Lesson – 3

Home Toolbar (Menu)

Paragraph

In the paragraph clipboard, all the functions for paragraph formatting with bullets and listings are like as:

Bullets   : Start a bulleted list. *(Click arrow to choose different style)*

Numbering   : Start a numbered list. *(Click arrow to choose different style)*

Multilevel List   : Start a multilevel list. *(Click arrow to choose different style)*

Decrease Indent   : Decrease the indent level of paragraph.

Increase Indent   : Increase the indent level of paragraph.

Sort   : Alphabetize the selected text and numerical data.

Show/Hide *(Ctrl+*)*   : Show paragraph marks and other hidden formatting symbols

Align Text Left *(Ctrl+L)* : Align text to the left.

Centre *(Ctrl+E)*   : Centre Text.

Align Text Right (Ctrl+R) : Align text to the right.

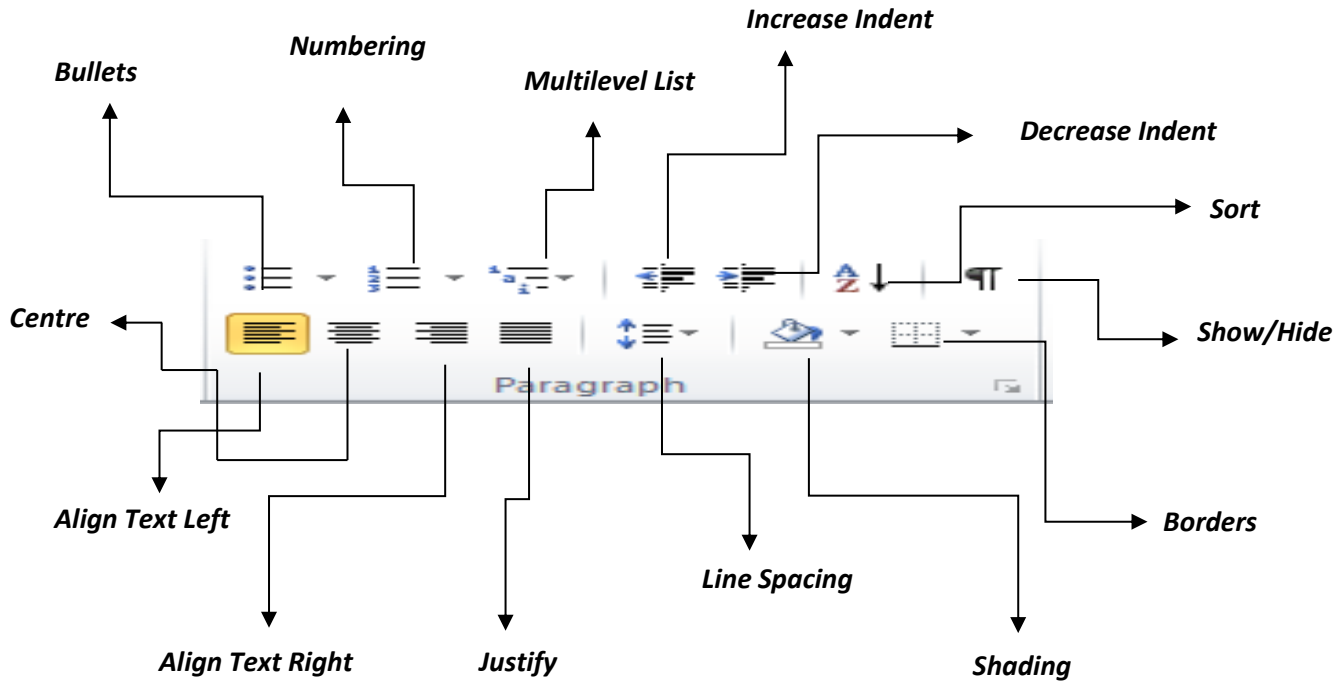**Justify** *(Ctrl+J)*   : Align text to both the left and right margins.

Line Spacing   : Change the spacing between lines of text.

Shading   : Color the background behind the selected text of paragraph.
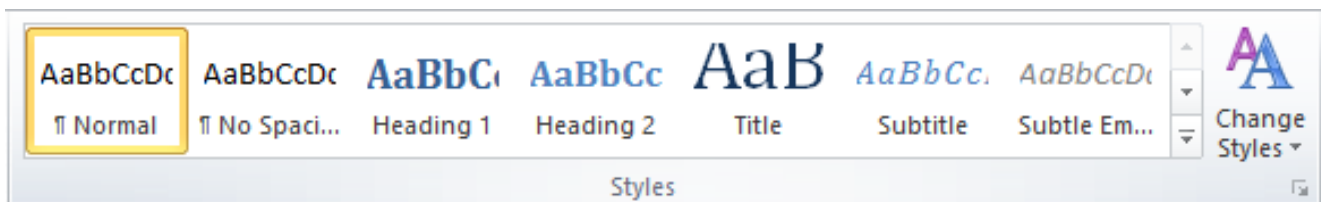
Borders   : Border the selected matter.

Bullets

Numbering

Multilevel List

Increase Indent

Decrease Indent

Sort

Centre

Show/Hide

Align Text Left

Borders

Align Text Right

Justify

Line Spacing

Shading

Paragraph

✎ *Use all the options with* **Practical Assignment No -2**

Styles & Editing

Styles: The styles options are used for changing formatting style like as:

AaBbCcDc	AaBbCcDc	AaBbCc	AaBbCc	AaB	AaBbCc.	AaBbCcDc		Change Styles ▼
¶ Normal	¶ No Spaci...	Heading 1	Heading 2	Title	Subtitle	Subtle Em...		

Styles

We can change our formatting style with these options like Normal, No Spacing, Heading 1, Heading 2 etc.

Change Styles

Change the sets of styles, colors and fonts used in this document.

Editing

The editing options there are many options to edit our text matter like as Find, Replace and selecting matters with menu bars.

Find *(Ctrl+F)*	: Find text in the document.
Replace *(Ctrl+H)*	: Replace text in the document.
Select	: Select text or Objects in the document.

✎ *Use all the options with* ***Practical Assignment No - 3***