

We have seen how indents can be used to control the left and right edges of a paragraph. This section looks at how to control the vertical properties of a paragraph. The settings that can be used for this include:

- Spacing before the paragraph
- Spacing after the paragraph
- Line spacing

HINT. You do not need to select the whole paragraph when you make changes. Simply place the cursor anywhere in a paragraph before setting the controls.

Task 1 – Controlling Paragraphs

- Open a new page in Microsoft Word. Type your headings and start a new paragraph.
- Type the following text using Arial size 10, starting a new paragraph at each point shown:

The horizontal and vertical properties of a paragraph can be set using a number of different controls.

Paragraph 1

Page margins can be set so that it is not possible to type close to the edge of the page. You can access the page margin settings through the 'Page Setup' group under the 'Page Layout' tab. You can set the top, bottom, left and right margins.

Paragraph 2

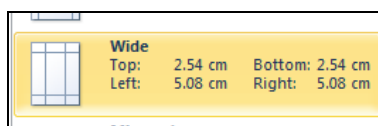
Indents can be used if you want to begin or end a paragraph even further from the left or right edges. The 'First Line Indent' sets the position of the first line in a paragraph, the 'Hanging Indent' sets the starting position of all other lines and the 'Right Indent' controls the end of each line.

Paragraph 3

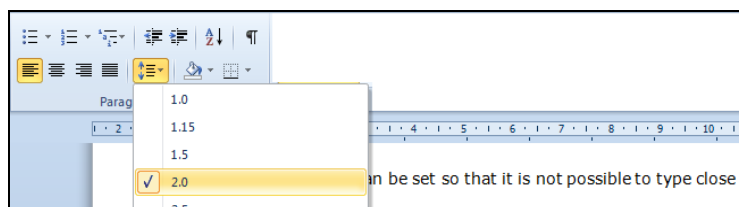
Finally, we can use the spacing tools to set the spaces above and below the paragraph, as well as between each line of text.

Paragraph 4

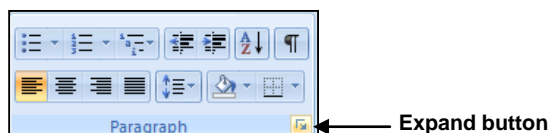
- Click on the 'Margins' icon in the 'Page Setup' group under the 'Page Layout' tab and select 'Wide'. This sets the margins on all edges of the document.



- Place your cursor anywhere in Paragraph 2. Click on the 'Line Spacing' icon in the 'Paragraph' group under the 'Home' tab and select '2.0'. This will double-space each line in the paragraph.

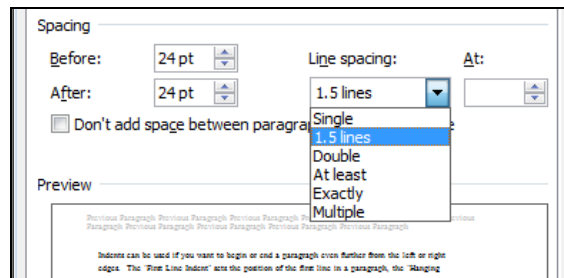


- Place your cursor anywhere in Paragraph 3. Click on small 'expand' button in the bottom right of the 'Paragraph' group on the 'Home' tab. This opens the 'Paragraph' dialogue box.

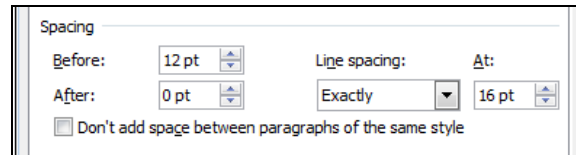


Expand button

- f. Set the 'Spacing – Before' control to 24pt (24 points high), the 'Spacing – After' to 24pt and the line spacing to "1.5 lines" as shown.



- g. Give Paragraph 4 the following settings.



- h. The paragraph should now look like the one below (you would not use such a mixture of settings normally as it looks untidy).

The horizontal and vertical properties of a paragraph can be set using a number of different controls.

Page margins can be set so that it is not possible to type close to the edge of the page. You can access the page margin settings through the 'Page Setup' group under the 'Page Layout' tab. You can set the top, bottom, left and right margins.

Indents can be used if you want to begin or end a paragraph even further from the left or right edges. The 'First Line Indent' sets the position of the first line in a paragraph, the 'Hanging Indent' sets the starting position of all other lines and the 'Right Indent' controls the end of each line.

Finally, we can use the spacing tools to set the spaces above and below the paragraph, as well as between each line of text.

24pt space before and after the paragraph (there is extra space because of the other line settings)

12pt space before the 4th paragraph

Double line spacing

Line spacing of 1.5 times the font size

Line spacing of exactly 16 points

- i. Save the document as 'WS - Paragraphs'.

Task 2 – Right-Mouse Button

The right-mouse button can be used as a shortcut to many tools. Hold your mouse over any of the paragraphs and hold down the right button. You should be given the option of opening the 'Paragraph' dialogue box, as well as the 'Bullets and Numbering' and 'Font' boxes. Try the right mouse button whenever you would normally use the menus or icons. You will find it usually offers a shortcut.