

Microsoft Word 2010 – Level 1

8 – Paragraph formatting



PARAGRAPH FORMATTING

InFocus

The spacing and alignment of text in a paragraph is controlled by paragraph formatting. By selecting the most effective layout for a paragraph you can ensure that the result is professional and easy to read.

In this booklet you will:

- ✓ gain an understanding of paragraph formatting
- ✓ gain an understanding of text alignment
- ✓ learn how to change text alignments
- ✓ learn how to change line spacing
- ✓ learn how to change paragraph spacing
- ✓ learn how to indent paragraphs
- ✓ learn how to outdent paragraphs
- ✓ learn how to start a bulleted list
- ✓ learn how to add bullets to existing paragraphs
- ✓ learn how to start a numbered list
- ✓ learn how to number existing paragraphs
- ✓ learn how to shade paragraphs
- ✓ learn how to apply borders to paragraphs
- ✓ learn how to use the paragraph dialog box

UNDERSTANDING PARAGRAPH FORMATTING

Paragraph formatting refers to formatting commands that affect entire paragraphs – settings such as indenting, bullets, line spacing and paragraph spacing. To understand paragraph

formatting and how it works, you need to understand what a **paragraph** is. This page examines paragraphs and how formatting can be applied to them.

Understanding Paragraphs

A **paragraph** consists of any amount of text followed by a **paragraph mark ¶**. A paragraph mark is created when you press and is usually hidden, although you can display paragraph marks and other formatting marks if you need to by clicking on **Show/Hide ¶** in the **Paragraph** group on the **Home** tab. You can even have 'empty' paragraphs which consist of a paragraph mark and nothing else. These are usually seen as blank lines. Paragraph marks hold the formatting for a paragraph, so if you accidentally delete a paragraph mark, the paragraph formatting of the following paragraph will take effect.

Examples of Paragraphs

The following paragraphs are shown with the formatting marks displayed so that you can see where paragraphs start and finish. Spaces are indicated by dots, and tabs by right arrows. There are nine paragraphs below – can you spot them all?

First paragraph (often a heading) ¶

¶

This is an example of a longer paragraph that extends over several lines. When text fills a line and extends onto the next line, this is known as word wrap. The paragraph mark appears at the very end of the paragraph, not at the end of each line as you might expect. This way, the text is flexible and if you add more text or remove text, the text in the paragraph adjusts between the existing margins. When you press this is known as a hard return—any further text now belongs in a new paragraph on a new line. When text within a paragraph wraps at the end of a line, this is known as a soft return. ¶

A single item in a bulleted list is also an example of a paragraph. ¶

- → Item one has this format ¶
- → Item two has the same format ¶
- → And the paragraph mark at the end of each line ¶
- → Tells you that each line is a paragraph in its own right. ¶

¶

Formatting Paragraphs

Because paragraph formatting affects everything in a paragraph, you do not need to select the entire paragraph to apply the formatting. As long as the insertion point is positioned somewhere in the paragraph, any paragraph formatting you apply will affect the entire paragraph.

Changing Paragraphs

When you press and start a new paragraph, it will use the formatting of the previous paragraph (unless specific style settings override this). This way, for instance, you can create a bulleted list and keep entering bullets until you no longer need them.

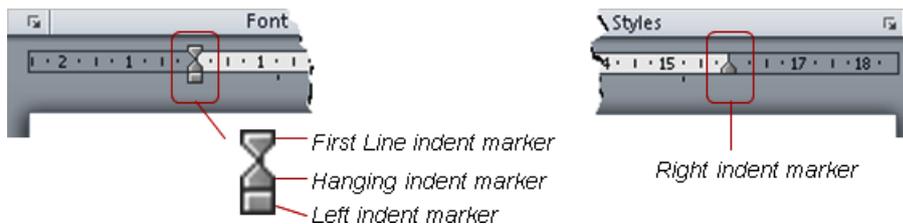
UNDERSTANDING TEXT ALIGNMENT

Paragraphs can be aligned in a myriad of ways on the page, depending on the effect that you are trying to achieve. Alignment is controlled by the paragraph alignment settings and indent markers. Special

formats such as bulleted, numbered and multilevel lists all use these controls. Each paragraph can have its own individual paragraph alignment and indent settings.

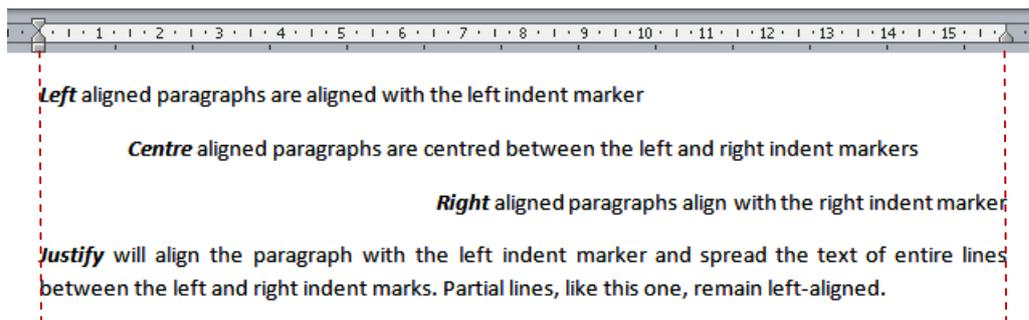
Indent Markers

Indent markers appear on the horizontal ruler and control the position of the left and right edges of the text. Initially, they align with the margins.



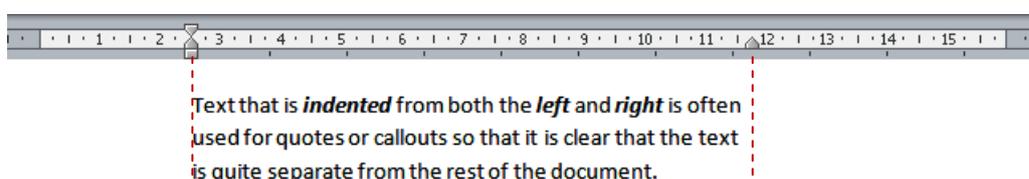
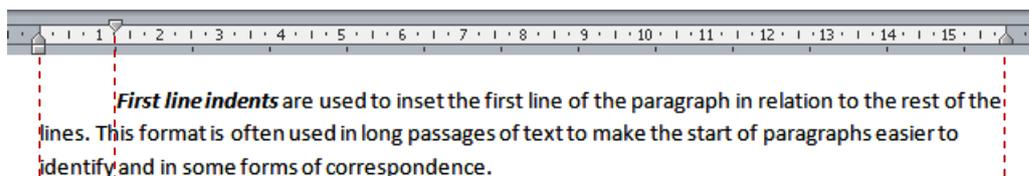
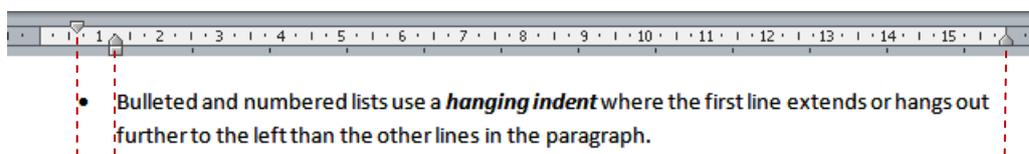
Paragraph Alignment

Paragraphs can be aligned in one of four ways using the paragraph alignment settings. The actual position of text on the page is determined by the position of the indent markers.



Indented Text

Indent refers to setting the text inside the margin or original indent position. Indents enable you to create some great effects such as bulleted and numbered lists, and indented quotes.



CHANGING TEXT ALIGNMENTS

Paragraphs of text can be **aligned** in four different ways on the page using the paragraph alignment tools. The alignment of the text depends on the location of the left and right indent markers which are

visible on the ruler. They enable you to reposition text horizontally without having to change margin settings. Each paragraph can have its own alignment.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W807 Paragraph Formatting_1.docx...*

1

Click in the heading *This paragraph is left-aligned and the corresponding tool in the ribbon is highlighted.*

Let's try the other options...

2

Click on **Centre**  to centre the heading

3

Click in the second paragraph below the heading and click on **Align Text Right** 

4

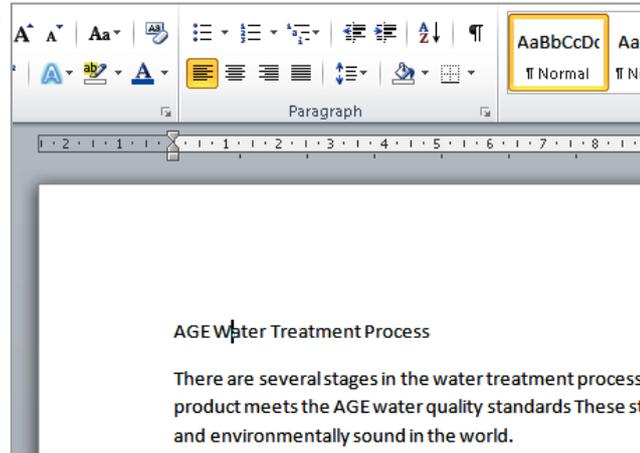
Select the last three paragraphs and click on **Justify**  then click away from the text to deselect it

Notice how Justify spreads out the words in each line to create a block effect. This is neat from a distance, but harder to read because of the spacing...

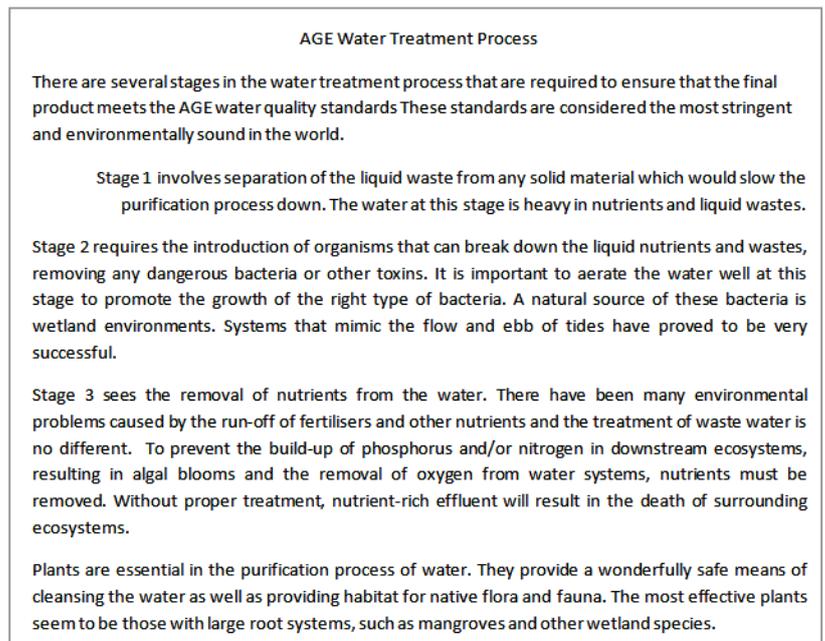
5

Press **Ctrl** + **A** to select all of the text then click on **Align Text Left**  to restore the alignment of the text

1



2



For Your Reference...

To align paragraphs of text:

1. Click in the paragraph
2. Click on one of:

Left  **Centre** 

Right  **Justify** 

Handy to Know...

- If your rulers are not visible, you can display them by clicking on **Ruler** in the **Show** group on the **View** tab. You can also display it temporarily by hovering in the area where it would normally appear – immediately above the page.

CHANGING LINE SPACING

Line spacing controls the distance between each line of text in a paragraph. Line spacing is important because it can greatly improve the readability of text. If lines of text are too close together the

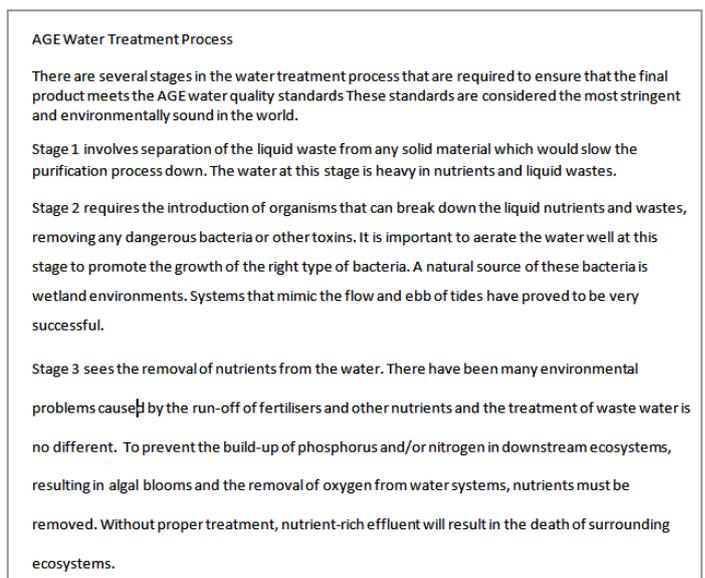
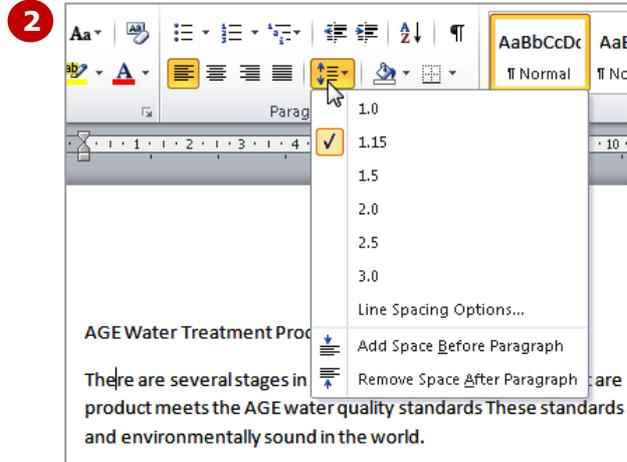
words are harder to recognise. Line spacing is also used for documents such as essays and contracts where room is required between the lines for written comments.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_2.docx...*

- 1 Click in the first paragraph below the heading
- 2 Click on **Line and Paragraph Spacing**  to display a list of line spacing options
The tick against 1.15 indicates this is the line spacing...
- 3 Select **1.0** to apply single line spacing
- 4 Click in the third paragraph
We'll leave the second paragraph with the original line spacing...
- 5 Click on **Line and Paragraph Spacing**  and select **1.5**
- 6 Click in the next paragraph, then click on **Line and Paragraph Spacing**  and select **2.0**
Now you can compare the line spacing settings...
- 7 Press **Ctrl** + **A** to select all of the text
- 8 Click on **Line and Paragraph Spacing**  and select **1.15** to restore the original line spacing



For Your Reference...

To **change line spacing**:

1. Click in the paragraph
2. Click on **Line and Paragraph Spacing** 
3. Select the line spacing of your choice

Handy to Know...

- You can set line spacing to any size by clicking on **Line and Paragraph Spacing**  and selecting **Line Spacing Options**. The **Paragraph** dialog box will be displayed so that you can adjust the line spacing to an exact height in points, to a minimum height, or to a specific multiple of lines.

CHANGING PARAGRAPH SPACING

Paragraph spacing is the distance between paragraphs. Adequate spacing between paragraphs makes them easier to identify and makes finding specific information in a document much easier.

Paragraph spacing should be set using **Spacing Before** and **Spacing After** rather than pressing **Enter** to create gaps between paragraphs, which can be a bit sloppy.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_3.docx...*

- 1 Click on the **Page Layout** tab to display the **Paragraph** settings

By default, the **Spacing Before** is set to 0 pt and the **Spacing After** to 10 pt...

- 2 Click to the left of the heading to select it

The shading below the text reflects the spacing after of 10 pt...

- 3 Press **Ctrl** + **A** to select all of the text

- 4 Click on the up spinner arrow  for **Before** to make it **6 pt**

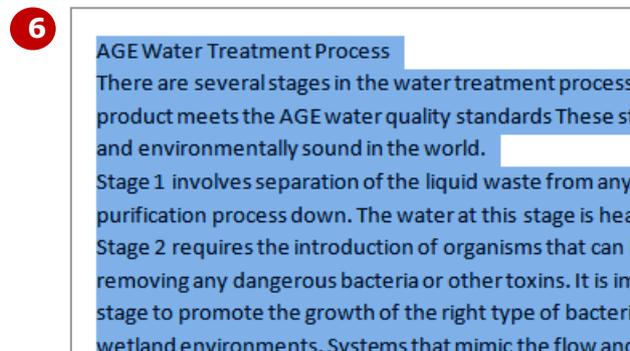
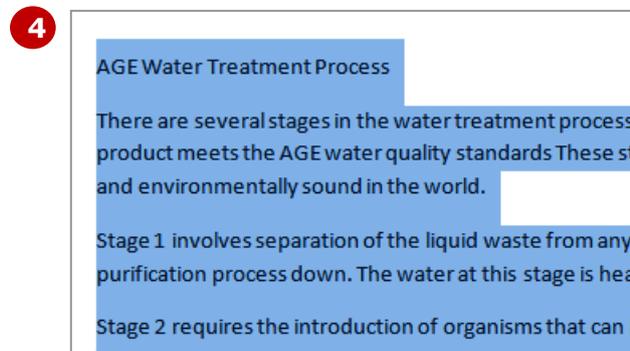
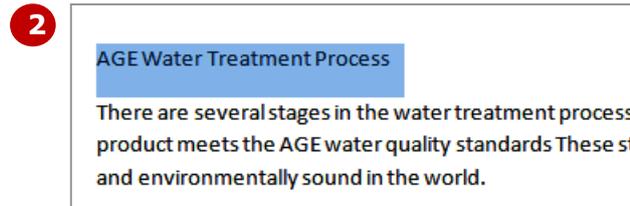
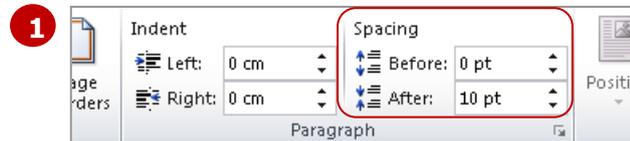
- 5 Click on the up spinner arrow  for **After** to make it **12 pt**

The paragraphs are now further apart...

- 6 Click on the down spinner arrow  for both **Before** and **After** until they read **0 pt**

Now there is no space between the paragraphs...

- 7 Click in the text box for **After** and type **10** then press **Enter** to restore the original paragraph spacing



For Your Reference...

To **change paragraph spacing**:

1. Click in the paragraph
2. Change the setting for **Spacing Before** or **Spacing After** in the **Paragraph** group on the **Page Layout** tab

Handy to Know...

- You may have noticed the option of **Auto** that appears below **0** in **Spacing Before** and **After**. In a normal blank document, **Auto** will give you **Spacing Before** of **0 pt** and **Spacing After** of **14 pt**.

INDENTING PARAGRAPHS

Paragraphs can be indented in relation to the left and right margins. Indented text is text that starts further in on the page than other text. A simple left indent is often used as a way of showing that text is

subordinate to the headings or text around it. The **Increase Indent** tool  uses the default tab stops on the ruler to align text but you can specify exact indent positions if you need to.

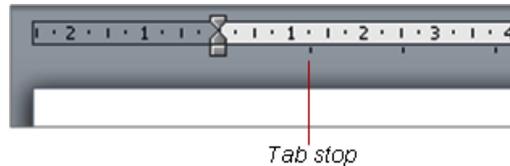
Try This Yourself:

Same
File

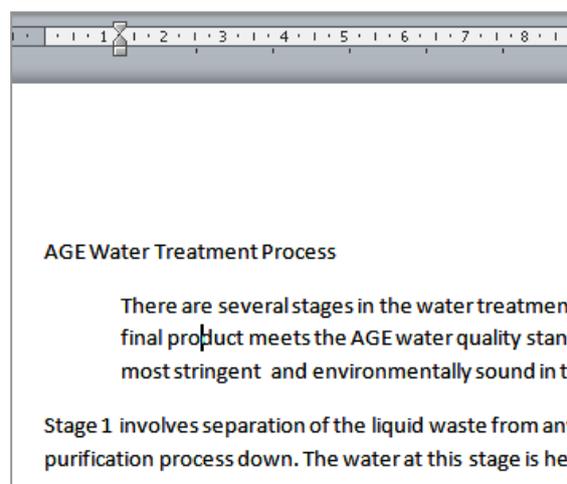
Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_4.docx...*

- 1 If the ruler is not visible, click on the **View** tab and click on **Ruler** in the **Show** group
You should be able to see the default tab stops every 1.27cm (½ inch) shown as tiny grey vertical lines just beneath the ruler...
- 2 Click in the paragraph under the heading and click on **Increase Indent**  in the **Paragraph** group on the **Home** tab
Notice that the text and the indent marker move to the first tab stop...
- 3 Click on **Increase Indent**  again
This time the paragraph moves to align with the second tab stop. You can also increase the indent by smaller amounts...
- 4 Click on the **Page Layout** tab
- 5 Click on the up spinner arrow  for **Indent Left** in the **Paragraph** group
This increases the indent to 2.6 cm and then by 0.1 cm increments

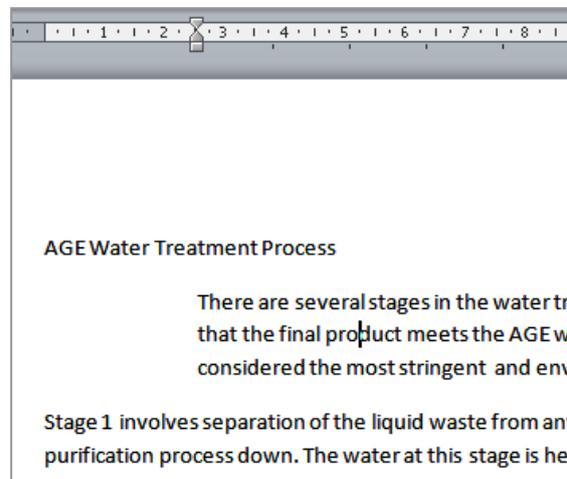
1



2



3



For Your Reference...

To **indent** a **paragraph**:

1. Click in the paragraph
2. Click on **Increase Indent**  (**Home** tab), or
Click on the up spinner arrow  for **Indent Left** (**Page Layout** tab)

Handy to Know...

- The keyboard shortcut for **Increase Indent** is **Ctrl** + **M**.
- You can specify an exact indent by clicking in the text box for **Indent Left** on the **Page Layout** tab and typing the setting in centimetres.

OUTDENTING PARAGRAPHS

Outdenting a paragraph will decrease the left indent that has been applied to a paragraph. This means changing the left alignment point of the paragraph so that the entire paragraph aligns further to the

left. This is useful in situations where you are typing text and no longer want the text indented, or where the indent that has been applied is too large.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_5.docx...*

1

Click in the indented paragraph and then click on the **Page Layout** tab

You can see from the ruler that the paragraph is currently indented to 2.6 cm (or further). You can decrease the indent by different amounts depending on which tool you use...

2

Click on the down spinner arrow  for **Indent Left** to outdent the paragraph to **2.5 cm**

3

Click on the **Home** tab

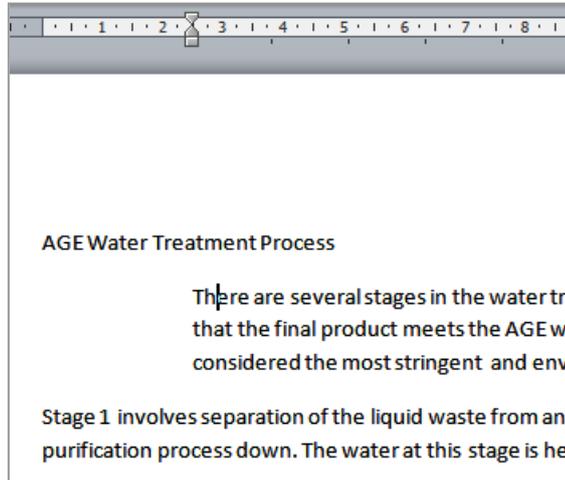
4

Click on **Decrease Indent**  to realign the paragraph with the first tab stop

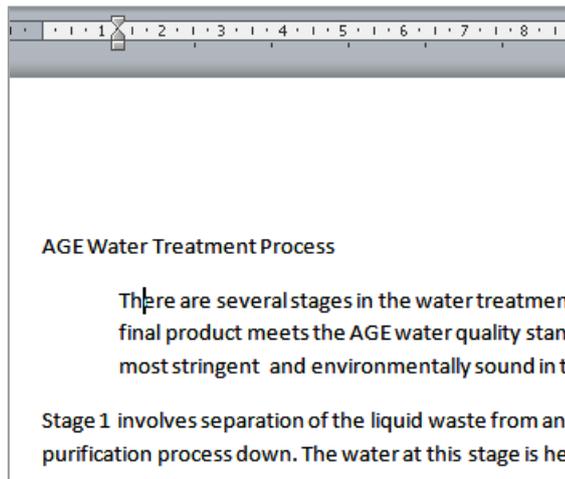
5

Click on **Decrease Indent**  again to realign the text with the left margin

2



4



For Your Reference...

To **outdent paragraphs**:

1. Click in the paragraph
2. Click on **Decrease Indent**  (**Home** tab), or
Click on the down spinner arrow  for **Indent Left** (**Page Layout** tab)

Handy to Know...

- You can indent or outdent several paragraphs at once by selecting them before you use an indent tool.

STARTING A BULLETED LIST

A **bullet** is simply a symbol or special character placed at the start of a sentence or a line of text. The most basic bullet in Word is a filled-in circle • but other symbols can be used. Bulleted lists are

used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. Bulleted lists are used where the list of items has no particular order or priority.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_6.docx...*

- 1** Click at the end of the final paragraph, press  and type **Other useful plants include:**
- 2** Press  then click on **Bullets**  in the **Paragraph** group on the **Home** tab to start a bulleted list
The list is automatically indented...
- 3** Type the list as shown, pressing  after each entry
You should now have a bullet on a new line at the end which you don't need...
- 4** Click on **Bullets**  to turn the bullets off and return the paragraph to the original paragraph alignment

2

Plants are essential in the purification process of water. cleansing the water as well as providing habitat for native seem to be those with large root systems, such as mangrove useful plants include:

- |

3

Plants are essential in the purification process of water. cleansing the water as well as providing habitat for native seem to be those with large root systems, such as mangrove useful plants include:

- Sweet Sedge
- Reed Sweet-Grass
- Yellow Iris
- Common Reed
- Common Rush
- Broadleaf Cattail
- Narrowleaf Cattail
- |

4

Plants are essential in the purification process of water. cleansing the water as well as providing habitat for native seem to be those with large root systems, such as mangrove useful plants include:

- Sweet Sedge
- Reed Sweet-Grass
- Yellow Iris
- Common Reed
- Common Rush
- Broadleaf Cattail
- Narrowleaf Cattail

For Your Reference...

To **start** a **bulleted list**:

1. Press  to start a new line
2. Click on **Bullets** 

Handy to Know...

- You can adjust the position of a bulleted list using **Increase Indent**  or **Decrease Indent** .
- You can also press  twice after typing the last bullet entry to return the paragraph to the original paragraph alignment.

ADDING BULLETS TO EXISTING PARAGRAPHS

In a bulleted list, each paragraph starts with a bullet. When you apply **bullets** to existing text, a bullet is placed at the beginning of each paragraph and the rest of the text is indented. Bulleted lists, in

their default format, have no spacing between the paragraphs other than normal line spacing. When you add bullets to paragraphs, the spacing between them may change.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_7.docx...*

1

Select the three paragraphs that cover the stages of water purification

2

Click on **Bullets**  to apply bullets to the paragraphs and indent the text

You may notice that the spacing between the paragraphs has also been removed...

3

Click on **Increase Indent**  to indent the paragraphs further

Note the position of the left indent marker on the ruler. The first line indent marker indicates the position of the bullet, and the hanging indent marker marks the position of the text. You can adjust these manually if you want to...

4

Click on **Decrease Indent**  to remove the indent

The bullets will now align to the rest of the text

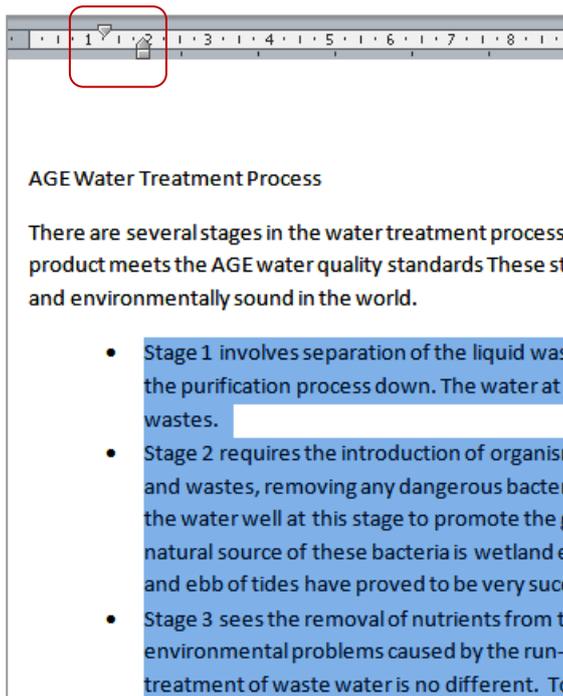
2

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

- Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.
- Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.
- Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:

3



AGE Water Treatment Process

There are several stages in the water treatment process product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

- Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.
- Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.
- Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

For Your Reference...

To **add bullets** to **existing paragraphs**:

1. Select the paragraphs
2. Click on **Bullets** 

Handy to Know...

- The spacing between paragraphs in a bulleted list is controlled by a checkbox in the **Paragraph** dialog box. Look for **Don't add space between paragraphs of the same style** and remove the tick if you want to be able to adjust the **Spacing Before** and **After**. Otherwise, adjust the line spacing.

STARTING A NUMBERED LIST

Numbered lists are used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. Numbered lists are used where the items have a particular order or

priority. The default numbering system is Arabic (1, 2, 3) but you can opt to use different numbering systems such as Roman numerals (i, ii, iii) and alphabetical (a, b, c).

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W807 Paragraph Formatting_9.docx...*

1 Click at the end of the **Stage 3** paragraph and press

2 Type **The stages of nutrient pollution are:**

3 Press

4 Click on **Numbering**  in the **Paragraph** group on the **Home** tab to start a numbered list

5 Type the entries as shown, pressing at the end of each line except the last one

The default Spacing After takes care of the space between the list and the following paragraph, while spacing within the list is controlled by the line spacing...

6 Click in another part of the document

Numbering will be deactivated because you have moved to another part of the document

Stage 3 sees the removal of nutrients from the water. There have been problems caused by the run-off of fertilisers and other nutrients and the no different. To prevent the build-up of phosphorus and/or nitrogen in resulting in algal blooms and the removal of oxygen from water systems removed. Without proper treatment, nutrient-rich effluent will result in ecosystems.

The stages of nutrient pollution are:

1. |

Plants are essential in the purification process of water. They provide a cleansing the water as well as providing habitat for native flora and fauna seem to be those with large root systems, such as mangroves and other

4

resulting in algal blooms and the removal of oxygen from water systems removed. Without proper treatment, nutrient-rich effluent will result in ecosystems.

The stages of nutrient pollution are:

1. Phosphorous and other fertilisers wash into waterways
2. Algae growth is promoted by increased nutrient levels
3. Algal blooms cause oxygen depletion of water
4. Native fish species die and are replaced by resistant species|

Plants are essential in the purification process of water. They provide a cleansing the water as well as providing habitat for native flora and fauna seem to be those with large root systems, such as mangroves and other

5

For Your Reference...

To **start** a **numbered list**:

1. Press to create a new line
2. Click on **Numbering** 

Handy to Know...

- If you want to be able to adjust the spacing between items in a numbered list, remove the tick from **Don't add space between paragraphs of the same style** in the **Paragraph** dialog box. Use **Spacing Before** and **After** to adjust the spacing between items.

NUMBERING EXISTING PARAGRAPHS

In a numbered list, each paragraph starts with a number. When you apply **numbering** to existing text, a number is placed at the beginning of each paragraph

and the text in the paragraph is indented. The content of paragraphs in numbered lists should be considered carefully, because numbering implies a priority or sequence.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_10.docx...*

1 Select the three paragraphs that cover the stages of water purification

2 Click on **Numbering**  to apply numbering to the paragraphs and indent the text

You may notice that the extra spacing between the paragraphs has been removed...

3 Click on **Decrease Indent**  to remove the indent and align the numbers with the rest of the text

1

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.

Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.

Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

2

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

1. Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.
2. Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.
3. Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

For Your Reference...

To **number existing paragraphs**:

1. Select the paragraphs
2. Click on **Numbering** 

Handy to Know...

- We've used **Decrease Indent**  just to demonstrate that you can adjust the alignment of the numbered list using the **Indent** tools – either those on the **Home** tab or the **Page Layout** tab.

SHADING PARAGRAPHS

Shading can be used to emphasise particular paragraphs in a document. Shading refers to applying background colour to a paragraph. When choosing the colour to apply to the background, you

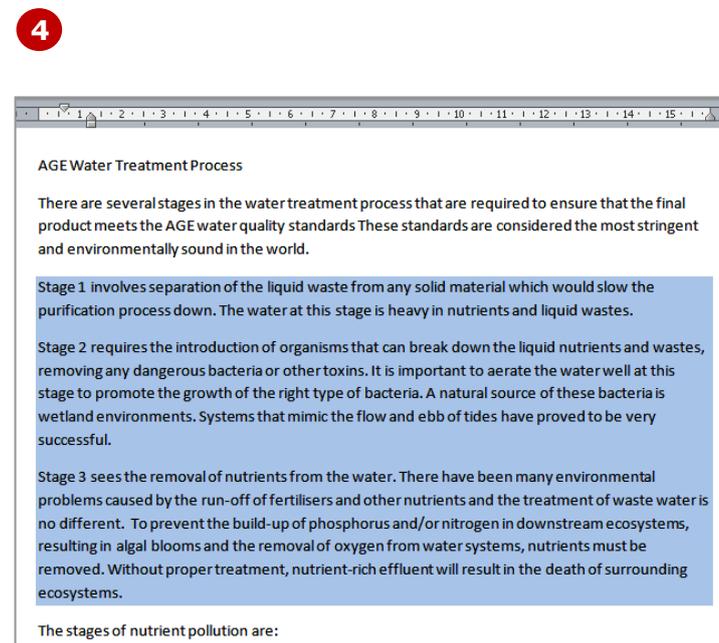
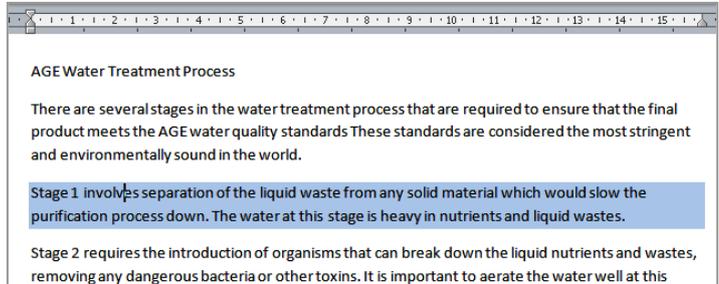
should give some thought to contrast – if the background is too dark and you have black text, you won't be able to read the text. Use dark backgrounds only if you have light text.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W807 Paragraph Formatting_13.docx...*

- 1 Click in the paragraph for **Stage 1**
- 2 Click on the drop arrow for **Shading**  in the **Paragraph** group on the **Home** tab to display the colour palette
- 3 Point to different colours to see the effect on your text
If you point to a very dark colour, Word will change your text to white...
- 4 Click on **Blue, Accent 1, Lighter 80%** (2nd row, 4th col) to apply this colour to the paragraph
Notice that the colour extends between the left and right indent markers...
- 5 Select the paragraphs for **Stage 2** and **Stage 3** and click on **Shading** 
The same colour is applied because it was used previously...
- 6 Click away from the text to see the resulting shading



For Your Reference...

To **shade paragraphs**:

1. Select the paragraphs
2. Click on the drop arrow for **Shading** 
3. Click on the colour of your choice

Handy to Know...

- You can remove shading by clicking on the drop arrow for **Shading**  and selecting **None**.

APPLYING BORDERS TO PARAGRAPHS

A useful technique for drawing attention to a paragraph is to apply a paragraph **border**. Borders can be boxes surrounding a paragraph or they can be a single vertical or horizontal line placed beside or

below a paragraph. There are various border widths, styles and colours to choose from. The length of the lines is controlled by the position of the indent markers in the paragraph.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W807 Paragraph Formatting_14.docx...

- 1 Click in one of the blue shaded paragraphs
- 2 Click on the drop arrow for **Borders**  to display a list of options
- 3 Select **Outside Borders**
A border will be automatically placed around the three paragraphs with the same format...
- 4 Select the numbered list
Make sure you only select the four numbered paragraphs...
- 5 Click on the drop arrow for **Borders**  and select **Left Border**
Notice how the border aligns with the first line indent marker...
- 6 Click on the drop arrow for **Border**  and select **Inside Horizontal Border**
- 7 Drag the right indent marker  on the ruler to the left to reduce the length of the lines then click away from the text to see the result

AGE Water Treatment Process

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.

Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.

Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

1. Phosphorous and other fertilisers wash into waterways
2. Algae growth is promoted by increased nutrient levels
3. Algal blooms cause oxygen depletion of water
4. Native fish species die and are replaced by resistant species

3

The stages of nutrient pollution are:

1. Phosphorous and other fertilisers wash into waterways
2. Algae growth is promoted by increased nutrient levels
3. Algal blooms cause oxygen depletion of water
4. Native fish species die and are replaced by resistant species

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:

7

For Your Reference...

To **apply** a **border** to a **paragraph**:

1. Click in the paragraph
2. Click on the drop arrow for **Borders** 
3. Click on the border of your choice

Handy to Know...

- You can remove borders by clicking on the drop arrow for **Borders**  and selecting **No Border**.
- You may notice that the icon on **Borders** changes each time you use it. This way you can quickly apply the previous setting to another paragraph if you need to.

USING THE PARAGRAPH DIALOG BOX

The **Paragraph** dialog box is accessed by clicking on the **dialog box launcher**  in the **Paragraph** group. It is especially useful if you want to apply a series of formatting effects to selected paragraphs

and if you need to use any of the advanced features that aren't accessible on the ribbon. The **Paragraph** dialog box controls the alignment, spacing and pagination of paragraphs.

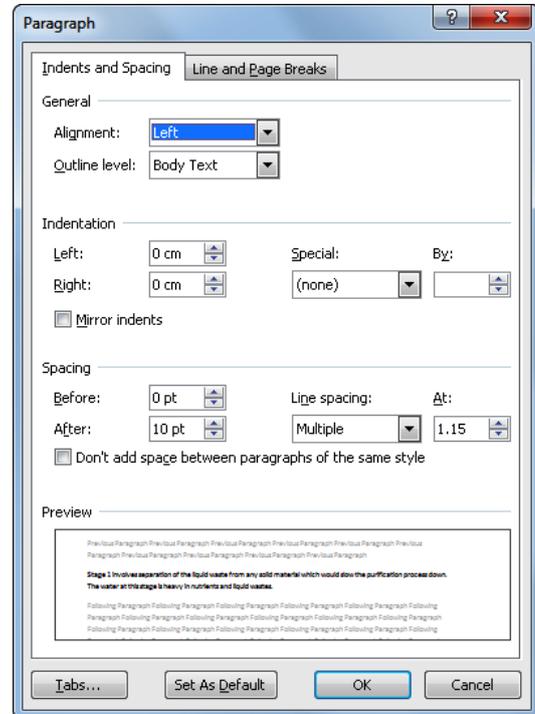
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W807 Paragraph Formatting_15.docx...*

- 1 Select the three shaded and bordered paragraphs
- 2 Click on the **dialog box launcher**  in the **Paragraph** group and click on the **Indents and Spacing** tab
- 3 Click on the up spinner arrow  for **Left** under **Indentation** until it reads **1 cm**
- 4 Click on the up spinner arrow  for **Right** until it reads **1 cm**
- 5 Click on **[OK]**
The paragraphs will be indented from both the left and right...
- 6 Click in the paragraph that starts with **Plants**
It appears just below the numbered list...
- 7 Click on the **dialog box launcher**  in the **Paragraph** group and click on the **Line and Page Breaks** tab
- 8 Click on the checkbox for **Page break before** then click on **[OK]**
The paragraph will be pushed on to the next page

2



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Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

5

For Your Reference...

To **use** the **Paragraph dialog box**:

1. Select the paragraphs
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Change the settings as required
4. Click on **[OK]**

Handy to Know...

- The **Special** settings under **Indentation** are used to set **First Line** and **Hanging** indents.
- The **Pagination** settings on the **Line and Page Breaks** tab control the way paragraphs behave around page breaks. **Keep lines together**, for example, ensures that a paragraph isn't split across two pages.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Paragraph formatting** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**