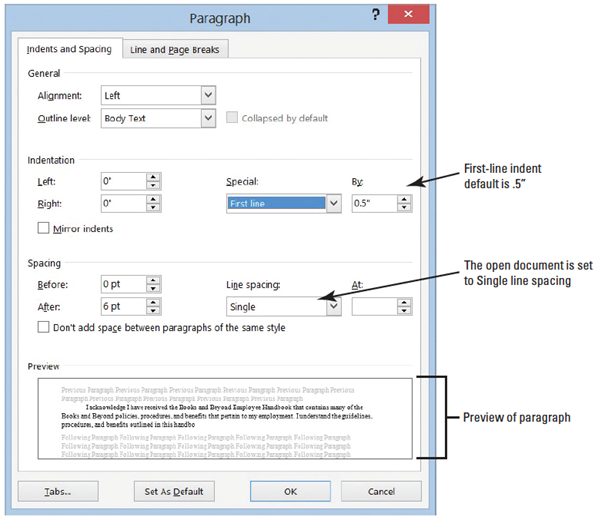
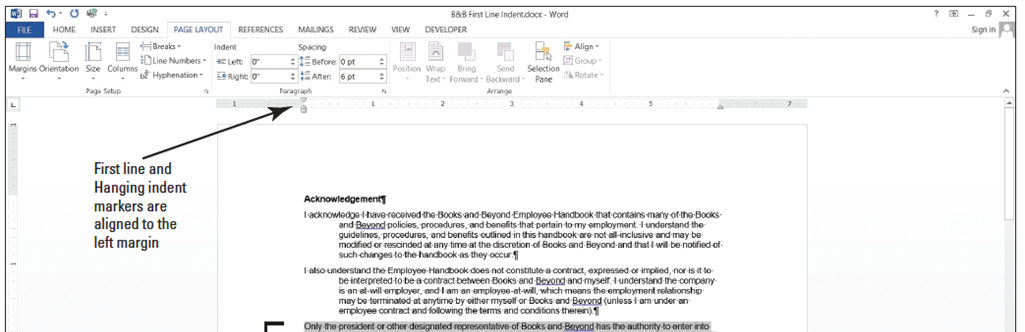
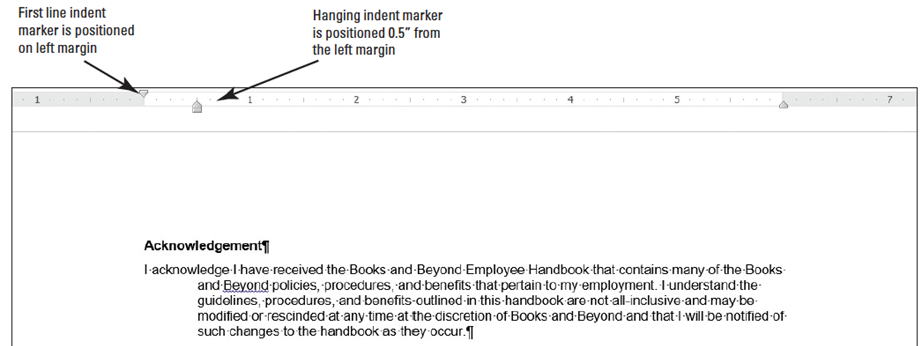
Step by Step 1: Set First-Line Indents

* **GET READY.** Before you begin these steps, be sure to launch Microsoft Word.
  1. Connect your desktop to one of the USB ports on your computer.
  2. Click the **File** tab,andthen click **Computer**.
  3. Click the **Browse** tab. Use the vertical scroll bar to scroll down and locate the data files for this lesson on your desktop. Double-click the lesson folder to open it.
  4. Locate and **OPEN** the file named ***Books Beyond***.
  5. Click the **View** tab. Then,in the Show group, click the check box that displays the Ruler.
  6. Select the paragraphs under *Acknowledgement*.
  7. On the Home tab, in the Paragraph group, click the dialog box launcherlocated in the right corner of the group. Verify that the Indents and Spacing tab is the active tab.
  8. In the Indentation section of this tab, change the Specialselection by clicking the   
     drop-down arrow and selecting **First line**. The By box lists 0.5 inches by default,   
     as shown at right.
  9. Click **OK**. The first line of each paragraph is indented .5 inches from the left margin.
  10. Figure 4-3 displays the ruler and the paragraphs with the first-line indent you just set.
  11. Select the four paragraphs under *Introduction*.
  12. On the horizontal ruler, press and hold the left mouse button and drag the First-line indent marker to **0.5** inches.
  13. Select all the paragraphs under the *General Performance Expectation Guidelines*.
  14. On the Page Layout tab, in the Paragraph group, launch the Paragraph dialog box, and change the Special selection to **First Line** by clicking the drop-down arrow. Click **OK** to accept the default setting of 0.5 inches.
  15. Select both paragraphs under the *Equal Employment Opportunity and Diversity*.
  16. Right-click and select **Paragraph**—this is another way to open the Paragraph dialog box.
  17. Change the Special selection to **First Line**. Click **OK**. Using a shortcut method, you can also access the *Paragraph* dialog box.
  18. **SAVE** the document as ***B&B First Line Indent*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

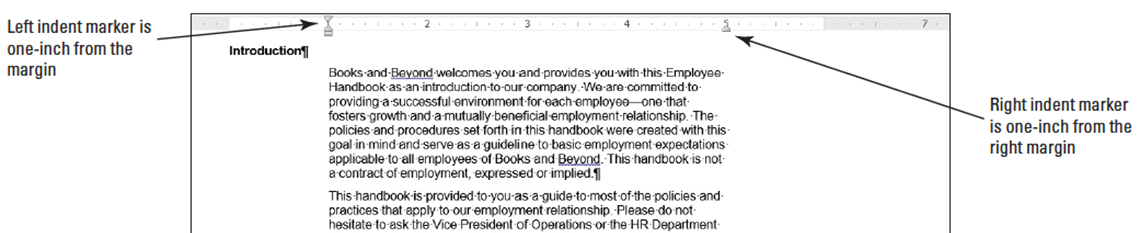
Step by Step 2: Set Hanging Indents

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point at the beginning of the first paragraph under the heading *Acknowledgement*, and then select the first two paragraphs.
  2. On the Home tab, launch the Paragraph dialog box and change the Special selection from First Line to **Hanging**. Click **OK**. The first line of both paragraphs begin at the left of the margin whereas the remaining paragraphs are indented 0.5 inches from the left margin.
  3. Under the same heading, select the last two paragraphs. On the horizontal ruler, press and hold the left mouse button and drag the **first-line indent** marker so that it aligns with the left margin. You need to reposition the first-line indent marker so that it doesn’t move when you begin dragging the hanging indent marker. Your markers on the ruler should match the figure below.
  4. Press and hold the left mouse button and drag the **hanging indent** marker to **0.5** inches. You have now repositioned the marker using the ruler, and both paragraphs are indented. Your document should look similar to the one below.
  5. **SAVE** the document as ***B&B Hanging Indent*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.



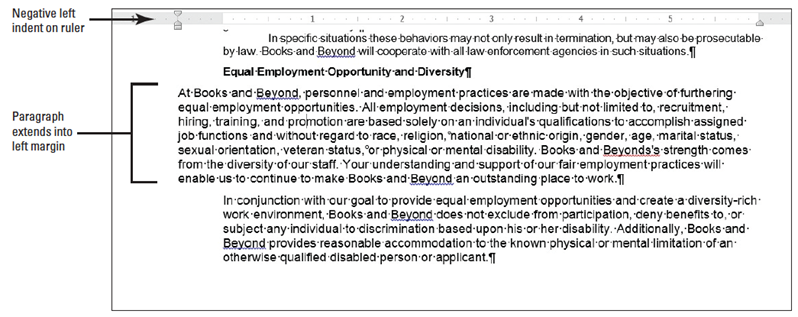
Step by Step 3: Set Left and Right Indents

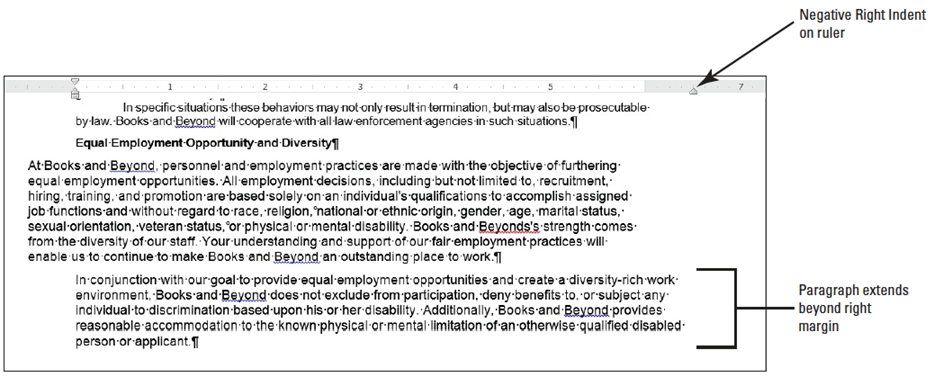
* **USE** the document that is open from the previous exercise.
  1. Select the paragraphs under *Introduction*.
  2. You will move the first-line indent back to the default settings. Launch the Paragraph dialog box from the Home tab. Under the Special group, select **(none)**. Click **OK**. Notice the paragraphs are left aligned.
  3. Select the first two paragraphs under *Introduction*.
  4. Right-click and click **Paragraph** to open the dialog box. In the Indentation group, change the left and right indents to **1** inch by clicking the up arrow. Click **OK**.
  5. Select the last two paragraphs under the same heading.
  6. On the Page Layout tab, in the Paragraph group, click the up arrow next to **Indent** **Left**  to indent the left side of the paragraph to **1** inch on the ruler.
  7. Click the up arrow next to **Indent** **Right** to indent the right side of the paragraph to **1** inch on the ruler. Notice that paragraphs are one inch from the left and right margin (below).
  8. **SAVE** the document as ***B&B Left&Right Indent*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.



Step by Step 4: Set Negative Indents

* **USE** the document that is open from the previous exercise.
  1. Under the *Equal Employment Opportunity and Diversity* heading, select both paragraphs.
  2. Launch the Paragraph dialog box from the Home tab. Under the Special group, select **(none)**. Click **OK**.
  3. Select the first paragraph under the heading.
  4. Click the Page Layout tab, in the Paragraph group, click the down arrow next to **Indent** **Left** to indent the left side of the paragraph to **-0.5** inch on the ruler as shown below.
  5. Position your insertion point anywhere in the last paragraph, and then launch the Paragraph dialog box from the Page Layout tab.



1. Under the Indentation group, click the down arrow next to **Right** to indent the right side of the paragraph to **-0.5** inch (below). When repositioning the indentations, you can select or place the insertion point anywhere in the paragraph.
2. **SAVE** the document as ***B&B Negative Indent*** in the lesson folder on your desktop, and then **CLOSE** the file.

* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 5: Change Alignment to Justify

* **OPEN** ***Books Beyond*** from the data files from this lesson.
  1. Select all paragraphs under *Acknowledgement*.
  2. On the Home tab, in the Paragraph group, click the **Justify** **** button. The paragraphs are justified between the left and right margins. Notice that the Justify button is highlighted.
  3. Select all paragraphs under *Introduction*.
  4. On the Home tab, in the Paragraph group, click the arrow in the lower-right corner of the groupto launch the Paragraph dialog box. The Indents and Spacing tab should be selected.
  5. In the Alignment list under General, click the drop-down arrow, and then click **Justified**. Click **OK**.
  6. Select the first two paragraphs under *General Performance Expectation Guidelines*. Avoid selecting the numbered list.
  7. Press **Ctrl+J** to justify the paragraphs. Using the keyboard shortcut is a quick way to change the alignment in a paragraph.
  8. Select the two paragraphs under *Equal Employment Opportunity and Diversity* and justify the paragraph using one of the methods.
  9. **SAVE** the document as ***B&B Justify*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 6: Change Alignment to Right

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point in the first paragraph under *Acknowledgement*.
  2. On the Home tab, in the Paragraph group, click the **Align** **Right**  **** button. The right side of the paragraph is even whereas the left is uneven.
  3. Select the second paragraph, right-click and select **Paragraph**.
  4. In the Alignment list under General, click the drop-down arrow, and then click **Right**. Review the Preview area, the paragraph is right-aligned. Click **OK**.
  5. Select the last two paragraphs, and press **Ctrl+R** to align the text on the right. The right side of the paragraph are even, whereas the left are uneven.
  6. **SAVE** the document as ***B&B Right Align*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 7: Change Alignment to Center

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point in the *Acknowledgement* heading.
  2. On the Home tab, in the Paragraph group, click the **Center**  button. The heading is now centered between the left and right margin.
  3. Use the multi-selection and select the headings, **Introduction***,* **General Performance Expectation Guidelines***,* and **Equal Employment Opportunity and Diversity**.
  4. Press **Ctrl+E** to center the headings using the shortcut key.
  5. **SAVE** the document as ***B&B Centered Headings*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

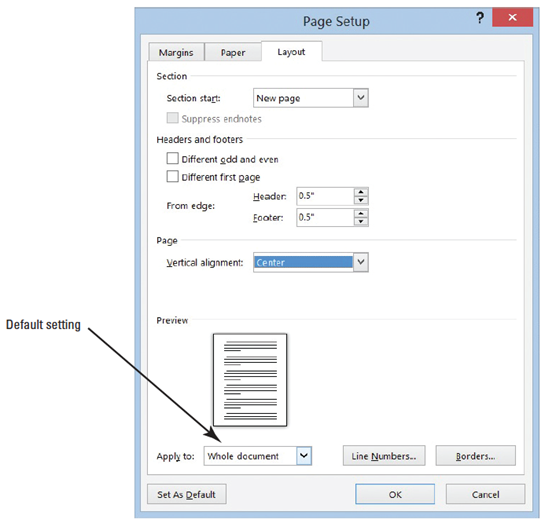
Step by Step 8: Change Alignment to Left

* **USE** the document that is open from the previous exercise.
  1. Select all paragraphs under *Acknowledgement*.
  2. On the Home tab, in the Paragraph group, click the **Left**  button. The paragraphs are now left-aligned, which is the default when you begin a new document.
  3. Select all paragraphs under *Introduction*.
  4. Right-click and select **Paragraph** to open the Paragraph dialog box.
  5. In the Alignment list under General, click the drop-down arrow, and then click **Left**. Review the Preview area—the paragraphs are aligned left. Click **OK**.

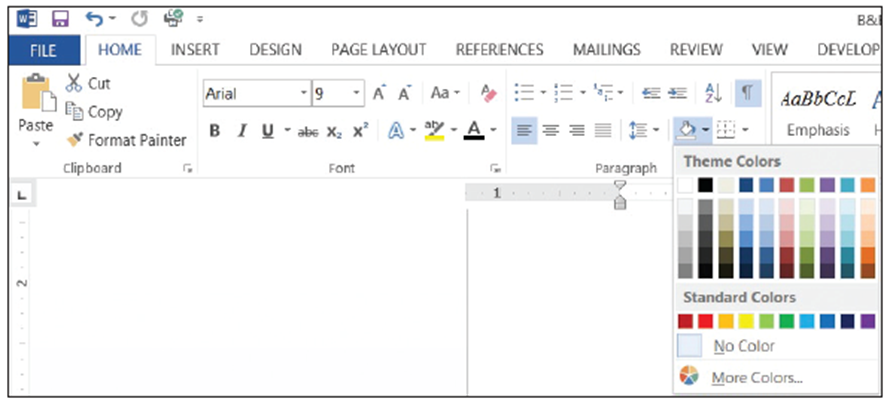
1. Select the two paragraphs under *General Performance Expectation Guidelines*.
2. On the Page Layout tab, launch the Paragraph dialog box. In the Alignment list under General, click the drop-down arrow, and then click **Left**. Click **OK**.
3. Select the two paragraphs under *Equal Employment Opportunity and Diversity*.
4. Press **Ctrl+L** to align the paragraphs to the left using the shortcut key.
5. **SAVE** the document as ***B&B Left Align*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 9: Change Alignment to Vertical

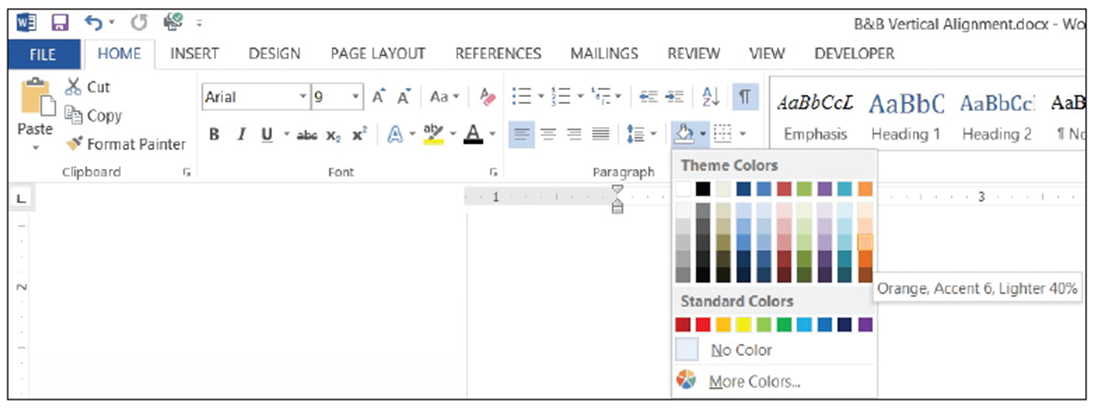
* **USE** the document that is open from the previous exercise.
  1. Select the text beginning with the heading *Introduction…* to the end of the document and press **Delete**.
  2. Press **Ctrl+Home** to position the insertion point at the beginning of the document.
  3. On the Page Layout tab, in the Page Setup group, click the arrow in the lower-right corner of the groupto open the *Page Setup* dialog box.
  4. Select the **Layout** tab.
  5. In the Vertical alignment list under Page, click the drop-down arrow and select **Center**.
  6. In the Apply tolist under   
     Preview, Whole document is   
     selected, as the default shown   
     at right.
  7. Click **OK**. The text is centered   
     between the top and bottom   
     margins, as shown on the nest  
     slide.
  8. **SAVE** the document as ***B&B   
     Vertical Alignment*** in the lesson   
     folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 10: Shade a Paragraph

* **USE** the document that is open from the previous exercise.
  1. Select the first paragraph under the heading.
  2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Shading  button to display the menu shown below.
  3. 

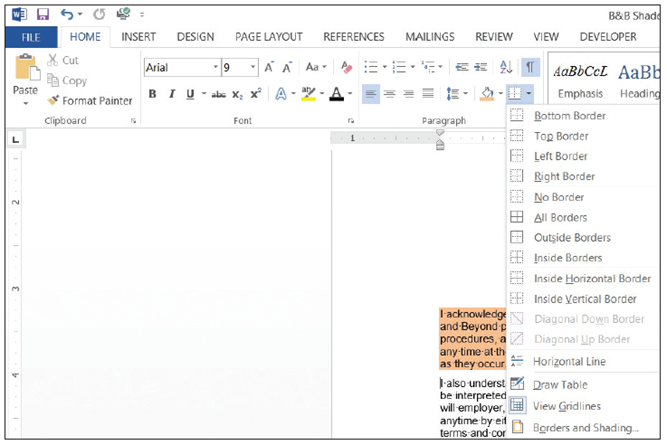
1. In the Theme Colors palette, locate and select the **Orange, Accent 6, Lighter 40%** as shown below.
2. **SAVE** the document as ***B&B Shaded Paragraph*** in the lesson folder on your desktop.

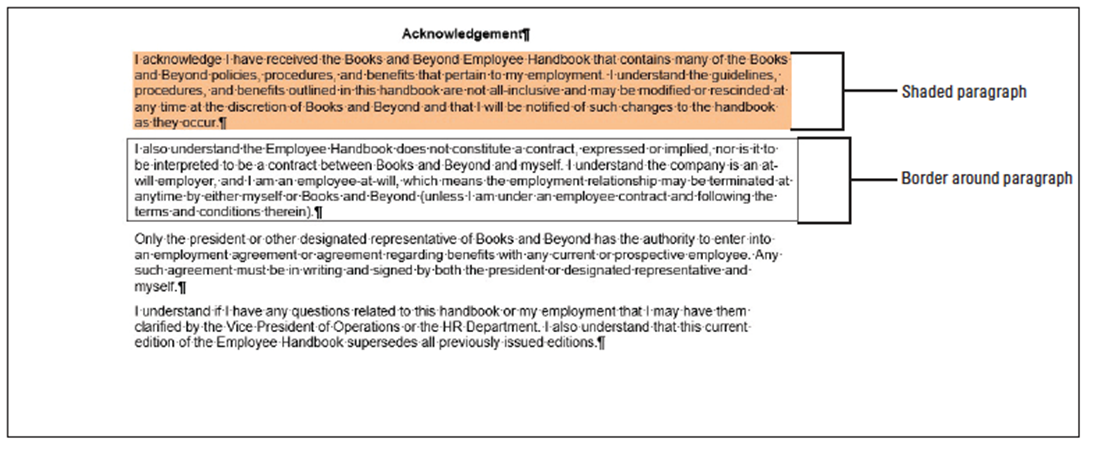
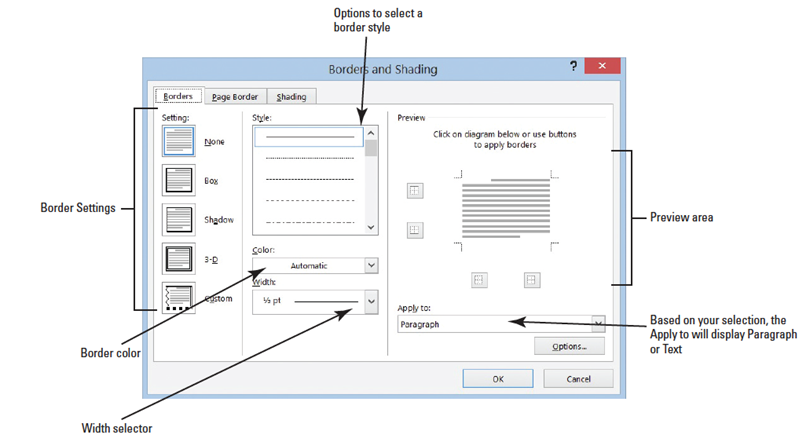
* **PAUSE. LEAVE** the document open to use in the next exercise.



Step by Step 11: Place a Border around a Paragraph

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point in the second paragraph beginning with “*I also understand…”*
  2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Border  button to display the menu shown below.



1. Select Outside Borders on the menu. Your document should look similar to the figure below.
2. Place the insertion point in the third paragraph.
3. On the Design tab, in the Page Background group, click **Page Borders** to open the Borders and Shading dialog box, and then click the **Borders** tab to make it active (see below). The Design tab on the Ribbon is a new tab for Word 2013 and contains many additional features to format a document.
4. Select **Shadow** under the Settings.
5. Select the **ninth** option under Style. Select **Dark Blue, Text 2** for color, and change the width to **2 ¼** pt.
6. Review the Preview area before you click **OK**. Note that the border is applied to the paragraph.
7. **SAVE** the document as ***B&B with Borders*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 12: Place a Border around Text

* **USE** the document that is open from the previous exercise.
  1. On the Home tab, enable the **Show/Hide** to display the nonprinting character. Select the title without selecting the Show/Hide ( ¶ ) symbol.
  2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Border button to display the menu and select **Borders and Shading** to open the dialog box.
  3. Click the **Borders** tab to make it active. Notice the title appears in the Preview area and the Apply to section Text button is displayed. Not selecting the nonprinting character (¶) allows you to place a border around text only.
  4. Select **Box** under Setting and change the width to **1½** pt. Click **OK**. Notice that the border wraps around the text.
  5. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 13: Removing Borders around Text or a Paragraph

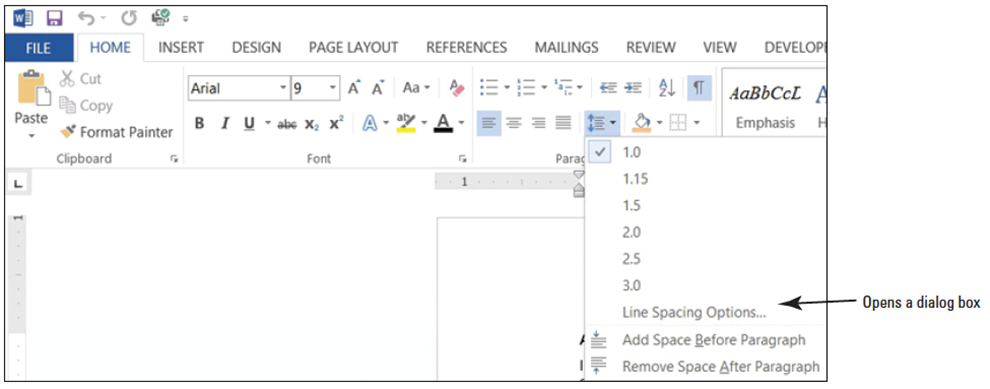
* **USE** the document that is open from the previous exercise.
  1. Place the insertion point in the second paragraph under the heading.
  2. On the Home tab, in the Paragraph group, click the drop-down arrow next to the Border button to display the menu and select **Borders and Shading**. The *Borders and Shading* dialog box opens.
  3. Select the **Borders** tab, and then select **None** under Setting. Click **OK**.
  4. Remove the border on the third paragraph and title by repeating steps 2 and 3.
  5. For the title select only the text before completing steps 2 and 3.
  6. **SAVE** the document as ***B&B with No Borders*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

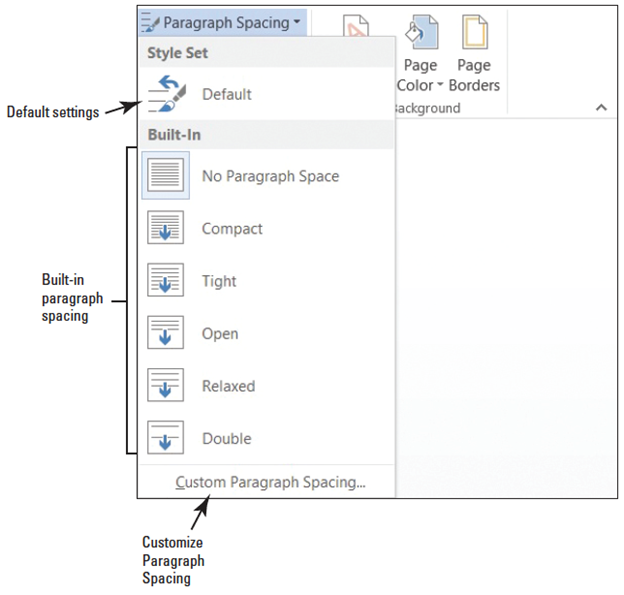
Step by Step 14: Clear Paragraph Formats

* **USE** the document that is open from the previous exercise.
  1. Select the whole document.
  2. On the Home tab, in the Font group, click the **Clear Formatting** button.
  3. **SAVE** the document as ***B&B No Formatting*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 15: Set Line Spacing in a Paragraph

* **OPEN** the ***Books Beyond*** document from the lesson folder.
  1. Place the insertion point in the first paragraph under the *Acknowledgement* heading.
  2. On the Home tab, in the Paragraph group, click the **Line and Paragraph Spacing**  ****  button to display the Line Spacing menu and options to add and remove spacing before and after paragraphs (see below).



1. Select **2.0** to double-space the text.
2. Place the insertion point in the second paragraph.
3. In the Paragraph group, launch the dialog box.
4. In the Spacing group, change the Line spacing by clicking the drop-down arrow and selecting **Double**. Click **OK**. The paragraph is now double-spaced.
5. Place the insertion point in the third paragraph.
6. Press **Ctrl+2** to double-space the paragraph.
7. Click the **Design** tab and in   
   the Document Formatting   
   group, click the **Paragraph   
   Spacing** button to display   
   the menu as shown at right.
8. Select **Double**. Notice that   
   the remaining document is   
   double-spaced. This new   
   feature in Word 2013   
   changes spacing for the   
   entire document to include   
   new paragraphs.
9. **SAVE** the document as ***B&B Double Spacing*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 16: Modify Line Spacing in a Paragraph

* **USE** the document that is open from the previous exercise.
  1. Select the paragraphs under *Acknowledgement*.
  2. Return to the **Line and Paragraph Spacing** drop-down menu in the Paragraph group on the Home tab. To set more precise spacing measurements, click **Line Spacing** **Options** to display the Indents and Spacing tab of the Paragraph dialog box.
  3. In the Line Spacing section, click the drop-down arrow and select **Exactly** in the Line Spacing list. In the At list, click the up arrow until it reads **22** pt. The line spacing is increased.
  4. Click **OK**.
  5. **SAVE** the document as ***B&B Exact Spacing*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 17: Set Spacing around a Paragraph

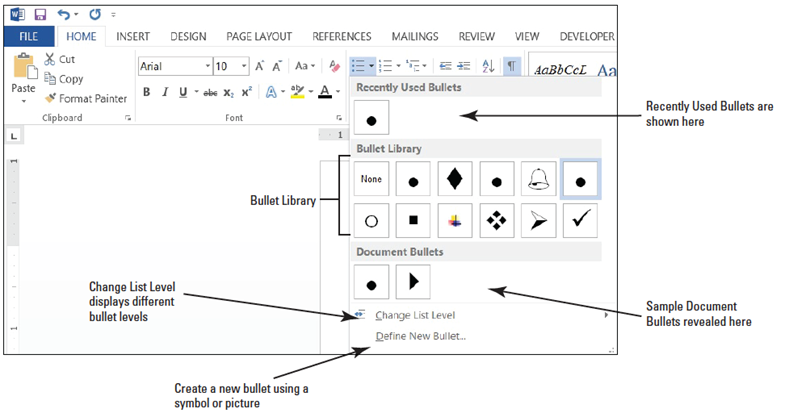
* **OPEN** the ***Books Beyond*** document from the lesson folder.
  1. Select the entire document.
  2. On the Home tab, in the Paragraph group, click the arrow in the lower-right corner of the group to display the *Paragraph* dialog box. The Indents and Spacing tab is the active tab.
  3. In the Spacing section, click the up arrow next to Before until it reads **24** pt.
  4. Click the up arrow next to After until it reads **24** pt. Review the preview area and notice the increase of spacing in the document.
  5. Click **OK**. Notice the spacing between the paragraphs.
  6. With the entire document still selected, click the drop-down arrow next to the Line and Paragraph Spacing button in the Paragraph group to display the Line Spacing menu.
  7. Click **Remove Space Before Paragraph**.
  8. Repeat step 6, and then click **Remove Space After Paragraph**. The spacing before and after have been removed from the document.
  9. Place the insertion point in the heading, *Acknowledgement*.
  10. Click the Page Layout tab, and then in the Paragraph group, click the up arrow and increase the Spacing After  to **12** pt.
  11. Use the Format Painter and repeat step 10 for each heading, *Introduction, General Performance Expectation Guidelines,* and *Equal Employment Opportunity and Diversity.*
  12. Use the multi-selection and select the paragraphs under each heading and change the Spacing After to **6** pt.
  13. **SAVE** the document as ***B&B Spacing Before&After*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 18: Create a Bulleted List

* **OPEN** ***Alarm*** from the data files for this lesson.
  1. Select the two paragraphs below the phrase *Please keep in mind:.*
  2. On the Home tab, in the Paragraph group, click the button. Notice that solid circles appear before the selected paragraph.
  3. Place the insertion point at the end of the second bulleted sentence.
  4. Press **Enter**. Word automatically continues the bulleted list by supplying the next bulleted line.
  5. Beside the new bullet, type **If you do not know your four-digit code and password, please get it from the HR department**.
  6. **SAVE** the document as ***B&B Alarm*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step19: Change the Bulleted List

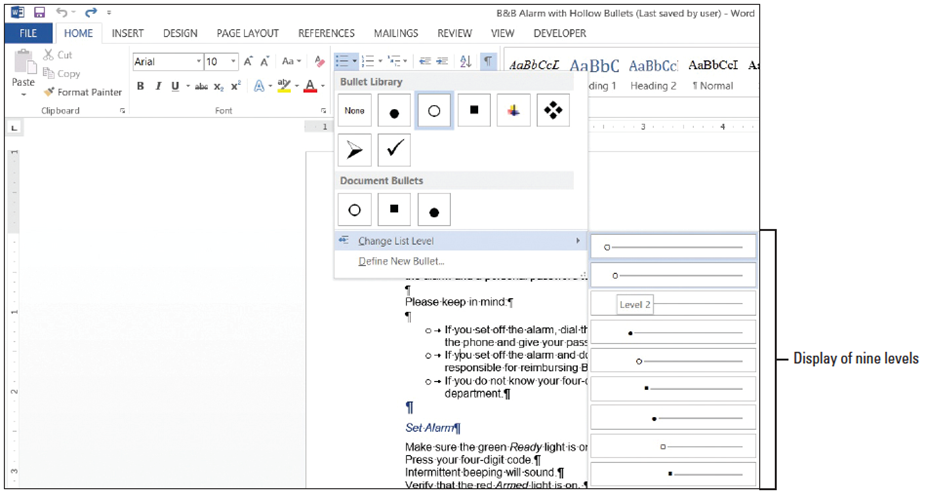
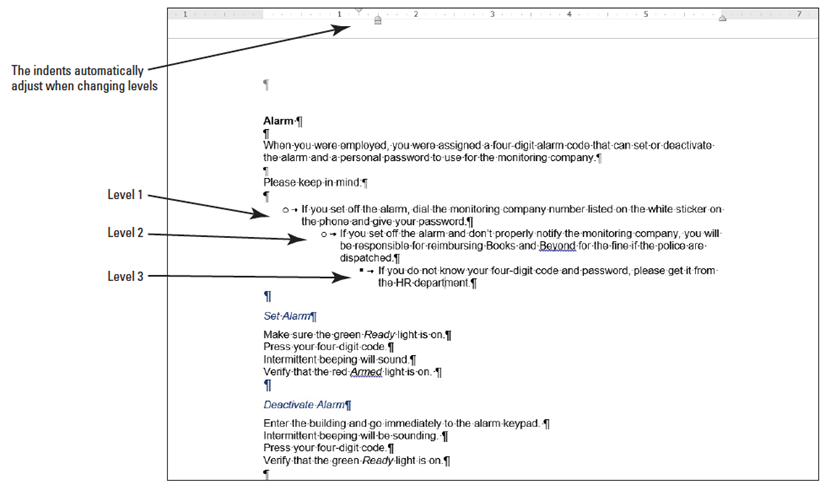
* **USE** the document that is open from the previous exercise.
  1. Select the entire bulleted list.
  2. To change the format of the bulleted list, click the drop-down arrow next to the Bullets button to display the menu shown below. The bulleted items might not match your screen.



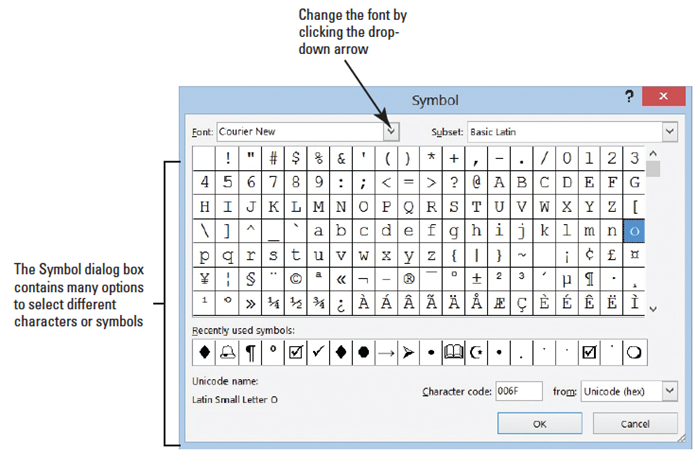
1. Click the hollow circle in the Bullet Library.
2. **SAVE** the document as ***B&B Alarm with Hollow Bullets*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 20: Change the Bullet Levels List

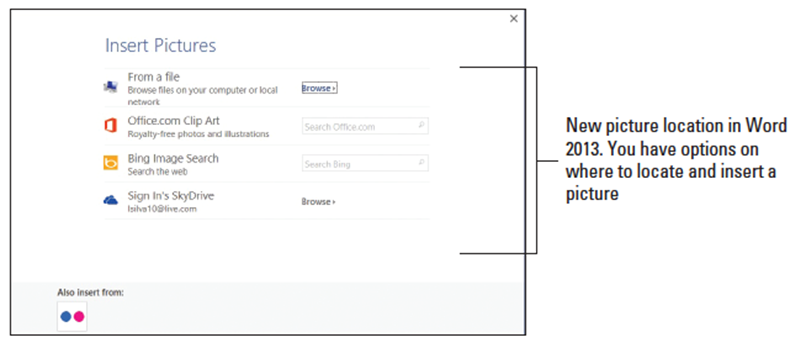
* Adding an unordered list such as bullets appears with no rank over the others. Changing the bullet level list can change the appearance of the bullet and indentation.
* **USE** the document that is open from the previous exercise.
  1. Place the insertion point in the second bulleted item.
  2. Click the drop-down arrow next to the Bullets button, point to **Change List Level**, and note the levels that appear (see below). When you point to the Level List, a ScreenTip appears displaying the level.
  3. Click to select **Level 2**. The bullet item is demoted from Level 1 to Level 2. When levels are increased or decreased, the indentation is changed—see the markers on the rulers.
  4. Place the insertion point in the third bulleted item.
  5. Click the drop-down arrow next to the Bullets button, and then point to **Change List Level** to produce a menu of list-level options.
  6. Click to select **Level 3**. Your document should look similar to the one shown below.
  7. **SAVE** the document as ***B&B Alarm with Bullet Levels*** in the lesson folder on your desktop.
  8. Select the second and third bulleted items and click the drop-down arrow next to the Bullets button. Point to **Change List Level** and promote the selected bullets to **Level 1**. The two selected items now match the first bulleted item.
  9. Click **Undo** to return the bulleted items to second and third level.
  10. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 21: Insert Special Character Symbols

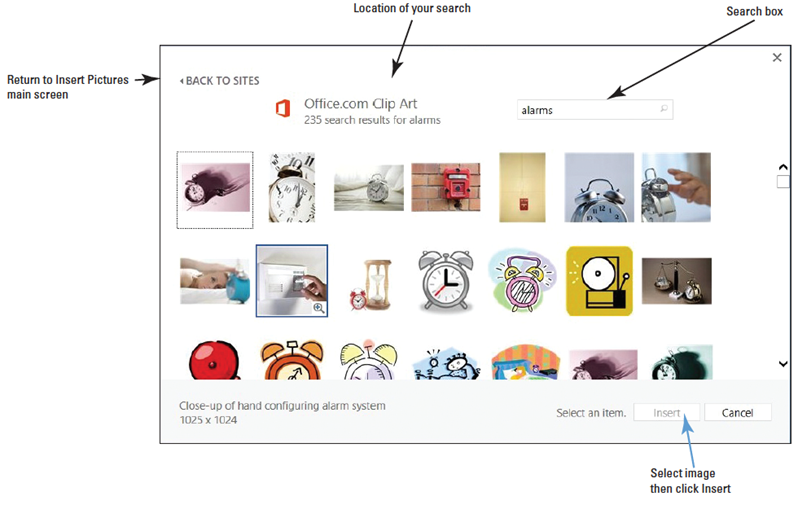
* The Define New Bullet dialog box provides options to change the alignment and add bullet characters, such as a symbol or a picture.
* When you click on either option, a new dialog box opens.
* **USE** the document that is open from the previous exercise.
  1. ****Select the second and third bulleted items and Promote to the first level, and then select all three bulleted items.
  2. Click the drop-down arrow next to the Bullets.
  3. Click the **Symbol**button in the Define   
     New Bullet dialog   
     box. The *Symbol*dialog box opens,   
     as shown at right.
  4. Change the Font by   
     clicking the drop-  
     down arrow. Scroll   
     down and select **Wingdings**.
  5. Select the bell in the first row, sixth column. Click **OK** to close the *Symbols* dialog box.
  6. Click **OK** to close the *Define New Bullet* dialog box.
  7. **SAVE** the document as ***B&B Alarm Update*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 22: Insert a Picture Bullet

* **USE** the document that is open from the previous exercise.
  1. The three bulleted items are still selected. Click the drop-down arrow next to the Bullets button, and click **Define New Bullet**.
  2. Click the **Picture** button in the *Define New Bullet* dialog box. The Insert Pictures location box opens, as shown below. Microsoft has provided a new insert picture location screen where you have can locate a picture from the Office.com location, Bing, SkyDrive, or in your computer or network.



1. Type **alarms** in the Office.com Clip Art search box, and then click the magnifier to begin search.
2. Select the **Close**-**up Hand configuring alarm system** image as shown below. The image is surrounded by a border.



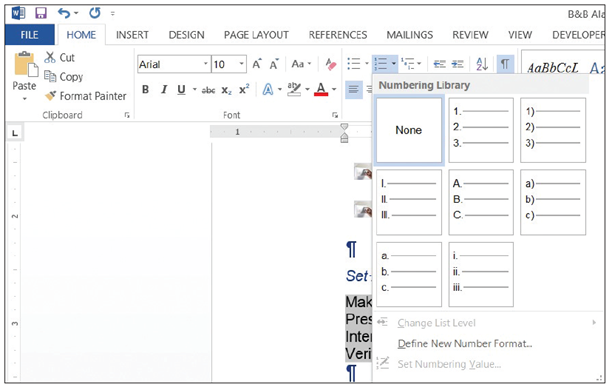
1. Click **Insert** to begin downloading the image to your document.
2. Click **OK** to close the *Define New Bullet* dialog box.
3. After the image is downloaded, it displays on your document in a small font size. Select the first image—notice the other two images are also selected. Increase the font size to **28** pt.
4. **SAVE** the document as ***B&B Alarm Update1*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

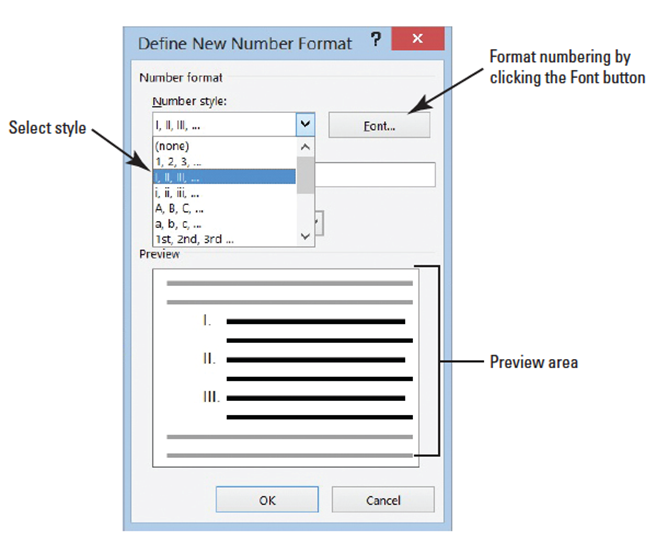
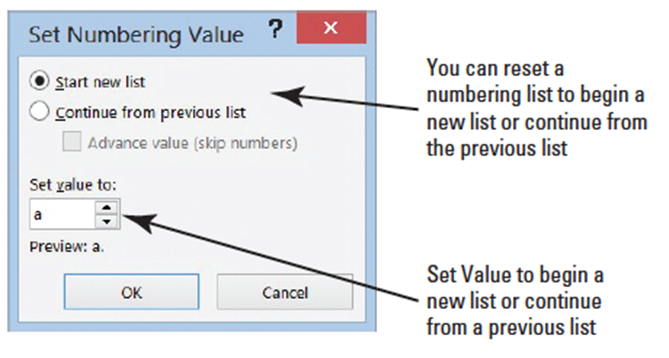
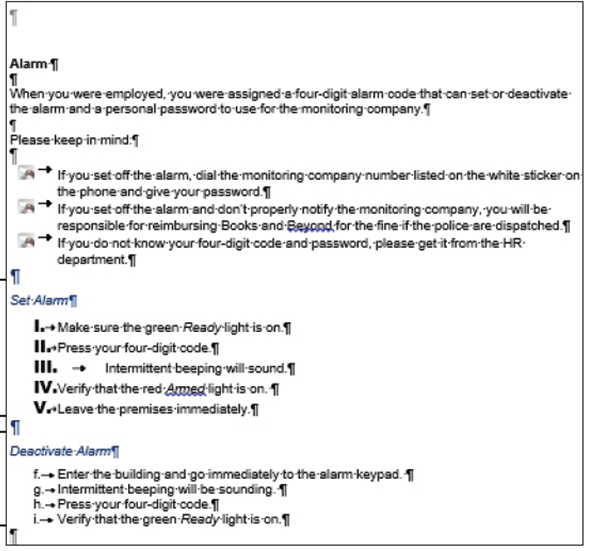
Step by Step 23: Change the Alignment in Bullets

* **USE** the document that is open from the previous exercise.
  1. In the bulleted list, notice the distance from the text and image. Adding a custom bullet allows you to change the alignment.
  2. Select the three bullets items.
  3. Click the drop-down arrow next to the Bullets button, and then click **Define New Bullet**.
  4. Under the Alignment group, click the drop-down arrow and select **Right**. Notice the space from the text and image in the Preview area.
  5. Click **OK**.
  6. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

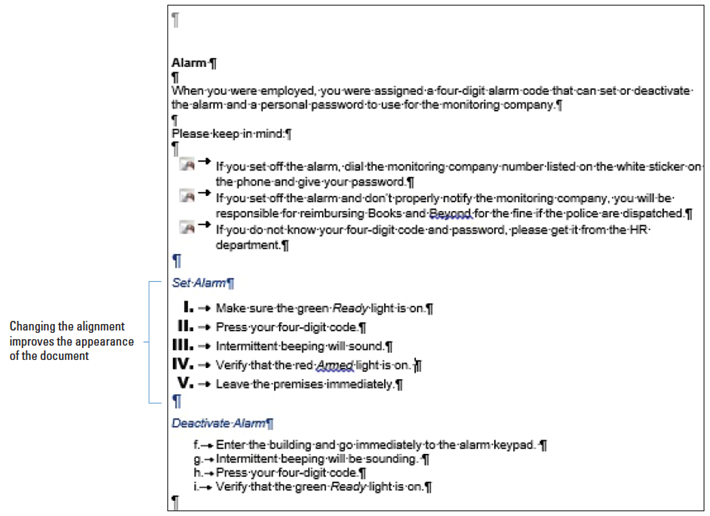
Step by Step 24: Create a Numbered List

* **USE** the document that is open from the previous exercise.
  1. Select the four paragraphs under the *Set Alarm* heading.
  2. ****On the Home tab, in the Paragraph group, click the drop-down arrow next to the Numbering button to display the Numbering Library shown below.
  3. Select the option, **1., 2.,   
     3**. The paragraphs are   
     now listed as an   
     ordered list.
  4. Place the insertion point at the end of item number four and press **Enter**. Notice that Word automatically numbers the next line sequentially.
  5. In the new numbered line, type **Leave the premises immediately**.
  6. Select the four paragraphs under the *Deactivate Alarm* heading.
  7. On the Hometab, in the Paragraph group, click the drop-down arrow next to the Numbering button.
  8. Select the option, **a., b., c.,** The four paragraphs are numbered aligned left.
  9. **SAVE** the document as ***B&B Numbered Alarm List*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 25: Modify a Numbered List

* **USE** the document that is open from the previous exercise.
  1. Select the numbered list under the *Set Alarm* heading.
  2. To change the format of the numbered list, click the drop-down arrow next to the Numbering button, and then click **Define New Number Format**. The Define New Number Format dialog box appears.
  3. Click the drop-down   
     arrow under the   
     Number style section   
     and select **uppercase   
     roman numerals** (see   
     right). The format for   
     the selected text   
     changed to uppercase   
     roman numerals. The   
     default alignment is   
     left and can also be changed to center or right.
  4. Click the **Font** button and select **Arial Black**, size **12** pt. Review the preview area to see how the numbering will appear. Click **OK** to close the Font dialog box.
  5. Click **OK** to close the Define New Number Format dialog box.
  6. Select the numbered list under the *Deactivate Alarm* heading.
  7. In this next step you renumber an existing list using the lowercase letters. Click the drop-down arrow next to the Numbering button, and then click **Set Numbering Value**. The *Set Numbering Value* dialog box appears as shown below.
  8. The radio button is already   
     selected at Start new list; then  
      in the Set value section, click   
     the up-arrow to **f**. Your   
     document should match the   
     one at right.
  9. **SAVE** the document as ***B&B   
     Numbered Alarm List 1*** in   
     the lesson folder on your flash   
     drive, and then **CLOSE** the file.
* **PAUSE. LEAVE** the document   
  open to use in the next exercise.

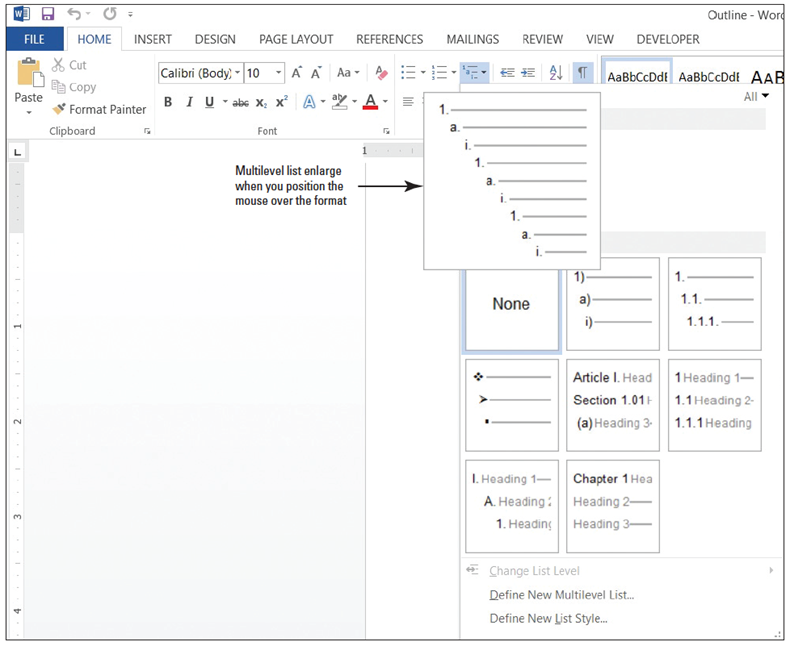
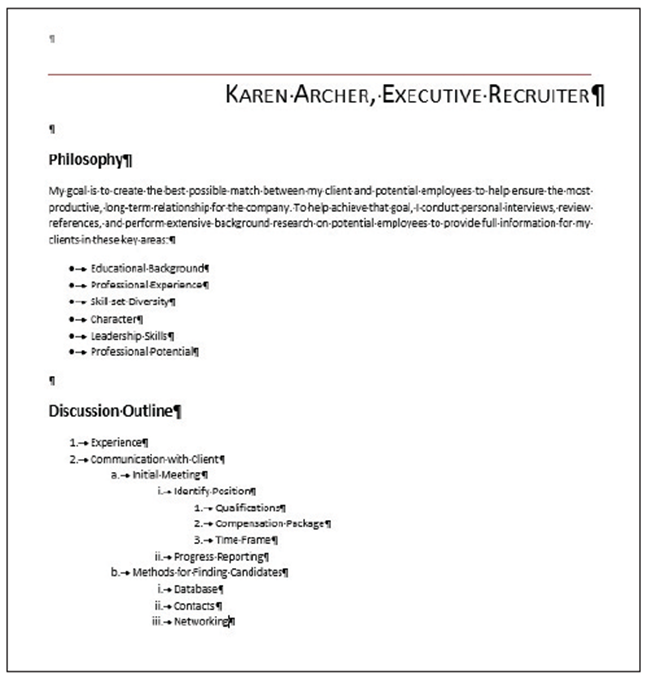
Step by Step 26: Change the Alignment to Numbering List

* **USE** the document that is open from the previous exercise.
  1. Select the numbered list under the *Set Alarm* heading.
  2. To change the alignment format of the numbered list, click the drop-down arrow next to the Numbering button, and then click **Define New Number Format**. The Define New Number Format dialog box appears.
  3. In the Alignment group, click the drop-down arrow and select **Right** to change the alignment of the numbering list.

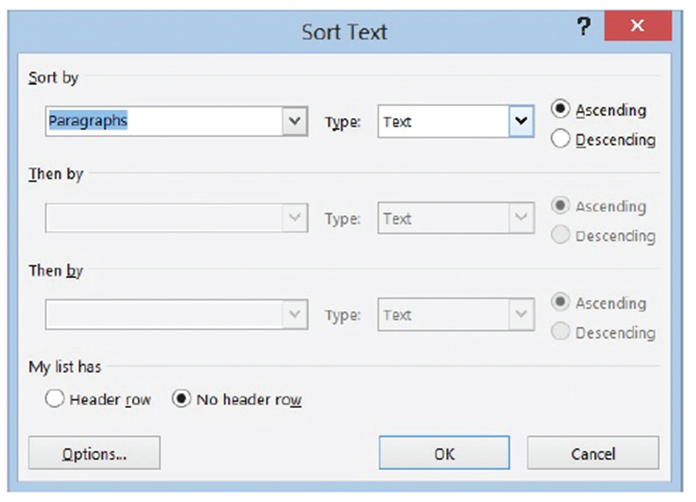
1. Click **OK**. Notice how nicely the list is aligned (see below).
2. **SAVE** the document as **B&B Numbered Alarm List Final** in the lesson   
   folder on your flash  
   drive, and then   
   **CLOSE** the file.

* **PAUSE. LEAVE** Word   
  open to use in the next   
  exercise.

Step by Step 27: Create a Multilevel Outline List

* OPEN ***Outline*** from the data files for this lesson.
  1. Position the insertion point on the blank line after the *Discussion Outline* heading.
  2. On the Home tab, in the Paragraph group, click the **Multilevel List** button. A menu of list formats appears. Notice that when you position the mouse pointer over the formats, they enlarge and expand.
  3. Click the **format   
     style** in the   
     Current List   
     section, as shown  
     at right. The   
     number 1. is   
     inserted for you.
  4. Type **Experience**,   
     and then press   
     the **Enter** key.   
     When you press   
     Enter, the number   
     2. is inserted.
  5. Type **Communication with Client** and press the **Enter** key.
  6. Press the **Tab** key and type **Initial Meeting**. Pressing the Tab key advances to the next level with a lowercase *a*. Press the **Enter** key.
  7. Press the **Tab** key and type **Identify Position**. Notice that Word inserts a lowercase roman numeral as the next level. Press the **Enter** key.
  8. Press the **Tab** key and type **Qualifications**. Another level is inserted beginning with the number 1. Press the **Enter** key.
  9. Type **Compensation** **Package** and press the **Enter** key.
  10. Type **Time** **Frame** and press the **Enter** key.
  11. Press **Shift+Tab** once to move back one level. Type **Progress** **Reporting** and press the **Enter** key.
  12. Press **Shift+Tab** to move back one more level. Type **Methods for Finding** **Candidates** and press the **Enter** key.
  13. Press the **Tab** key. Type **Database** and press the **Enter** key.
  14. Type **Contacts** and press the **Enter** key.
  15. Type **Networking**. Your document should resemble the one at right. **SAVE** the document as   
      ***Discussion Outline*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open for use in the next exercise.

Step by Step 28: Sort a List’s Contents

* **USE** the document that is open from the previous exercise.
  1. Select the bulleted list under the *Philosophy* section*.*
  2. On the Home tab, in the Paragraph group, click the **Sort**  button. The *Sort Text* dialog box appears as shown below.

1. Notice the Sort by field is listed by Paragraphs, the Type is listed by Text, and the Ascending order option is selected. Click **OK**.
2. The bulleted listed is sorted in alphabetical order.
3. **SAVE** the document as ***Discussion Outline Sorted*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

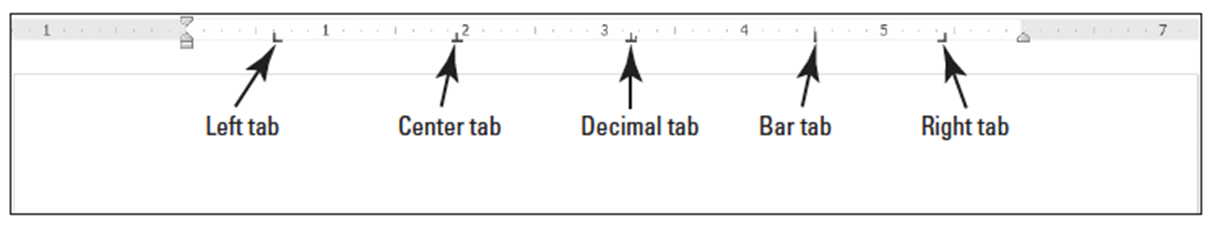
Step by Step 29: Modify the Multilevel List Level

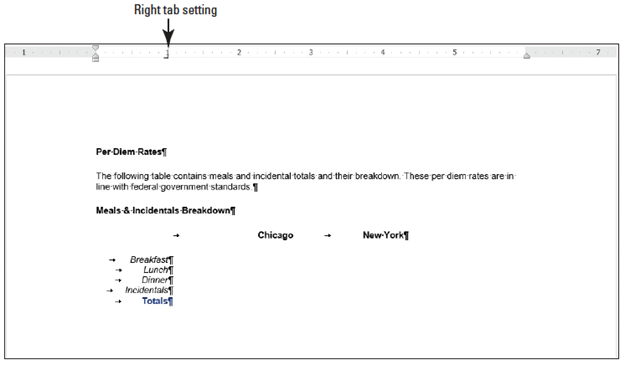
* **USE** the document that is open from the previous exercise.
  1. Select the bulleted list.
  2. On the Home tab, in the Paragraph group, click the drop-down arrow on the Bullets button. Previously in this lesson, you learned to change bullets—the same process is used here.
  3. Click the **square bullet format** in the Bullet Library.
  4. Select the multilevel list you typed previously.

1. On the Hometab, in the Paragraph group, click the drop-down arrow on the Multilevel List button. A menu appears.
2. Under List Library, click the third column in the top row. Notice the difference in the numbering and alignment level.
3. **SAVE** the document as ***Discussion Outline Modified*** in the lesson folder on your desktop, and then **CLOSE** the file.

* **PAUSE. LEAVE** Word open for the next exercise.

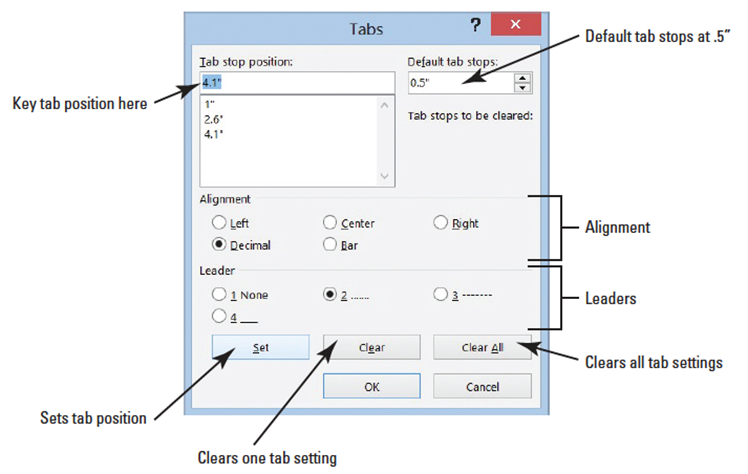
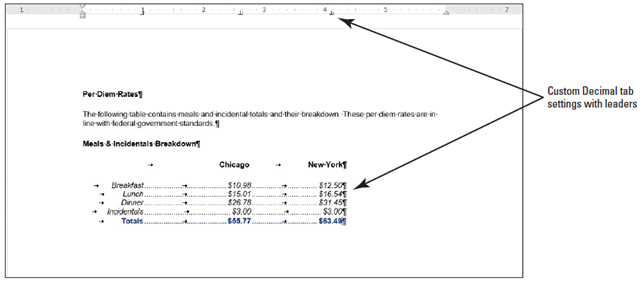
Step by Step 30: Set Tabs on the Ruler

* **OPEN** ***Per Diem*** from the data files for this lesson.
  1. On the Home tab in the Paragraph group, click the **Show/Hide ( ¶ )** button to show nonprinting characters.
  2. Place the insertion point on the blank line below the *Meals & Incidentals Breakdow*n heading.
  3. Click the tab selector at the left of the ruler until the Center  tab appears. The tab selector and horizontal ruler are shown below, displaying the different types of tabs.
  4. Click the ruler at the **2.5-inch** mark to set a Center tab. The Center tab appears as an inverted *T*.
  5. Click the ruler at the **4-inch** mark to set a Centertab. The ruler shows two tabs settings.
  6. Press **Tab** and type **Chicago**.
  7. Press **Tab** and type **New York**.
  8. Select the list of words starting with *Breakfast* and ending with *Totals*. When setting tabs, tabs are part of the paragraph formatting—the selected text will be affected by the tab settings after the Tab key is pressed.
  9. Click the tab selector until the **Right **  tab appears—displays as an inverted *L*.
  10. Click the ruler at the **1-inch** mark to set a Right tab.

1. Deselect the list, and place the insertion point in front of each word in the list, and then press **Tab** to align it at the Right tab. When setting a Right tab, press the **Tab** key with existing text or press the **Tab** key, and then type the new text. The text characters are aligned at the right and move to the left. Your document should look similar to the one shown below.
2. **SAVE** the document as ***Per Diem First Draft*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step31: Use the Tabs Dialog Box

* **USE** the document that is open from the previous exercise.
  1. Select the list of words starting with *Breakfast* and continuing to the end of the document.
  2. On the Hometab, in the Paragraph group, click the dialog box launcherto launch the *Paragraph* dialog box.
  3. Click the **Tabs** button on the bottom left of the Paragraph dialog box to display the *Tabs* dialog box. In the *Tabs* dialog box, you should see the 1" Right tab setting that you set in the previous exercise.
  4. In the Tab stop position box, type **2.6**. In the Alignment section, select **Decimal**. In the Leader section, select **2**,andthen click **Set**. After setting individuals tabs, you must click **Set** to position the tab setting.
  5. In the Tab stop position box, type **4.1**. In the Alignment section, select **Decimal**. In the Leader section, select **2**, and then click **Set**. Setting a leader provides a guide to the next tab setting. Refer to the figure below and compare with your screen.
  6. Click **OK** to close the *Tabs* dialog box. Notice that nothing happens yet.
  7. Place the insertion point   
     after the word *Breakfast*   
     and press **Tab**.
  8. Type **$10.98** and press   
     **Tab**.
  9. Type **$12.50**. Repeat this process for each line, typing the numbers shown above. Notice how the decimals align properly.
  10. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise

Step by Step 32: Move Tabs

* **USE** the document that is open from the previous exercise.
  1. Select the block of text beginning with *Breakfast…* and ending with*…$63.49*.Include the non-printing character (**¶**) in your selection.
  2. Position the mouse pointer at **4.1"** on the ruler until you see the Decimal Tab ScreenTip.
  3. Press and hold the left mouse button and drag on the ruler to **5"**. Release the left mouse button. Notice the Decimal Tab setting for the five lines is positioned at 5" on the ruler.
  4. With the text still selected, position the mouse pointer at **2.6"** on the ruler until you see the Decimal Tab ScreenTip.
  5. Press and hold the left mouse button and drag on the ruler to 3**"**. Release the left mouse button. Notice the Decimal Tab setting for the five lines is positioned at 3" on the ruler.
  6. Select **Chicago**. Drag the center tab setting and position it at **3"** on the ruler. Double-click the center tab on the ruler to open the *Tabs* dialog box—check the positioning of the tab. *Chicago* should align nicely above the amounts.

1. Select **New York**. Drag the center tab setting and position it at **5"** on the ruler. Double-click the center tab on the ruler to open the *Tabs* dialog box—check the positioning of the tab. *New York* should align nicely above the amounts.
2. **SAVE** the document as ***Per Diem Final*** in the lesson folder on your desktop.

* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 33: Clear Tabs

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point on the last line (**Totals**).
  2. Move your mouse pointer to the tab stop at **5"** on the ruler. Wait for the ScreenTip to appear.
  3. Press and hold the mouse button and drag it off the ruler. Release the mouse button to remove the tab stop. The amount moves to the left.
  4. On the Home tab, in the Paragraph group, click the dialog box launcher to launch the *Paragraph* dialog box.
  5. Click the **Tabs** button on the bottom left of the dialog box to display the *Tabs* dialog box.
  6. In the Tab stop position list, click **3"**, and then click **Clear** to clear that tab.
  7. Click the **Clear All** button to clear all tabs on that line.
  8. Click **OK** to close the *Tabs* dialog box.
  9. Select all the text on the *Totals*line and press the **Delete** button to delete it.
  10. **SAVE** the document with the same filename, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 34: Set Tab Stops

* **OPEN** a new blank document.
  1. Press the **Tab** key once.
  2. Press the **Tab** key two more times; the insertion point is now positioned at 1½ inches on the ruler.
  3. Press the **Tab** key three times; the insertion point moves to the 3-inch mark on the ruler. Each time you press the Tab key, it advances half an inch on the ruler. By default, the tab stops are set at half an inch.
  4. Press **Enter.**
  5. On the Home tab, in the Paragraph group, click the dialog box launcher.
  6. In the Paragraph dialog box, click the **Tabs** button to open the Tabs dialog box.
  7. Click the up arrow below Default Tab Stops until it stops at **1** inch. Click **OK**.
  8. Press the **Tab** key three times and notice the insertion point on the ruler now stops at every 1 inch.
* **STOP. CLOSE** Word without saving the changes.