You have finished drafting the text for a two-page flyer advertising last minute specials for October tours. Now, you need to format the flyer so it is attractive and highlights the significant information.

**Unit Objectives**

After completing this unit, you will be able to:

- Format with fonts
- Use the Format Painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs
- Work with indents
- Add bullets and numbering
- Add borders and shading
- Insert online pictures

**Files You Will Need**

- WD C-1.docx
- WD C-2.docx
- WD C-3.docx
- WD C-4.docx
- WD C-5.docx
- WD C-6.docx

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Format with Fonts

Formatting text with fonts is a quick and powerful way to enhance the appearance of a document. A font is a complete set of characters with the same typeface or design. Arial, Times New Roman, Courier, Tahoma, and Calibri are some of the more common fonts, but there are hundreds of others, each with a specific design and feel. Another way to change the appearance of text is to increase or decrease its font size. Font size is measured in points. A point is 1/72 of an inch. 

CASE You change the font and font size of the body text, title, and headings in the flyer. You select fonts and font sizes that enhance the sales tone of the document and help to structure the flyer visually for readers.

STEPS

1. **Start Word, open the file WD C-1.docx from the location where you store your Data Files, save it as WD C-Last Minute Deals, then change the zoom level to 120%**

   Notice that the name of the font used in the document, Calibri, is displayed in the Font list box in the Font group. The word “(Body)” in the Font list box indicates Calibri is the font used for body text in the current theme, the default theme. A theme is a related set of fonts, colors, styles, and effects that are applied to an entire document to give it a cohesive appearance. The font size, 11, appears in the Font Size list box in the Font group.

2. **Scroll the document to get a feel for its contents, press [Ctrl][Home], press [Ctrl][A] to select the entire document, then click the Font list arrow in the Font group**

   The Font list, which shows the fonts available on your computer, opens as shown in FIGURE C-1. The font names are formatted in the font. Font names can appear in more than one location on the Font list.

3. **Drag the pointer slowly down the font names in the Font list, drag the scroll box to scroll down the Font list, then click Garamond**

   As you drag the pointer over a font name, a preview of the font is applied to the selected text. Clicking a font name applies the font. The font of the flyer changes to Garamond.

4. **Click the Font Size list arrow in the Font group, drag the pointer slowly up and down the Font Size list, then click 12**

   As you drag the pointer over a font size, a preview of the font size is applied to the selected text. Clicking 12 increases the font size of the selected text to 12 points.

5. **Select the title Quest Specialty Travel Last Minute Travel Deals, click the Font list arrow, scroll to and click Trebuchet MS, click the Font Size list arrow, click 22, then click the Bold button B in the Font group**

   The title is formatted in 22-point Trebuchet MS bold.

6. **Click the Font Color list arrow in the Font group**

   A gallery of colors opens. It includes the set of theme colors in a range of tints and shades as well as a set of standard colors. You can point to a color in the gallery to preview it applied to the selected text.

7. **Click the Green, Accent 6 color as shown in FIGURE C-2, then deselect the text**

   The color of the title text changes to green. The active color on the Font Color button also changes to green.

8. **Scroll down, select the heading Rajasthan Desert Safari, then, using the Mini toolbar, click the Font list arrow, click Trebuchet MS, click the Font Size list arrow, click 14, click B, click A, then deselect the text**

   The heading is formatted in 14-point Trebuchet MS bold with a green color.

9. **Press [Ctrl][Home], then click the Save button on the Quick Access toolbar**

   Compare your document to FIGURE C-3.
Adding a drop cap

A fun way to illustrate a document with fonts is to add a drop cap to a paragraph. A drop cap is a large initial capital letter, often used to set off the first paragraph of an article. To create a drop cap, place the insertion point in the paragraph you want to format, click the INSERT tab, and then click the Drop Cap button in the Text group to open a menu of Drop cap options. Preview and select one of the options on the menu, or click Drop Cap Options to open the Drop Cap dialog box, shown in FIGURE C-4. In the Drop Cap dialog box, select the position, font, number of lines to drop, and the distance you want the drop cap to be from the paragraph text, and then click OK. The drop cap is added to the paragraph as a graphic object.

Once a drop cap is inserted in a paragraph, you can modify it by selecting it and then changing the settings in the Drop Cap dialog box. For even more interesting effects, you can enhance a drop cap with font color, font styles, or font effects. You can also fill the graphic object with shading or add a border around it. To enhance a drop cap, first select it, and then experiment with the formatting options available in the Font dialog box and in the Borders and Shading dialog box.
Use the Format Painter

You can dramatically change the appearance of text by applying different font styles, font effects, and character-spacing effects. For example, you can use the buttons in the Font group to make text darker by applying bold or to make text slanted by applying italic. When you are satisfied with the formatting of certain text, you can quickly apply the same formats to other text using the Format Painter. The Format Painter is a powerful Word feature that allows you to copy all the format settings applied to selected text to other text that you want to format the same way. You spice up the appearance of the text in the document by applying different font styles and text effects.

1. Select immediate booking is essential in the first body paragraph, click the Bold button \(^\text{B}\) on the Mini toolbar, select the entire paragraph, then click the Italics button \(^\text{I}\)
   The phrase “immediate booking is essential” is bold, and the entire paragraph is italic.

2. Select Last Minute Travel Deals, then click the launcher \(^\text{F2}\) in the Font group
   The Font dialog box opens, as shown in FIGURE C-5. You can use the options on the Font tab to change the font, font style, size, and color of text, and to add an underline and apply font effects to text.

3. Scroll down the Size list, click 48, click the Font Color list arrow, click the Blue, Accent 5 color in the Theme Colors, then click the Text Effects button
   The Format Text Effects dialog box opens with the Text Fill & Outline options displayed. You can also use this dialog box to apply text effects, such as shadow, reflection, and 3-D effects to selected text.

4. Click the Text Effects icon in the dialog box, click Shadow, click the Presets list arrow, click Offset Diagonal Bottom Right in the Outer section, click OK, click OK, then deselect the text
   The text is larger, blue, and has a shadow effect.

5. Select Last Minute Travel Deals, right-click, click Font on the menu that opens, click the Advanced tab, click the Scale list arrow, click 80%, click OK, then deselect the text
   You use the Advanced tab in the Font dialog box to change the scale, or width, of the selected characters, to alter the spacing between characters, or to raise or lower the characters. Decreasing the scale of the characters makes them narrower and gives the text a tall, thin appearance, as shown in FIGURE C-6.

6. Scroll down, select the subheading Camel Safari, then, using the Mini toolbar, click the Font list arrow, click Trebuchet MS, click \(^\text{B}\), click \(^\text{I}\), click the Font Color list arrow \(^\text{A}5\), click the Blue, Accent 5 color in the Theme Colors, then deselect the text
   The subheading is formatted in Trebuchet MS, bold, italic, and blue.

7. Select Camel Safari, then click the Format Painter button in the Clipboard group
   The pointer changes to \(^\text{I}\).

8. Scroll down, select Maharaja Experience with the \(^\text{I}\) pointer, then deselect the text
   The subheading is formatted in Trebuchet MS, bold, italic, and blue, as shown in FIGURE C-7.

9. Scroll up, select Rajasthan Desert Safari, then double-click the Format Painter button
   Double-clicking the Format Painter button allows the Format Painter to remain active until you turn it off. By keeping the Format Painter active, you can apply formatting to multiple items.

10. Scroll down, select the headings Inca Highlands Explorer, Everest Base Camp Trek, and Cycling in Provence with the pointer, click the Format Painter button to turn off the Format Painter, then save your changes
    The headings are formatted in 14-point Trebuchet MS bold with a green font color.
Underlining text

Another creative way to call attention to text and to jazz up the appearance of a document is to apply an underline style to words you want to highlight. The Underline list arrow in the Font group displays straight, dotted, wavy, dashed, and mixed underline styles, along with a gallery of colors to choose from. To apply an underline to text, simply select it, click the Underline list arrow, and then select an underline style from the list. For a wider variety of underline styles, click More Underlines in the list, and then select an underline style in the Font dialog box. You can change the color of an underline at any time by selecting the underlined text, clicking the Underline list arrow, pointing to Underline Color, and then choosing from the options in the color gallery. If you want to remove an underline from text, select the underlined text, and then click the Underline button.
Change Line and Paragraph Spacing

Increasing the amount of space between lines adds more white space to a document and can make it easier to read. Adding space before and after paragraphs can also open up a document and improve its appearance. You use the Line and Paragraph Spacing list arrow in the Paragraph group on the HOME tab to quickly change line spacing. To change paragraph spacing, you use the Spacing options in the Paragraph group on the PAGE LAYOUT tab. Both line and paragraph spacing are measured in points. You increase the line spacing of several paragraphs and add extra space under each heading to give the flyer a more open feel. You work with formatting marks turned on, so you can see the paragraph marks (¶).

**STEPS**

1. Press [Ctrl][Home], click the Show/Hide ¶ button ¶ in the Paragraph group, place the insertion point in the italicized paragraph under the title, then click the Line and Paragraph Spacing list arrow ¶ in the Paragraph group on the HOME tab

   The Line Spacing list opens. This list includes options for increasing the space between lines. The check mark on the Line Spacing list indicates the current line spacing.

2. Click 1.15

   The space between the lines in the paragraph increases to 1.15 lines. Notice that you do not need to select an entire paragraph to change its paragraph formatting; simply place the insertion point in the paragraph.

3. Scroll down, select the five-line list that begins with “Trip Dates Cost”, click ¶, then click 1.5

   The line spacing between the selected paragraphs changes to 1.5. To change the paragraph-formatting features of more than one paragraph, you must select the paragraphs.

4. Scroll down, place the insertion point in the heading Rajasthan Desert Safari, then click the PAGE LAYOUT tab

   The paragraph spacing settings for the active paragraph are shown in the Before and After text boxes in the Paragraph group on the PAGE LAYOUT tab.

5. Click the After up arrow in the Spacing section in the Paragraph group until 6 pt appears

   Six points of space are added after the Rajasthan Desert Safari heading.

6. Scroll down, place the insertion point in the heading Inca Highlands Explorer, then press [F4]

   Pressing [F4] repeats the last action you took. In this case, six points of space are added after the Inca Highlands Explorer heading. Note that using [F4] is not the same as using the Format Painter. Pressing [F4] repeats only the last action you took, and you can use the Format Painter at any time to apply multiple format settings.

7. Scroll down, select Everest Base Camp Trek, press and hold [Ctrl], select Cycling in Provence, release [Ctrl], then press [F4]

   When you press [Ctrl] as you select items, you can select and format multiple items at once. Six points of space are added after each heading.

8. Press [Ctrl][Home], place the insertion point in Last Minute Travel Deals, then click the Before up arrow in the Spacing section in the Paragraph group twice so that 12 pt appears

   The second line of the title has 12 points of space before it, as shown in FIGURE C-8.

9. Click the HOME tab, click ¶, then save your changes
Formatting with Quick Styles

You can also apply multiple format settings to text in one step by applying a style. A style is a set of formats, such as font, font size, and paragraph alignment, that is named and stored together. Formatting a document with styles is a quick and easy way to give it a professional appearance. To make it even easier, Word includes sets of styles, called Quick Styles, that are designed to be used together in a document to make it attractive and readable. A Quick Style set includes styles for a title, several heading levels, body text, quotes, and lists. The styles in a Quick Style set use common fonts, colors, and formats so that using the styles together in a document gives the document a cohesive look.

To view the active set of Quick Styles, click the More button in the Styles group on the HOME tab to expand the Quick Styles gallery, shown in FIGURE C-9. As you move the pointer over each style in the gallery, a preview of the style is applied to the selected text. To apply a style to the selected text, you simply click the style in the Quick Styles gallery. To remove a style from selected text, you click the Clear All Formatting button in the Font group or the Clear Formatting command in the Quick Styles gallery.

If you want to change the active set of Quick Styles to a Quick Style set with a different design, click the DESIGN tab, click the More button in the Document Formatting group, and then select the Quick Style set that best suits your document's content, tone, and audience. When you change the Quick Style set, a complete set of new fonts and colors is applied to the entire document. You can also change the color scheme or font used in the active Quick Style set by clicking the Colors or Fonts buttons, and then selecting from the available color schemes or font options.
Align Paragraphs

Changing paragraph alignment is another way to enhance a document’s appearance. Paragraphs are aligned relative to the left and right margins in a document. By default, text is left-aligned, which means it is flush with the left margin and has a ragged right edge. Using the alignment buttons in the Paragraph group, you can right-align a paragraph—make it flush with the right margin—or center a paragraph so that it is positioned evenly between the left and right margins. You can also justify a paragraph so that both the left and right edges of the paragraph are flush with the left and right margins. 

**CASE** You change the alignment of several paragraphs at the beginning of the flyer to make it more visually interesting.

**STEPS**

1. Replace Your Name, Today’s Date with your name, a comma, and the date
2. Select your name, the comma, and the date, then click the **Align Right** button in the Paragraph group
   The text is aligned with the right margin. In Page Layout view, the place where the white and shaded sections on the horizontal ruler meet shows the left and right margins.
3. Place the insertion point between your name and the comma, press [Delete] to delete the comma, then press [Enter]
   The new paragraph containing the date is also right-aligned. Pressing [Enter] in the middle of a paragraph creates a new paragraph with the same text and paragraph formatting as the original paragraph.
4. Select the two-line title, then click the **Center** button in the Paragraph group
   The two paragraphs that make up the title are centered between the left and right margins.
5. Scroll down as needed, place the insertion point in the Rajasthan Desert Safari heading, then click
   The Rajasthan Desert Safari heading is centered.
6. Place the insertion point in the italicized paragraph under the title, then click the **Justify** button in the Paragraph group
   The paragraph is aligned with both the left and right margins, as shown in **FIGURE C-10**. When you justify a paragraph, Word adjusts the spacing between words so that each line in the paragraph is flush with the left and right margins.
7. Scroll down, place the insertion point in Rajasthan Desert Safari, then click the launcher in the Paragraph group
   The Paragraph dialog box opens, as shown in **FIGURE C-11**. The Indents and Spacing tab shows the paragraph format settings for the paragraph where the insertion point is located. You can check or change paragraph format settings using this dialog box.
8. Click the **Alignment list arrow**, click **Left**, click **OK**, then save your changes
   The Rajasthan Desert Safari heading is left-aligned.
Changing the theme applied to a document is another powerful and efficient way to tailor a document’s look and feel, particularly when a document is formatted with a Quick Style set. By default, all documents created in Word are formatted with the default Office theme—which uses Calibri as the font for the body text—but you can change the theme at any time to fit the content, tone, and purpose of a document. When you change the theme for a document, a complete set of new theme colors, fonts, and effects is applied to the whole document.

To preview how various themes look when applied to the current document, click the Themes button in the Document Formatting group on the DESIGN tab, and then move the pointer over each theme in the gallery and notice how the document changes. When you click the theme you like, all document content that uses theme colors, all text that is formatted with a style, including default body text, and all table styles and graphic effects change to the colors, fonts, and effects used by the theme. In addition, the gallery of colors changes to display the set of theme colors, and the active Quick Style set changes to employ the theme colors and fonts. Note that changing the theme does not change the non-theme-based font formatting that has already been applied. For example, if you changed the font of text, applied bold to text, or changed the font color of text to a standard or custom color, that formatting remains in place.

If you want to tweak the document design further, you can modify it by applying a different set of theme colors, heading and body text fonts, or graphic effects. To do this, simply click the Colors, Fonts, or Effects button in the Document Formatting group, move the pointer over each option in the gallery to preview it in the document, and then click the option you like best.
Work with Tabs

Tabs allow you to align text at a specific location in a document. A tab stop is a point on the horizontal ruler that indicates the location at which to align text. By default, tab stops are located every 1/2" from the left margin, but you can also set custom tab stops. Using tabs, you can align text to the left, right, or center of a tab stop, or you can align text at a decimal point or insert a bar character. **TABLE C-1** describes the different types of tab stops. You set tabs using the horizontal ruler or the Tabs dialog box. You use tabs to format the summary information on last minute tour deals so it is easy to read.

**STEPS**

1. Scroll as needed, then select the five-line list beginning with “Trip Dates Cost”
   Before you set tab stops for existing text, you must select the paragraphs for which you want to set tabs.

2. Point to the tab indicator □ at the left end of the horizontal ruler
   The icon that appears in the tab indicator indicates the active type of tab; pointing to the tab indicator displays a ScreenTip with the name of the active tab type. By default, left tab is the active tab type. Clicking the tab indicator scrolls through the types of tabs and indents.

3. Click the tab indicator to see each of the available tab and indent types, make Left Tab □ the active tab type, click the 1″ mark on the horizontal ruler, then click the 3½” mark on the horizontal ruler
   A left tab stop is inserted at the 1″ mark and the 3½” mark on the horizontal ruler. Clicking the horizontal ruler inserts a tab stop of the active type for the selected paragraph or paragraphs.

4. Click the tab indicator twice so the Right Tab icon □ is active, then click the 5″ mark on the horizontal ruler
   A right tab stop is inserted at the 5″ mark on the horizontal ruler, as shown in **FIGURE C-12**.

5. Place the insertion point before Trip in the first line in the list, press [Tab], place the insertion point before Dates, press [Tab], place the insertion point before Cost, then press [Tab]
   Inserting a tab before “Trip” left-aligns the text at the 1″ mark, inserting a tab before “Dates” left-aligns the text at the 3½” mark, and inserting a tab before “Cost” right-aligns “Cost” at the 5″ mark.

6. Insert a tab at the beginning of each remaining line in the list
   The paragraphs left-align at the 1″ mark.

7. Insert a tab before each Oct. in the list, then insert a tab before each $ in the list
   The dates left-align at the 3½” mark. The prices right-align at the 5″ mark.

8. Select the five lines of tabbed text, drag the right tab stop to the 5½″ mark on the horizontal ruler, then deselect the text
   Dragging the tab stop moves it to a new location. The prices right-align at the 5½” mark.

9. Select the last four lines of tabbed text, click the launcher □ in the Paragraph group, then click the Tabs button at the bottom of the Paragraph dialog box
   The Tabs dialog box opens, as shown in **FIGURE C-13**. You can use the Tabs dialog box to set tab stops, change the position or alignment of existing tab stops, clear tab stops, and apply tab leaders to tabs. Tab leaders are lines that appear in front of tabbed text.

10. Click 3.5″ in the Tab stop position list box, click the 2 option button in the Leader section, click Set, click 5.5″ in the Tab stop position list box, click the 2 option button in the Leader section, click Set, click OK, deselect the text, then save your changes
    A dotted tab leader is added before each 3.5″ and 5.5″ tab stop in the last four lines of tabbed text, as shown in **FIGURE C-14**.
**FIGURE C-12:** Left and right tab stops on the horizontal ruler

<table>
<thead>
<tr>
<th>Tab leader</th>
<th>Type of tab</th>
<th>Use to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left tab</td>
<td>Set the start position of text so that text runs to the right of the tab stop as you type</td>
</tr>
<tr>
<td></td>
<td>Center tab</td>
<td>Set the center align position of text so that text stays centered on the tab stop as you type</td>
</tr>
<tr>
<td></td>
<td>Right tab</td>
<td>Set the right or end position of text so that text moves to the left of the tab stop as you type</td>
</tr>
<tr>
<td></td>
<td>Decimal tab</td>
<td>Set the position of the decimal point so that numbers align around the decimal point as you type</td>
</tr>
<tr>
<td></td>
<td>Bar tab</td>
<td>Insert a vertical bar at the tab position</td>
</tr>
</tbody>
</table>
Work with Indents

When you **indent** a paragraph, you move its edge in from the left or right margin. You can indent the entire left or right edge of a paragraph, just the first line, or all lines except the first line. The **indent markers** on the horizontal ruler indicate the indent settings for the paragraph in which the insertion point is located. Dragging an indent marker to a new location on the ruler is one way to change the indentation of a paragraph; changing the indent settings in the Paragraph group on the PAGE LAYOUT tab is another; and using the indent buttons in the Paragraph group on the HOME tab is a third. TABLE C-2 describes different types of indents and some of the methods for creating each. **CASE** You indent several paragraphs in the flyer.

### STEPS

#### QUICK TIP

Press (Tab) at the beginning of a paragraph to indent the first line ½”.

#### TROUBLE

Take care to drag only the First Line Indent marker. If you make a mistake, click the Undo button then try again.

1. **Press** [Ctrl][Home], **place the insertion point** in the italicized paragraph under the title, then **click** the Increase Indent button in the Paragraph group on the HOME tab
   
   The entire paragraph is indented ½” from the left margin, as shown in **FIGURE C-15**. The indent marker also moves to the ½” mark on the horizontal ruler. Each time you click the Increase Indent button, the left edge of a paragraph moves another ½” to the right.

2. **Click** the Decrease Indent button in the Paragraph group
   
   The left edge of the paragraph moves ½” to the left, and the indent marker moves back to the left margin.

3. **Drag** the First Line Indent marker to the ¼” mark on the horizontal ruler
   
   **FIGURE C-16** shows the First Line Indent marker being dragged. The first line of the paragraph is indented ¼”. Dragging the First Line Indent marker indents only the first line of a paragraph.

4. **Scroll** to the bottom of page 1, **place the insertion point** in the quotation, **click** the PAGE LAYOUT tab, **click** the Indent Left text box in the Paragraph group, **type** .5, **then** press [Enter]
   
   The left and right edges of the paragraphs are indented ½” from the margins, as shown in **FIGURE C-17**.

5. **Press** [Ctrl][Home], **place the insertion point** in the italicized paragraph, then **click** the launcher in the Paragraph group
   
   The Paragraph dialog box opens. You can use the Indents and Spacing tab to check or change the alignment, indentation, and paragraph and line spacing settings applied to a paragraph.

6. **Click** the Special list arrow, **click** (none), **click** OK, **then** save your changes
   
   The first line indent is removed from the paragraph.

### Applying text effects and clearing formatting

The Word Text Effects and Typography feature allows you to add visual appeal to your documents by adding special text effects to text, including outlines, shadows, reflections, and glows. The feature also includes a gallery of preformatted combined text effect styles, called WordArt, that you can apply to your text to format it quickly and easily. To apply a WordArt style or a text effect to text, simply select the text, click the Text Effects and Typography button in the Font group on the HOME tab, and select a WordArt style from the gallery or point to a type of text effect, such as reflection or shadow, to open a gallery of styles related to that type of text effect. Experiment with combining text effect styles to give your text a striking appearance.

If you are unhappy with the way text is formatted, you can use the Clear All Formatting command to return the text to the default format settings. The default format includes font and paragraph formatting: text is formatted in 11-point Calibri, and paragraphs are left-aligned with 1.15 point line spacing, 10 points of space after, and no indents. To clear formatting from text and return it to the default format, select the text you want to clear, and then click the Clear All Formatting button in the Font group on the HOME tab. If you prefer to return the text to the default font and remove all paragraph formatting, making the text 11-point Calibri, left-aligned, single spaced, with no paragraph spacing or indents, select the text and then simply click the No Spacing button in the Styles group on the HOME tab.
TABLE C-2: Types of indents

<table>
<thead>
<tr>
<th>indent type</th>
<th>to create</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left indent: The left edge of a paragraph is moved in from the left margin</td>
<td>Drag the Left Indent marker on the ruler to the right to the position where you want the left edge of the paragraph to align; when you drag the left indent marker, all the indent markers move as one</td>
</tr>
<tr>
<td>Right indent: The right edge of a paragraph is moved in from the right margin</td>
<td>Drag the Right Indent marker on the ruler to the left to the position where you want the right edge of the paragraph to align</td>
</tr>
<tr>
<td>First line indent: The first line of a paragraph is indented more than the subsequent lines</td>
<td>Drag the First Line Indent marker in the tab indicator, and then click the ruler at the position where you want the first line of the paragraph to begin</td>
</tr>
<tr>
<td>Hanging indent: The subsequent lines of a paragraph are indented more than the first line</td>
<td>Drag the Hanging Indent marker in the tab indicator, and then click the ruler at the position where you want the second and remaining lines of the paragraph to begin; when you drag the hanging indent marker, the left indent marker moves with it.</td>
</tr>
<tr>
<td>Negative indent (or Outdent): The left edge of a paragraph is moved to the left of the left margin</td>
<td>Drag the Left Indent marker on the ruler left to the position where you want the negative indent to begin; when you drag the left indent marker, all markers move as one</td>
</tr>
</tbody>
</table>
Add Bullets and Numbering

Formatting a list with bullets or numbering can help to organize the ideas in a document. A **bullet** is a character, often a small circle, that appears before the items in a list to add emphasis. Formatting a list as a numbered list helps illustrate sequences and priorities. You can quickly format a list with bullets or numbering by using the Bullets and Numbering buttons in the Paragraph group on the HOME tab. You format the lists in your flyer with numbers and bullets.

**CASE**

You format the lists in your flyer with numbers and bullets.

**STEPS**

1. Scroll until the Everest Base Camp Trek heading is at the top of your screen
2. Select the three-line list of 3-day add-ons, click the HOME tab, then click the Numbering list arrow \( \Rightarrow \) in the Paragraph group
   
   The Numbering Library opens, as shown in FIGURE C-18. You use this list to choose or change the numbering style applied to a list. You can drag the pointer over the numbering styles to preview how the selected text will look if the numbering style is applied.

3. Click the numbering style called out in FIGURE C-18
   
   The paragraphs are formatted as a numbered list.

4. Place the insertion point after Pokhara — Valley of Lakes, press [Enter], then type Temples of Janakpur
   
   Pressing [Enter] in the middle of the numbered list creates a new numbered paragraph and automatically renumbers the remainder of the list. Similarly, if you delete a paragraph from a numbered list, Word automatically renumbers the remaining paragraphs.

5. Click 1 in the list
   
   Clicking a number in a list selects all the numbers, as shown in FIGURE C-19.

6. Click the Bold button \( \mathbf{B} \) in the Font group
   
   The numbers are all formatted in bold. Notice that the formatting of the items in the list does not change when you change the formatting of the numbers. You can also use this technique to change the formatting of bullets in a bulleted list.

7. Select the list of items under “Last minute participants in the Everest Base Camp trek...”, then click the Bullets button \( \bigcirc \) in the Paragraph group
   
   The four paragraphs are formatted as a bulleted list using the most recently used bullet style.

8. Click a bullet in the list to select all the bullets, click the Bullets list arrow \( \bigcirc \) in the Paragraph group, click the check mark bullet style, click the document to deselect the text, then save your changes
   
   The bullet character changes to a check mark, as shown in FIGURE C-20.

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**Creating multilevel lists**

You can create lists with hierarchical structures by applying a multilevel list style to a list. To create a multilevel list, also called an outline, begin by applying a multilevel list style using the Multilevel List list arrow \( \Rightarrow \) in the Paragraph group on the HOME tab, then type your outline, pressing [Enter] after each item. To demote items to a lower level of importance in the outline, place the insertion point in the item, then click the Decrease Indent button \( \Rightarrow \) in the Paragraph group on the HOME tab. Each time you indent a paragraph, the item is demoted to a lower level in the outline. Similarly, you can use the Increase Indent button \( \Rightarrow \) to promote an item to a higher level in the outline. You can also create a hierarchical structure in any bulleted or numbered list by using \( \Rightarrow \) and \( \Rightarrow \) to demote and promote items in the list. To change the multilevel list style applied to a list, select the list, click \( \Rightarrow \) and then select a new style.
The following 3-day add-ons are available. Choose one:

1. Royal Chitwan National Park
2. Pokhara – Valley of Lakes
3. Temples of Jaogaj flowing
4. Trishuli River Rafting Adventure

Last-minute participants in the Everest Base Camp trek must be able to arrange the following by September 25:

- A valid entry visa for Nepal.
- Vaccination or protection against malaria, typhoid, infectious hepatitis, tetanus, and polio.
- Travel insurance that includes medical evacuation and repatriation of remains.
- A medical examination certifying the participant is fit enough to trek eight or nine hours a day at a maximum altitude of 10,000 feet.

Cycling in Provence

The fertile, rolling terrain of Provence provides the backdrop for this easy-going trip. Days are spent cycling between pleasant medieval towns and delightful villages, with ample time to linger at the sights along the way. At night, we relax in comfort at some of France’s finest hotels. The average daily ride is 30 miles, but there are options for longer routes if you want to cycle more. 8 days. Arrive/Depart Nice.
Add Borders and Shading

Borders and shading can add color and splash to a document. **Borders** are lines you add above, below, to the side, or around words or paragraphs. You can format borders using different line styles, colors, and widths. **Shading** is a color or pattern you apply behind words or paragraphs to make them stand out on a page. You apply borders and shading using the Borders button and the Shading button in the Paragraph group on the HOME tab.

**CASE** You enhance the tabbed text of the last minute tours schedule by adding shading to it. You also apply a border around the tabbed text to set it off from the rest of the document.

1. Press [Ctrl][Home], then scroll down until the tabbed text is at the top of your screen
2. Select the five paragraphs of tabbed text, click the Shading list arrow in the Paragraph group on the HOME tab, click the Green, Accent 6, Lighter 60% color, then deselect the text
   Light green shading is applied to the five paragraphs. Notice that the shading is applied to the entire width of the paragraphs, despite the tab settings.
3. Select the five paragraphs, drag the Left Indent marker to the ¾” mark on the horizontal ruler, drag the Right Indent marker to the 5¾” mark, then deselect the text
   The shading for the paragraphs is indented from the left and right, which makes it look more attractive, as shown in FIGURE C-21.
4. Select the five paragraphs, click the Bottom Border list arrow in the Paragraph group, click Outside Borders, then deselect the text
   A black outside border is added around the selected text. The style of the border added is the most recently used border style, in this case the default, a thin black line.
5. Select the five paragraphs, click the Outside Borders list arrow, click No Border, click the No Border list arrow, then click Borders and Shading
   The Borders and Shading dialog box opens, as shown in FIGURE C-22. You use the Borders tab to change the border style, color, and width, and to add boxes and lines to words or paragraphs.
6. Click the Box icon in the Setting section, scroll down the Style list, click the double-line style, click the Color list arrow, click the Blue, Accent 5, Darker 25% color, click the Width list arrow, click 1½ pt, click OK, then deselect the text
   A 1½-point dark blue double-line border is added around the tabbed text.
7. Select the five paragraphs, click the Bold button in the Font group, click the Font Color list arrow in the Font group, click the Blue, Accent 5, Darker 25% color, then deselect the text
   The text changes to bold dark blue.
8. Select the first line in the tabbed text, click the launcher in the Font group, click the Font tab if it is not the active tab, scroll and click 14 in the Size list, click the Font color list arrow, click the Green, Accent 6, Darker 25% color, click the Small caps check box in the Effects section, click OK, deselect the text, then save your changes
   The text in the first line of the tabbed text is enlarged and changed to green small caps, as shown in FIGURE C-23. When you change text to small caps, the lowercase letters are changed to uppercase letters in a smaller font size.
FIGURE C-21: Shading applied to the tabbed text

Rajasthan Desert Safari
An unforgettable journey by plane, rail, bus, and camel through the colorful, undulating landscape of Rajasthan and the Great Thar desert, this tour explores the forts, temples, palaces, and bazaars of the fabled cities of the east camel caravan routes. Participants choose between the Camel Safari and the Maharaja Experience. Accommodations are hotels, with camping on the Camel Safari. 15 days.

FIGURE C-22: Borders tab in Borders and Shading dialog box

Select border formats before applying them in the Preview area.

Choose a line style.

Click buttons or edges of preview to apply borders.

Choose to apply the settings to a paragraph or to selected text.

Click to change the location of the border relative to the text.

Preview of border settings.

FIGURE C-23: Borders and shading applied to the document

Rajasthan Desert Safari

Double-line, 1½-point, blue, box border

Text formatted in green, small caps

Text formatted in bold, blue

Highlighting text in a document

The Highlight tool allows you to mark and find important text in a document. Highlighting is transparent color that is applied to text using the Highlight pointer. To highlight text, click the Text Highlight Color list arrow in the Font group on the HOME tab, select a color, then use the I-beam part of the pointer to select the text you want to highlight. Click \( \text{ } \) to turn off the Highlight pointer. To remove highlighting, select the highlighted text, click \( \text{ } \) then click No Color. Highlighting prints, but it is used most effectively when a document is viewed on screen.
Insert Online Pictures

Clip art is a collection of graphic images that you can insert into a document. Office.com Clip art images are royalty-free photos and illustrations that you can add to a document using the Online Pictures command on the INSERT tab. Once you insert a clip art image, you can wrap text around it, resize it, enhance it, and move it to a different location. 

**CASE** You illustrate the second page of the document with an online clip art image.

1. Scroll to the top of page 2, place the insertion point before Inca Highlands Explorer, click the **INSERT** tab, then click the **Online Pictures** button in the **Illustrations** group. The Insert Pictures window opens. You can use this to search Office.com for images related to a keyword.

2. Type Machu Picchu in the Office.com Clip Art search text box, then press [Enter] Images that have the keyword “Machu Picchu” associated with them appear in the Office.com Clip Art window, as shown in **FIGURE C-24**.

3. Click the clip called out in **FIGURE C-24**, then click **Insert** The clip is inserted at the location of the insertion point. When a graphic is selected, the active tab changes to the PICTURE TOOLS FORMAT tab. This tab contains commands used to adjust, enhance, arrange, and size graphics. The white squares that appear on the square edges of the graphic are the **sizing handles**.

4. Type 2 in the Shape Height text box in the Size group on the PICTURE TOOLS FORMAT tab, then press [Enter] The size of the graphic is reduced. When you decrease the height of the graphic, the width decreased proportionally. You can also resize a graphic proportionally by dragging a corner sizing handle. Until you apply text wrapping to a graphic, it is part of the line of text in which it was inserted (an **inline graphic**). To move a graphic independently of text, you must make it a **floating graphic**.

5. Click the **Position** button in the Arrange group, then click **Position in Middle Center with Square Text Wrapping** The graphic is moved to the middle of the page and the text wraps around it. Applying text wrapping to the graphic made it a floating graphic. A floating graphic can be moved anywhere on a page. You can also wrap text around a graphic using the Layout Options button.

6. Scroll up until the Inca Highlands Explorer heading is at the top of your screen, position the pointer over the graphic, when the pointer changes to ![open hand icon], drag the graphic up and to the left so its edges align with the left margin and the top of the paragraph under the Inca Highlands Explorer heading as shown in **FIGURE C-25**. Then release the mouse button The graphic is moved to the upper-left corner of the page. Green alignment guides may appear to help you align the image with the margins.

7. Click the **Position** button in the Arrange group, then click **Position in Top Right with Square Text Wrapping** The graphic is moved to the upper-right corner of the page.

8. Click the **Picture Effects** button in the Picture Styles group, point to **Soft Edges**, point to each style to see a preview of the style applied to the graphic, then click **2.5 point** A soft edge effect is applied to the graphic.

9. Click the **VIEW** tab, then click the **Multiple Pages** button in the Zoom group The completed document is shown in **FIGURE C-26**.

10. Save your changes, submit the document to your instructor, then close the document and exit Word

**QUICK TIP** To complete these steps, your computer must be connected to the Internet.

**TROUBLE** Select a different clip if the clip shown in Figure C-24 is not available to you. You can also search using the keyword “Peru.”

**QUICK TIP** To position a graphic using precise measurements, click the Position button, click More Layout Options, then adjust the settings on the Position tab in the Layout dialog box.

**TROUBLE** If your document is longer than two pages, reduce the size of the graphic by dragging the lower-left corner sizing handle up and to the right.
FIGURE C-24: Office.com Clip Art window

Select this clip

Position the graphic as shown here

Move pointer

Sizing handles

FIGURE C-25: Graphic being moved to a new location

FIGURE C-26: Completed Document