



# Microsoft Word

# 2016

Basic Guide in Formatting a  
document

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# Modify the structure and appearance of text



In this chapter

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

## Apply paragraph formatting

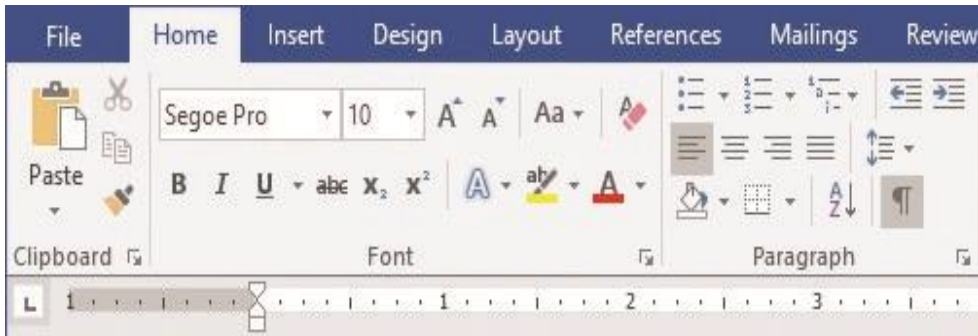
A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.



**SEE ALSO** For information about working with hidden structural characters, see “Structure content manually” later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph's left and right edge alignment and vertical spacing by using tools on the Home tab of the ribbon, and its left and right indents from the Home tab or from the ruler. The ruler is usually hidden to provide more space for the document content.



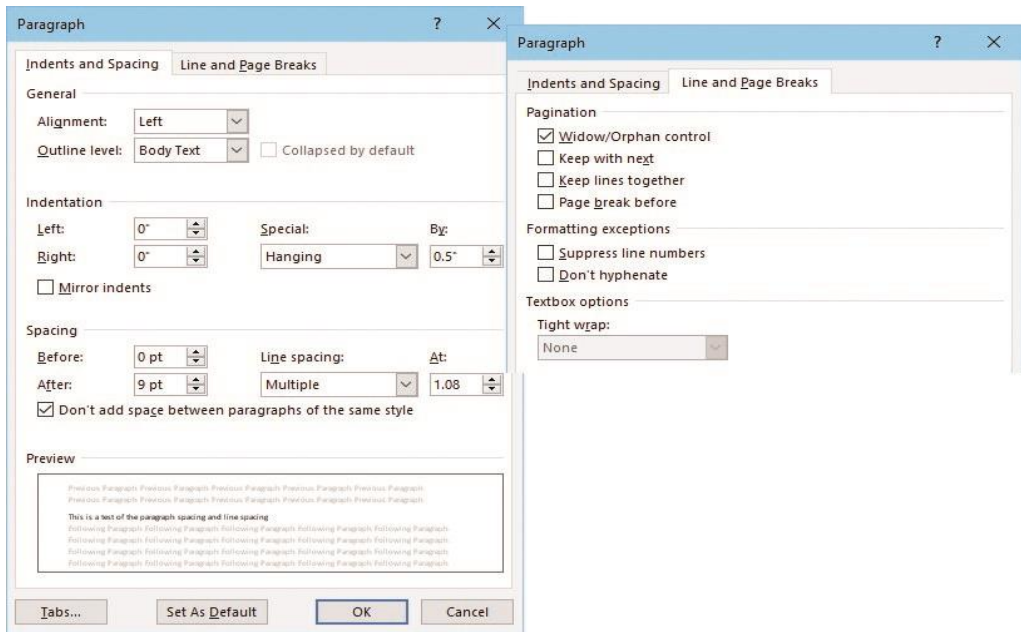
*The left indent can be changed from the Home tab or the ruler*

If you modify a paragraph and aren't happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.



**SEE ALSO** For information about styles, see "Apply built-in styles to text" later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to make changes in the Paragraph dialog box than to click buttons and drag markers.



*The Paragraph dialog box*

### *Configure alignment*

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.
- **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

### To open the Paragraph dialog box

1. Do either of the following:
  - On the **Home** tab or the **Layout** tab, in the **Paragraph** group, click the **Paragraph** dialog box launcher.
  - On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.

### To set paragraph alignment

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
  - On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.
  - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **General** area, click **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

### *Configure vertical spacing*

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** The space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points.
- **Line spacing** The space between the lines of the paragraph, defined by setting the height of the lines either in relation to the height of the text (Single, Double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 2016 is 1.08 lines. Changing the line spacing changes the appearance and readability of the text in the paragraph and, of course, also changes the amount of space it occupies on the page.

***The line spacing of this paragraph is set to the default, 1.08 lines.*** A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

***The line spacing of this paragraph is set to Double (2 lines).*** A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

*The effect of changing line spacing*

You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in only the current document, and do not affect other documents.

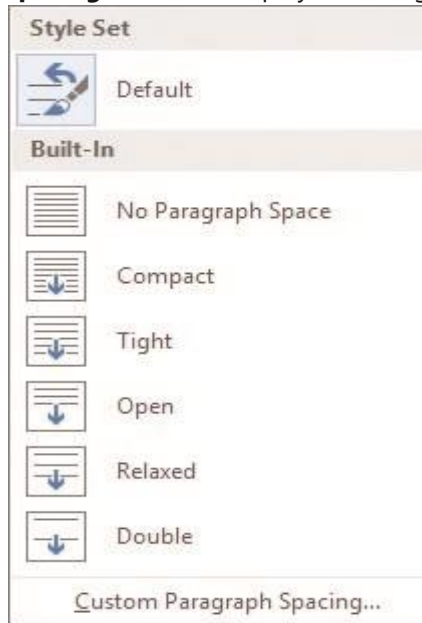
The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before	After	Line	paragraph paragraph spacing
Default	Spacing options are controlled by the style set			
No Paragraph Space	0 points		0 points	1 line
Compact	0 points		4 points	1 line
Tight	0 points		6 points	1.15 lines
Open	0 points		10 points	1.15 lines
Relaxed	0 points		6 points	1.5 lines

Double	0 points	8 points	2 lines
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**To quickly adjust the vertical spacing before, after, and within all paragraphs in a document**

1. On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button to display the Paragraph Spacing menu.

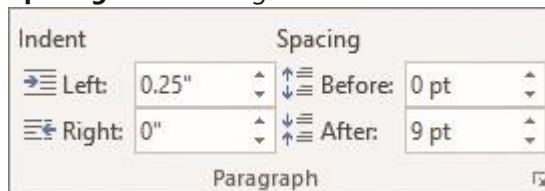


*Each paragraph spacing option controls space around and within the paragraph*

2. Click the option you want to apply to all of the paragraphs in the document.

**To adjust the spacing between paragraphs**

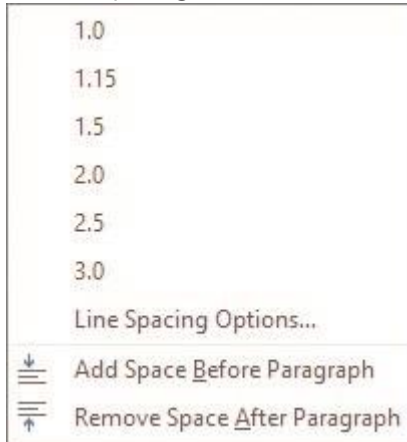
1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.



*The settings in the Spacing boxes are measured in points*

### To adjust spacing between the lines of paragraphs

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. To make a quick adjustment to selected paragraphs, on the **Home** tab, in the **Paragraph** group, click **Line And Paragraph Spacing**, and then click any of the line spacing commands on the menu.



*You can choose from preset internal line spacing options or adjust paragraph spacing*



**TIP** You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Clicking one of the last two options adds or removes a preset amount of space between the selected paragraphs.

*Or*

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then click **OK**.

### *Configure indents*

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.





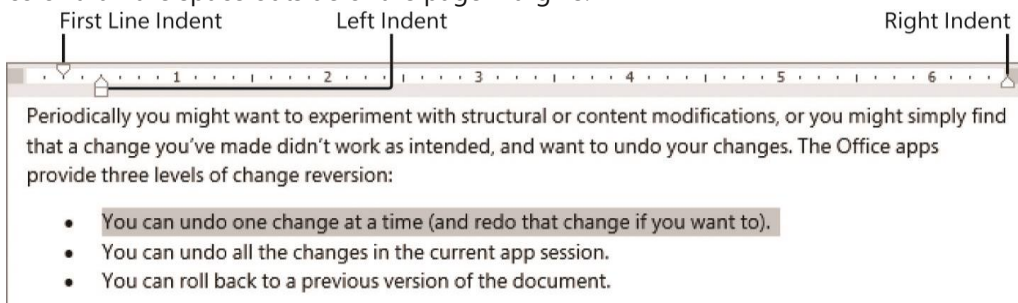
**SEE ALSO** For information about setting margins, see “Preview and adjust page layout” in Chapter 12, “Finalize and distribute documents.” For information about sections, see “Control what appears on each page” in the same chapter.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of the paragraphs between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by clicking buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than the space outside of the page margins.



#### *The indent markers on the ruler*

The default setting for the Left Indent and First Line Indent markers is 0.0", which aligns with the left page margin. The default setting for the Right Indent marker is the distance from the left margin to the right margin. For example, if the page size is set to 8.5" wide and the left and right margins are set to 1.0", the default Right Indent marker setting is 6.5".

You can arrange the Left Indent and First Line Indent markers to create a hanging indent or a first line indent. Hanging indents are most commonly used for bulleted and numbered lists, in which the bullet or number is indented less than the main

text (essentially, it is *outdented*). First line indents are frequently used to distinguish the beginning of each subsequent paragraph in documents that consist of many consecutive paragraphs of text. Both types of indents are set by using the First Line Indent marker on the ruler.



**TIP** The First Line Indent marker is linked to the Left Indent marker. Moving the Left Indent marker also moves the First Line Indent marker, to maintain the first line indent distance. You can move the First Line Indent marker independently of the Left Indent marker to change the first line indent distance.

### To display the ruler

1. On the **View** tab, in the **Show** group, select the **Ruler** check box.



**TIP** In this book, we show measurements in inches. If you want to change the measurement units Word uses, open the Word Options dialog box. On the Advanced page, in the Display area, click the units you want in the Show Measurements In Units Of list. Then click OK.

### To indent or outdent the left edge of a paragraph

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do any of the following:
  - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to move the left edge of the paragraph in 0.25" increments.



**TIP** You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.

- Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the indent in the **Left** box, and then click **OK**.
- On the ruler, drag the **Left Indent** marker to the ruler measurement at which you want to position the left edge of the body of the paragraph.

### To create a hanging indent or first line indent

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.

2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indents** area, click **First line** or **Hanging** in the **Special** box.
3. In the **By** box, set the amount of the indent, and then click **OK**.

Or

1. Set the left indent of the paragraph body.
2. On the ruler, drag the **First Line Indent** marker to the ruler measurement at which you want to begin the first line of the paragraph.

### To indent or outdent the right edge of a paragraph

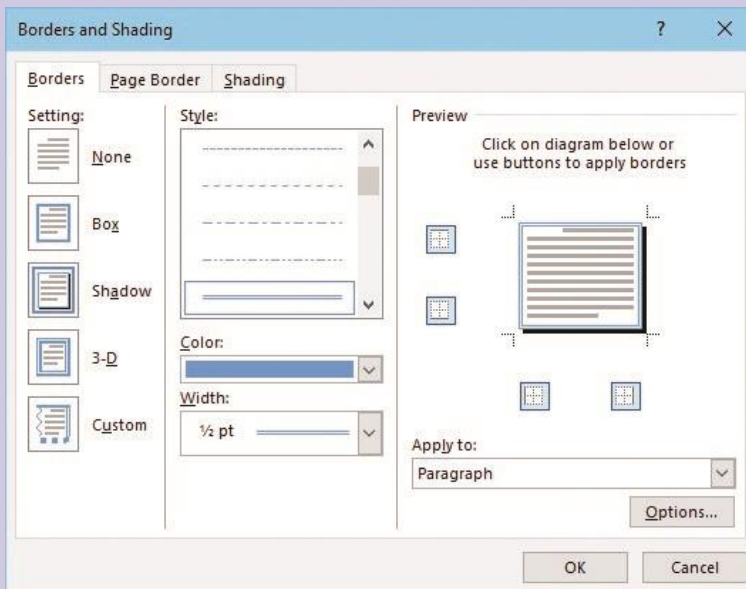
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
  - On the ruler, drag the **Right Indent** marker to the ruler measurement at which you want to set the maximum right edge of the paragraph.
  - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the right indent in the **Right** box, and then click **OK**.



**TIP** Unless the paragraph alignment is justified, the right edge of the paragraph will be ragged, but no line will extend beyond the right indent or outdent.

## Configure paragraph borders and shading

To make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) You can select a predefined border from the Borders menu, or design a custom border in the Borders And Shading dialog box.



*You can customize many aspects of the border*

After you select the style, color, width, and location of the border, you can click the Options button to specify its distance from the text.

## Structure content manually

At times it's necessary to manually position text within a paragraph. You can do this by using two different hidden characters: line breaks and tabs. These characters are visible only when the option to show paragraph marks and formatting symbols is turned on.

The hidden characters have distinctive appearances:

- A line break character looks like a bent left arrow: ↵
- A tab character looks like a right-pointing arrow: →

You can use a line break, also known as a *soft return*, to wrap a line of a paragraph in a specific location without ending the paragraph. You might use this technique to display only specific text on a line, or to break a line before a word that would otherwise be hyphenated.

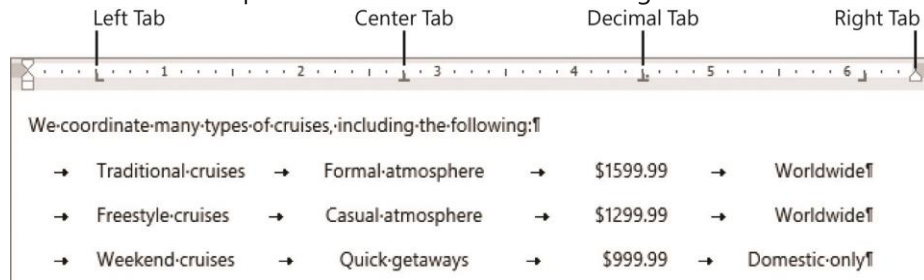


**TIP** Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.



**SEE ALSO** For information about page and section breaks, see “Control what appears on each page” in Chapter 12, “Finalize and distribute documents.”

A tab character defines the space between two document elements. For example, you can separate numbers from list items, or columns of text, by using tabs. You can then set tab stops that define the location and alignment of the tabbed text.



*You can align text in different ways by using tabs*

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is directly on the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). (The default tab stops aren't shown on the ruler.) To set a custom tab stop, start by clicking the Tab button (located at the intersection of the vertical and horizontal rulers) until the type of tab stop you want appears.

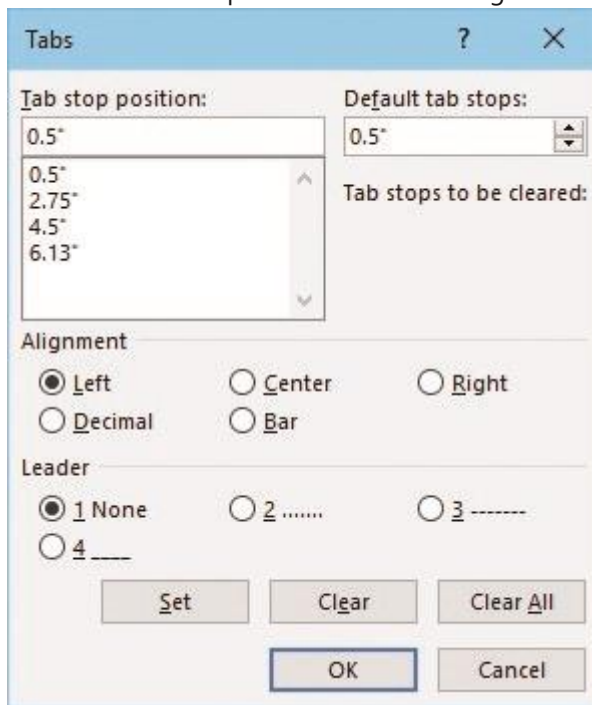


*The tab settings*

You have the following tab options:

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of the tab stop

If you find it too difficult to position tab stops on the ruler, you can set, clear, align, and format tab stops from the Tabs dialog box.



*You can specify the alignment and tab leader for each tab*

You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

When you insert tab characters, the text to the right of the tab character aligns on the tab stop according to its type. For example, if you set a center tab stop, pressing the Tab key moves the text so that its center is aligned with the tab stop.

### To display or hide paragraph marks and other structural characters

1. Do either of the following:
  - On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
  - Press **Ctrl+Shift+\*** (asterisk).

### To insert a line break

1. Position the cursor where you want to break the line.
2. Do either of the following:
  - On the **Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Text Wrapping**.
  - Press **Shift+Enter**.

### To insert a tab character

1. Position the cursor where you want to add the tab character.
2. Press the **Tab** key.

### To open the Tabs dialog box

1. Select any portion of one or more paragraphs that you want to manage tab stops for.
2. Open the **Paragraph** dialog box.
3. In the lower-left corner of the **Indents and Spacing** tab, click the **Tabs** button.

### To align a tab and set a tab stop

1. Select any portion of one or more paragraphs that you want to set the tab stop for.
2. Click the **Tab** button at the left end of the ruler to cycle through the tab stop alignments, in this order: Left, Center, Right, Decimal, Bar.

3. When the **Tab** button shows the alignment you want, click the ruler at the point where you want to set the tab.



**TIP** When you manually align a tab and set a tab stop, Word removes any default tab stops to the left of the one you set.

Or

1. Open the **Tabs** dialog box.
2. In the **Tab stop position** box, enter the position for the new tab stop.
3. In the **Alignment** and **Leader** areas, set the options you want for this tab stop.
4. Click **Set** to set the tab, and then click **OK**.

4

### To change the position of an existing custom tab stop

1. Do either of the following:
  - Drag the tab marker on the ruler.
  - Open the **Tabs** dialog box. In the **Tab stop position** list, select the tab stop you want to change. Click the **Clear** button to clear the existing tab stop. Enter the replacement tab stop position in the **Tab stop position** box, click **Set**, and then click **OK**.

### To remove a custom tab stop

1. Do either of the following:
  - Drag the tab marker away from the ruler.
  - In the **Tabs** dialog box, select the custom tab stop in the **Tab stop position** list, click **Clear**, and then click **OK**.

## Apply character formatting

The appearance of your document helps to convey not only the document's message but also information about the document's creator—you. A neatly organized document that contains consistently formatted content and appropriate graphic elements, and that doesn't contain spelling or grammatical errors, invokes greater confidence in your ability to provide any product or service.



Earlier in this chapter, you learned about methods of applying formatting to paragraphs. This topic covers methods of formatting the text of a document. Formatting that you apply to text is referred to as *character formatting*. In Word documents, you can apply three types of character formatting:

- Individual character formats including font, font size, bold, italic, underline, strikethrough, subscript, superscript, font color, and highlight color
  - Artistic text effects that incorporate character outline and fill colors
- Preformatted styles associated with the document template, many of which convey structural information (such as titles and headings)

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time. The available fonts vary from one computer to another, depending on the apps installed.

You can vary the look of a font by changing the following attributes:

- **Size** Almost every font has a range of sizes you can select from. (Sometimes you can set additional sizes beyond those listed.) The font size is measured in points, from the top of the ascenders to the bottom of the descenders. A point is approximately 1/72 of an inch (about 0.04 centimeters).
- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter.

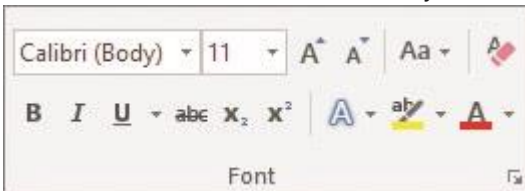
You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.



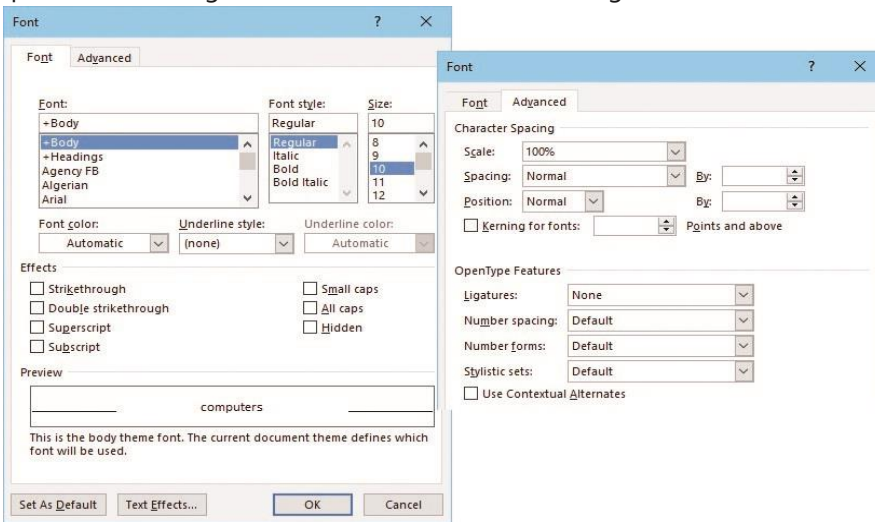
*The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely*

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.



*The most common font formatting commands are available on the Home tab*

- **Font dialog box** Less-commonly applied attributes such as small caps and special underlining are available from the Font dialog box.



*Font attributes that aren't available on the Home tab can be set here*

In addition to applying character formatting to change the look of characters, you can apply predefined text effects (sometimes referred to as *WordArt*) to a selection to add more zing. The available effects match the current theme colors.



*You can apply any predefined effect in the gallery or define a custom effect*

These effects are somewhat dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

### To change the font of selected text

1. On the **Mini Toolbar** or in the **Font** group on the **Home** tab, in the **Font** list, click the font you want to apply.

### To change the font size of selected text

1. Do any of the following on the **Mini Toolbar** or in the **Font** group on the **Home** tab:
  - In the **Font Size** list, click the font size you want to apply.
  - In the **Font Size** box, enter the font size you want to apply (even a size that doesn't appear in the list). Then press the **Enter** key.
  - To increase the font size in set increments, click the **Increase Font Size** button, or press **Ctrl+>**.

- To decrease the font size in set increments, click the **Decrease Font Size** button, or press **Ctrl+<**.

### To format selected text as bold, italic, or underlined

1. Do any of the following:

- On the **Mini Toolbar**, click the **Bold**, **Italic**, or **Underline** button.
- On the **Home** tab, in the **Font** group, click the **Bold**, **Italic**, or **Underline** button.
- Press **Ctrl+B** to format the text as bold.
- Press **Ctrl+I** to format the text as italic.
- Press **Ctrl+U** to underline the text.



**TIP** To quickly apply a different underline style to selected text, click the arrow next to the Underline button on the Home tab, and then in the list, click the underline style you want to apply.

### To cross out selected text by drawing a line through it

1. On the **Home** tab, in the **Font** group, click the **Strikethrough** button.

### To display superscript or subscript characters

1. Select the characters you want to reposition.
2. On the **Home** tab, in the **Font** group, do either of the following:
  - Click the **Subscript** button to shift the characters to the bottom of the line.
  - Click the **Superscript** button to shift the characters to the top of the line.

### To apply artistic effects to selected text

1. On the **Home** tab, in the **Font** group, click the **Text Effects and Typography** button, and then do either of the following:
  - In the gallery, click the preformatted effect combination that you want to apply.
  - On the menu, click **Outline**, **Shadow**, **Reflection**, **Glow**, **Number Styles**, **Ligatures**, or **Stylistic Sets**. Then make selections on the submenus to apply and modify those effects.

### To change the font color of selected text

1. On the **Home** tab, in the **Font** group, click the **Font Color** arrow to display the **Font Color** menu.
2. In the **Theme Colors** or **Standard Colors** palette, select a color swatch to apply that color to the selected text.



**TIP** To apply the Font Color button's current color, you can simply click the button (not its arrow). If you want to apply a color that is not shown in the Theme Colors or Standard Colors palette, click More Colors. In the Colors dialog box, click the color you want in the honeycomb on the Standard page, or click the color gradient or enter values for a color on the Custom page.

### To change the case of selected text

1. Do either of the following:
  - On the **Home** tab, in the **Font** group, click the **Change Case** button, and then click **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, or **tOGGLE cASE**.
  - Press **Shift+F3** repeatedly to cycle through the standard case options (Sentence case, UPPERCASE, lowercase, and Capitalize Each Word).



**IMPORTANT** The case options vary based on the selected text. If the selection ends in a period, the Capitalize Each Word option is unavailable. If the selection does not end in a period, the Sentence Case option is unavailable.

### To highlight text

1. Select the text you want to change, and then do either of the following in the **Mini Toolbar** or in the **Font** group on the **Home** tab:
  - Click the **Text Highlight Color** button to apply the default highlight color.
  - Click the **Text Highlight Color** arrow, and then click a color swatch to apply the selected highlight color and change the default highlight color.

Or

1. Without first selecting text, do either of the following:
  - Click the **Text Highlight Color** button to select the default highlight color.

- Click the **Text Highlight Color** arrow, and then click a color swatch to select that highlight color.
2. When the pointer changes to a highlighter, drag it across one or more sections of text to apply the highlight.
  3. Click the **Text Highlight Color** button or press the **Esc** key to deactivate the highlighter.

### To copy formatting to other text

1. Click anywhere in the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, do either of the following:
  - If you want to apply the formatting to only one target, click the **Format Painter** button once.
  - If you want to apply the formatting to multiple targets, double-click the **Format Painter** button.
3. When the pointer changes to a paintbrush, click or drag across the text you want to apply the copied formatting to.
4. If you activated the Format Painter for multiple targets, repeat step 3 until you finish applying the formatting. Then click the **Format Painter** button once, or press the **Esc** key, to deactivate the tool.


### To repeat the previous formatting command

1. Select the text to which you want to apply the repeated formatting.
2. Do either of the following to repeat the previous formatting command:
  - On the **Quick Access Toolbar**, click the **Repeat** button.
  - Press **Ctrl+Y**.

### To open the Font dialog box

1. Do either of the following:
  - On the **Home** tab, in the **Font** group, click the **Font** dialog box launcher.
  - Press **Ctrl+Shift+F**.

### To remove character formatting

1. Select the text you want to clear the formatting from.
  2. Do any of the following:
    - Press **Ctrl+Spacebar** to remove only manually applied formatting (and not styles).
    - On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button to remove all styles and formatting other than highlighting from selected text.
-  **IMPORTANT** If you select an entire paragraph, clicking Clear All Formatting will reset the paragraph to the default paragraph style.
- On the **Home** tab, in the **Font** group, click the **Text Highlight Color** arrow and then, on the menu, click **No Color** to remove highlighting.

### To change the character spacing

1. Select the text you want to change.
2. Open the **Font** dialog box, and then click the **Advanced** tab to display character spacing and typographic features.
3. In the **Spacing** list, click **Expanded** or **Condensed**.
4. In the adjacent **By** box, set the number of points you want to expand or condense the character spacing.
5. In the **Font** dialog box, click **OK**.

## Character formatting and case considerations

The way you use character formatting in a document can influence its visual impact on your readers. Used judiciously, character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is the mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

**TIP** Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

4

## Create and modify lists

Lists are paragraphs that start with a character (usually a number or bullet) and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document. After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list. You can change both the overall indentation of the list and the relationship of the first line to the other lines.



- For a bulleted list, you can sort list items into ascending or descending order, change the bullet symbol, or define a custom bullet (even a picture bullet).
- For a numbered list, you can change the number style or define a custom style, and you can specify the starting number for a list.

### To format a new bulleted or numbered list as you enter content

1. With the cursor at the position in the document where you want to start the list, do either of the following:
  - To start a new bulleted list, enter \* (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
  - To start a new numbered list, enter 1 . (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the gallery, click None.



**TIP** If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar or press Ctrl+Z.

### To convert paragraphs to bulleted or numbered list items

1. Select the paragraphs that you want to convert to list items.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
  - Click the **Bullets** button to convert the selection to a bulleted list.
  - Click the **Numbering** button to convert the selection to a numbered list.

### To create a list that has multiple levels

1. Start creating a bulleted or numbered list.
2. When you want the next list item to be at a different level, do either of the following:

- To create the next item one level lower (indented more), press the **Tab** key at the beginning of that paragraph, before you enter the lower-level list item text.
- To create the next item one level higher (indented less), press **Shift+Tab** at the beginning of the paragraph, before you enter the higher-level list item text.

In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.



**TIP** For a multilevel list, you can change the numbering pattern or bullets by clicking the Multilevel List button in the Paragraph group on the Home tab and then clicking the pattern you want, or you can define a custom pattern by clicking Define New Multilevel List.

### To modify the indentation of a list

1. Select the list items whose indentation you want to change, and do any of the following:
  - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to move the list items to the right.
  - In the **Paragraph** group, click the **Decrease Indent** button to move the list items to the left.
  - Display the horizontal ruler, and drag the indent markers to the left or right.



**TIP** You can adjust the space between the bullets and their text by dragging only the Hanging Indent marker.



**SEE ALSO** For information about paragraph indentation, see “Apply paragraph formatting” earlier in this chapter.

### To sort bulleted list items into ascending or descending order

1. Select the bulleted list items whose sort order you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Sort** button to open the Sort Text dialog box.
3. In the **Sort by** area, click **Ascending** or **Descending**. Then click **OK**.

### To change the bullet symbol

1. Select the bulleted list whose bullet symbol you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.

3. In the **Bullets** gallery, click the new symbol you want to use to replace the bullet character that begins each item in the selected list.

### To define a custom bullet

1. In the **Bullets** gallery, click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, click the **Symbol**, **Picture**, or **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new bullet style to the list.

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### To change the number style

1. Select the numbered list whose number style you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow to display the Numbering gallery.
3. Make a new selection to change the style of the number that begins each item in the selected list.

### To define a custom number style

1. In the **Numbering** gallery, click **Define New Number Format**.
2. In the **Define New Number Format** dialog box, do any of the following:
  - Change the selections in the **Number Style**, **Number Format**, or **Alignment** boxes.
  - Click the **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new numbering style to the list.

### To start a list or part of a list at a predefined number

1. Place the cursor within an existing list, in the list paragraph whose number you want to set.
2. Display the **Numbering** gallery, and then click **Set Numbering Value** to open the Set Numbering Value dialog box.
3. Do either of the following to permit custom numbering:
  - Click **Start new list**.

- Click **Continue from previous list**, and then select the **Advance value (skip numbers)** check box.
4. In the **Set value to** box, enter the number you want to assign to the list item. Then click **OK**.

A screenshot of a 'Set Numbering Value' dialog box. The title bar says 'Set Numbering Value' with a question mark and a close button. Inside, there are two radio buttons: 'Start new list' (selected) and 'Continue from previous list'. Below the second radio button is a checkbox labeled 'Advance value (skip numbers)' which is unchecked. There is a text input field labeled 'Set value to:' containing the number '1'. Below that is a 'Preview: 1.' label. At the bottom are 'OK' and 'Cancel' buttons.

Set Numbering Value ? X

☒ Start new list

☐ Continue from previous list

☐ Advance value (skip numbers)

Set value to:

1

Preview: 1.

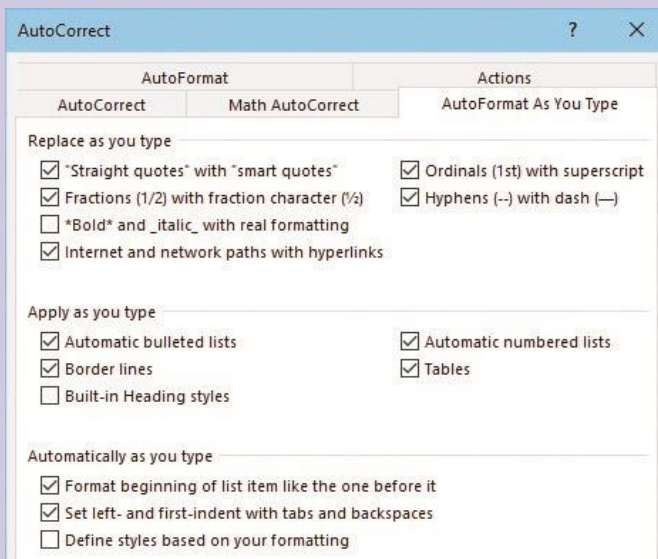
OK Cancel

*You can start or restart a numbered list at any number*

## Format text as you type

The Word list capabilities are only one example of the app's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the Auto-Correct dialog box, which you can open from the Proofing page of the Word Options dialog box.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



*You can select and clear options to control automatic formatting behavior*

One interesting option in this dialog box is Border Lines. When this check box is selected, typing three consecutive hyphens (-) or three consecutive under-scores (\_) and pressing Enter draws a single line across the page. Typing three consecutive equal signs (=) draws a double line, and typing three consecutive tildes (~) draws a zigzag line.

## Apply built-in styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.



**SEE ALSO** For information about tables of contents, see "Create and modify tables of contents" in Chapter 13, "Reference content and content sources."

### *Apply styles*

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

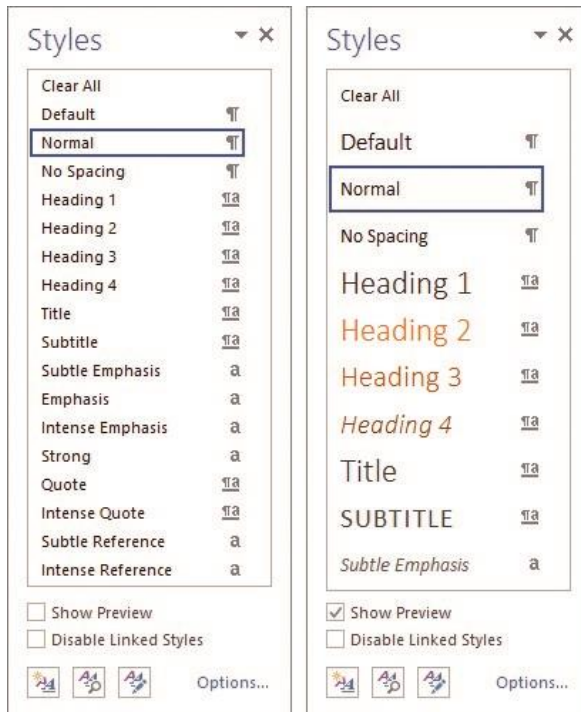
By default, most common predefined styles are available in the Styles gallery on the Home tab. You can add styles to the gallery or remove those that you don't often use.



*The Styles gallery in a new, blank document based on the Normal template*

Initially, the Normal template displays only a limited number of styles in the Styles gallery, but in fact it contains styles for just about every element you can think of. Although they are available, these styles aren't actually used unless you apply the style or add the corresponding element to the document. For example, nine paragraph styles are available for an index, but none of them is used until you create and insert an index in the document.

You can display style names or previews in the Styles pane, and configure it to show all styles, styles that are in the template, styles that are used in the document, or recommended styles.



*The Styles pane can display style names or previews of the styles*

If you don't have room to display the entire Styles pane, you can apply styles from the floating Apply Styles pane. The Style Name list in the Apply Styles pane displays the same set of styles that are in the Styles pane; that is, if the pane shows only the styles in use, so does the Style Name list.



*The Style Name box displays the style applied to the active selection*

There are three primary types of styles, identified in the Styles pane by icons:



- **Paragraph** These styles can include any formatting that can be applied to a paragraph. They can also include character formatting. Paragraph styles are applied to the entire paragraph containing the cursor. In the Styles pane, a paragraph style is identified by a paragraph mark to the right of its name.
- **Character** These styles can include any formatting that can be applied to selected text. They are applied on top of the character formatting defined for the paragraph style. Like direct character formatting, character styles are applied to selected text; to apply them to an entire paragraph, you must select the paragraph. In the Styles pane, a character style is identified by a lowercase letter *a*.
- **Linked** These styles are hybrids. If you click in a paragraph and then apply the style, the style is applied to the entire paragraph like a paragraph style. If you select text and then apply the style, the style is applied to the selection only. In the Styles pane, a linked style is identified by both a paragraph mark and a lowercase letter *a*.



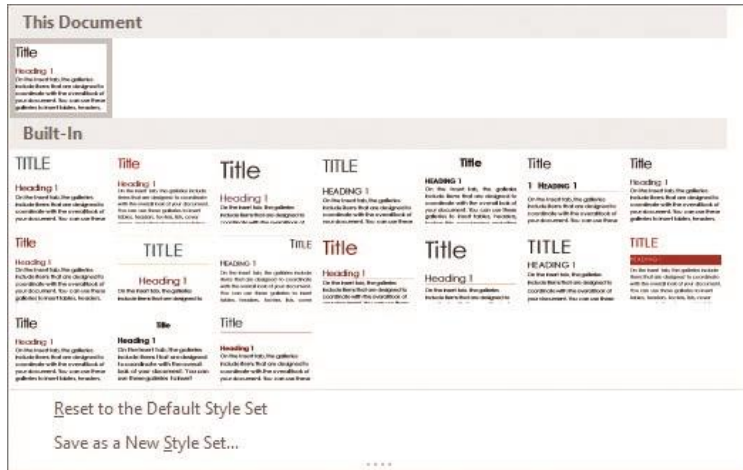
**TIP** Two additional style types, Table and List, are reserved for styles for those document elements.

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply named styles, you can easily change the look of an entire document by switching to a different style set that contains styles with the same names but different formatting.



**SEE ALSO** For information about document theme elements, see "Change the document theme," later in this chapter.

Style sets are available from the Document Formatting gallery on the Design tab.



*Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document*



**TIP** Style sets provide a quick and easy way to change the look of an existing document.


You can also modify style definitions by changing the template on which the document is based. For more information about styles and templates, see Chapter 15, “Create custom document elements.”

## To open the Styles pane

1. Do either of the following:

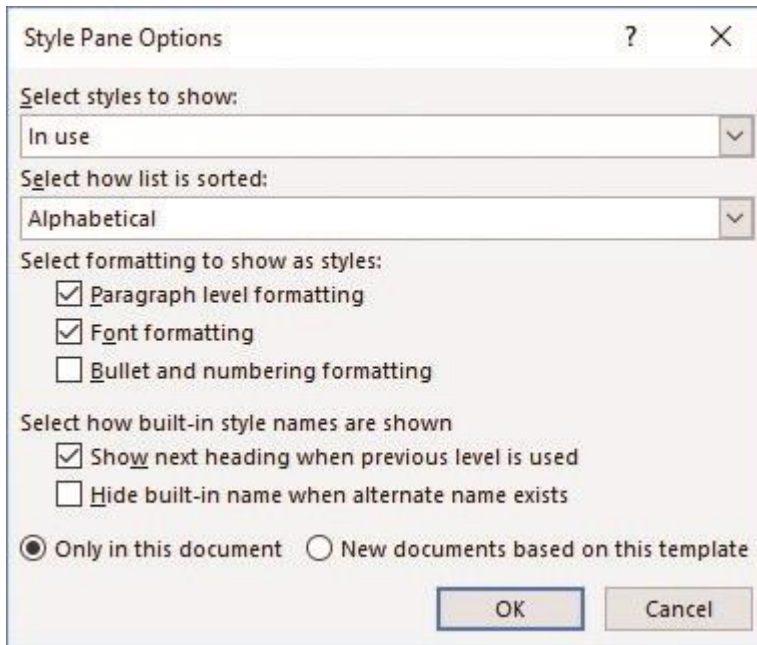
- On the **Home** tab, click the **Styles** dialog box launcher.
- Press **Alt+Ctrl+Shift+S**.



 **TIP** If the Styles pane floats above the page, you can drag it by its title bar to the right or left edge of the app window to dock it. If it's docked, you can drag it away from the edge of the window to float it.

## To change which styles are displayed in the Styles pane

1. At the bottom of the **Styles** pane, click the **Options** link to open the Style Pane Options dialog box.



*To make it easier to find specific styles, sort the list alphabetically*

2. In the **Style Pane Options** dialog box, do any of the following, and then click **OK**:
  - In the **Select styles to show** list, click one of the following:
    - **Recommended** Displays styles that are tagged in the template as recommended for use
    - **In use** Displays styles that are applied to content in the current document
    - **In current document** Displays styles that are in the template that is attached to the current document
    - **All styles** Displays built-in styles, styles that are in the attached template, and styles that were brought into the document from other templates
  - In the **Select how list is sorted** list, click **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**
  - In the **Select formatting to show as styles** area, select each check box for which you want to display variations from named styles

- In the **Select how built-in style names are shown** area, select the check box for each option you want to turn on

### To display or hide style previews in the Styles pane

1. Open the **Styles** pane, and then select or clear the **Show Preview** check box.



**TIP** Selecting the Show Preview check box displays style names in the formatting assigned to the style. Pointing to a style displays its formatting specifications.

### To open the Apply Styles pane

1. On the **Home** tab, in the **Styles** group, click the **More** button (in the lower-right corner of the Styles gallery pane) to display the Styles gallery and menu.
2. On the **Styles** menu, click **Apply Styles**.

### To apply a style from the Apply Styles pane

1. Do either of the following:
  - To apply the style that is shown in the Style Name list, click the **Reapply** button.
  - To apply a different style, click the **Style Name** list and then click the style you want to apply.

### To apply a built-in style

1. Select the text or paragraph to which you want to apply the style.



**TIP** If the style you want to apply is a paragraph style, you can position the cursor anywhere in the paragraph. If the style you want to apply is a character style, you must select the text.

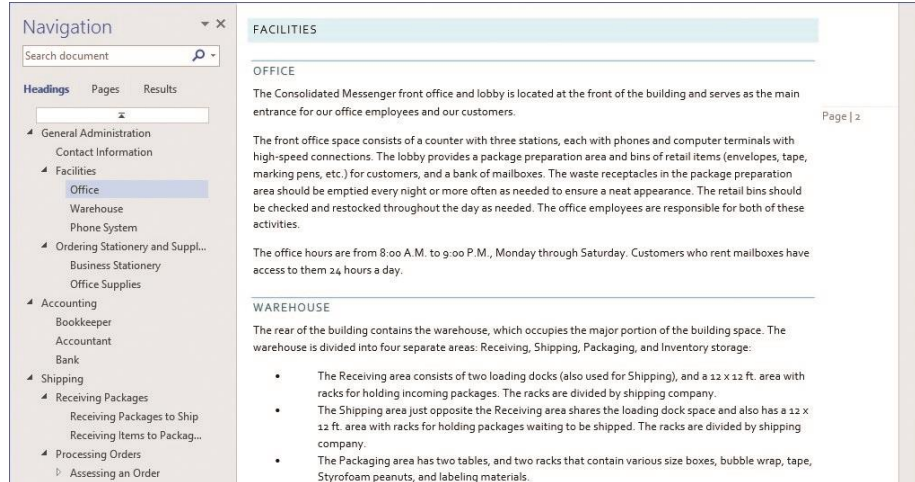
2. In the **Styles** gallery on the **Home** tab, or in the **Styles** pane, click the style you want to apply.

### To change the style set

1. On the **Design** tab, in the **Document Formatting** group, click the **More** button if necessary to display all the style sets.
2. Point to any style set to preview its effect on the document.
3. Click the style set you want to apply.

## Manage outline levels

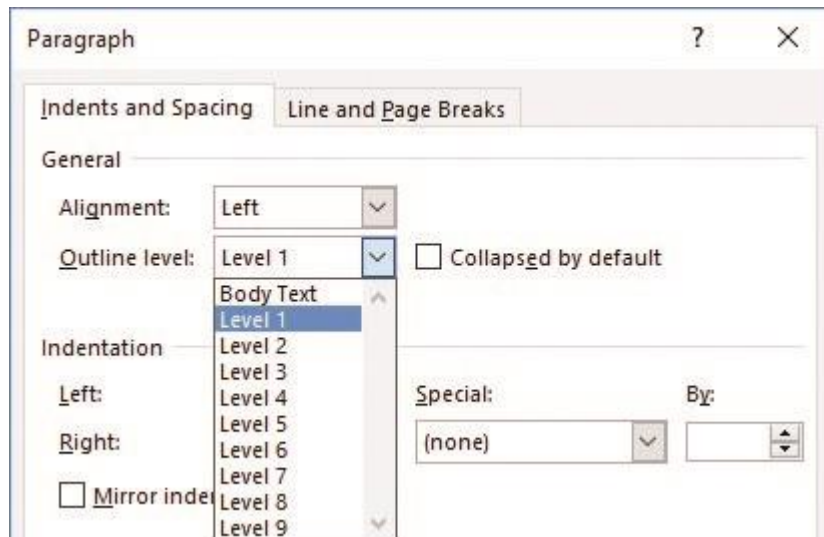
Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content so that you can easily locate it.



4

*Heading styles define a document's outline*

Each paragraph style has an associated Outline Level setting. Outline levels include Body Text and Level 1 through Level 9. (Most documents make use only of body text and the first three or four outline levels.)



*Most documents use only two to four of the outline levels*

Paragraphs that have the Level 1 through Level 9 outline levels become part of the hierarchical structure of the document. They appear as headings in the Navigation pane and act as handles for the content that appears below them in the hierarchy. You can collapse and expand the content below each heading, and move entire sections of content by dragging the headings in the Navigation pane.

### To display the document outline in the Navigation pane

1. In the **Navigation** pane, click **Headings** to display the document structure.



**TIP** Only headings that are styled with the document heading styles appear in the Navigation pane.

### To expand or collapse the outline in the Navigation pane

1. In the **Navigation** pane, do either of the following:
  - If there is a white triangle to the left of a heading, click it to expand that heading to show its subheadings.
  - If there is a downward-angled black triangle to the left of a heading, click it to collapse the subheadings under that heading.



**TIP** If there is no triangle next to a heading, that heading does not have subheadings.

### To expand or collapse sections in the document

1. In a document that contains styles, point to a heading to display a triangle to its left. Then do either of the following:
  - If the triangle is a downward-angled gray triangle, click the triangle to hide the content that follows the heading.
  - If the triangle is a white triangle, click the triangle to display the hidden document content.

## Change the document theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme from the Themes gallery.

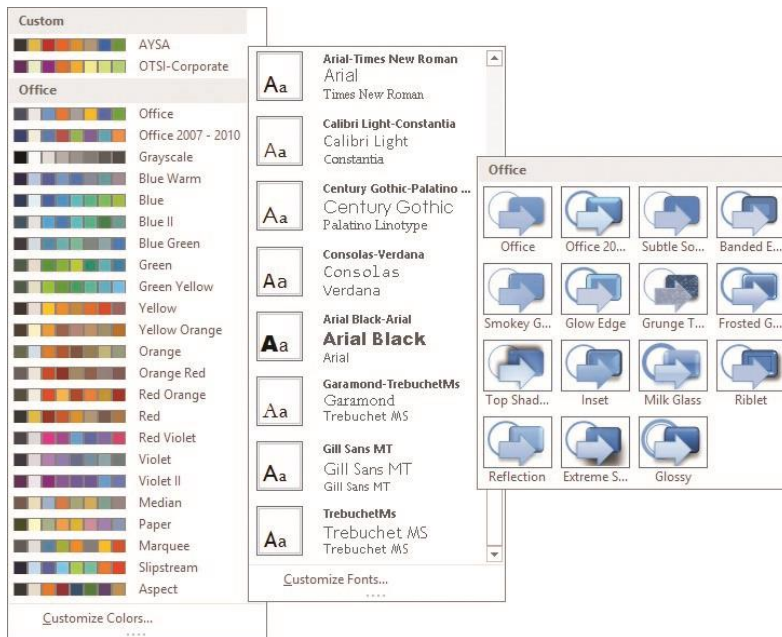


*The default installation of Word 2016 offers 30 themes to choose from*

Each theme has a built-in font set and color set, and an associated effect style.

- Each font set includes two fonts—the first is used for headings and the second for body text. In some font sets, the heading and body fonts are the same.
- Each color in a color set has a specific role in the formatting of styled elements. For example, the first color in each set is applied to the Title and Intense Reference styles, and different shades of the third color are applied to the Subtitle, Heading 1, and Heading 2 styles.

If you like the background elements of a theme but not the colors or fonts, you can mix and match theme elements.



Word 2016 offers thousands of different combinations for creating a custom theme that meets your exact needs



**SEE ALSO** For information about creating custom themes, see “Create and manage custom themes” in Chapter 15, “Create custom document elements.”



**TIP** In addition to colors and fonts, you can control the more subtle design elements, such as paragraph spacing and visual effects that are associated with a theme.

Change the document theme



By default, Word applies the Office theme to all new, blank documents. In Word 2016, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. If you plan to frequently use a theme other than the Office theme, you can make that the default theme.

### To apply a built-in theme to a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button, and then click the theme you want to apply.



**TIP** If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, click Reset To The Default Style Set on the Document Formatting menu.

4

### To change theme elements in a document

1. On the **Design** tab, in the **Document Formatting** group, do any of the following:
  - Click the **Colors** button (the ScreenTip says *Theme Colors*), and then click the color set you want to apply.
  - Click the **Fonts** button (the ScreenTip says *Theme Fonts*), and then click the font set you want to apply.
  - Click the **Effects** button (the ScreenTip says *Theme Effects*), and then click the effect style you want to apply.

### To change the default theme

1. In the document, apply the theme you want to use as the default theme.
2. On the **Design** tab, in the **Document Formatting** group, click **Set as Default**.

## Skills review

In this chapter, you learned how to:

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

