

Text alignment

Advanced - 3





Line spacing ↕☰

- Line spacing is the space between each line in a paragraph.
- Select the paragraph you want to change, or press Ctrl+A to select all text.
- Go to Home -> Line and Paragraph Spacing.
- Select the line spacing you want. For more exact spacing, select Line Spacing Options, and make changes under Spacing.





Single line space

Education gives us a knowledge of the world around us and changes it into something better.

After adding line space

Education gives us a knowledge of the world around us and changes it into something better.





Word count

- To count the number of words in any part of the document, select the text you want to count. Then on the Review menu, click Word Count.
- A box will appear, giving you information about the text that you highlighted, including the number of words it contains and Number of Paragraph and Lines.



A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually

Word Count ? X

Statistics:

Pages	1
Words	48
Characters (no spaces)	242
Characters (with spaces)	290
Paragraphs	1
Lines	10

Include textboxes, footnotes and endnotes

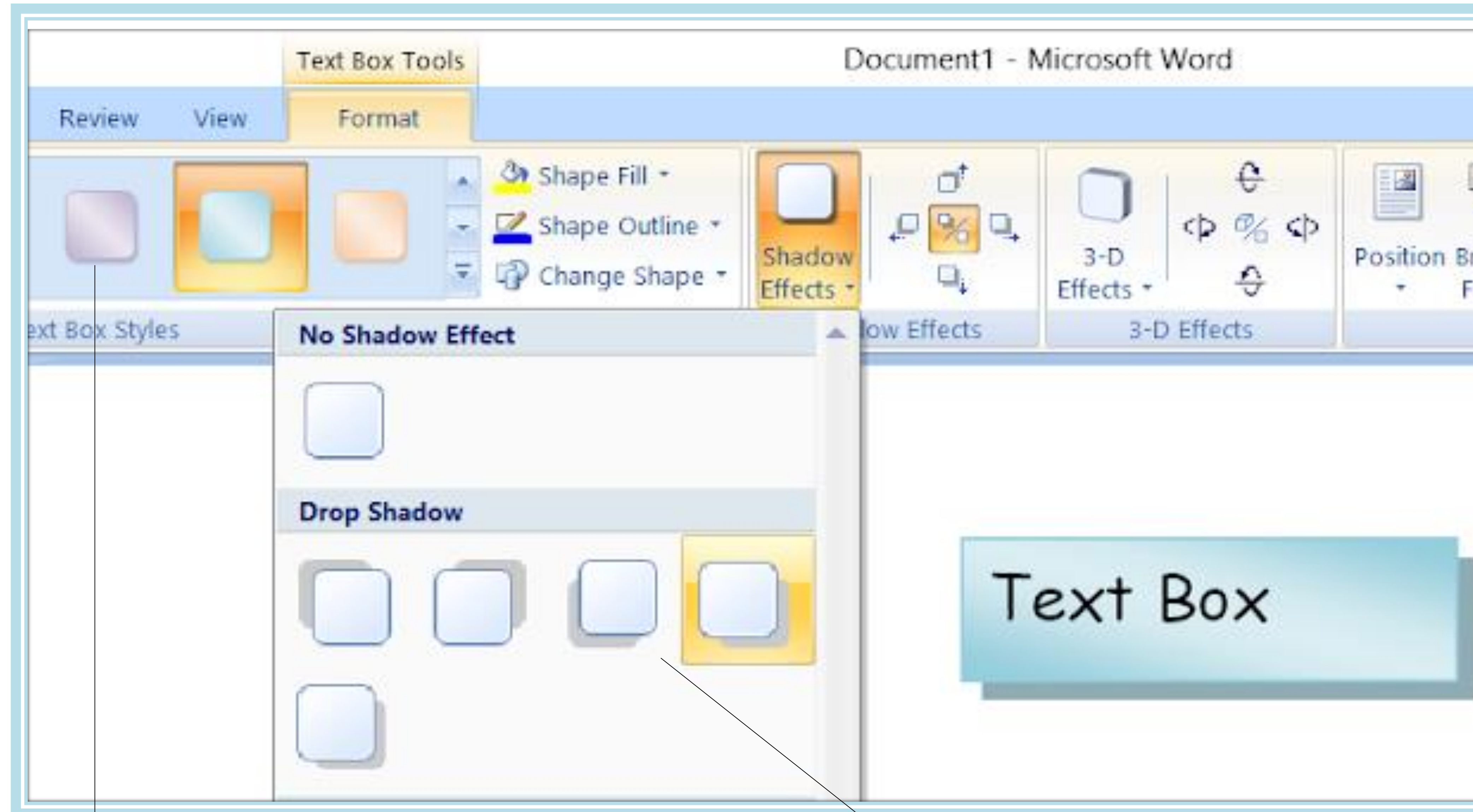
Close



Textbox

- A text box is an object that you can add to your Word document to emphasize or set off your text.
- To add a text box, click Insert -> Text Box. A panel opens that displays a selection of text box types for you to choose from.
- You can Modify that content and also the textbox Styles





Text box design

Text box Effects



Strikethrough example

Definition	Definition
Presentation	Presentation





Bullets & Numbering

- ❑ Bullets & Numbers are often used in presentations to help organize information and make it easier to read or understand.
- ❑ A bullet is an asterisk, black dot, circle, or other mark that is found before the text.
- ❑ Highlight the text or place the cursor where you wish to insert a bulleted list. Go to Home tab, in “Paragraph” section, click the Bullets or numbers as per your wish.



Examples

Without bullets	With bullets	With Numbers
Moral	❖ Moral	1. Moral
Rhymes	❖ Rhymes	2. Rhymes
Enjoy	❖ Enjoy	3. Enjoy