



PAYNE-GALLWAY
PUBLISHERS LTD



European Computer Driving Licence

Module 3 – Word Processing
Chapter 3.5 – Tabs, Borders and Lists



Introduction to Tabs

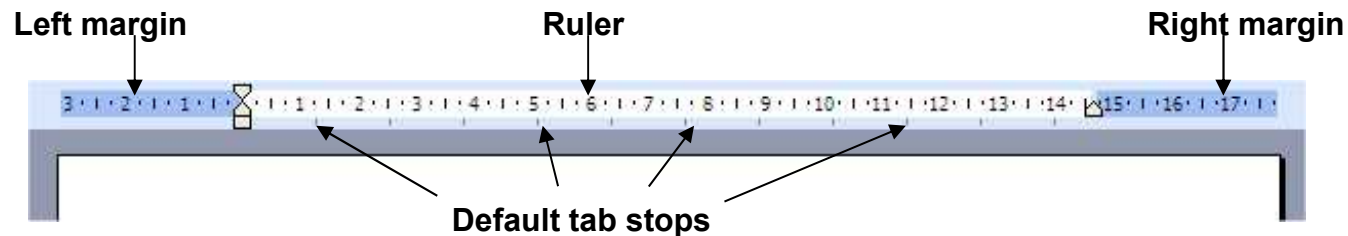
Z If you look at the ruler at the top of your document, you will see default tabs stops, placed every 1.27 cm (1/2")

Z If you can't see the ruler from the **View** menu select **Ruler**

Z Rather than using the spacebar to line up text in columns, press the **Tab** key



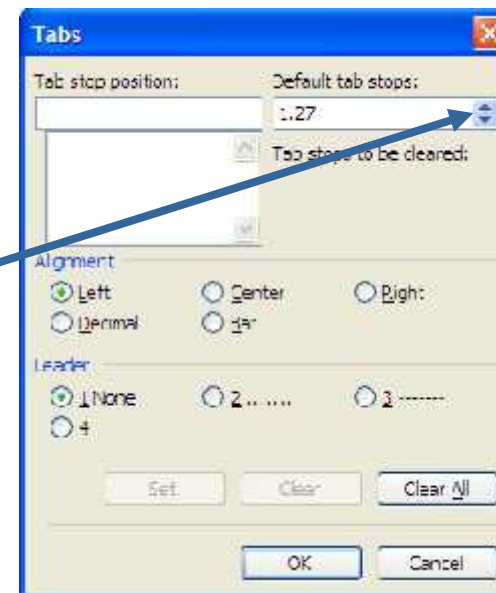
Z This will line up the insertion point with the next tab stop





Setting Tabs

- Z To change the default tab stops from the **Format** menu select **Tabs**
- Z Click the up-arrow to right of Default tab stops to the measurement required
- Z Click OK



Before



After





Displaying non-printing characters

- Z When using default tabs, it is useful to be able to see tabs, spaces and where you've pressed the Enter key
- Z Click on the **Show/Hide** icon
 - , *Tabs will show as a right arrow*
 - , *Spaces show as a raised dot*
 - , *Paragraph marks show where you've pressed the Enter key*
- Z Click on the **Show/Hide** icon again to go back to normal display

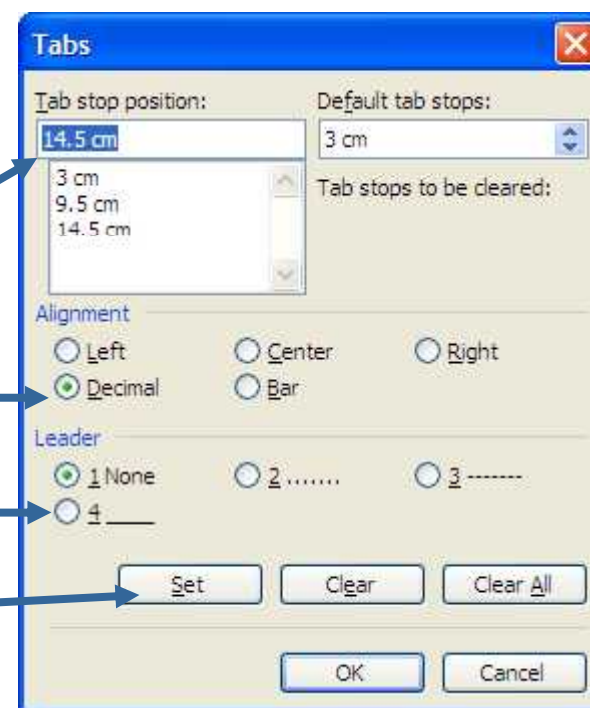


ECONOMY-SQUARE CUT-FOLDERS¶						
Product-Code	→	Description	→	Qty	→	Price per pack¶
ESF151	→	Coloured folders	→	100	→	£12.99¶
ESF152	→	Duff-folders	→	50	→	£4.49¶
ESF003	→	Assorted-coloured-folders	→	100	→	£11.99¶
ESF004	→	Assorted-coloured-folders	→	10	→	£6.99¶



Setting Custom Tabs

- Z To set your own tabs, select the table
- Z Open the **Format** menu and select **Tabs**
 - , *Type your first measurement in the Tab stop position box*
 - , *Select the alignment required*
 - , *If you want leader dots displayed select the style required*
 - , *Click on Set*
- Z Repeat as necessary
- Z Click on OK when finished

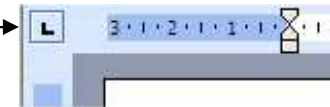




Adjusting tab stops on the ruler

- Z Click on the Tab marker until you see the style you want
- Z Click on the ruler line to set the tab
- Z You can move tabs by dragging them to the left or right
- Z To delete a tab, drag it off the ruler

Tab stop marker →



Left tab



Centre tab



Right tab



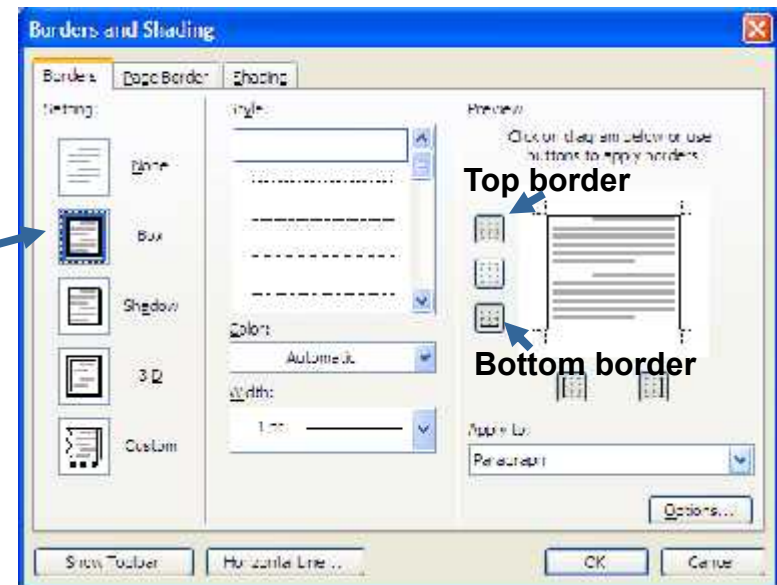
Decimal tab





Adding borders

- Z Select the text you want to add a border to
- Z Open the **Format** menu and select **Borders and Shading**
- Z To apply a box make sure **Box** is selected
- Z To apply a top or bottom order, select **None** to get rid of the box then click on the borders required
- Z You can also choose a different colour or thickness from here
- Z Click on OK



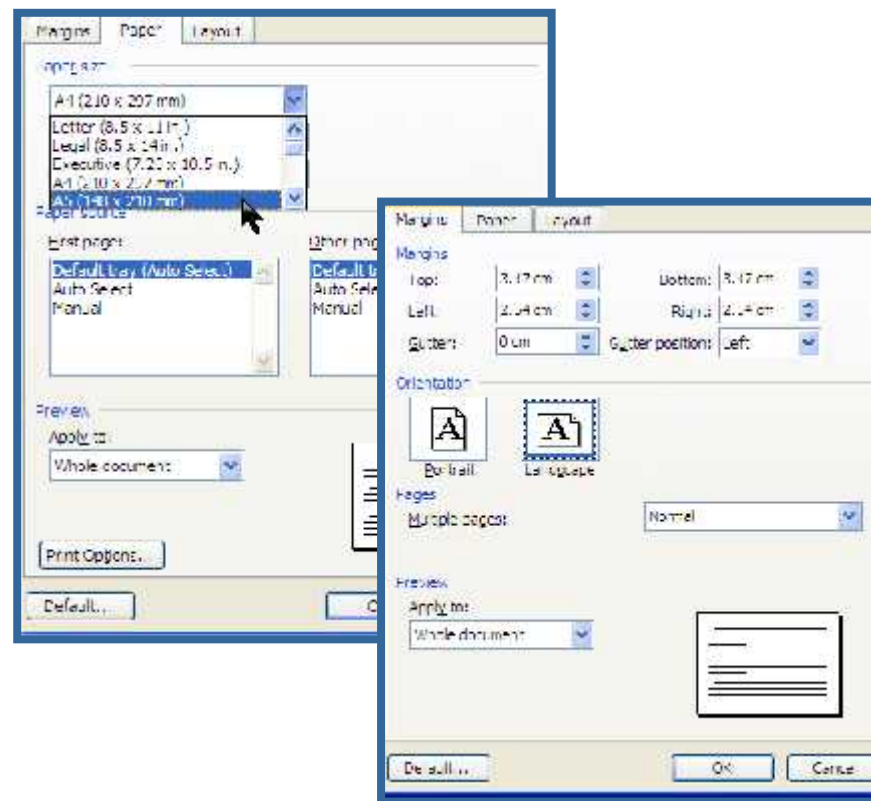
ECONOMY SQUARE CUT FOLDERS

Product Code	Description	Qty	Price per pack
ESF151	Coloured folders	100	£12.99
ESF152	Buff folders	50	£4.49
ESF003	Assorted coloured folders	100	£11.99
ESF004	Assorted coloured folders	10	£6.99



Modifying page size and orientation


- Z To change the page size open the **File** menu and select **Page Setup**
- Z Click on the **Paper** tab
- Z Select the paper size required
- Z To change to landscape, click on the **Margins** tab and select **Landscape**





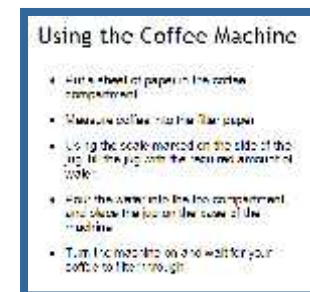
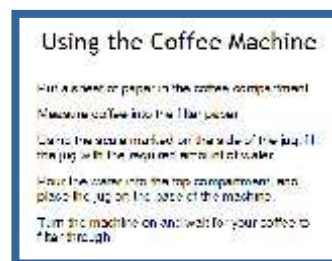
Creating bullets

Z Method 1

- , Click on the Bullet icon 
- , Type in your text
- , Every time you press Enter a new bullet will appear
- , Press Enter after the last bulleted item and click the Bullet icon again to switch it off

Z Method 2

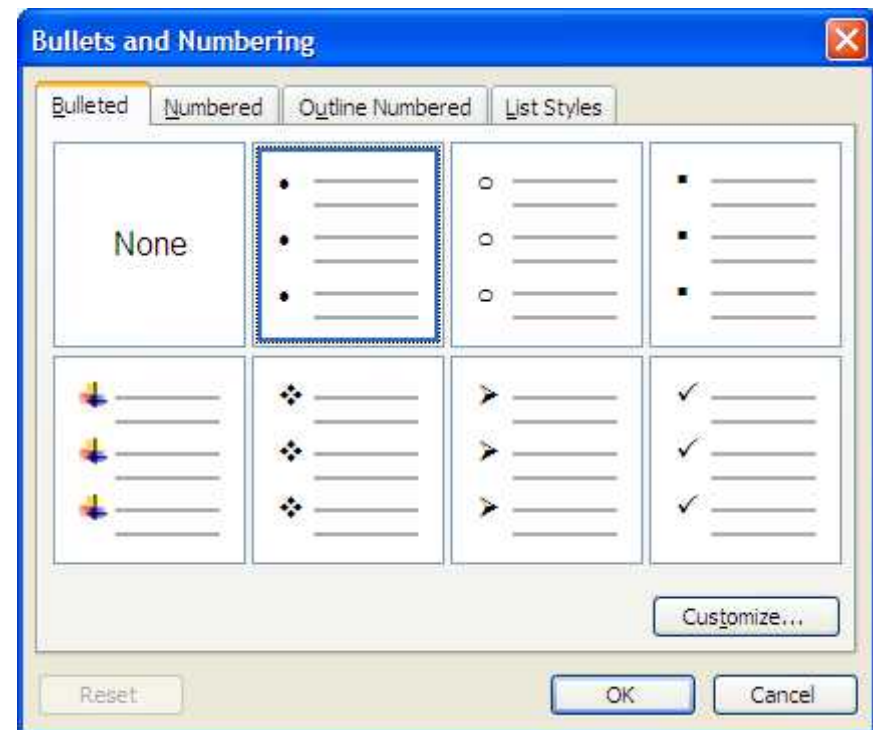
- , Type in your list
- , Highlight the list
- , Click the Bullet icon once
- , Bullets will appear at the beginning of each highlighted line!






Customising Bullets

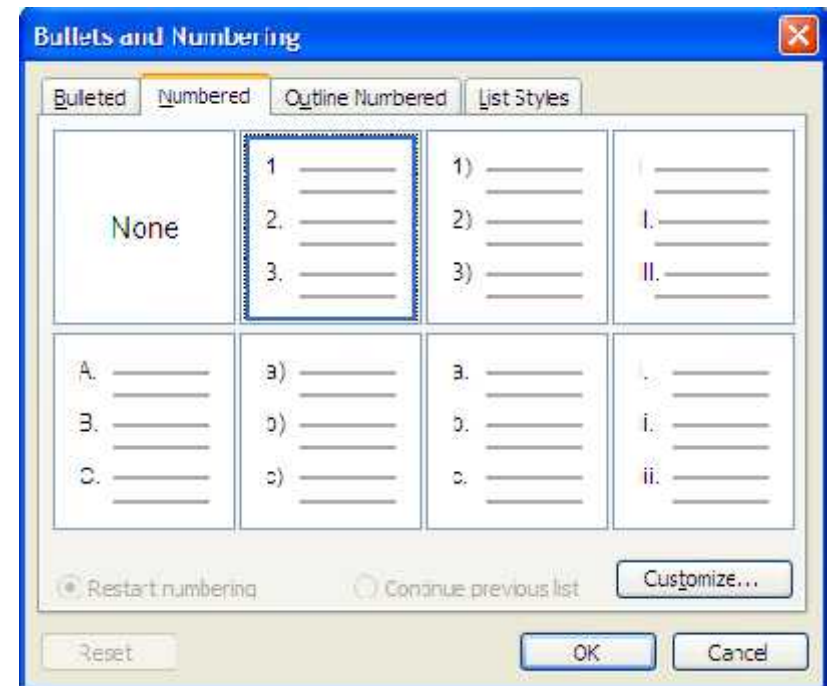
- Z Highlight the bulleted list
- Z From the **Format** menu, select **Bullets and Numbering**
- Z Select the style you require (click on None if you want to remove the bullets!)
- Z Click on OK
- Z *To remove bullets, highlight the bulleted list and click on the Bullet icon once!*





Numbered Lists

- Z Instead of bullets, you might want to number your steps
- Z Click the Numbering icon on the Formatting toolbar 
- Z You can change the number format by opening the **Format** menu, select **Bullets and Numbering**
- Z Select the style required and click OK





Spacing Paragraphs

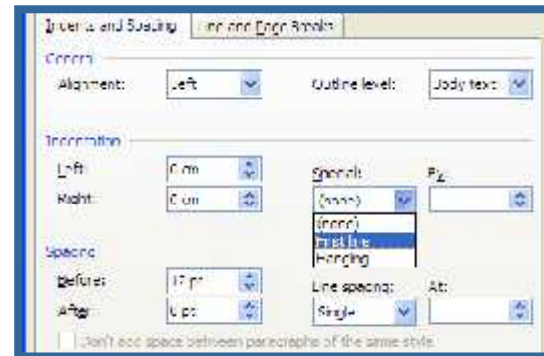
- Z Rather than pressing the Enter key to add extra line spaces, **right** click the list and select **Paragraph**
- Z The Paragraph dialogue box appears
- Z In the spacing section increase spacing before or after and click on OK





Indenting Paragraphs

- Z Highlight the paragraphs, **right** click and select **Paragraph**
- Z To set a **first line indent**, click in the **Special** section and select **First line**
- Z To set as a hanging paragraph, select **Hanging**
- Z To remove an indent, select **None**



This is an example of a first line indent. The first line only is indented by 1.27 cm, the rest of the text is aligned against the left margin.

This is an example of a hanging paragraph. The first line only is aligned against the left margin, the rest of the text is indented



Inserting soft returns

- Z If you want a second line under a bullet point without a bullet showing, insert a **soft return**
- Z Hold down the **Shift** key and press **Enter**
- Z If you click on the Show/Hide icon, you will see that a different character shows



Using the Coffee Machine¶

- Put a sheet of paper in the coffee compartment.¶
The filter papers are in the drawer under the counter¶
- Measure coffee into the filter paper¶
- Using the scale marked on the side of the jug, fill the jug with the required amount of water.¶



Page Borders and Shading Titles

- Z To add a border around the page open the **Format** menu and select **Borders and Shading**
- Z Click on the **Page Border** tab
- Z Click the **Box** icon and click OK
- Z To shade a heading, highlight the text
- Z Open the **Format** menu and select **Borders and Shading**
- Z Click the **Shading** tab
- Z Select the colour required then click OK





Automatic Hyphenation

- Z When you type in text Word automatically moves a word that won't fit onto one line onto the next one
- Z To save space you can automatically hyphenate
 - , Click on **Tools**, **Language** then **Hyphenation**
 - , Select **Automatically hyphenate document** so a tick appears
 - , To remove hyphenation click so that the tick is removed
 - , Click OK

- Z To remove Automatic hyphenation
 - , Click on **Tools**, **Language** then **Hyphenation**
 - , Select **Automatically hyphenate document** to remove the tick
 - , Click OK

