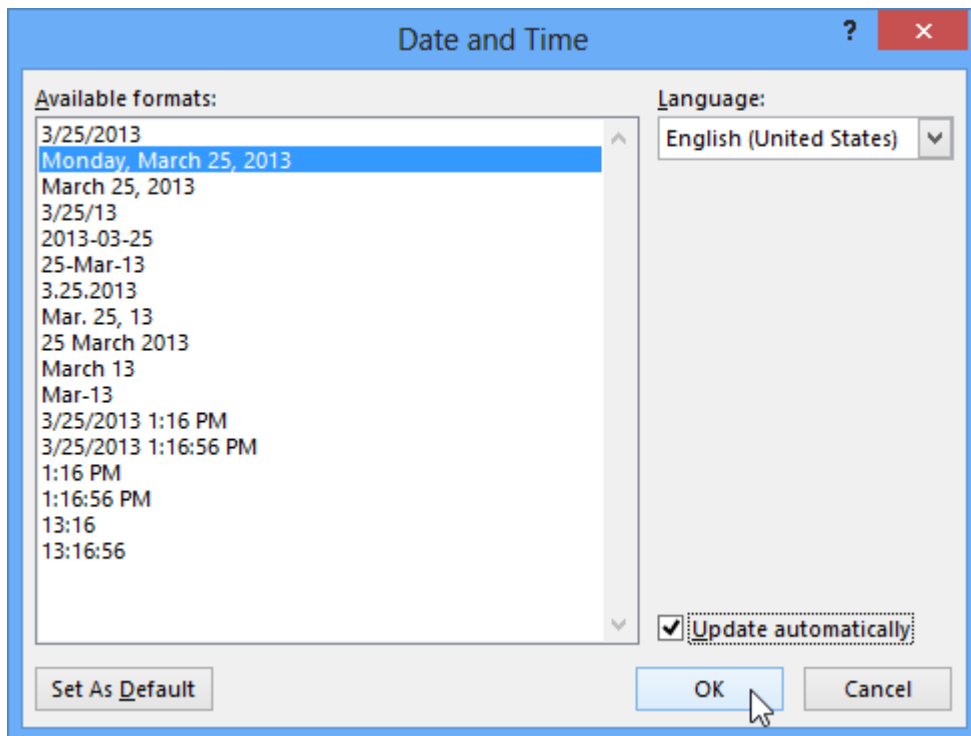


2. The **Design** tab will appear. Click the **Date & Time** command.

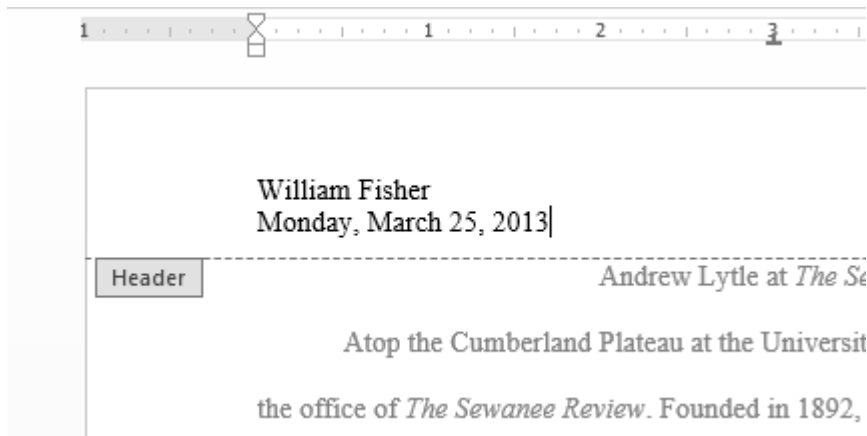


3. The **Date and Time** dialog box will appear. Select the desired **date** or **time** format.
4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click **OK**.





6. The date will appear in the header.



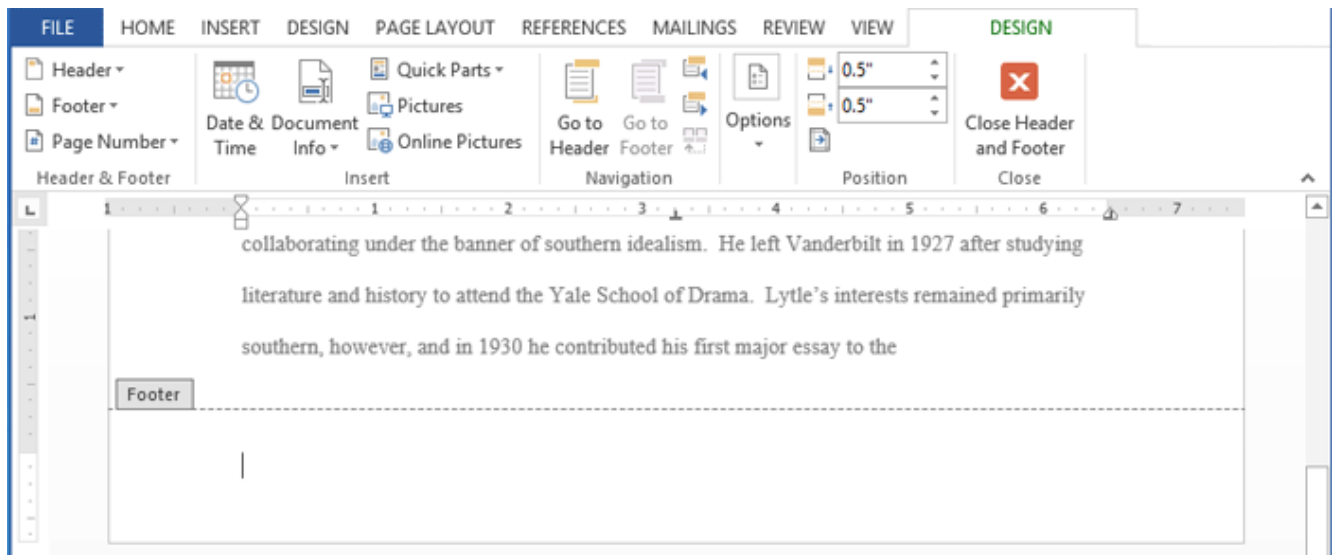
## Adding page numbers

Word can automatically label each page with a page number and place it in a **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

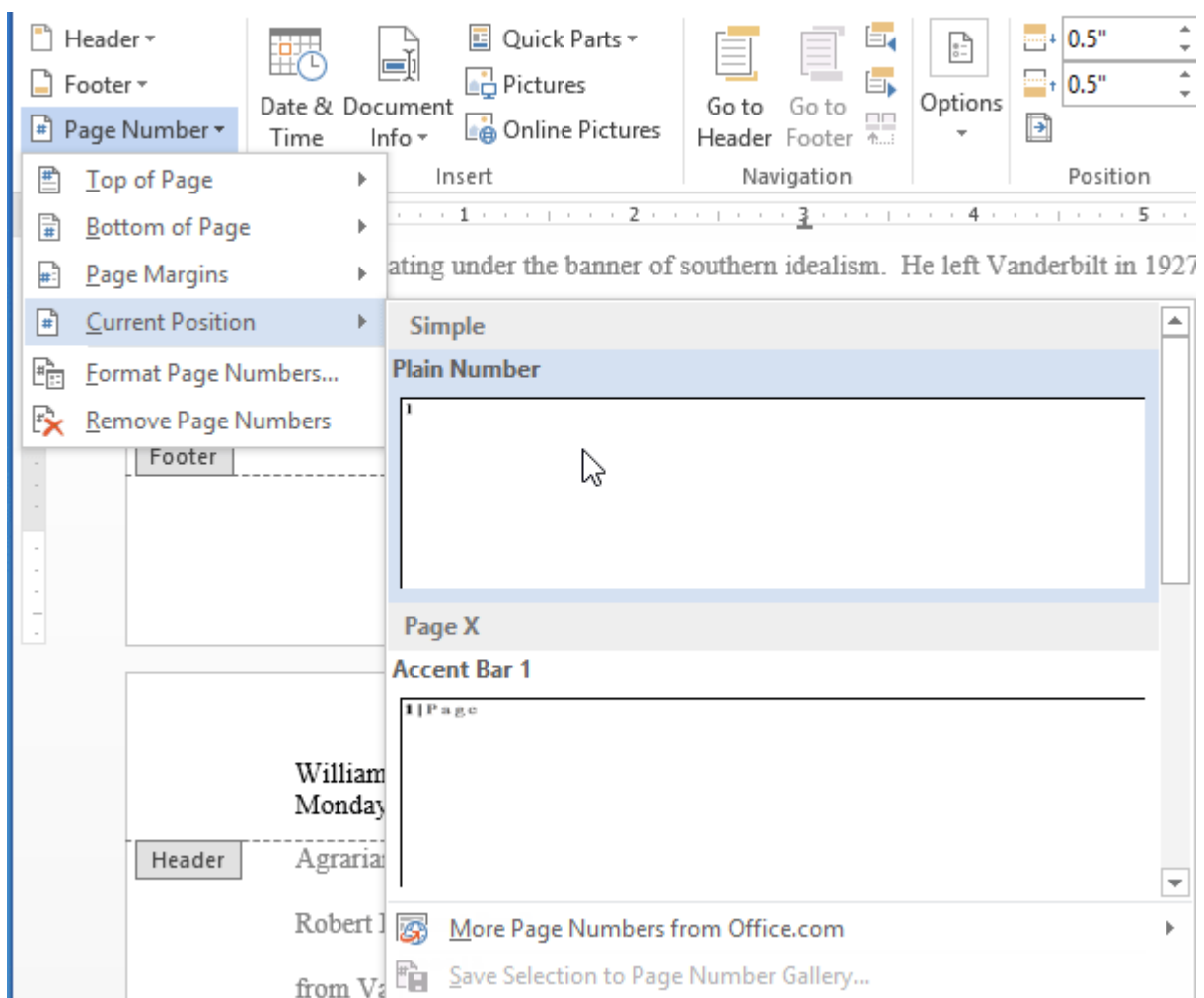
### To add page numbers to a document:

In our example, we'll add page numbering to our document's footer.

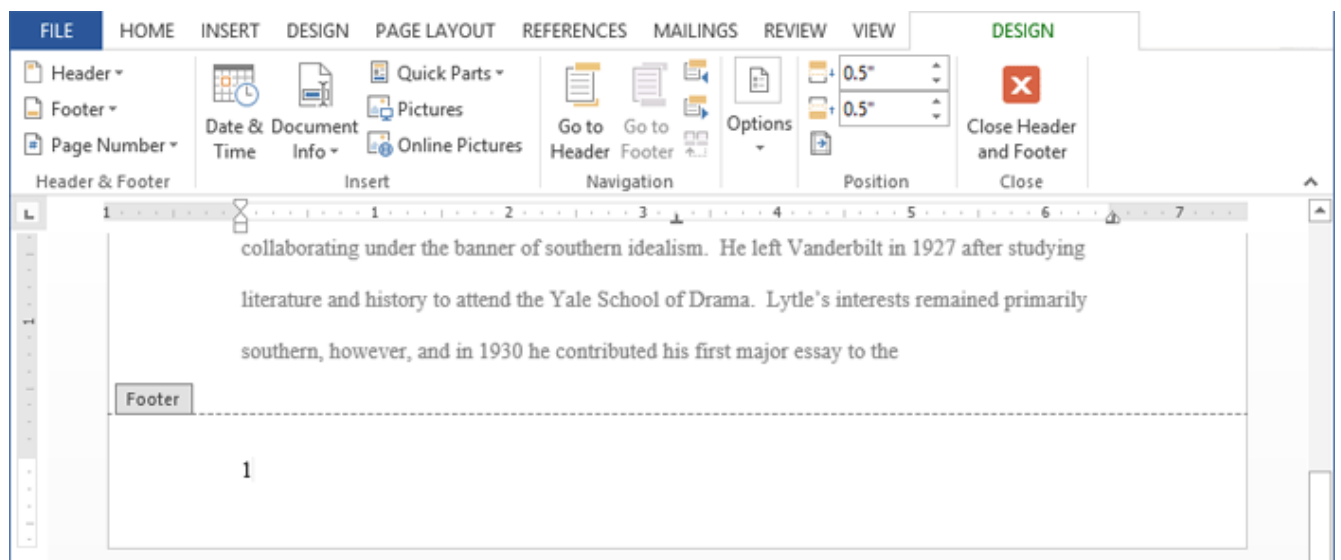
1. Double-click anywhere on the **header** or **footer** to **unlock** it. If you don't already have a header or footer, you can double-click near the **top or bottom of the page**. The **Design** tab will appear on the right side of the Ribbon.



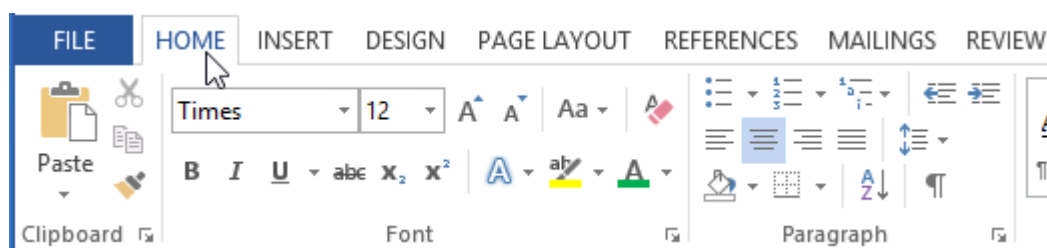
2. Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



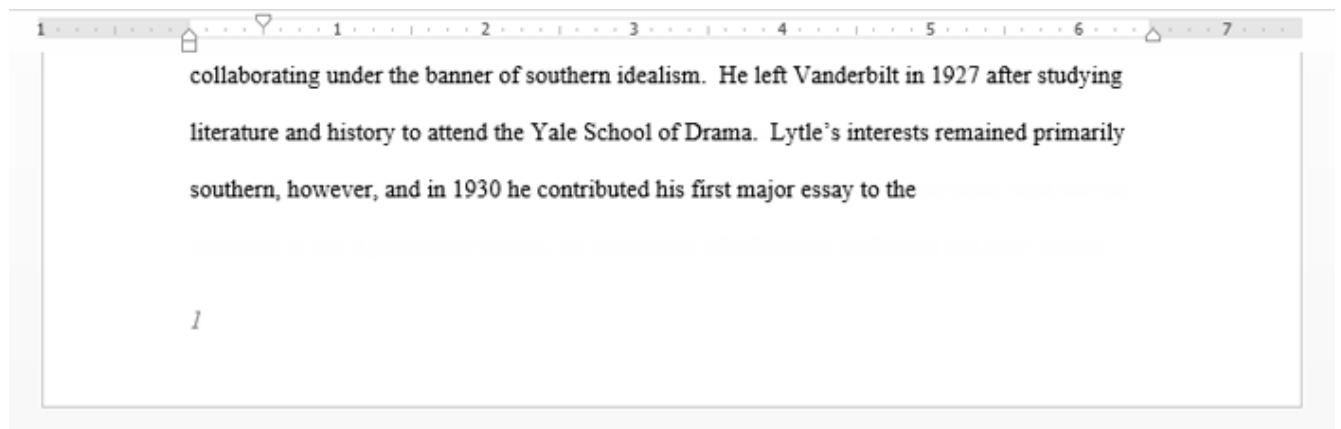
3. Page numbering will appear.



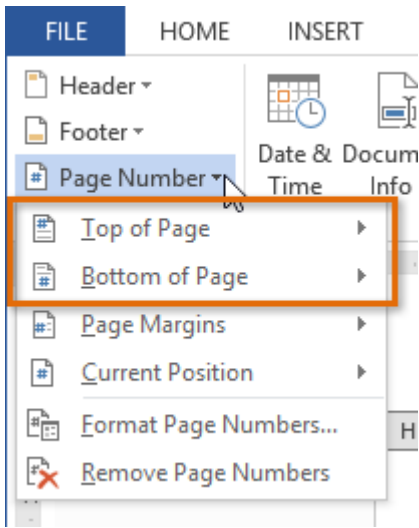
4. To edit the **font**, **font size**, and **alignment** of page numbers, select a page number and click the **Home** tab. Word's text formatting options will appear.



5. When you're finished, press the **Esc** key. The page numbering will be formatted.



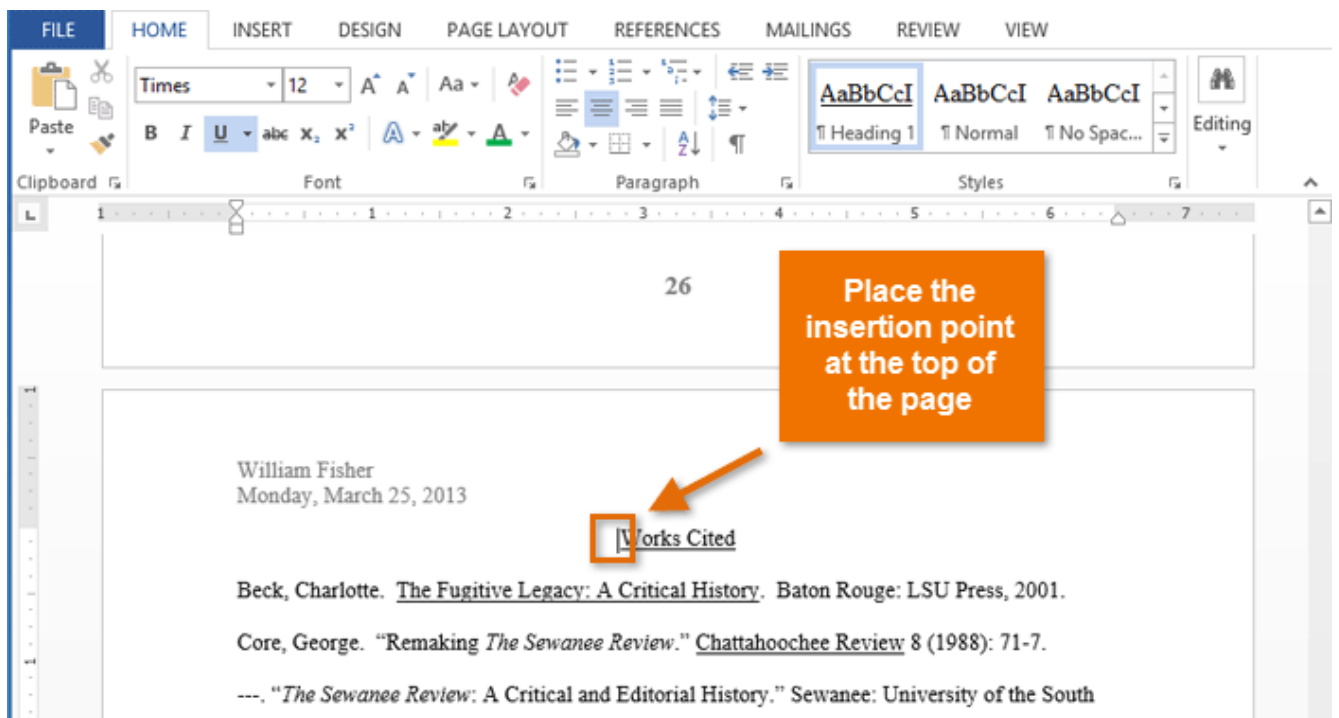
Alternatively, you can add page numbers to the header or footer by clicking the **Page Number** command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.



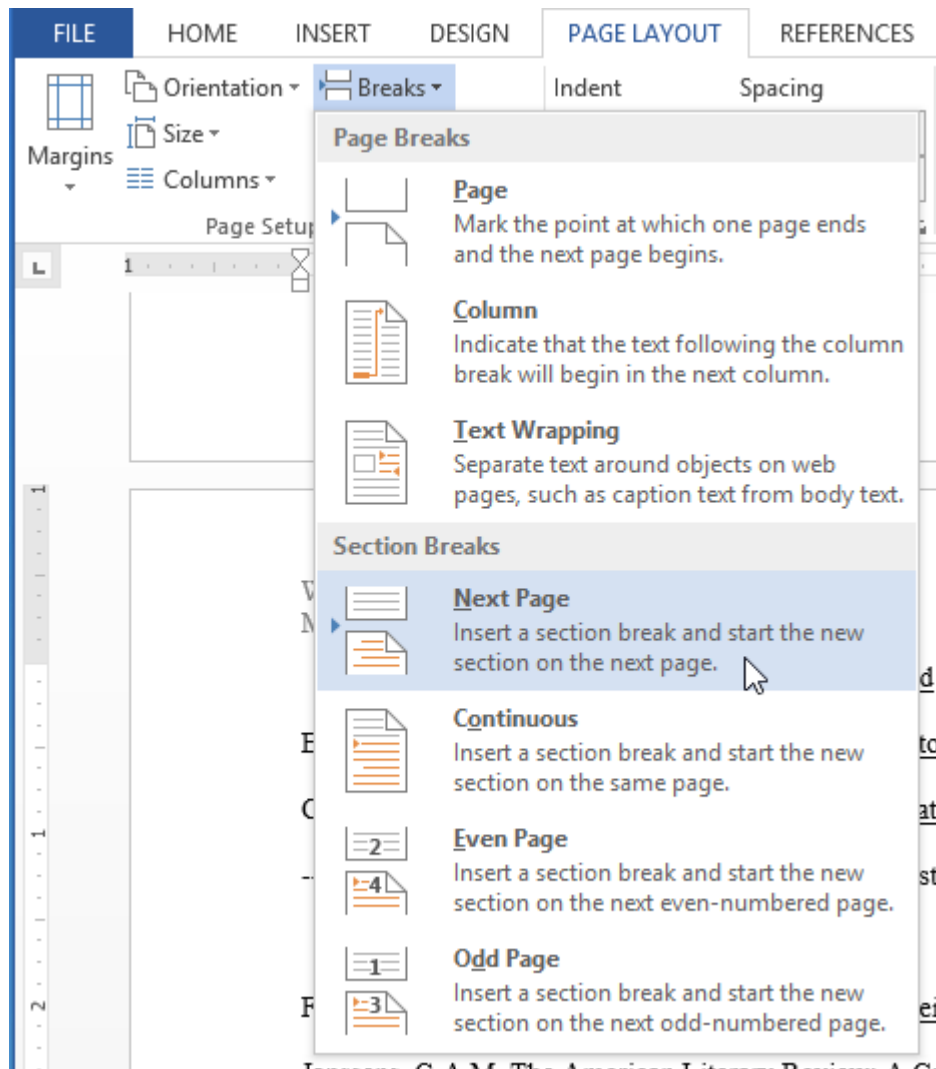
## To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and then selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

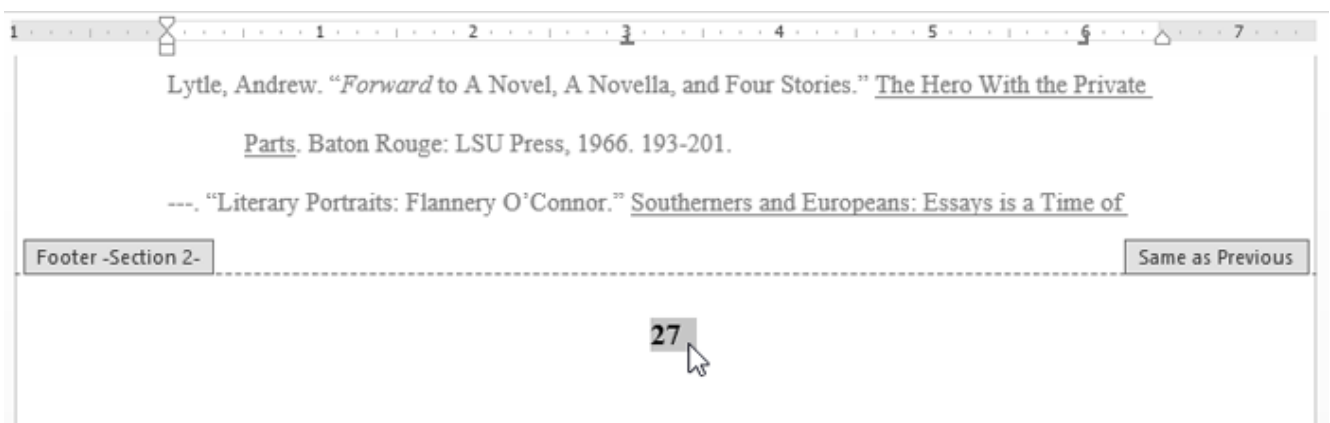
1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



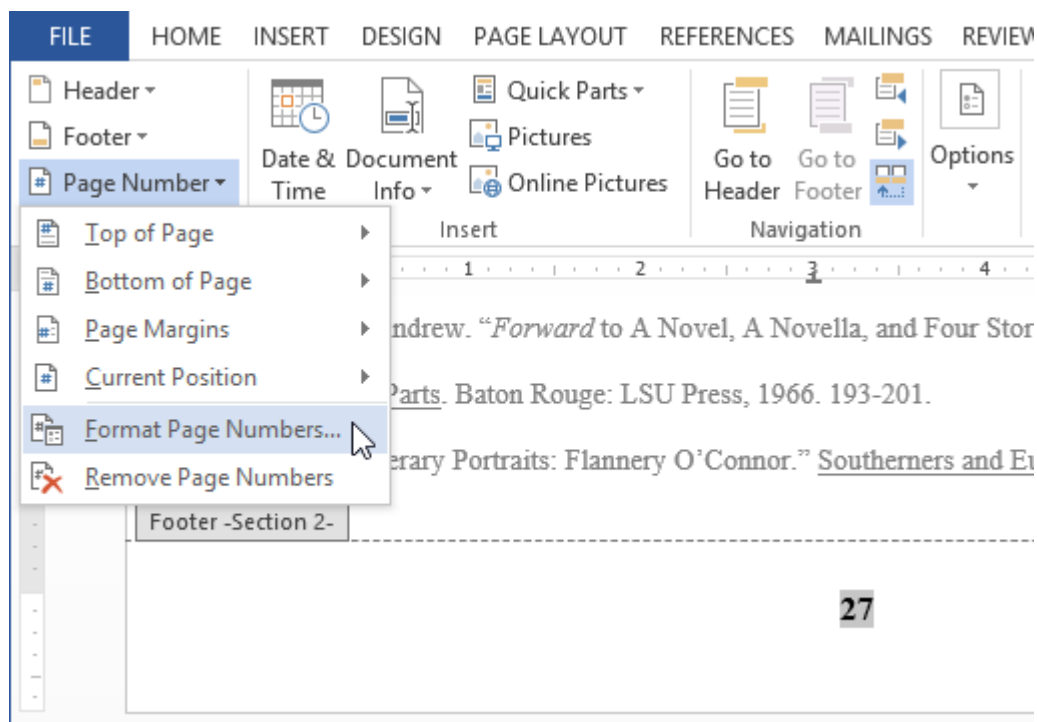
2. Select the **Page Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.



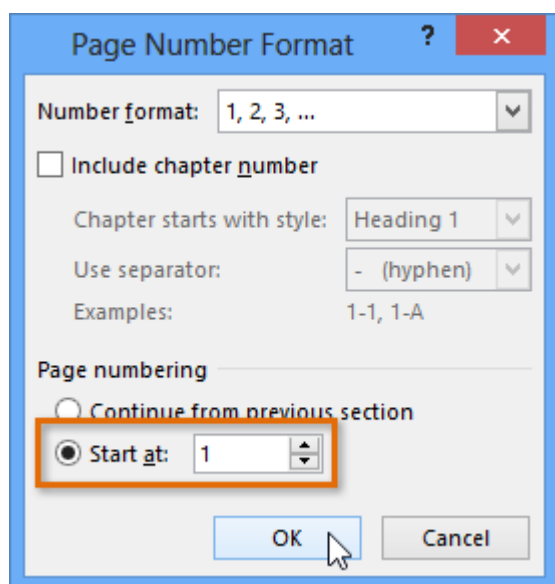
3. A section break will be added to the document.
4. Double-click the **header or footer** that contains the page number you want to restart.



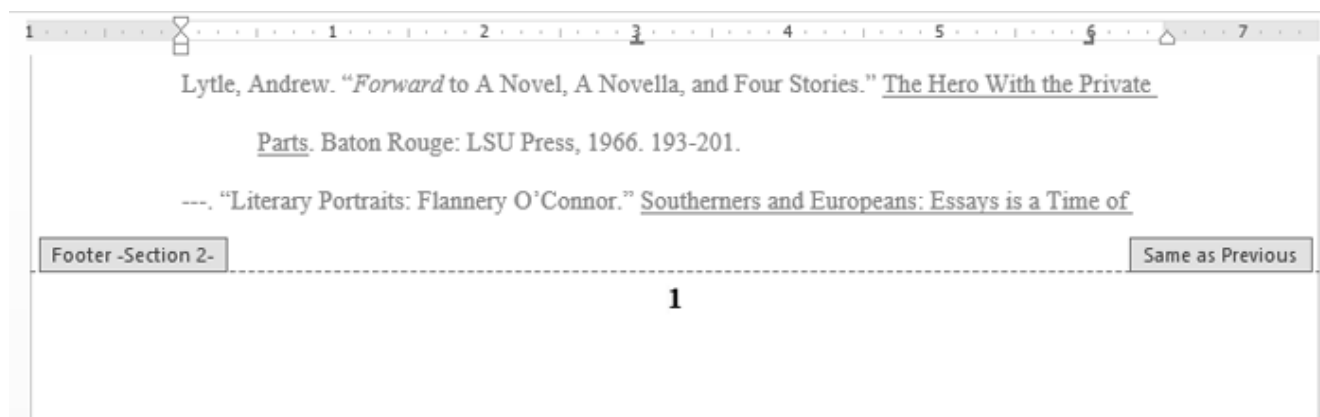
5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number.
7. Click **OK**.



8. The page numbering will restart.



Challenge!

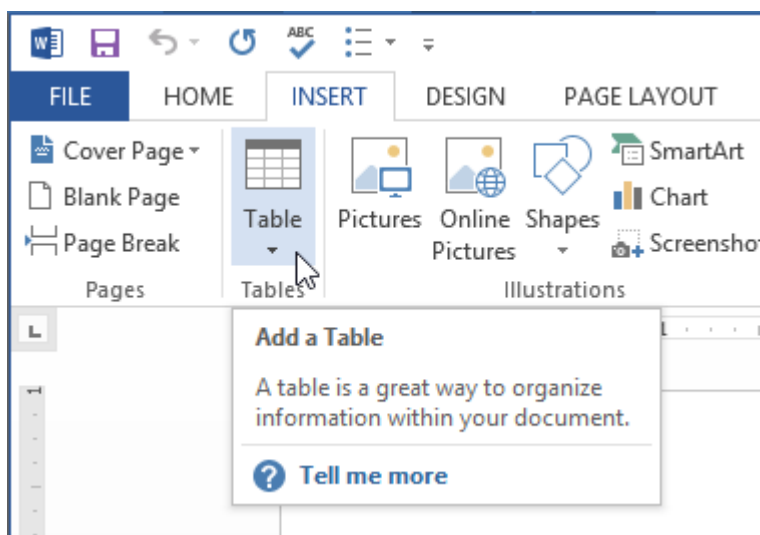
1. Open the practice document Word2013\_HeaderFooter\_Practice.docx.
2. Create a blank **header**. **Unlock** the header.
3. Add a name to the **header**. Type the name **Tom Shelby** after **Professor**.
4. Try inserting a **preset header or footer**.
5. Add today's date to the **header**. Add today's date below **Professor Tom Shelby**.
6. Try adding a page number to the **footer**. Add a page number to the **bottom of the page**.
7. Try restarting the **page numbering**.

## Tables

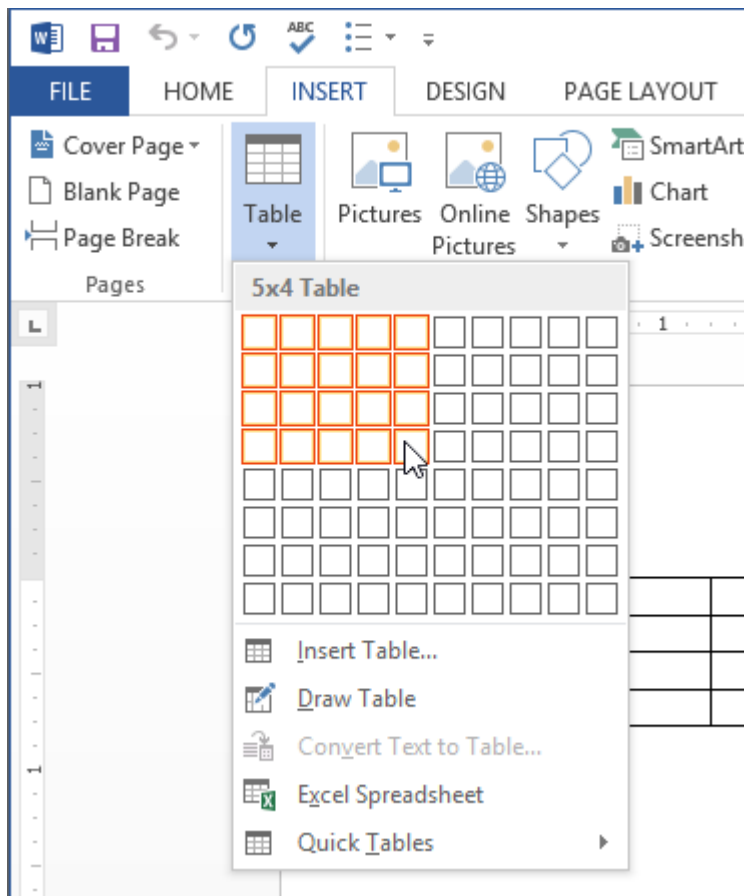
A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

### To insert a blank table:

1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
2. Click the **Table** command.



3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.



4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

Monday	Tuesday	Wed		

To move the insertion point to the next cell, press the **Tab** key while typing. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

### To convert existing text to a table:

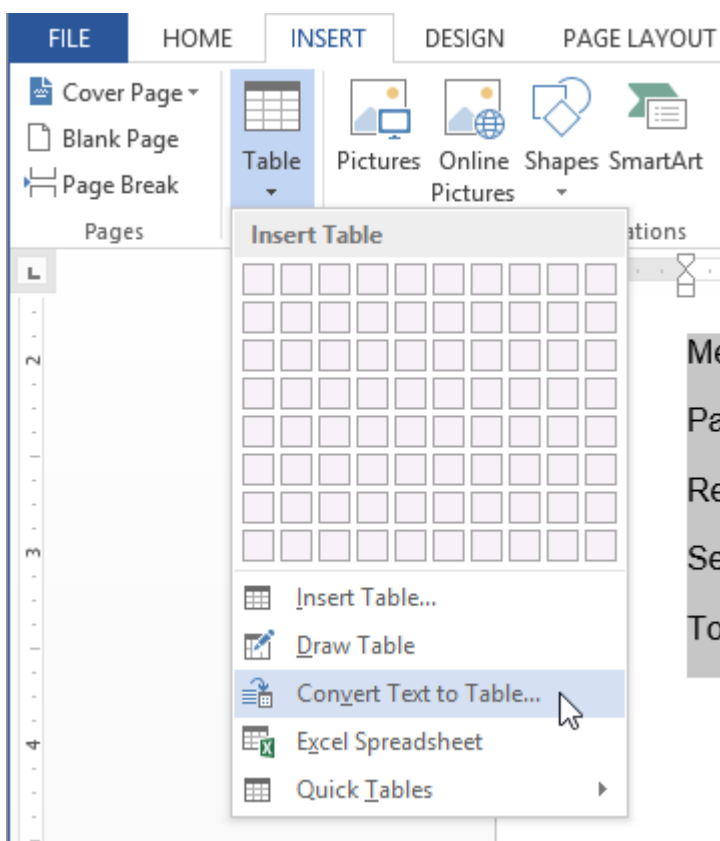
In this example, each row of information contains an **item name** and **price**, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

1. Select the text you want to convert.

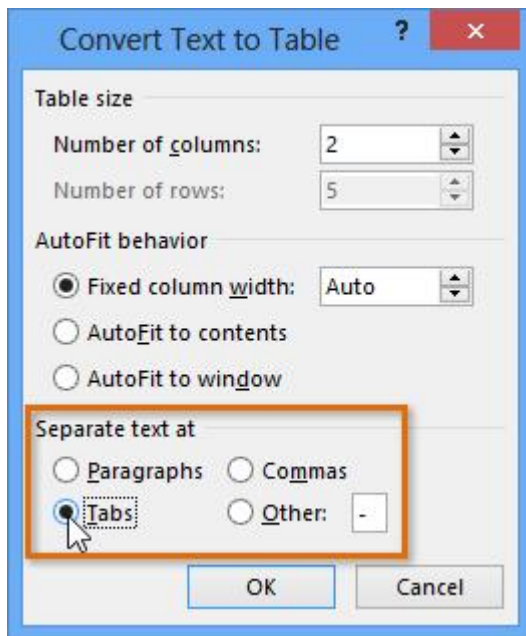


Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
<b>Total Cost</b>	<b>\$1,363.68</b>

- From the **Insert** tab, click the **Table** command.
- Select **Convert Text to Table** from the drop-down menu.



- A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



5. Click **OK**. The text appears in a table.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total Cost	\$1,363.68

## Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

### To add a row or column:

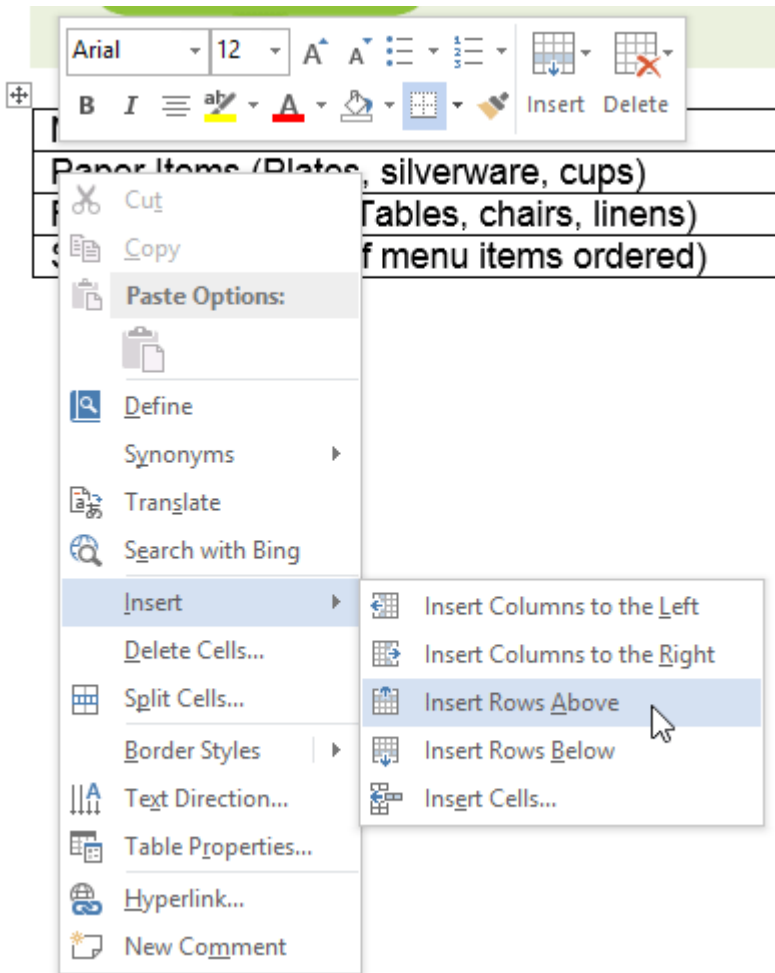
1. Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

2. A new row or column will appear in the table.

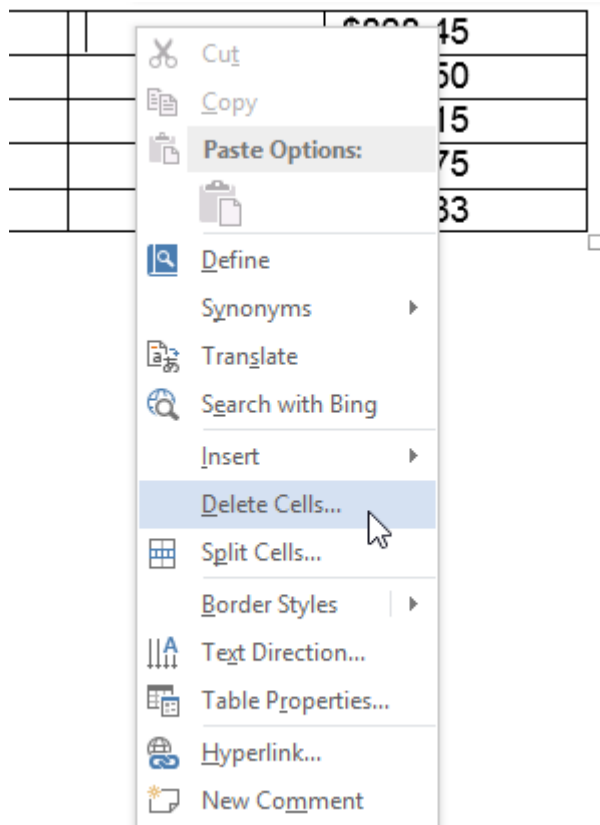
Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

Alternatively, you can right-click the table, then hover the mouse over **Insert** to see various row and column options.

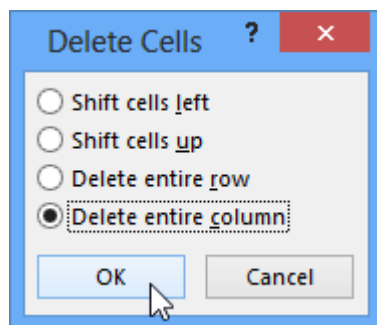


To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click the mouse, then select **Delete Cells...** from the menu that appears.



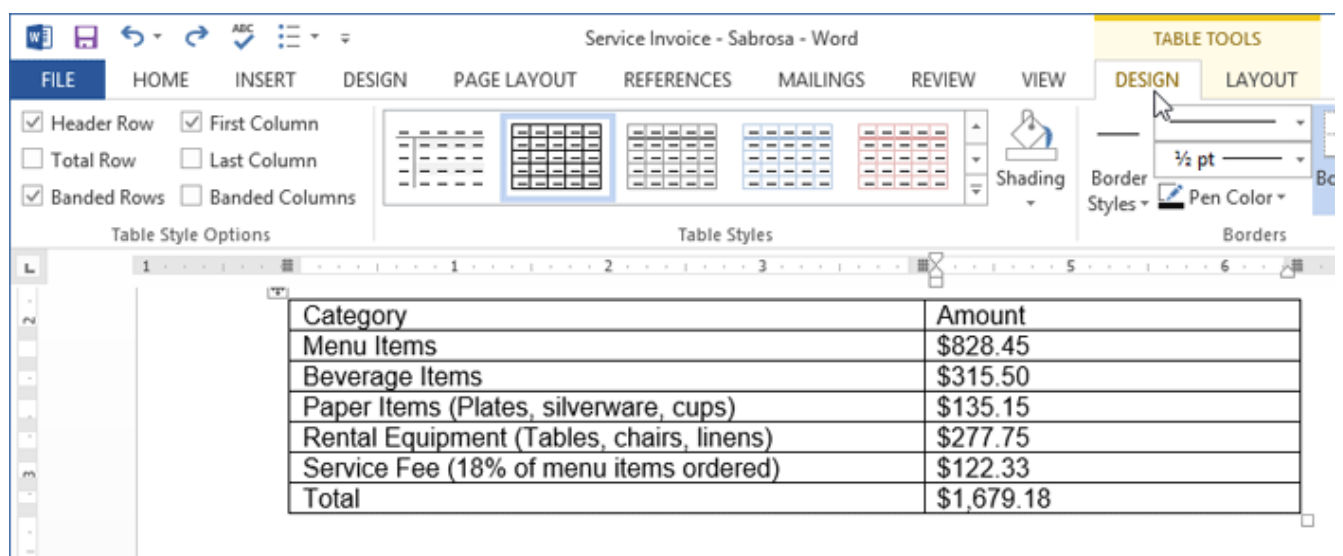
3. A dialog box will appear. Select **Delete entire row** or **Delete entire column**, then click **OK**.



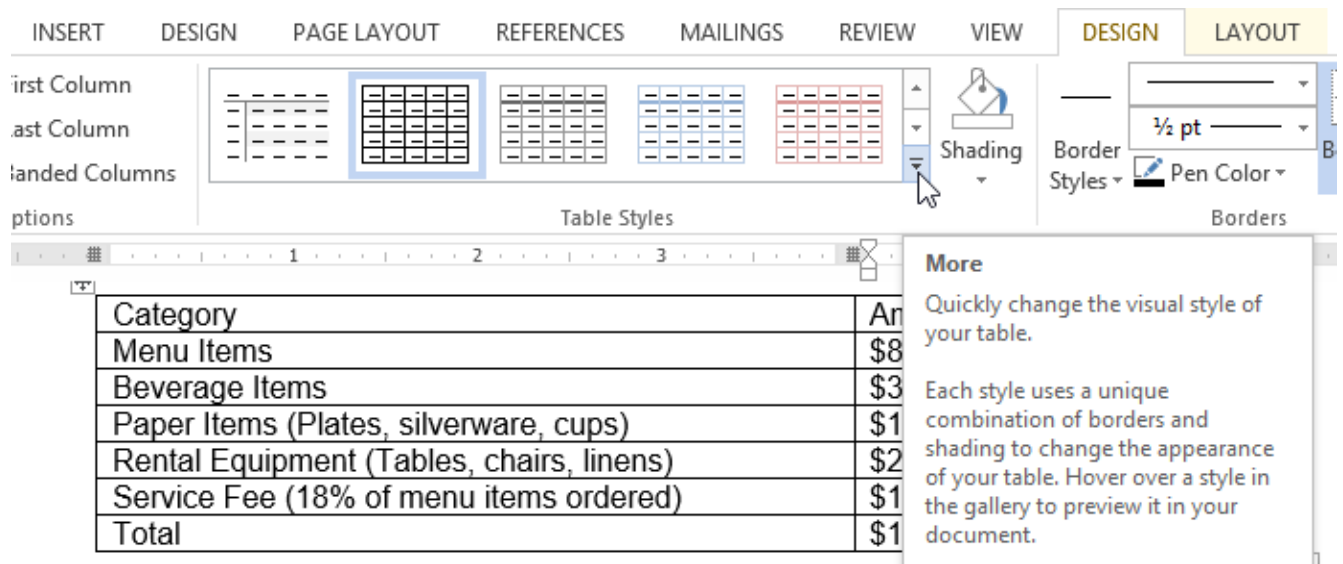
4. The column or row will be deleted.

## To apply a table style:

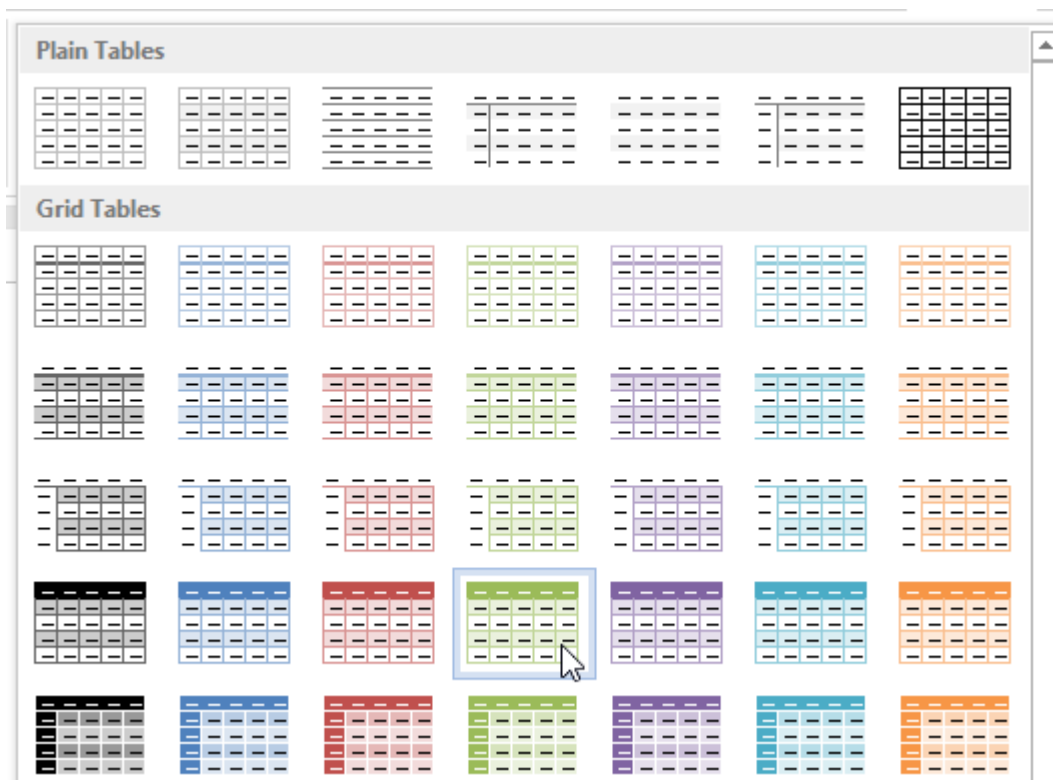
1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.



- Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



- Select the **desired style**.



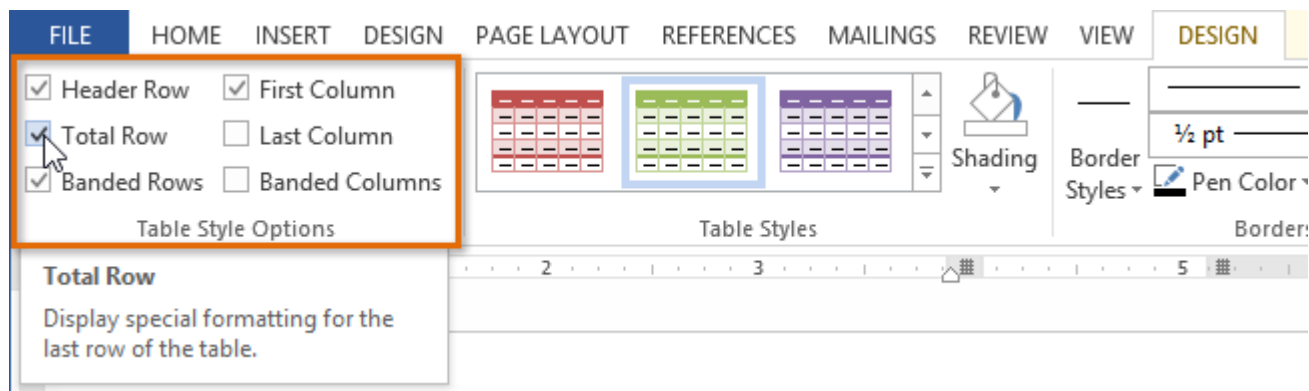
- The selected **table style** will appear.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
<b>Total</b>	<b>\$1,679.18</b>

To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table.
2. Click the **Design** tab on the right side of the Ribbon, then **check** or **uncheck** the desired options in the **Table Style Options** group.



3. The table style will be modified.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
<b>Total</b>	<b>\$1,679.18</b>

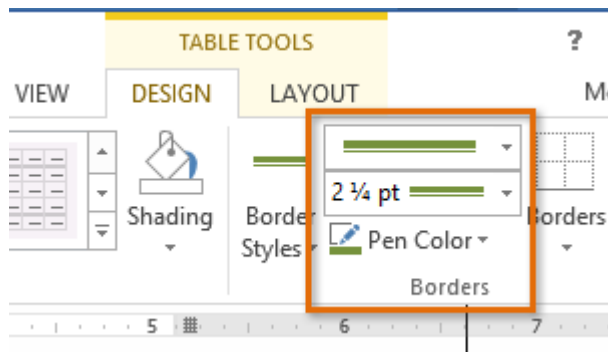
Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to experiment to get the exact look you want.

## To add borders to a table:

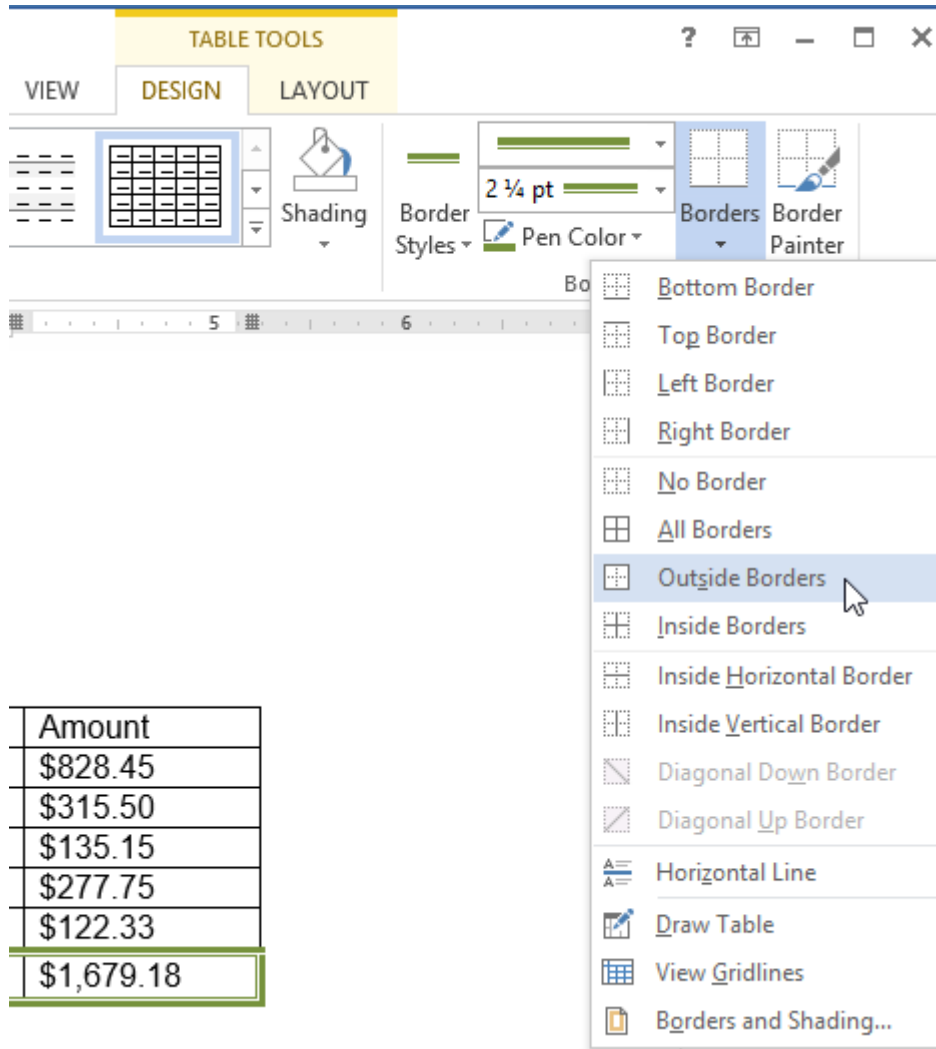
1. Select the cells you want to add a border to.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
<b>Total</b>	<b>\$1,679.18</b>

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **Borders** drop-down arrow.
4. Select the desired **border type** from the menu that appears.



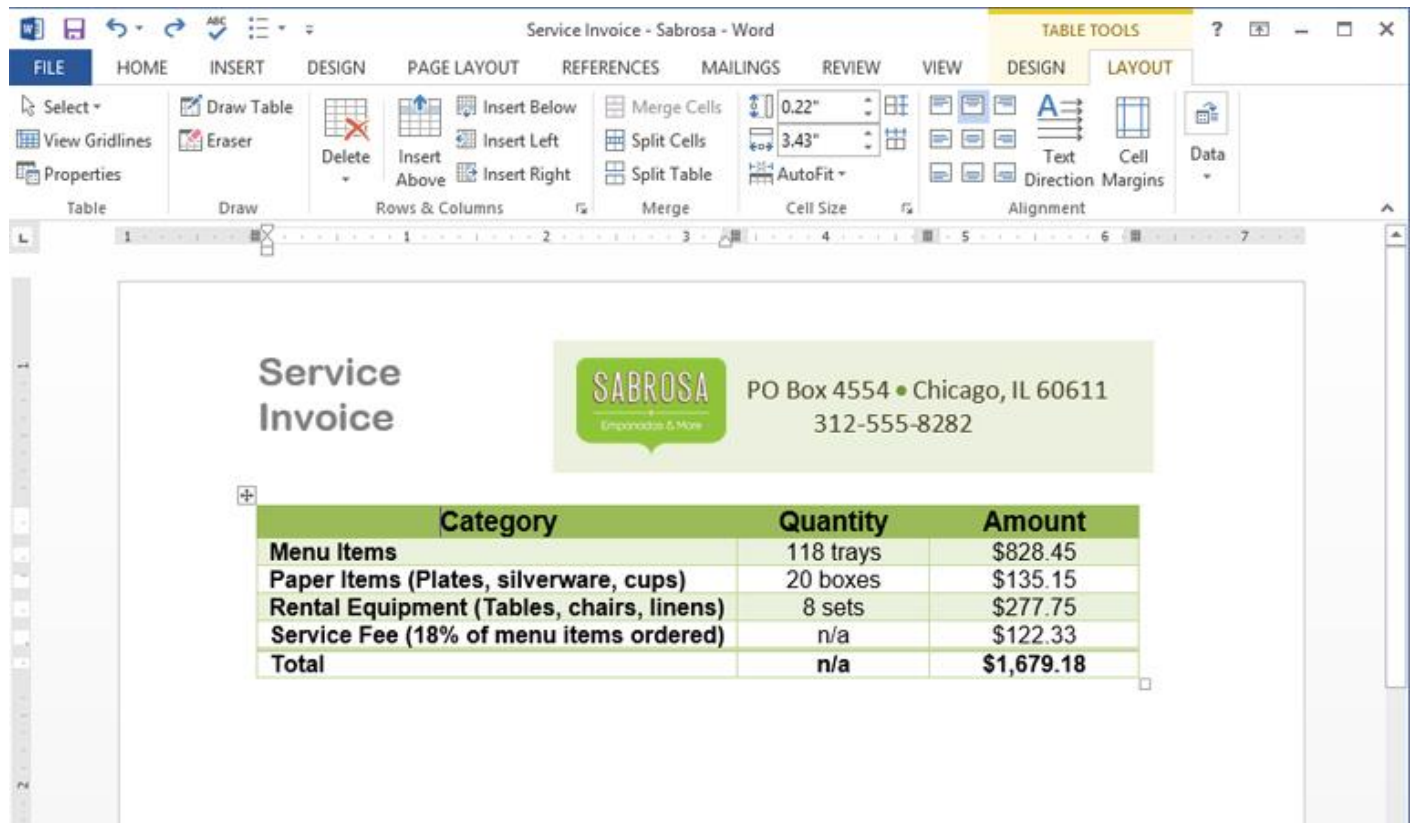
5. The border will appear around the selected cells.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
<b>Total</b>	<b>\$1,679.18</b>

## Modifying a table using the Layout tab

When you select a table in Word 2013, the **Layout** tab appears under **Table Tools** on the Ribbon. From the **Layout** tab, you can make a variety of modifications to the table.

Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.



## Challenge!

1. Open the practice document Word2013\_Tables\_Practice.docx.
2. **Convert some text** into a table. Convert the text below the **Sabrosa Company Label**.
3. Apply a **table style**, and experiment with the **Table Style Options**.
4. Insert a **column** into the table.
5. Delete a **row** from the table.
6. Insert a **blank table** with six rows and two columns.
7. Add **borders** to the blank table.

## Styles

A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional appearance

To apply a style:

1. Select the text you want to format.

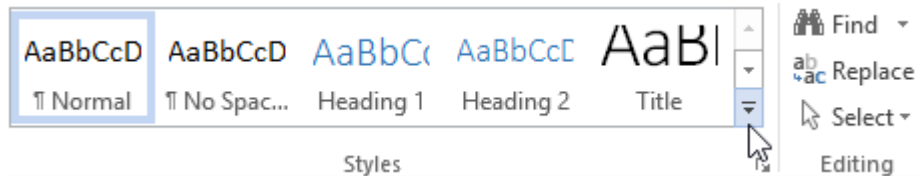


Westbrook-Parker 2013 Quarterly Report

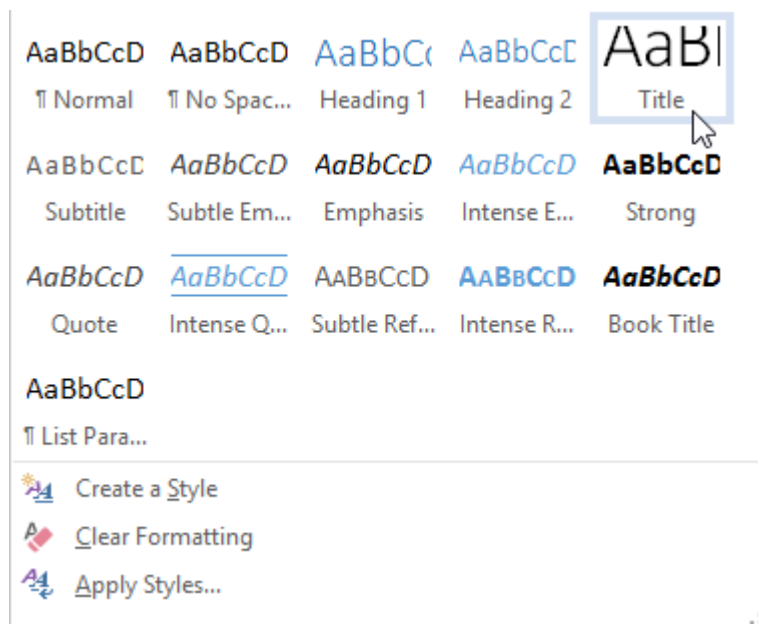
Clients Overview

New Clients

2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.

# Westbrook-Parker 2013 Quarterly Report

Clients Overview

New Clients

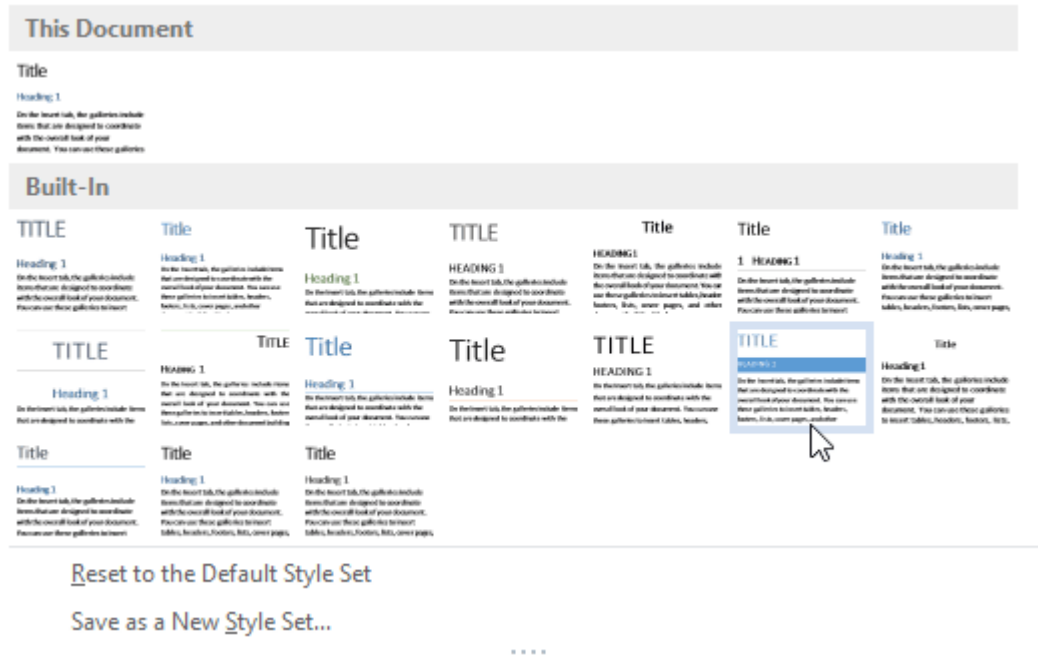
## To apply a Style set:

**Style sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.



3. The selected style set will be applied to your entire document.

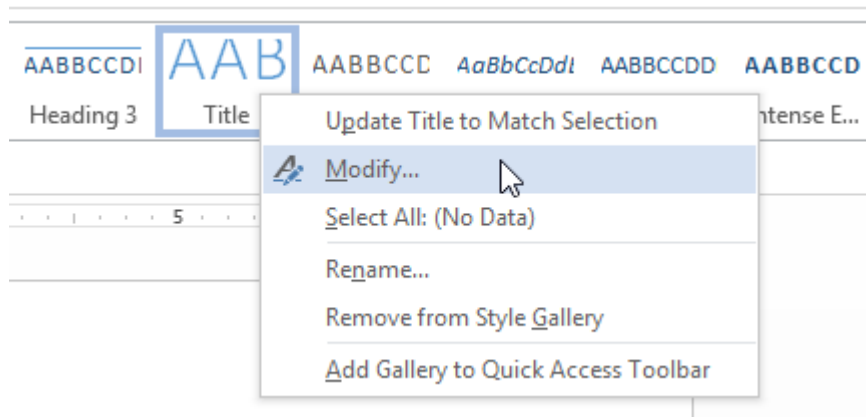
# WESTBROOK-PARKER 2013 QUARTERLY REPORT

CLIENTS OVERVIEW

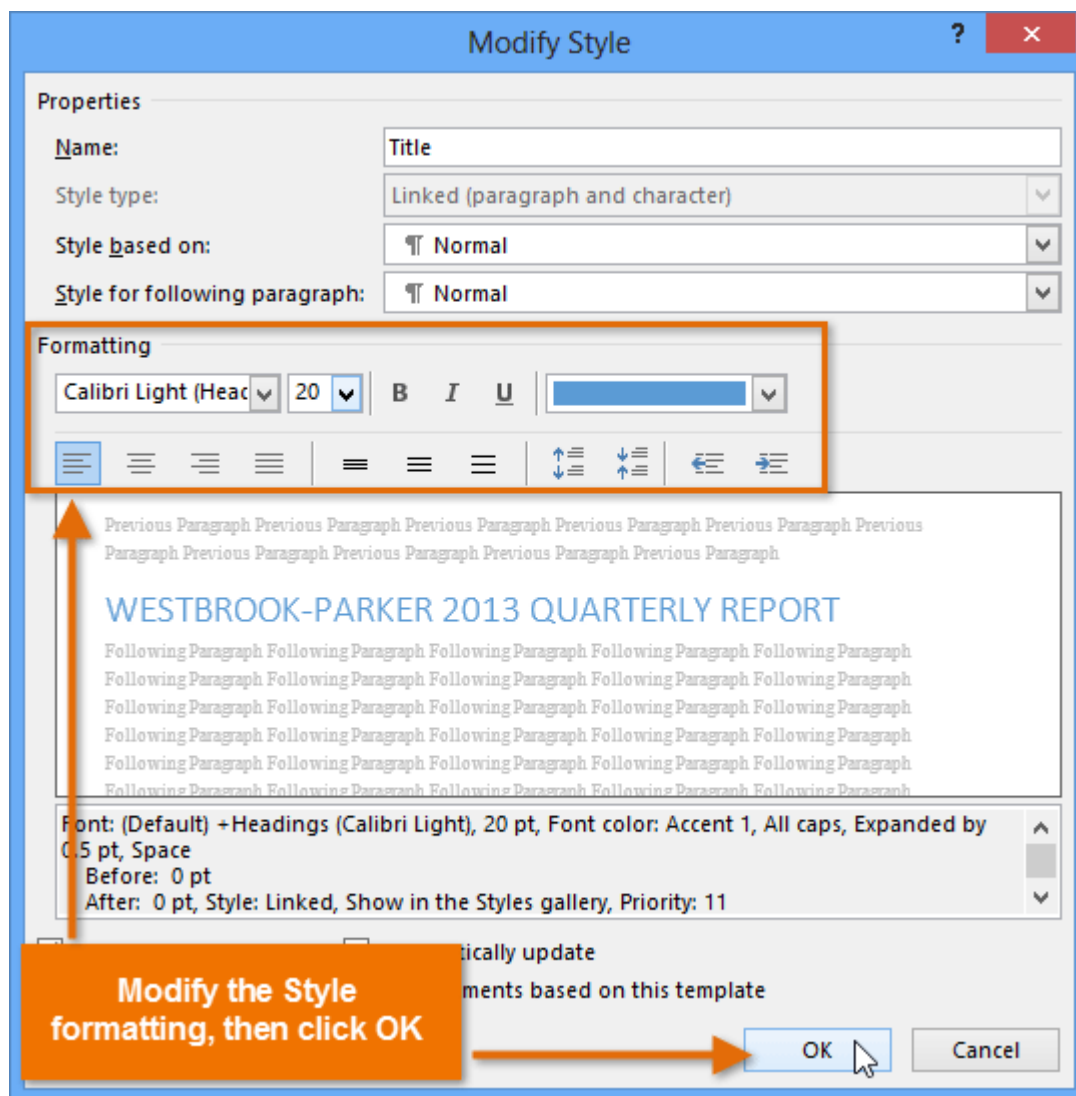
NEW CLIENTS

## To modify a style:

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify...** from the drop-down menu.



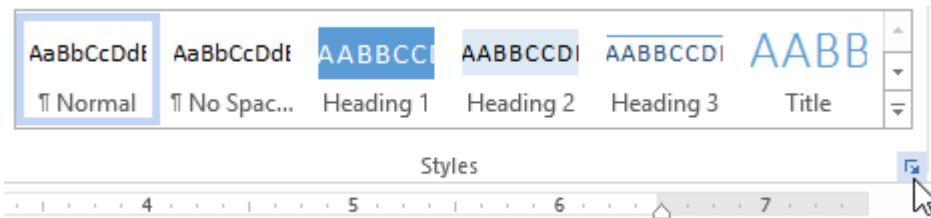
2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style.
3. When you're satisfied, click **OK** to save your changes.



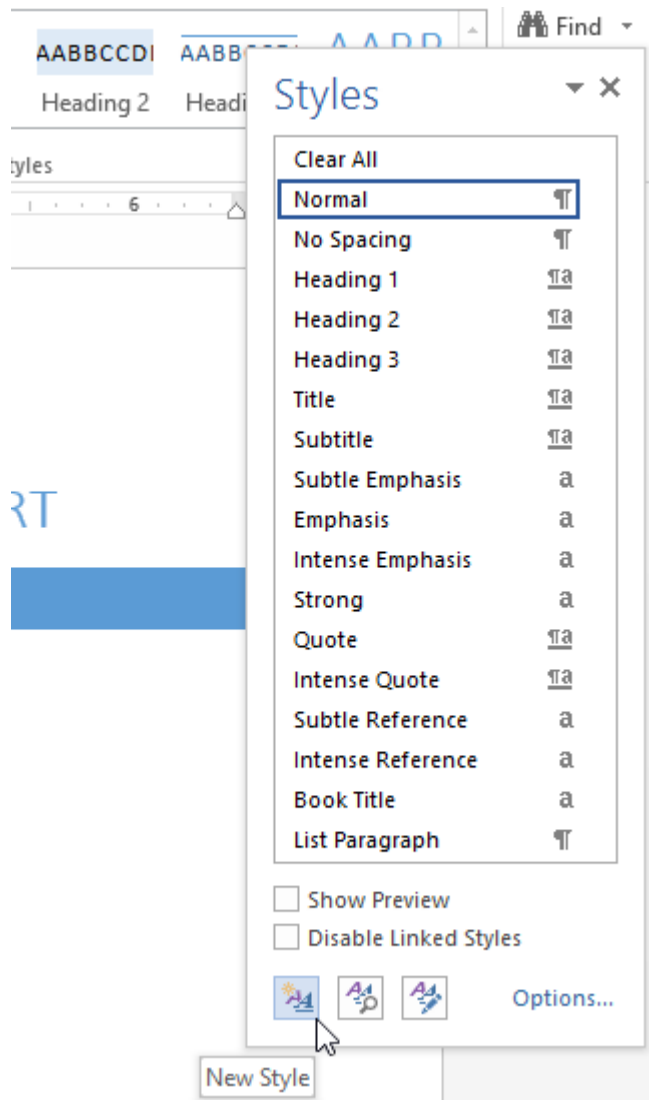
4. The style will be modified.

### To create a new style:

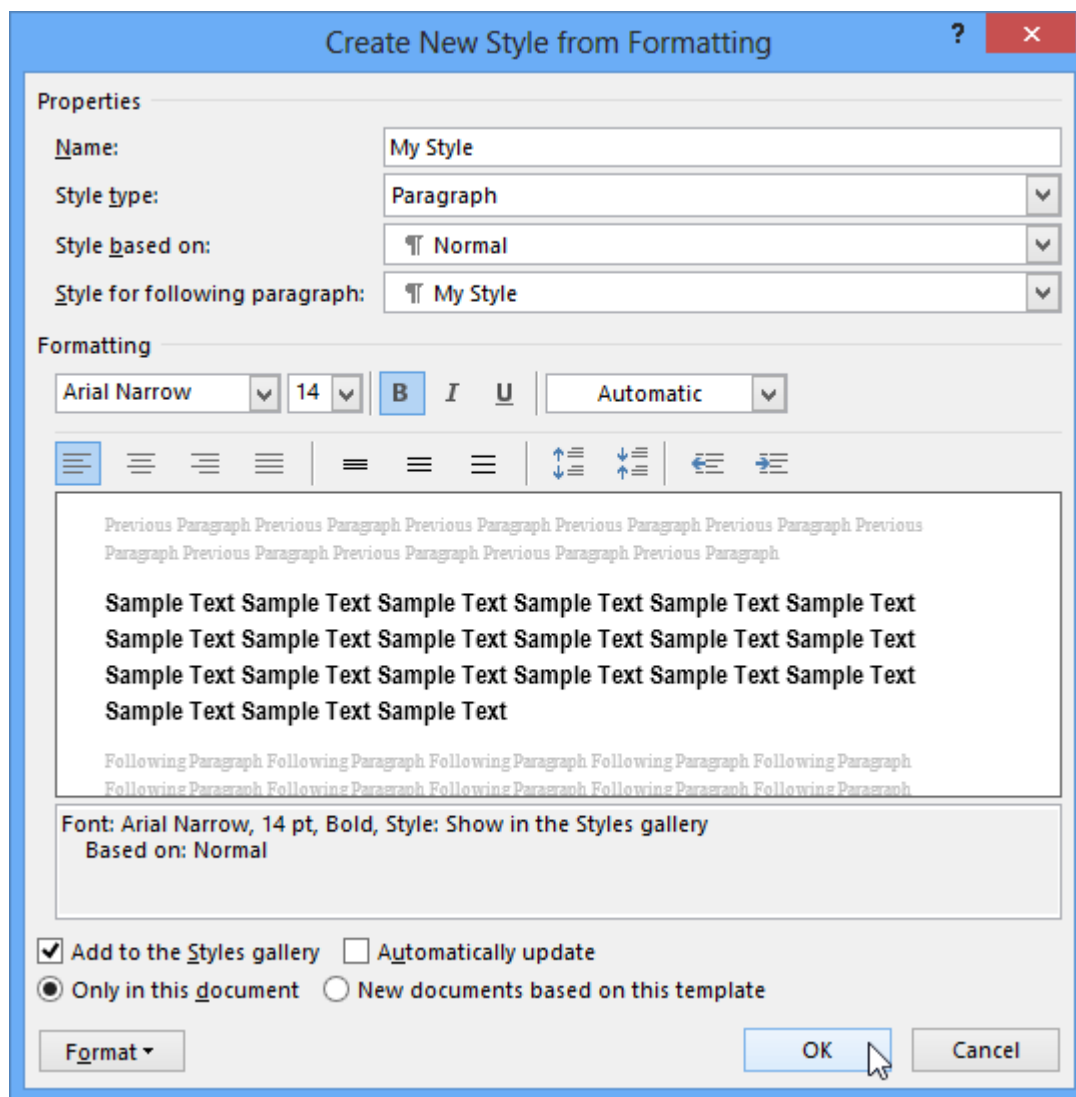
1. Click the **arrow** in the bottom-right corner of the **Styles** group.



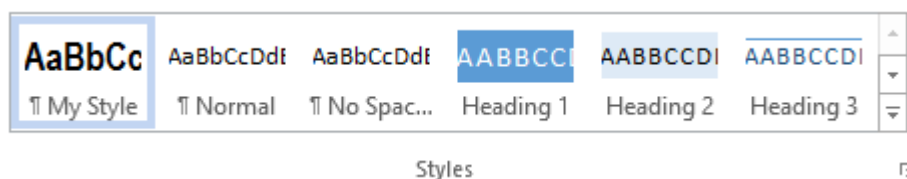
2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3. A dialog box will appear. Enter a **name** for the style, and choose the **desired text formatting**.
4. When you're satisfied, click **OK**.



5. The new style will appear in the **Styles** group.



## Challenge!

1. Open the practice document Word2013\_Styles\_Practice.docx.
2. Apply several different **styles** to different parts of your document.
3. Apply a **style set** to your entire document.
4. Modify an **existing style**.
5. Create a **new style**.

## Breaks

Adding **breaks** to your document can make it appear more organized and can improve the flow of text. Depending on how you want to change the pagination or formatting of your document, you can apply a **page break** or a **section break**.

## To insert a page break:

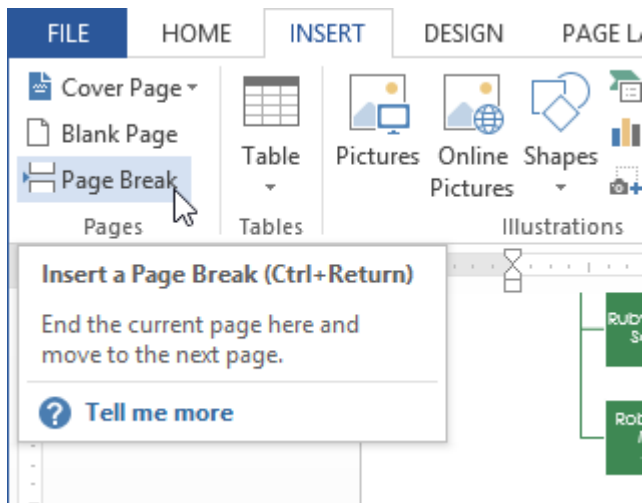
**Page breaks** allow you to move text to the next page before reaching the end of a page. You might use a page break if you're writing a paper that has a **title page** or a **bibliography** to ensure it starts on a new page. In our example, our chart is split between two pages. We'll add a page break so the chart will be all on one page.

1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of our chart.

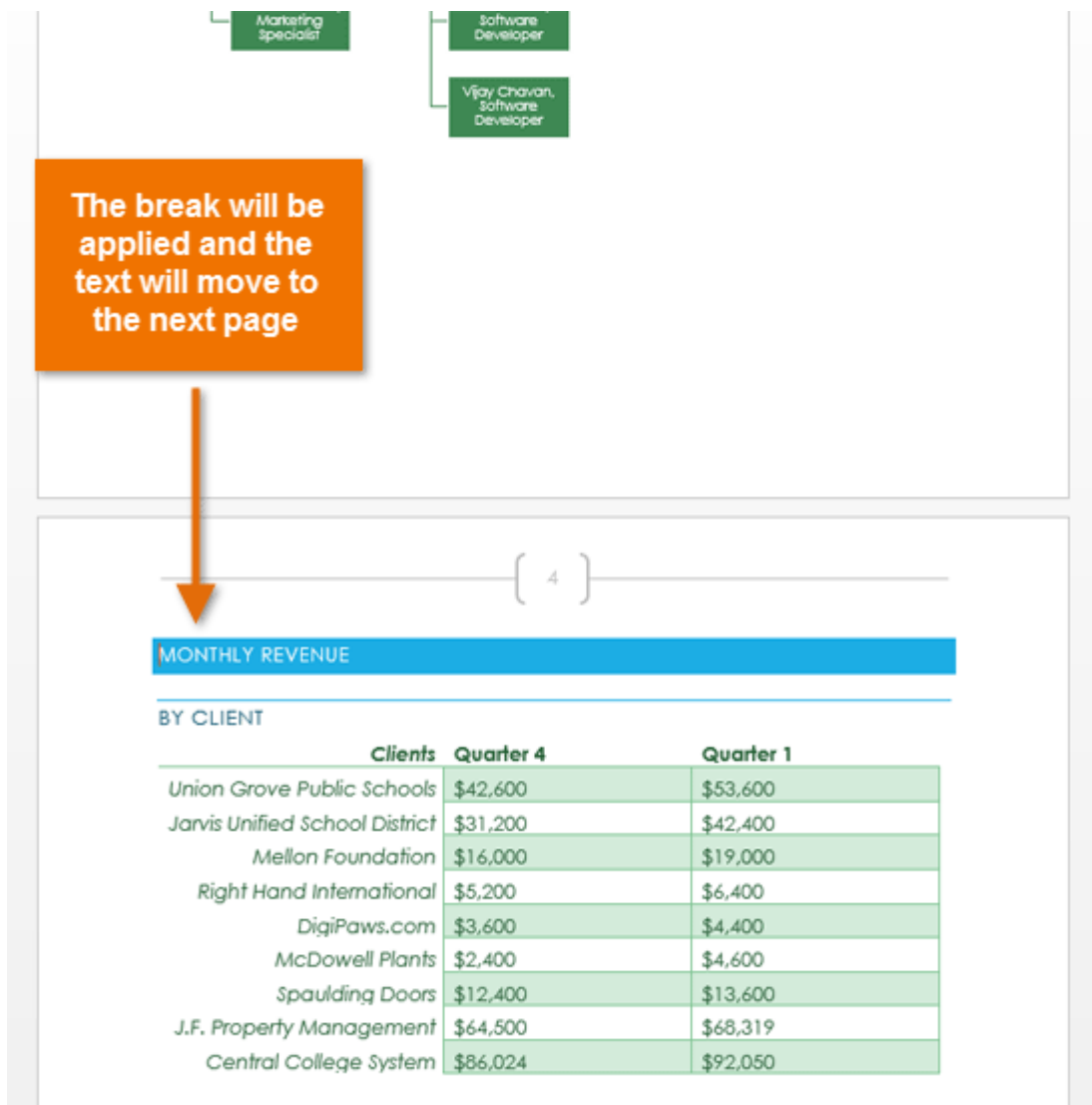
The screenshot shows a document editor interface with a ruler at the top and a vertical scroll bar on the left. The document content is split across two pages. The top page contains a list of names in green boxes: Ruby Drummond, Salesperson; Robert Hudack, Marketing Specialist; Dolores Ashe, Software Developer; Kevin Turner, Software Developer; and Vijay Chavan, Software Developer. Below this is a blue bar labeled 'MONTHLY REVENUE'. The bottom page contains a table titled 'BY CLIENT' with a sub-header 'Clients Quarter 4'. The table lists three clients: Union Grove Public Schools (\$42,600), Jarvis Unified School District (\$31,200), and Mellon Foundation (\$16,000). An orange callout box with white text says 'Place the insertion point at the beginning of the text you wish to move to the next page' and has an arrow pointing to the start of the 'MONTHLY REVENUE' section.

Clients	Quarter 4
Union Grove Public Schools	\$42,600
Jarvis Unified School District	\$31,200
Mellon Foundation	\$16,000
Right Hand International	\$5,000

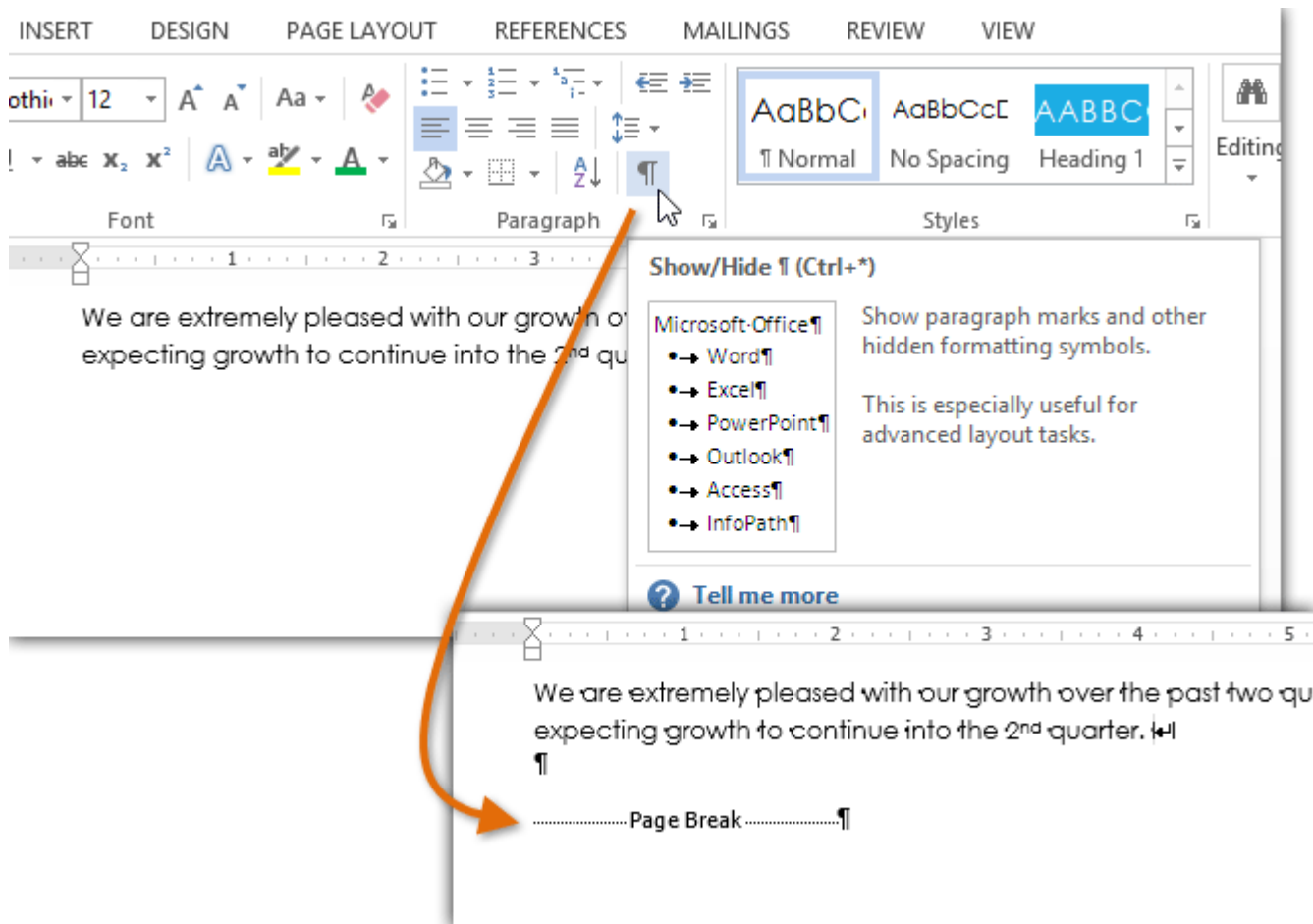
2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.



3. The page break will be applied to the document, and the text will move to the next page. In our example, the chart moved to the next page.

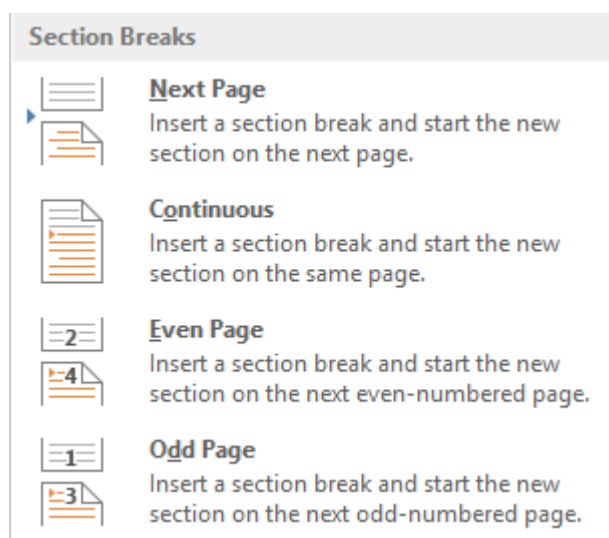


By default, breaks are **hidden**. If you want to show the breaks in your document, click the **Show/Hide** command.



## Section breaks

**Section breaks** create a **barrier** between parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks:



- **Next Page:** This option adds a section break and moves text after the break to the next page of the document. This is useful for creating a new page with normal formatting after a page that contains column formatting.
- **Continuous:** This option inserts a section break and allows you to continue working on the same page. This type of break is useful when you need to separate a paragraph from columns.



- **Even Page** and **Odd Page**: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).

## To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list. This will allow us to change the formatting of the paragraph so it no longer appears formatted as a column.

1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from column formatting.

5

### CLIENTS OVERVIEW

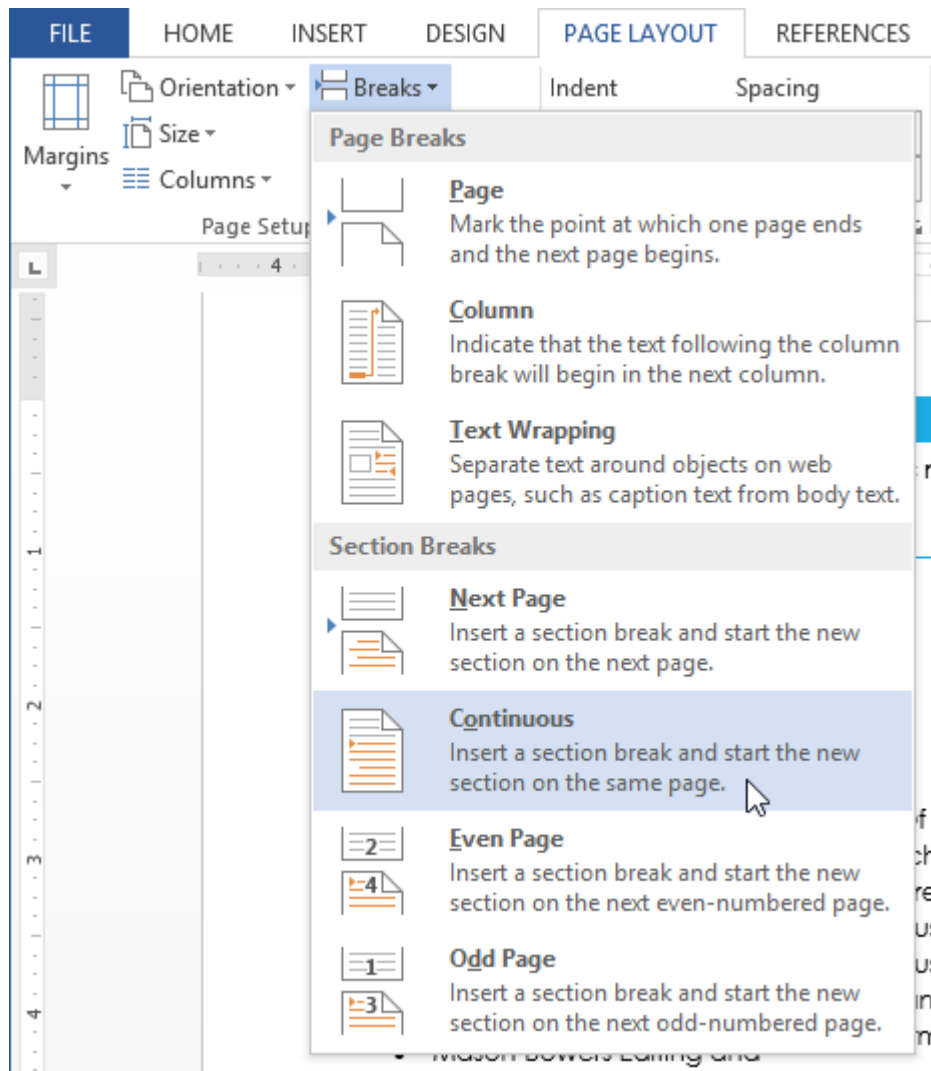
The company has added 13 new clients to its roster between December 2012 and January 2013.

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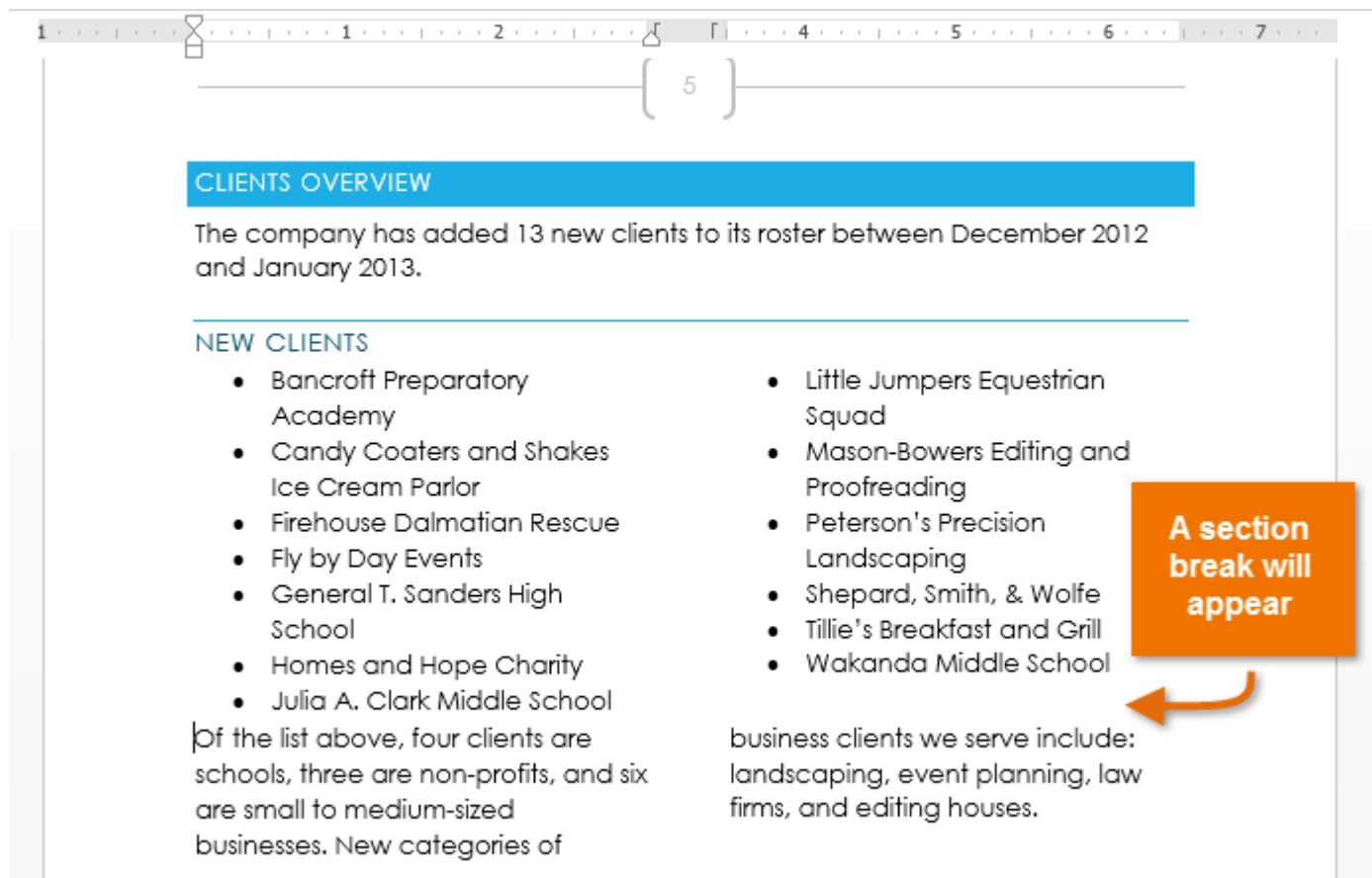
#### NEW CLIENTS

<ul style="list-style-type: none"> <li>• Bancroft Preparatory Academy</li> <li>• Candy Coaters and Shakes Ice Cream Parlor</li> <li>• Firehouse Dalmatian Rescue</li> <li>• Fly by Day Events</li> <li>• General T. Sanders High School</li> <li>• Homes and Hope Charity</li> <li>• Julia A. Clark Middle School</li> <li>• Little Jumpers Equestrian Squad</li> <li>• Mason-Bowers Editing and Proofreading</li> </ul>	<ul style="list-style-type: none"> <li>• Peterson's Precision Landscaping</li> <li>• Shepard, Smith, &amp; Wolfe</li> <li>• Tillie's Breakfast and Grill</li> <li>• Wakanda Middle School</li> </ul> <p>Of the list above, four clients are schools, three are non-profits, and six are small to medium-sized businesses. New categories of business clients we serve include: landscaping, event planning, law firms, and editing houses.</p>
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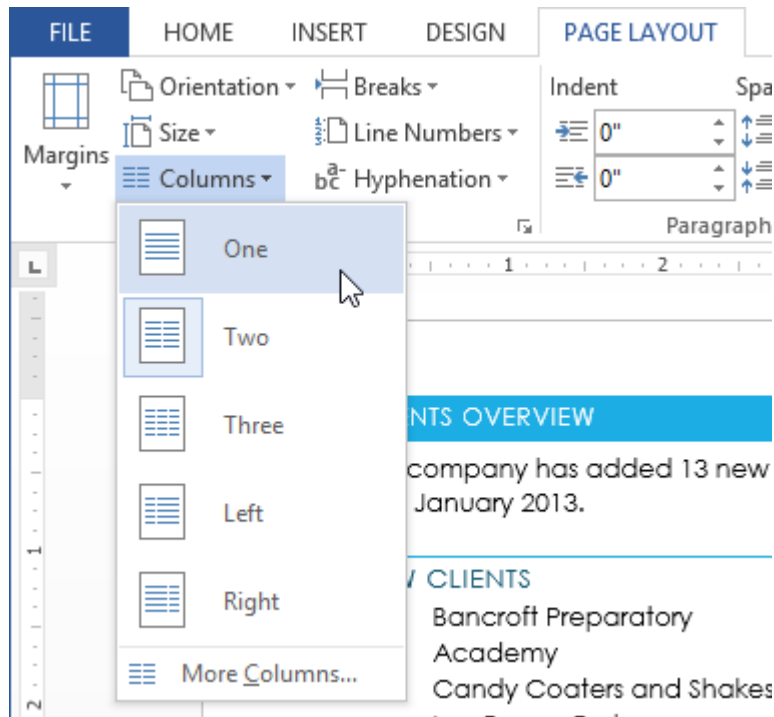
2. On the **Page Layout** tab, click the **Breaks** command, then select the desired section break from the drop-down menu that appears. In our example, we'll select **Continuous** so our paragraph remains on the same page as the columns.



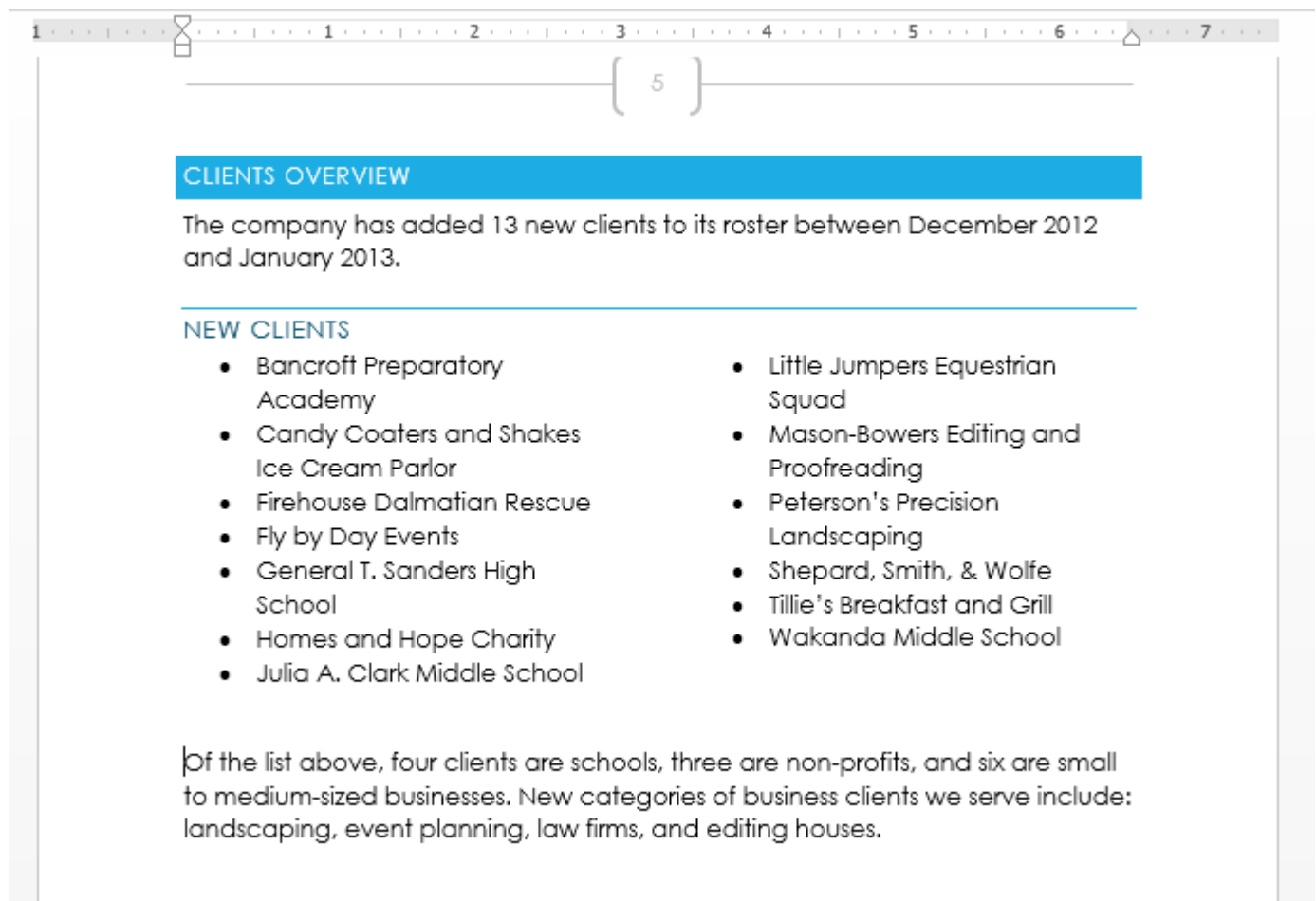
3. A section break will appear in the document.



4. The text **before** and **after** the section break can now be formatted separately. Apply the formatting options you want. In our example, we'll apply one-column formatting to the paragraph so it is no longer formatted as columns.

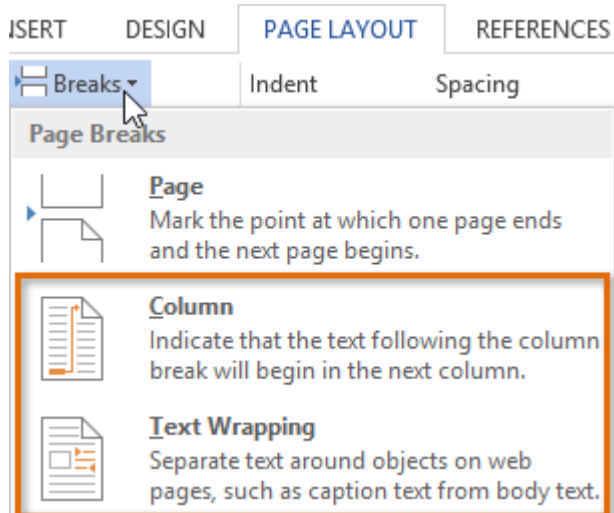


5. The text will be formatted in the document.

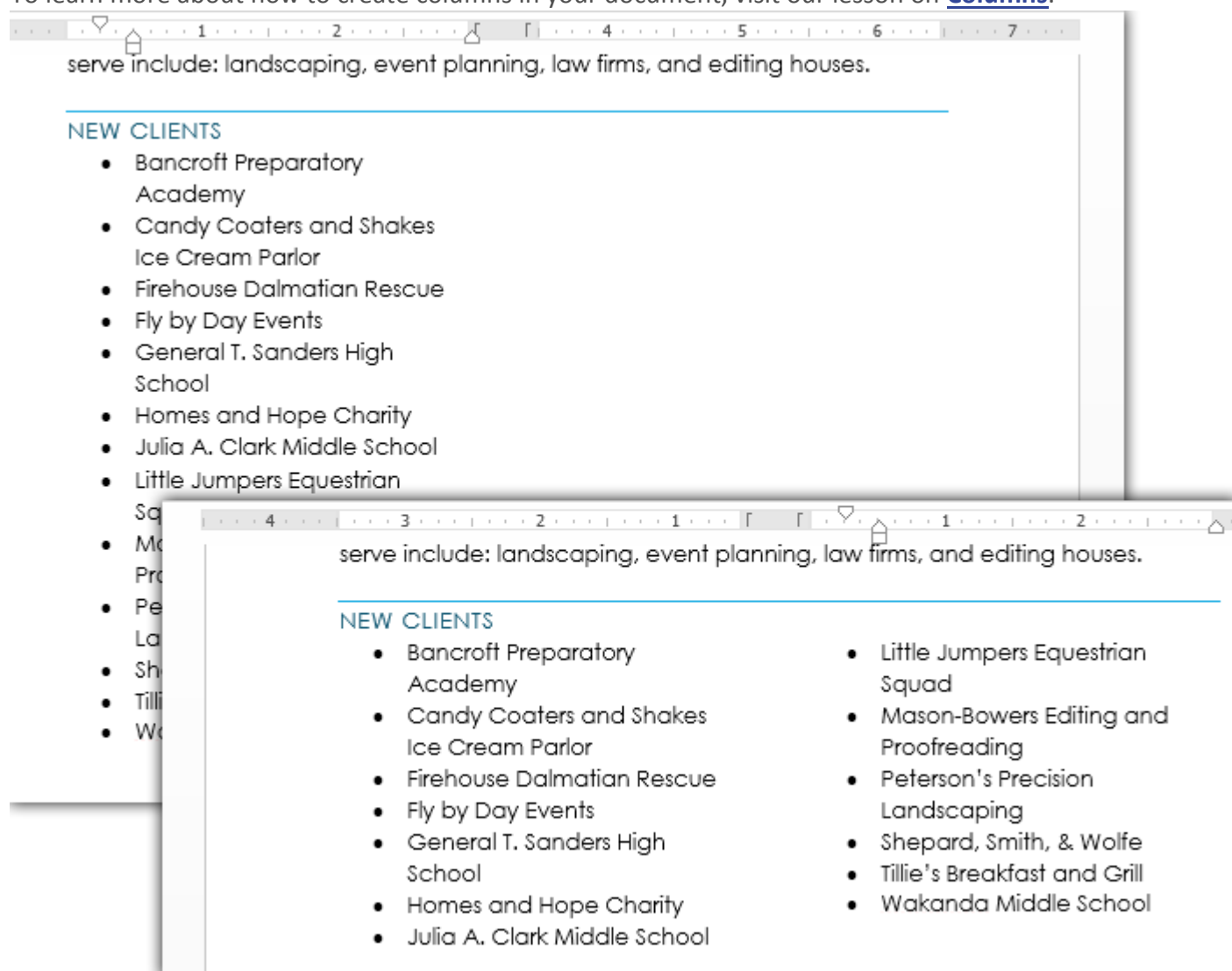


## Other types of breaks

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help.



- **Column:** When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document, visit our lesson on [Columns](#).



- **Text wrapping:** When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.

WESTBROOK-PARKER TRAINING SERIES: SALES



When describing the function of a database to potential clients, it's important to relay the information in the equivalent of layman's terms. The more the client can understand about how databases work, the greater the potential for a sale.

This training document will outline the major talking points each sales representative should impress upon the potential client:

- What is a database?
- Database models
- Working with a database

WESTBROOK-PARKER TRAINING SERIES: SALES



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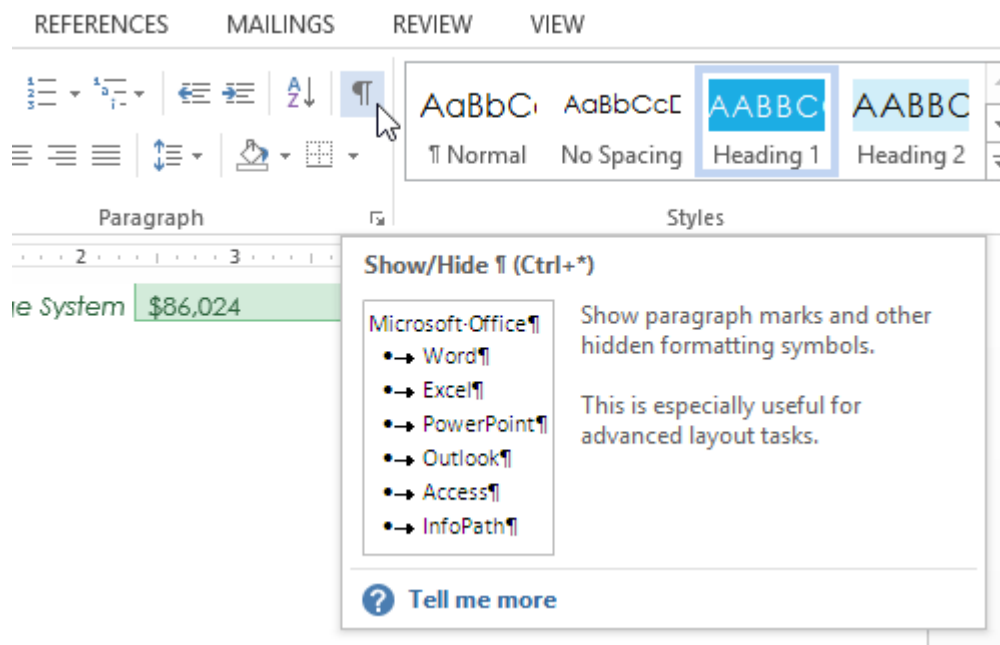
This training document will outline the major talking points each sales representative should impress upon the potential client:

- What is a database?
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- Working with a database

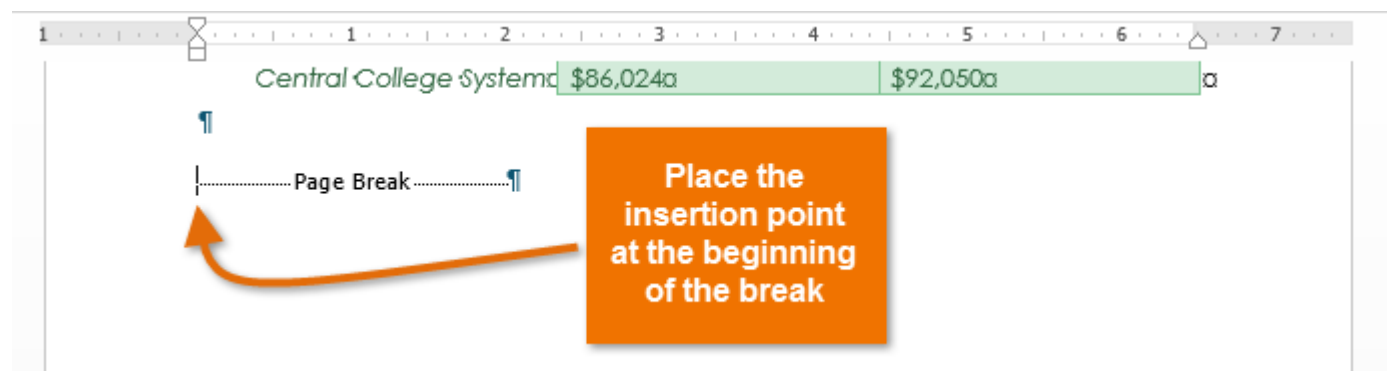
## To delete a break:

By default, breaks are **hidden**. If you want to delete a break, you'll first need to show the breaks in your document.

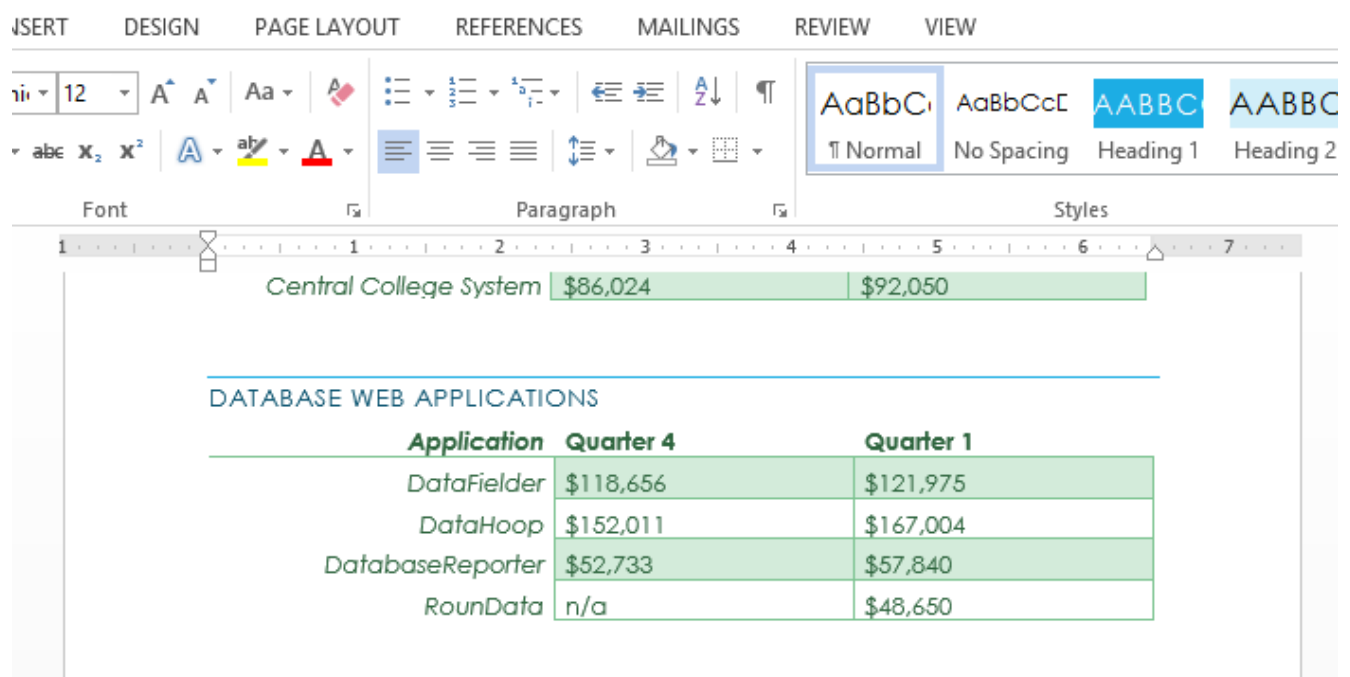
1. On the **Home tab**, click the **Show/Hide** command.



2. Locate the **break** you want to delete. Place the insertion point at the beginning of the break you want to delete.



3. Press the **Delete** key. The break will be deleted from the document.



## Challenge!

1. Open the practice document Word2013\_Breaks\_Practice.docx.

2. Insert a **page break**. Insert a page break to move the **Clients Overview** section to the next page.
3. Insert a **section break** in the document. Insert a **Next Page** section break to move the **Updated Chain of Command** section to the next page. Try changing the formatting of paragraph in that section.
4. Show the breaks using the **Show/Hide** command.
5. **Delete** a break. Delete the page break after the fourth paragraph on page 1 of the document to move the two paragraphs on page 2 onto page 1.