# Word XP

Paragraphs, tabs, wizards & templates

What we will cover

- Paragraph formatting
- Using Tabs
- Using Find and Replace
- Using Wizards and Templates

Paragraph Formatting

- The Indents & Spacing tab of the Paragraph window includes the following elements:
- Alignment - left, centered, right or justify
- Indentation – none, hanging or first line
- Spacing – specifies spacing before and after the paragraph as well as spacing between paragraphs
- The default is for single-spaced, left aligned text with no indentation.
- You can select the paragraph to format, the apply formatting; or you can set the formatting, then type the paragraph
- To open, click on Format, Paragraph
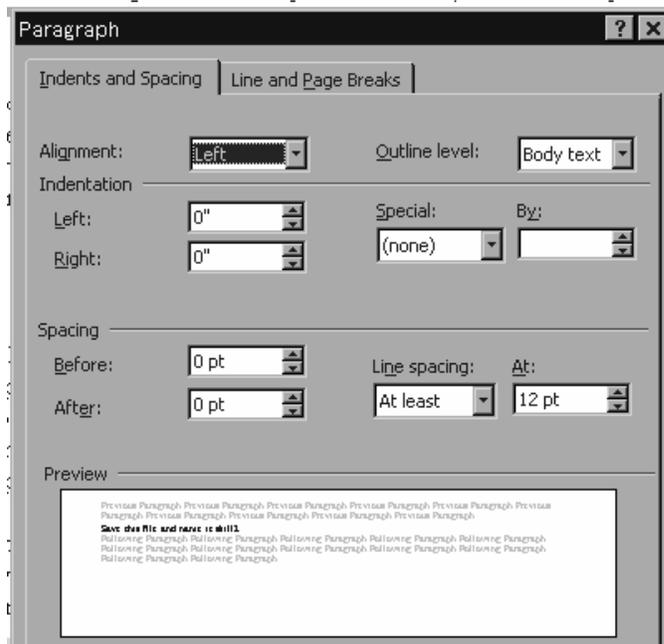
Alignment

- From the drop down menu, you can choose your setting
- You will see a preview in the window
- Remember:
  - If you have already typed your paragraph, you must select it, then apply formatting
  - If you have NOT typed your paragraph, you can set formatting first, then type
- You can also set alignment using the icons in the Formatting toolbar

Indentation

- Select the paragraph to indent
  - Normal indent:
    - Choose left indent (and right if desired)
    - Click OK
  - Hanging indent:
    - Choose Hanging under "Special"
    - Set "By"
    - Note that this indents all but the first line of the paragraph
    - To indent entire paragraph, change "by" to 0" and set Left as desired (and right if desired)
  - First line
    - Indents only the first line of the selected paragraph

Spacing

- This sets spacing before and after the paragraph as well as the spacing between paragraphs
- Line spacing sets the spacing for the selected paragraph

Setting Tabs

- Click Format, Tabs
- The default setting is .5"
- You must set tab locations for the Set button to be active!
- You can set tab stop positions using inch locations
- For example: 2.5", then click set will set a tab at 2.5" from the left margin
- You can also clear tabs from this window as well
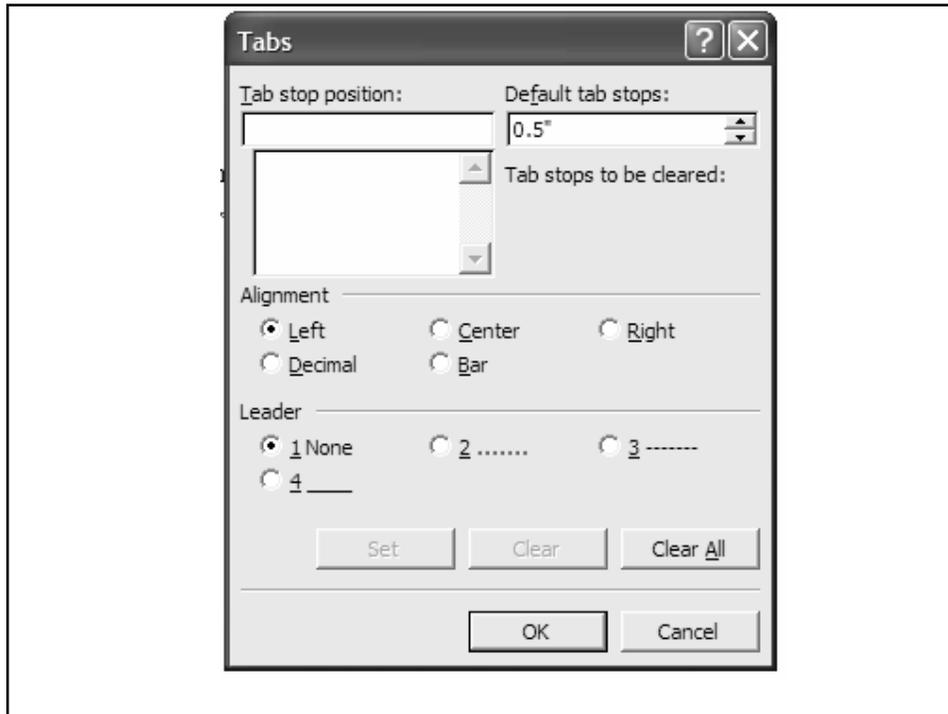
- There are 5 alignment types for tabs – **the default is left – aligns text to the right of the tab (normal setting)**

Tab type	Effect
Left	Aligns text to the right of the tab
Right	Aligns text to the left of the tab
Center	Centers text around the tab
Decimal	Aligns numbers along a common decimal position
Bar	Inserts a vertical bar along the tab

Leader tabs

- Leader tabs display a row of dots from the insertion point to the next tab stop.
- Leader tabs can be left, right, center or decimal-aligned as well
- You must set:
  - Alignment
  - Leader style
  - Tab stop position
  - If these are not set, the Set button is not active and leader tabs will not work
- Click Set

Finding and replacing text

- Find and Replace can be a helpful tool when you need to make a global change to a document
- For example, if you want to change every occurrence of the word he in a document to she you can let Word do that for you.
- You can use this feature to Find a word, find and replace, or go to a word

- Open your document, click Edit, Find
- You will have 3 tab choices – Find, Find and Replace, Go To
- Click More to see add'n search options
- For Find and Replace – type the word you want to replace in Find, type the new word in Replace
- I suggest clicking Replace each time instead of Replace All just in case you didn't really want to replace something.

Templates & Wizards

- There are 3 ways to create a new document
  - Use a standard template and "fill in the blanks"
  - Use a built-in wizard
  - Use a blank document and create your own
- Templates – allow you to fill in the blanks
- Wizards ask you several questions to create a more customized template that still allows you to fill in the blanks

Open a new document using template

- Click on File, New – this will open the New Document Task Page.
- Click on General Templates
- Letters & Faxes tab will show you more choices. Templates you create are stored in General

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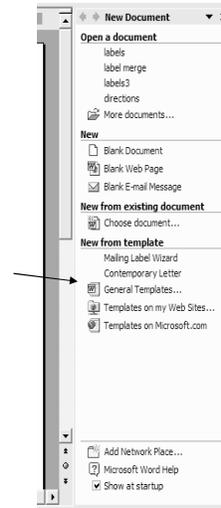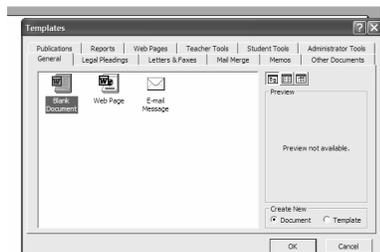
- Open the Professional Letter template
- Click in each area of the letter to enter the pertinent information
- If you right click on the Salutation and Closing you will see add'n choices
- Name and save your document as required
- Note that you have only saved your letter, not changes to the template

Save your own template

- You can modify an existing template or create your own.
- This is great for creating your own letterhead for personal or business use.
- When your "creation" is saved as a template, it can be used like any other template.
- First – open an existing template ~or~ set up your own letterhead
- Then make your changes
- Now you are ready to save your template

Saving as a template

- To save as a template:
- File, Save As, name your file
- Save As File type: choose Doc. Template, click Save
- It is now saved as a template
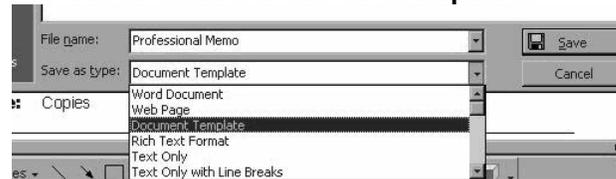
To reopen your saved template, click File, then New

Wizards

- If you choose a Wizard,(when creating a fax, memo or calendar)Word will ask you questions and walk you thru the information needed
- You can then save this as a template for future correspondence -or-
- You can save as a regular file
- Let's take a look step-by-step at creating a wizard

- Wizards are located with the templates
- Click on File, New – this will open the New Document Task Page.
- Click on General Templates
- Letters & Faxes tab will show you more choices.

Step 1 – Letter Format

The office assistant may provide help as well

Click Next to advance to next step

Step 2 – Recipient Info

Step 3 – Other Elements

Step 4 – Sender Info

Click Finish

Finished letter – ready to customize contents of letter