# **Microsoft Word 2013: Formatting Paragraphs**

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** tab or the **Paragraph** grouping on the **Home** tab.

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### **Change Paragraph Alignment**

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
  - Align Left: the text is aligned with your left margin
  - **Center**: The text is centered within your margins
  - Align Right: Aligns text with the right margin
  - Justify: Aligns text to both the left and right margins.



#### **Indent Paragraphs**

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- **First Line**: Controls the left boundary for the first line of a paragraph
- Hanging: Controls the left boundary of every line in a paragraph except the first one
- Left: Controls the left boundary for every line in a paragraph
- **Right**: Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.
- Click the dialog box of the **Paragraph** Group
- Click the Indents and Spacing Tab
- Select your indents

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#### **Add Borders and Shading**

You can add borders and shading to paragraphs and entire pages. To create a border:

- Select the area of text where you want the border or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border and Shading**
- Choose the appropriate options





# **Apply Styles**

Styles are a present collection of formatting that you can apply to text. To utilize Quick Styles:

- Select the text you wish to format.
- Click the dialog box next to the **Styles Group** on the **Home** Tab.
- Click the style you wish to apply.

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## **Create Links**

Creating links in a word document allows you to put in a URL that readers can click on to visit a web page. To insert a link:

- Click the Hyperlink Button on the Links Group of the Insert Tab.
- Type in the text in the Text to Display box and the web address in the Address box.



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## **Change Spacing between Paragraphs and Lines**

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly

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