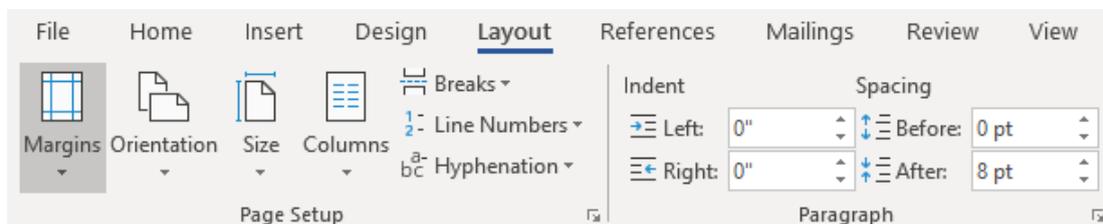


- **Select Text**

| Select | Action |
|---------------------|---|
| any text | Click at the beginning of the area and press the Shift key as you click at the end of the area. You can also drag across the text you want to select. |
| a word | Double click on the word. |
| a line | Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once. |
| multiple lines | Place the mouse pointer in the left margin next to the first desired line and click once. Then press the Ctrl key and click additional lines to select them. |
| a sentence | Press the Ctrl key and click anywhere in the sentence. |
| a paragraph | Place the mouse pointer in the left margin and double click next to any line in the paragraph. |
| multiple paragraphs | Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs. |
| a document | Press the Ctrl key then place the mouse pointer anywhere in the left margin and click once. |

- **Margins**

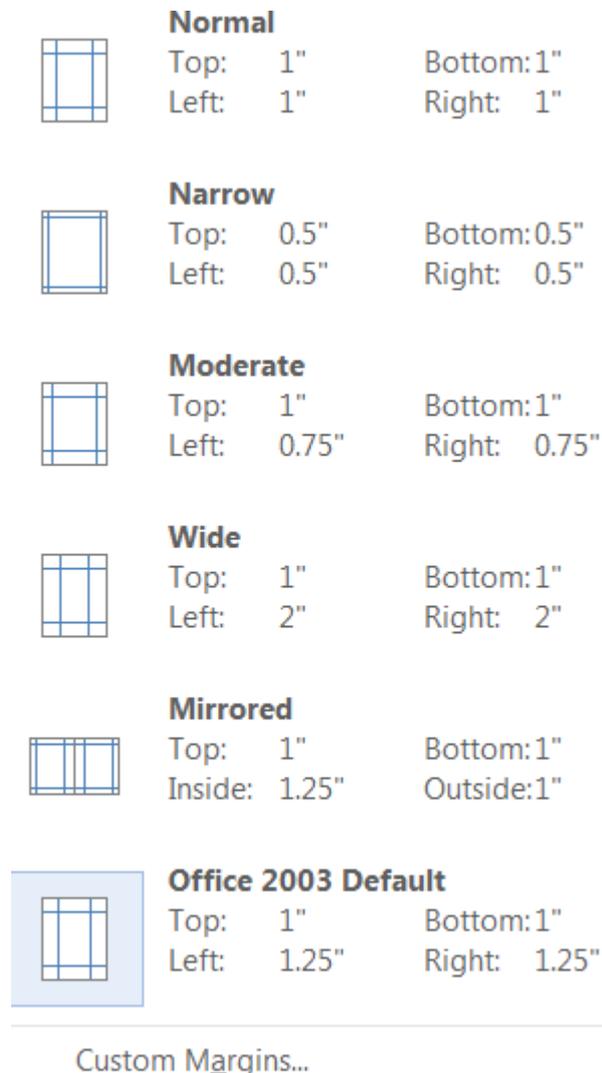
Microsoft Word margins are defaulted to 1 inch for the top and bottom, and 1 inch for the left and right. To change your margins, use the Margin button found on the Layout ribbon.



Create Margins

- Select the entire document text, by pressing the Ctrl key, then place the mouse pointer anywhere on the left margin, and then click once on the right mouse button.
- Select the Layout tab.

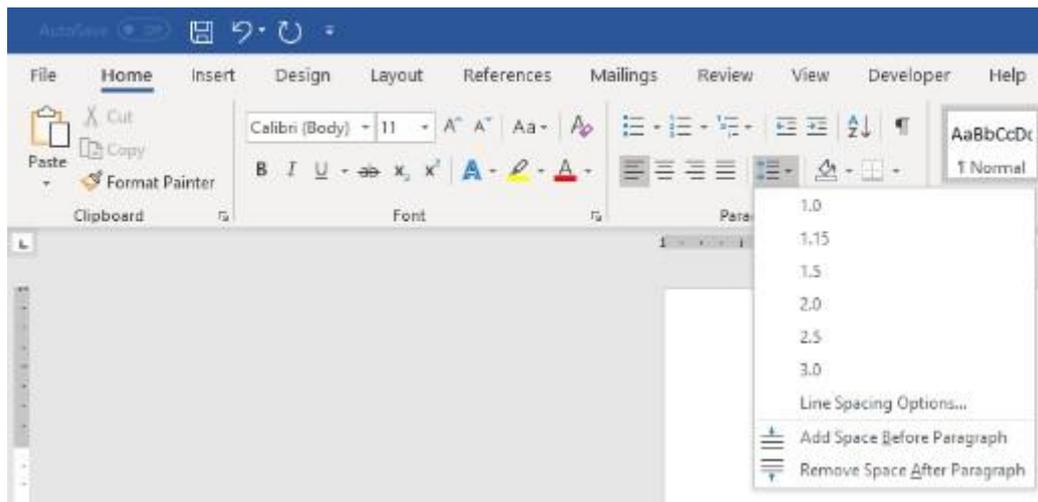
- In the Page Setup group, click on the Margins button.
- The predesigned margins panel will appear.



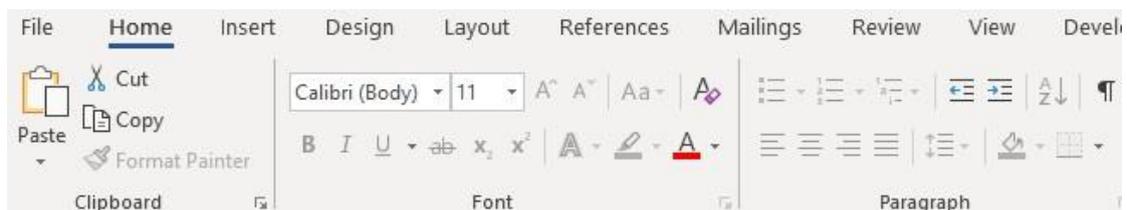
- Change the margin by selecting the top margin button (top and bottom 0.5" – Left and Right 0.5").

Line Spacing

- Microsoft Word 2019 defaults the line spacing to double space (2.0). Line spacing affects an entire paragraph or document. Use the Line Spacing button on the Home Ribbon to change line spacing.
- **Add Spacing**
 - Make sure the entire document is still selected.



- Click on the Home tab. On the Paragraph group, click on the Line Spacing
- button, and then select 1.5.
- Apply Format Format a Document
- Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text in a document.



- Select text, and then click on your desired format from the Home ribbon.

Format Option Examples:

- Click on the **Bold**  button to make text bold.
- Click on the **Italic**  button to italicize text.
- Click on the **Underline**  button to add an underline to text.
- Click on the **Bullets**  button to add a bulleted list to text.
- Click on the **Numbering**  button to add a numbered list to text.

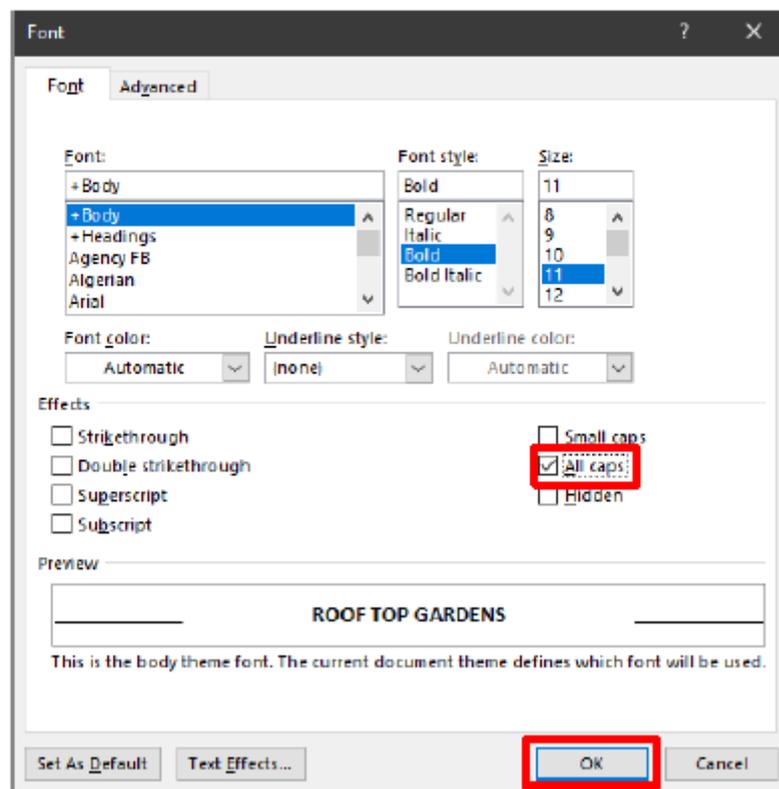
- A. On the *Garden.docx* practice document, do the following formatting explain above:
1. Select the *Energy Savings* sub-heading text above the second paragraph, and then press the **Control** key on the keyboard.
 2. Select the *Feasibility of Converting Flat Roofed Building to Gardens* sub-heading text above the third paragraph.
 3. While the **Control** key is still pressed, select sub-heading text from the fourth and fifth paragraphs (*Structural Requirements, Possible Problems*).
 4. Click on the **Bold** button.
 5. Click on the **Italic** button.
 6. Click on the **Underline** button.
 7. Select all three lines after the *Structural Requirements* paragraph (*Garages and sheds, Balconies and terraces, and Patios or decks*).
 8. Click on the **Bullets** button.
 9. Create a Numbered list at the end of the first paragraph of **Possible Problem**, by placing the insertion point after the text include, press once on the **Enter** key, and then click on the **Numbering** button.
 10. Type the following text, "*Rainwater build-up can sacrifice the structural soundness of the roof. Make sure the structure is slightly angled or has proper drainage to allow for water runoff.*", and then press once on the **Enter** key.
 11. Type the following text, "*Selecting plants that require too much water can add considerable weight to the garden. The best option is to research and understand which flowers and plants thrive in a given area and do not require a lot of water.*", and then press once the **Enter** key.
 12. Type the following text, "*The structure may be unable to sustain the weight. Consider container gardens which consist of lower weight but offer the same benefits of in-ground plants.*", and then press twice on the **Enter** key.

Additional Font Options

- Additional font options are available, such as font effects, special styles and previewing font changes. You can view additional options by clicking on the Home tab, and then click on the Dialog box launcher on the Font group.

- Add All Caps 1. Place the Insertion point before the first line of the document. 2. Type the text, Roof top gardens, and then press twice on the Enter key. 3. Select your new title text, and then click on the Bold button.

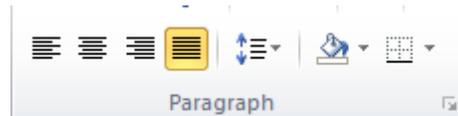
5. The **Font** window will appear.



6. In the **Effects** area, click on the check box next to **All caps**, and then click on the **OK** button.

Text Alignment

- Microsoft Word 2019 aligns paragraphs four different ways relative to the left and right margins: left, center, right and justified. The Word 2019 default paragraph alignment is left. You can change paragraph alignment by clicking on an Alignment button, located on the Home ribbon on the Paragraph group



Alignment Option Examples:

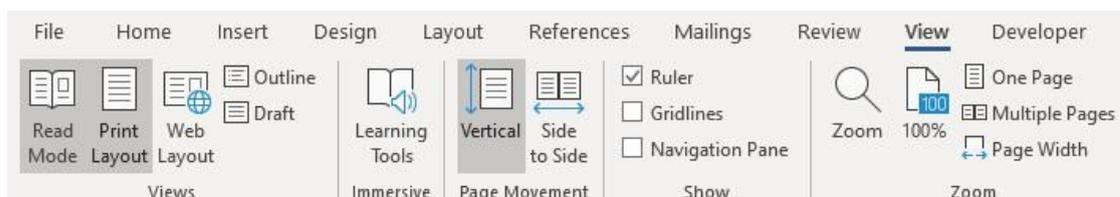
- First button - Align Text Left
- Second button - Center Text
- Third button - Align Text Right
- Fourth button - Justify Text

Add Center Alignment

Select the title text, *ROOF TOP GARDENS*, and then click on the Center button.

View Modes

Microsoft Word has five view modes.



- To select a view mode, click on the View tab.
- In the Document Views group, select your desired view mode.

| View Name | Description |
|--------------|--|
| Read Mode | The best way to read a document, including some tools designed for reading instead of writing. |
| Print Layout | Check out how your document will look when it's printed. |
| Web Layout | See how your document will look as a webpage. This layout is also great if you have wide tables in your document. |
| Outline | See your document in outline form where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document. |
| Draft | Switch your view to see just the text in your document. This is useful for quick editing because headers/footers and certain objects won't show up, allowing you to focus on your text. |

