

CHAPTER 4

# FORMATTING TECHNIQUES

**INFocus**

You can format paragraphs in a variety of ways to improve the readability and overall appearance and layout of a document. Using correct formatting techniques gives you much greater control over the layout and positioning of sections, headings and paragraphs.

**In this session you will:**

- ✓ learn how to create first line indents
- ✓ learn how to create hanging indents
- ✓ learn how to insert right indents
- ✓ gain an understanding of pagination options
- ✓ learn how to apply widow and orphan control
- ✓ learn how to keep paragraphs together
- ✓ learn how to keep lines together
- ✓ learn how to force a paragraph to start on a new page
- ✓ learn how to automatically and manually hyphenate text
- ✓ learn how to hide text
- ✓ learn how to insert a drop cap
- ✓ gain an understanding of hard and soft returns
- ✓ learn how to insert hard and soft returns
- ✓ learn how to remove hard and soft returns
- ✓ learn how to reveal formatting.

# APPLYING FIRST LINE INDENTS

When you apply a first line indent to a paragraph, only the first line of the paragraph is indented. It is common to apply first line indents to the first paragraph of a new section or chapter in a

document or novel, for example, as it indicates the beginning of a section or chapter. First line indents are controlled by the position of the **first line indent** marker  on the ruler.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W808 Formatting\_1.docx...*

**1** Click at the beginning of the paragraph after **Introduction**

Note the position of the indent markers on the ruler. Currently they align with the left margin...

**2** Press **Tab** to indent the first line

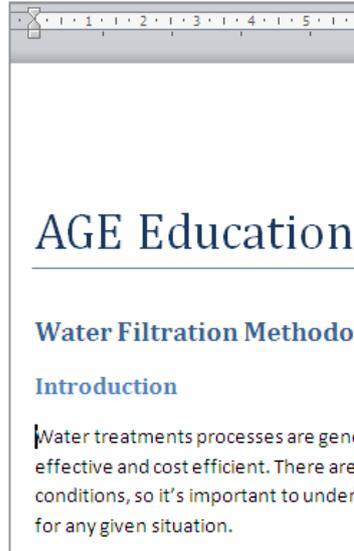
A smart tag will appear because Word has converted your tab to a first line indent, and the smart tag is giving you the option to change it back to a tab. You can click on the smart tag to view and select options.

You will now reduce the indent using the first line indent marker on the ruler...

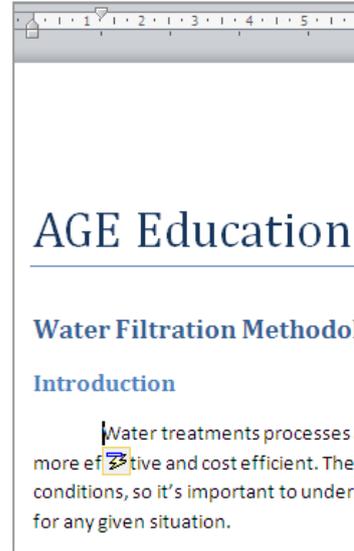
**3** Click on and drag the **first line indent marker**  on the ruler to the left as shown

**4** Set the first line indent to **0.5 cm** as shown

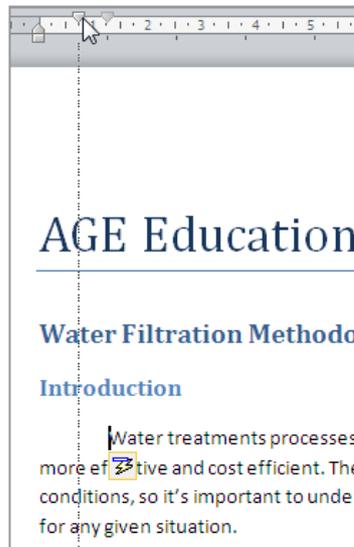
**5** Save the document



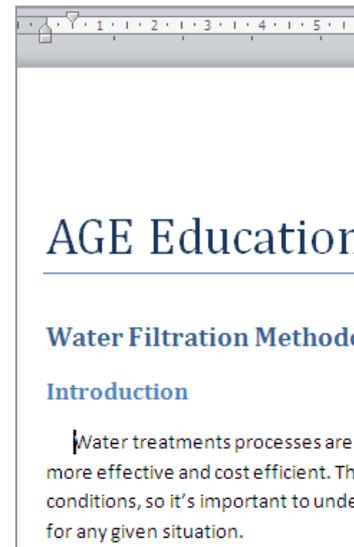
**1**



**2**



**3**



**4**

## For Your Reference...

To create a **first line indent**:

1. Click at the beginning of the paragraph
2. Press **Tab**

## Handy to Know...

- You can set a first line indent in the **Paragraph** dialog box. Click on the **Home** tab and then click on the **dialog box launcher**  in the **Paragraph** group, click on the drop arrow  for **Special** and select **First line**. Adjust the distance in **By** and then click on **[OK]**.

# APPLYING HANGING INDENTS

When you apply a hanging indent to a paragraph all lines in the paragraph will be indented except for the first line, which 'hangs out' from the rest. Hanging indents are typically used for bulleted

and numbered lists. Hanging indents can be applied to a paragraph by dragging on the **hanging indent marker** on the ruler  or via the **Paragraph** dialog box.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W808 Formatting\_2.docx...*

- 1 Scroll down and select the three paragraphs under **Coagulation**

Notice the position of the indent markers on the ruler...

- 2 Click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box

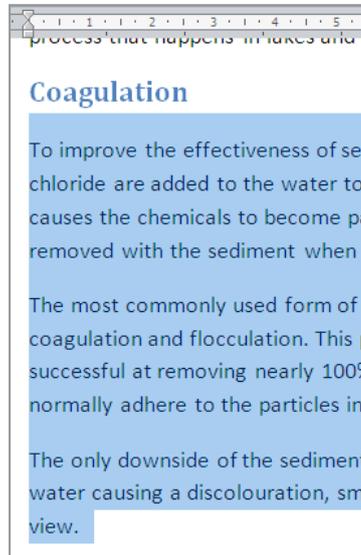
- 3 Click on the drop arrow  for **Special** and select **Hanging** then click on [OK]

The first line indent marker  remains aligned with the left margin and the hanging and left indent marker  is indented to the first tab stop at 1.27 cm. You will now adjust the hanging indent on the ruler...

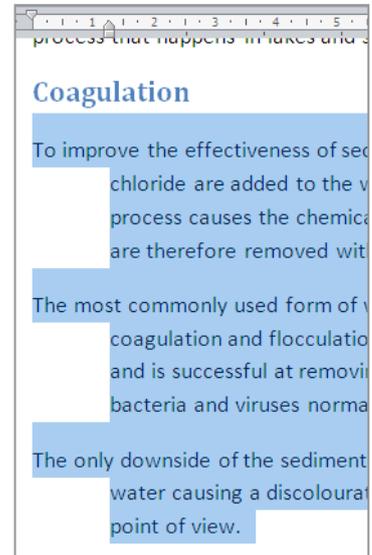
- 4 Click on and drag the **hanging indent marker** on the ruler slightly to the left as shown

- 5 Release the mouse button when the hanging indent is set at **0.5 cm**

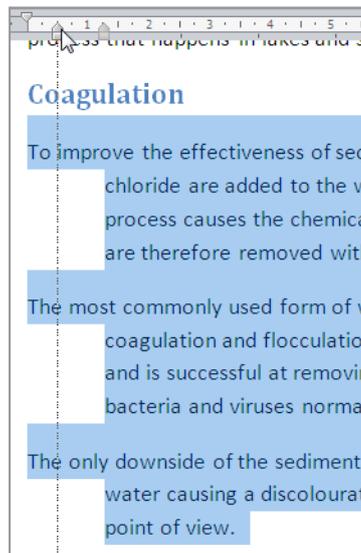
- 6 Save the document



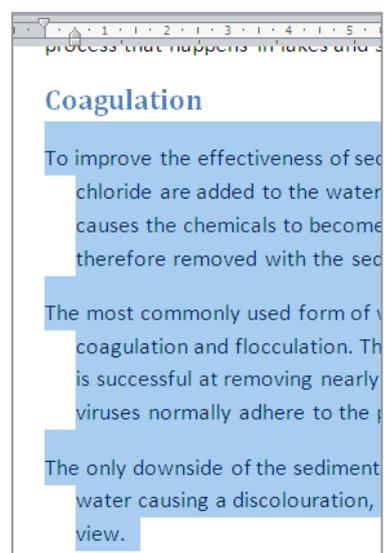
1



3



4



5

## For Your Reference...

To apply a **hanging indent**:

1. Click in the paragraph
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Click on the drop arrow  for **Special** and select **Hanging** then click on [OK]

## Handy to Know...

- With the cursor in the paragraph press **Ctrl** + **T** to apply a hanging indent.

# APPLYING RIGHT INDENTS

When you apply a right indent to a paragraph, the paragraph is indented from the right margin. You might insert a right indent to make a paragraph stand out from the rest or to make room to insert

objects or pictures, for example. You can apply a right indent by dragging the **right indent marker**  on the ruler or via the **Paragraph** dialog box.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W808 Formatting\_3.docx...*

**1** Scroll down to and click in the first paragraph below the heading **Sand Filtration**

**2** Click on the **Home** tab and then click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box

*This shows you that the right and left indents are currently set at zero...*

**3** Click on the up arrow  for **Right** under **Indentation** until it reads **2 cm**

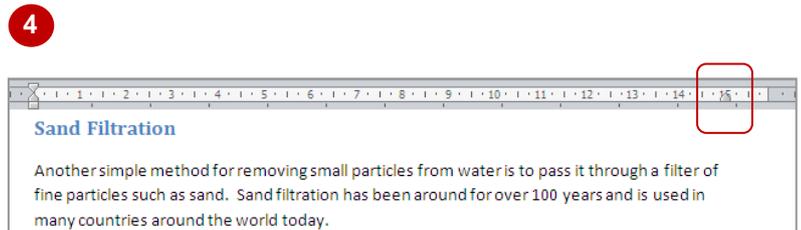
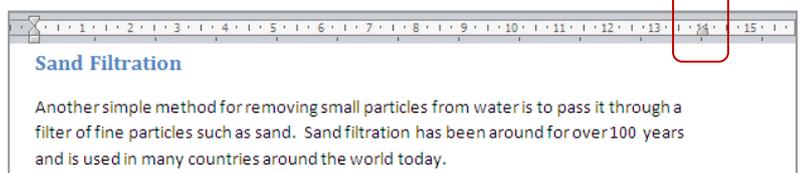
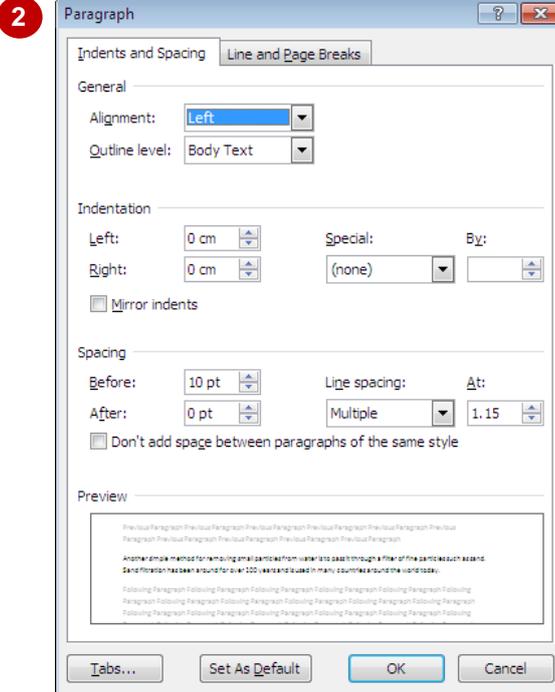
**4** Click on **[OK]** to apply the changes

*The paragraph will now be indented 2 cm from the right margin – in line with the right indent marker. You can also adjust the right indent using the mouse...*

**5** Drag the **right indent marker**  on the ruler to the right and release the mouse button when the marker is set at **15 cm**

*The text will also adjust to fit...*

**6** Press **[Ctrl] + [Q]** to reset the paragraph to its default indentation



## For Your Reference...

To **apply a right indent**:

1. Click in the paragraph
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Add a value for **Right** under **Indentation**
4. Click on **[OK]**

## Handy to Know...

- By applying both a right and left indent to a paragraph, you can make it stand out from the rest of the text, as it creates white space around the paragraph. If you also apply italics, the paragraph will take on the appearance of a quote or extract.

# UNDERSTANDING PAGINATION

**Pagination** refers to how headings and paragraphs are organised on the page. When you establish the document's paper size and margins, Word will calculate how much text will fit

on a page. Once a page is filled Word will force the text onto a new page. Word provides several pagination options to control how headings and paragraphs are arranged on a page.

## Page Breaks

When text runs over to the next page, Word inserts a **soft page break**. Soft page breaks cannot be modified but you can see them in **Draft** view.

You can insert your own page breaks (using **Ctrl** + **Enter**) at any point in a document, and these are known as **hard page breaks**. Hard page breaks force text onto the next page. If you click on **Show/Hide ¶** to display hidden characters a hard page break appears like this:

.....Page Break.....¶

## Pagination Settings

Sometimes it is necessary to ensure that paragraphs stay together with headings or other paragraphs. For example, you wouldn't want a heading to start on the bottom of a page and the following text to sit on the next page. It would be important that the heading and paragraph stay together. Also, having the first or last line of a paragraph split from the rest of the paragraph breaks standard editing conventions. Word has several pagination settings that can apply to ensure correct paragraph layout. These settings can be found on the **Line and Page Breaks** tab of the **Paragraph** dialog box.

### Widow/Orphan Control

A **widow** is the last line of a paragraph that appears on a new page all by itself. An **orphan** is the first line of a paragraph that appears at the bottom of a page all by itself. **Widow/Orphan control**, which is turned on by default, ensures that at least two lines of a paragraph appear on a page. In the case of a widow, the second last line of the paragraph will be moved to the next page to keep the last line company. In the case of an orphan, the first line will be moved to the new page so that it appears with the other lines of the paragraph.

### Keep With Next

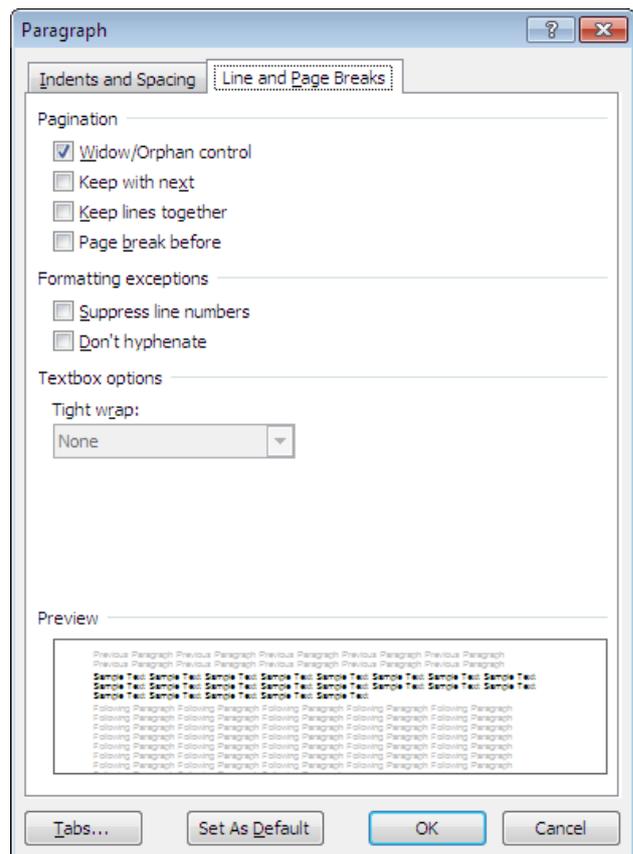
Sometimes it is important that two paragraphs or a heading and a paragraph appear on the same page. This can be forced by clicking in the first paragraph or heading and applying **Keep with next**. If the second paragraph is forced onto a new page, either automatically by Word or by you, the first paragraph will also move to the next page. This is a good way of keeping a heading with the text that follows.

### Keep Lines Together

You can ensure that all of the lines in a paragraph stay together, rather than being split by a page break, by applying **Keep lines together**.

### Page Break Before

If you want a paragraph or heading to start at the top of a new page, you can apply **Page break before**. No matter where the preceding text is placed on a page, this paragraph will always start at the top of a page.



# CONTROLLING WIDOWS AND ORPHANS

A **widow** is the last line of a paragraph appearing at the top of a new page while an **orphan** is the first line of a paragraph appearing at the bottom of a page. You can control widows and orphans

via the **Paragraph** dialog box. **Widow/Orphan control** is turned on by default, but here we will deactivate it to see what happens.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W808 Formatting\_4.docx...*

- 1 Scroll down so that you can see the paragraph spanning the bottom of page 1 and the top of page 2

*Notice that the last two lines appear together at the top of the second page...*

- 2 Click in the paragraph then click on the **Home** tab and then click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box

- 3 Click on the **Line and Page Breaks** tab

*You'll notice that a tick appears in the checkbox for **Widow/Orphan control**...*

- 4 Click on the checkbox to remove the tick

- 5 Click on **[OK]**

*The control will be removed and the third line of the paragraph will move to the previous page, leaving a widow on the next...*

- 6 Click on **Undo**  to restore the widow/orphan control

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining

coagulation and sand filtration systems. Coagulation enables the larger particles to be removed before the sand filter removes the remaining particles and bacteria.

1

The introduction of high pressure water filters and back-flushing systems has greatly improved the results achieved by this filtration method. Even better effectiveness has been achieved by combining coagulation and sand filtration systems. Coagulation enables the larger particles to be removed

before the sand filter removes the remaining particles and bacteria.

5

## For Your Reference...

To control **widows** and **orphans**:

1. Click in the paragraph
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Click on the **Line and Page Breaks** tab
4. Click on **Widow/Orphan control** then **[OK]**

## Handy to Know...

- **Widow/Orphan control** is either on or off. When it's on, the point at which a paragraph is split across pages will be adjusted if necessary to avoid widows and orphans. When it's off, paragraphs will be split across pages depending on how much of the paragraph can fit on a page.

# KEEPING PARAGRAPHS TOGETHER

The **Keep with next** setting is used to keep related headings and paragraphs together by preventing page breaks being inserted between them. **Keep with next** can be used to prevent

text from being separated from its heading and to keep all of the items in a bulleted list on the same page, for example.

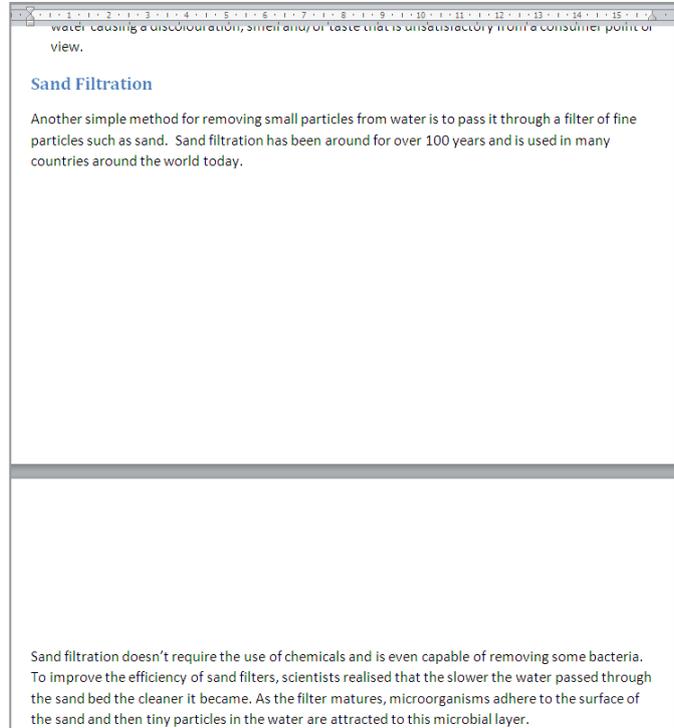
## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_5.docx...*

- 1 Click at the beginning of the paragraph that starts **Sand filtration doesn't** (bottom of page 1)  
*This is the paragraph above the one that is split across pages. We'll link these two pages so that they must both appear on the same page...*
- 2 Click on the **Home** tab, then click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box
- 3 Click on the **Line and Page Breaks** tab
- 4 Click on **Keep with next** to select this option and then click on **[OK]**  
*Nothing will happen until Word tries to put a page break between the paragraphs...*
- 5 Press  twice to move the paragraph down towards the end of the page  
*The entire paragraph will shift to the next page with the following one...*
- 6 Click on **Undo**  twice to restore the default pagination settings

5



## For Your Reference...

To **keep paragraphs together**:

1. Click in the paragraph
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Click on the **Line and Page Breaks** tab
4. Click on **Keep with next** then on **[OK]**

## Handy to Know...

- **Keep with next** is a bit like grouping paragraphs. Where one goes, the other follows. Note that **Keep with next** will not prevent the second paragraph from being split by a page break. It just ensures that the second paragraph **starts** on the page on which the first one appears.

# KEEPING LINES TOGETHER

To ensure that a paragraph is not split across two pages you can apply the **Keep lines together** setting. You may need to do this to ensure complete paragraphs sit on a page. The **Keep**

**lines together** setting is applied via the **Paragraph** dialog box.

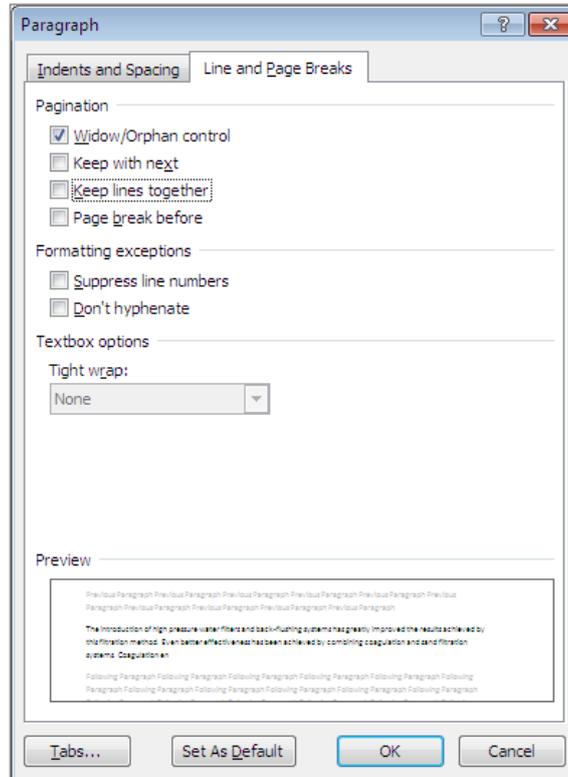
## Try This Yourself:

Same  
File

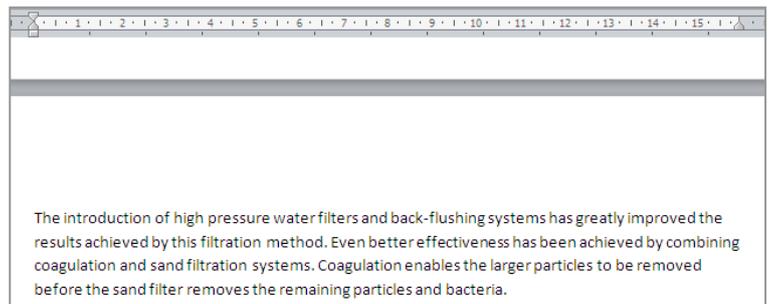
Continue using the previous file with this exercise, or open the file *W808 Formatting\_6.docx...*

- 1 Click in the paragraph at the bottom of page 1
- 2 Click on the **Home** tab, then click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box
- 3 Click on the **Line and Page Breaks** tab
- 4 Click on **Keep lines together** to select this option then click on [OK]
 

*The paragraph will be moved to the second page so that the lines are kept together...*
- 5 Click on **Undo**  to restore the default pagination settings
- 6 Save the document



3



4

## For Your Reference...

To **keep lines together**:

1. Click in the paragraph and then click on the **dialog box launcher**  in the **Paragraph** group
3. Click on the **Line and Page Breaks** tab
4. Click on **Keep lines together**, then click on [OK]

## Handy to Know...

- **Keep lines together** does not work if the paragraph appears in a table that is split across a page. Use **Keep with next** instead.

# INSERTING A PAGE BREAK

When you apply the **Page break before** setting to a paragraph, the paragraph is forced to start on the next page. This is ideal when starting new sections or chapters, for example, and also for

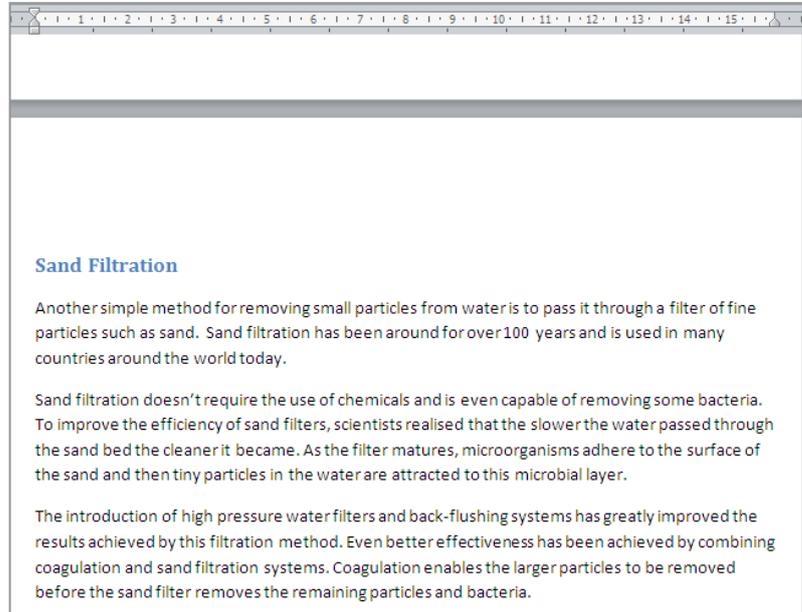
paragraphs, images and the like that need to appear on a new page. The **Page break before** setting is applied via the **Paragraph** dialog box.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_7.docx...*

- 1 Click in the heading **Sand Filtration**
- 2 Click on the **Home** tab, then click on the **dialog box launcher**  in the **Paragraph** group to display the **Paragraph** dialog box
- 3 Click on the **Line and Page Breaks** tab  
*Notice that **Keep with next** and **Keep lines together** are selected by default for this heading style...*
- 4 Click on **Page break before** to select this option and then click on **[OK]**  
*The heading and the following paragraphs will be forced onto a new page...*
- 5 Save the document



4

## For Your Reference...

To insert a **page break before** a paragraph:

1. Click in the paragraph
2. Click on the **dialog box launcher**  in the **Paragraph** group
3. Click on the **Line and Page Breaks** tab
4. Click on **Page break before** then click on **[OK]**

## Handy to Know...

- One of the best things you can do with pagination settings such as **Page break before** and **Keep with next** is to incorporate them into styles so that they are automatically applied with formatting.

# APPLYING HYPHENATION TO TEXT

**Hyphenation** is used to break a word across two lines when it is too long to fit on the first line by inserting a hyphen between the break. Hyphenation is turned off by default, so text will

wrap to the next line. But you may prefer to hyphenate words to make good use of available space, especially in narrow layouts such as columns. Hyphenation can be manual or automatic.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W808 Formatting\_8.docx...*

**1** Click on the **Page Layout** tab  
*Hyphenation is located in the Page Setup group...*

**2** Click on **Hyphenation**  in the **Page Setup** group to display a list of options

*Notice that it is currently set to None...*

**3** Select **Automatic** and then scan down the right-hand edge of the document and see how many words are hyphenated

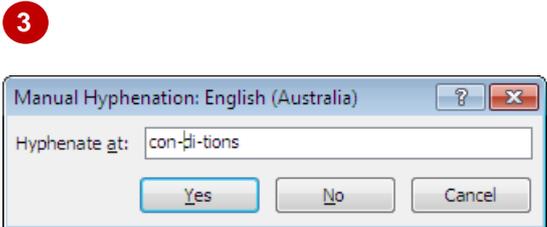
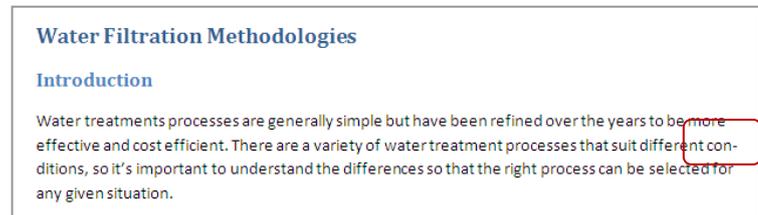
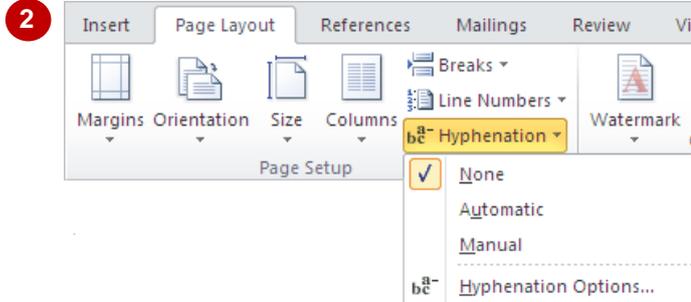
*There should be four: con-ditions, coun-tries, be-fore and proc-esses.*

*Manual hyphenation lets you decide which words you want hyphenated...*

**4** Click on **Hyphenation**  and select **Manual**

*A dialog box will appear giving you the option to hyphenate or not...*

**5** Click on **[Yes]** to step through the words and apply manual hyphens, and then click on **[OK]**



**4**

## For Your Reference...

To **apply hyphenation** to text:

1. Click on **Hyphenation** 
2. Select **Automatic** or **Manual**

To **remove automatic hyphenation**:

1. Click on **Hyphenation**  and select **None**

## Handy to Know...

- Manual hyphens can only be removed manually.
- You can change the hyphenation settings by clicking on **Hyphenation**  and selecting **Hyphenation Options**.

# HIDING TEXT

You can hide text in a document. This is useful during the editing stage of a document, such as when you have additional information that you may or may not want to use later or if you need to

distribute different versions of a document. The only downside is that hidden text is not protected in any way unless you apply a password.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_9.docx...*

- 1 Select both the heading **Sedimentation** and the paragraph below it
- 2 Click on the **Home** tab then click on the **dialog box launcher**  in the **Font** group to display the **Font** dialog box
- 3 Click on **Hidden** under **Effects** to select it and then click on **[OK]**  
*The text will be hidden from view. Now to redisplay it...*
- 4 Press **Ctrl** + **A** to select all text  
*We will assume that we're not sure where the hidden text is, so we will unhide all text within the document...*
- 5 Click on the **dialog box launcher**  in the **Font** group to display the **Font** dialog box  
*The Hidden box is filled, which indicates that mixed settings are applied to the selected text, that is, some text is hidden and some not...*
- 6 Click on **Hidden** under **Effects** twice – first to display the tick then to remove it – then click on **[OK]**  
*The text will reappear...*
- 7 Save the document

### Introduction

Water treatments processes are generally simple but have been refined over the years to be more effective and cost efficient. There are a variety of water treatment processes that suit different conditions, so it's important to understand the differences so that the right process can be selected for any given situation.

### Sedimentation

Sedimentation refers to the settling of solids in water so that they can be removed. This is a natural process that happens in lakes and slow moving rivers.

### Coagulation

1

### Introduction

Water treatments processes are generally simple but have been refined over the years to be more effective and cost efficient. There are a variety of water treatment processes that suit different conditions, so it's important to understand the differences so that the right process can be selected for any given situation.

### Coagulation

3

### Effects

- |   |  |
|---|--|
| <input type="checkbox"/> Strikethrough        | <input type="checkbox"/> Small caps        |
| <input type="checkbox"/> Double strikethrough | <input type="checkbox"/> All caps          |
| <input type="checkbox"/> Superscript          | <input checked="" type="checkbox"/> Hidden |
| <input type="checkbox"/> Subscript            |  |

5

## For Your Reference...

To **hide text**:

1. Select the text
2. Click on the **dialog box launcher**  in the **Font** group
3. Click on **Hidden**
4. Click on **[OK]**

## Handy to Know...

- One way to tell if there is hidden text in a document is to select the entire document (**Ctrl** + **A**) and check the **Font** dialog box to see if the checkbox for **Hidden** is filled. The fill in the checkbox, rather than a tick, indicates that part of the document is hidden. You can then redisplay the text.

# INSERTING A DROP CAP

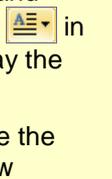
A **drop cap** is the first letter of a paragraph that is larger than the rest of the text, and is typically used to indicate the beginning of an article or chapter. **Drop** means that the letter drops down

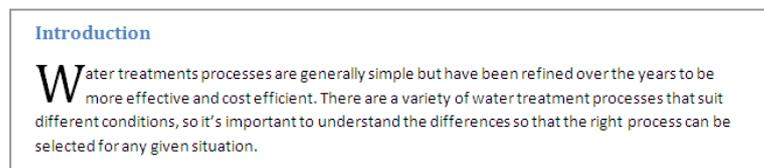
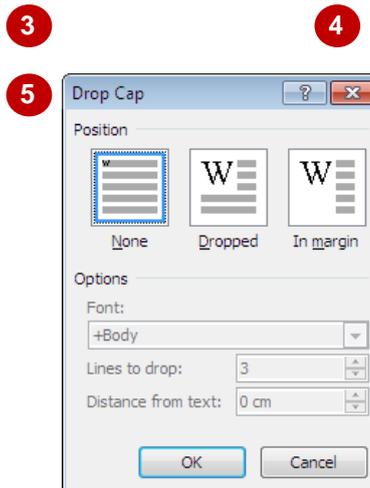
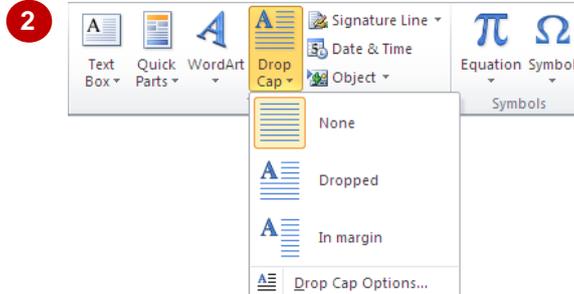
over several lines of the paragraph. **Cap** means that the letter is in uppercase. As a drop cap is somewhat larger than the rest of the text, it helps the reader to navigate a document or book.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_10.docx...*

- 1 Click in the paragraph below the text **Introduction**  
*It doesn't matter where you click – the drop cap will only be applied to the first letter in the paragraph...*
- 2 Click on the **Insert** tab and then click on **Drop Cap**  in the **Text** group to display the list of options
- 3 Point to **Dropped** to see the drop cap in Live Preview
- 4 Point to **In Margin** to see this option in Live Preview
- 5 Select **Drop Cap Options** to display the **Drop Cap** dialog box
- 6 Click on **Dropped** then click on the drop arrow  for **Font**, scroll down and click on **Cambria**
- 7 Click on the down arrow  for **Lines to drop** until it reads **2** then click on **[OK]**
- 8 Click away from the drop cap to deselect it
- 9 Save the document



## For Your Reference...

To insert a **drop cap**:

1. Click in the paragraph
2. Click on the **Insert** tab and then click on **Drop Cap**  in the **Text** group
3. Click on the option of your choice or select **Drop Cap Options**

## Handy to Know...

- You can modify a drop cap by clicking on it, selecting the text and making changes, such as font or font size. You can also drag it to different positions.
- You can remove a drop cap by clicking in the paragraph, then clicking on **Drop Cap**  and selecting **None**.

# UNDERSTANDING RETURNS

A **return** is a hidden character that forces the text onto the next line. This terminology comes from the old typewriter days when you would want the typewriter head to 'return' to the left-hand side of

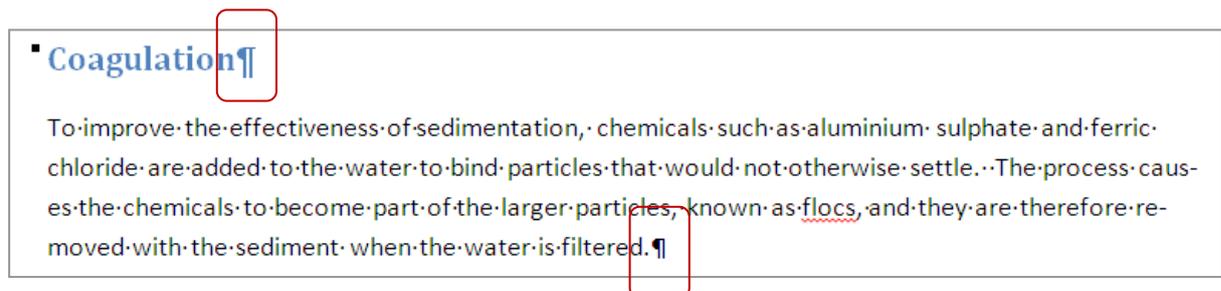
the paper. In word processing packages, returns are a little more sophisticated because they are created automatically as you type. This page discusses the use of returns in word processing.

## Word Wrap and Automatic Soft Returns

Word processing packages are designed to place words on a page. They include margins and indent markers that control where the text is placed. When you add text that doesn't fit on a line, the word processing package automatically moves the text to the start of the next line. This is known as **word wrap**.

Word wrap is made possible because the computer inserts a hidden character to indicate that the text should start on a new line. This is known as a **soft return**. It is not visible in Microsoft Word, even if you display the paragraph markers. Part of the reason that they are called soft returns is that they are flexible and adjust as the text is modified. If text is deleted and more words can fit on the line, the soft return is repositioned automatically to allow for an adjustment of the word wrapping. If additional text is added to a line, the soft return is also repositioned to push any text that doesn't fit down to the next line and so on through the paragraph.

A paragraph wrapped using soft returns, when displayed using **Show/Hide ¶**, will appear like this. The **paragraph marker ¶** indicates the end of the paragraph.



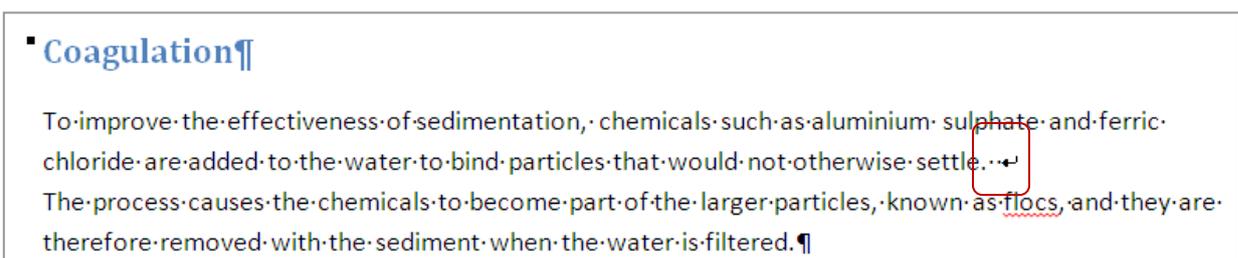
## Hard Returns and Manual Soft Returns

There are times, however, when you want text to appear on the next line and don't want to use word wrap. You can do this using either a **manual soft return** or a **hard return**. A **manual soft return** (Shift + Enter) forces text onto a new line without starting a paragraph and uses the current line spacing settings, while a **hard return** (Enter) creates a new paragraph and applies the spacing between paragraphs that applies according to the style.

When you press Enter to create a hard return, a paragraph marker is inserted at the end of the paragraph. This portion of text, the paragraph, can be formatted independently of other paragraphs.

When you press Shift + Enter to create a soft return, a soft return marker is inserted at the end of the line and the text is forced onto the next. However, both lines are part of the same paragraph and therefore, any paragraph formatting that is applied to either line will affect both. A soft return is also sometimes referred to as a **line feed**.

A paragraph including a **manual soft return ↵**, when displayed using **Show/Hide ¶**, will appear like this. The paragraph marker indicates the end of the paragraph and the position of the **hard return**.



# INSERTING HARD AND SOFT RETURNS

Returns are used in documents to force text to appear on the next line. **Hard returns** create a new paragraph while **manual soft returns** just place the text on a new line within the same

paragraph. How you use returns in a document will depend entirely on the layout that you want to create. Manual soft returns are particularly useful in lists when you don't want a new bullet or number.

## Try This Yourself:

**Open File** Before starting this exercise you **MUST** open the file *W808 Formatting\_11.docx...*

- 1 Scroll down to page 2 until you can see the bulleted list
- 2 Click at the end of the item about **Ultrafiltration**
- 3 Click on the **Home** tab and then click on **Show/Hide** ¶ in the **Paragraph** group to display the paragraph marks and other formatting symbols  
*Each item in the list is a separate paragraph. The dot between each word indicates a space...*
- 4 Press **Enter** to insert a hard return (paragraph marker) and create a new bullet point
- 5 Type **Reverse Osmosis**
- 6 Press **Shift** + **Enter** to insert a manual soft return  
*This time there is no new bullet – just the manual soft return marker and a continuation of the paragraph formatting...*
- 7 Type **Great for desalination**
- 8 Click on **Show/Hide** ¶ to hide the formatting symbols
- 9 Save the document

The size of the pore is reflected in the terminology used to describe various cesses. These include:

- → Microfiltration (0.1 microns) which removes bacteria
- → Ultrafiltration (0.01 microns) which removes viruses
- → Nanofiltration (0.001 microns) which removes liquid organic matter

3

The size of the pore is reflected in the terminology used to describe various cesses. These include:

- → Microfiltration (0.1 microns) which removes bacteria
- → Ultrafiltration (0.01 microns) which removes viruses
- → Reverse Osmosis
- → Nanofiltration (0.001 microns) which removes liquid organic matter

5

The size of the pore is reflected in the terminology used to describe various cesses. These include:

- → Microfiltration (0.1 microns) which removes bacteria
- → Ultrafiltration (0.01 microns) which removes viruses
- → Reverse Osmosis  
Great for desalination
- → Nanofiltration (0.001 microns) which removes liquid organic matter

7

## For Your Reference...

To insert a **hard return**:

1. Press **Enter**

To insert a **soft return**:

1. Press **Shift** + **Enter**

## Handy to Know...

- Manual soft returns can be used to override the default spacing between paragraphs. If, for example, you want to type an address and have the lines of the address close together, press **Shift** + **Enter** between the lines instead of **Enter**.

# REMOVING RETURNS

Removing unwanted and extra hard and soft returns in a document is a common editing task. The trick is to be careful about where you place the cursor before you delete the return. As

returns are considered characters, albeit usually hidden, you can use the same commands to delete them as you use to delete any other characters.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_12.docx...*

- 1 Click on the **Home** tab and then click on **Show/Hide**  in the **Paragraph** group to display the formatting marks
- 2 Click at the end of the bullet point **Reverse Osmosis** on page 2  
*You'll find that you can't click after the manual soft return marker; the insertion point appears in front of it...*
- 3 Press  to delete the manual soft return, type : and then press  to separate the words
- 4 Click at the beginning of the paragraph immediately above the bulleted list
- 5 Press  to delete the hard return at the end of the previous paragraph  
*The sentence 'The size of the pore...' now becomes part of the previous paragraph...*
- 6 Click on **Show/Hide**  to hide the formatting marks
- 7 Save the document

- → Microfiltration (0.1 microns) which removes bacteria ¶
- → Ultrafiltration (0.01 microns) which removes viruses ¶
- → Reverse Osmosis: ¶
- Great for desalination ¶
- → Nanofiltration (0.001 microns) which removes liquid organ

2

- → Microfiltration (0.1 microns) which removes bacteria ¶
- → Ultrafiltration (0.01 microns) which removes viruses ¶
- → Reverse Osmosis: ¶ Great for desalination ¶
- → Nanofiltration (0.001 microns) which removes liquid organ

3

Because the impurities in water are often particulates, a filter that allows only water to pass through is ideal. This is concept behind membrane filtration, where the size of the holes that the water passes through, known as pores, can be controlled to allow or block particles. These filters are made from various forms of plastic, creating very accurate pore sizes. ¶ The size of the pore is reflected in the terminology used to describe various water filtration processes. These include: ¶

5

## For Your Reference...

To **remove hard** or **soft returns**:

- Click in front of the return and press 
- or
- Click at the beginning of the next line and press 

## Handy to Know...

- Removing returns is easy if you can see what you're doing – which is why we used **Show/Hide** . If things don't go as expected, look for extra spaces or other hidden characters that may be causing problems. Don't forget that you can always click on **Undo**  if you get stuck.

# REVEALING FORMATTING

The **Reveal Formatting** task pane displays all of the formatting applied to the selected text, such as font and paragraph formatting. You can click on the hyperlink for a particular format in the

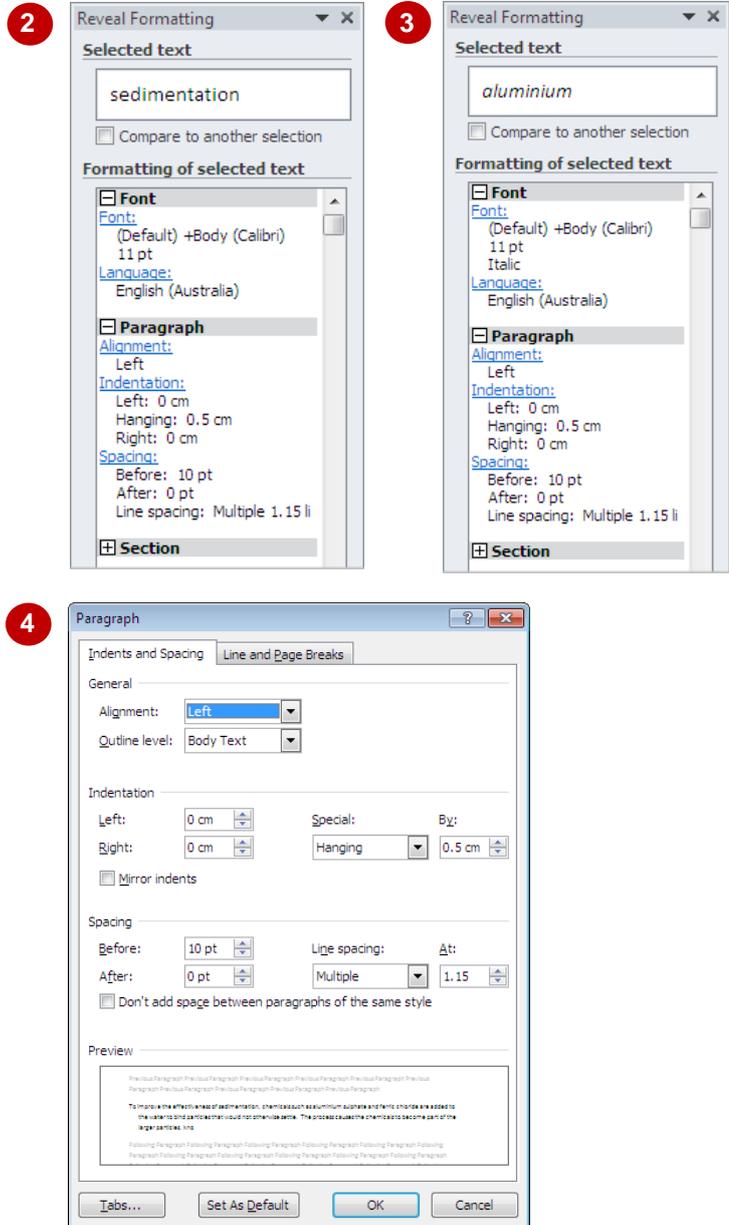
**Reveal Formatting** task pane to display the relevant dialog box and make changes to the formatting as required.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W808 Formatting\_13.docx...*

- 1 Click in the word **sedimentation** on the first line of the first paragraph under the heading **Coagulation**
- 2 Press **Shift** + **F1** to display the **Reveal Formatting** task pane on the right-hand side of the Word window  
*The formatting that is applied to 'sedimentation' will be detailed in the task pane...*
- 3 Double-click on **aluminium** to select it and then click on **Italic**  to change the format  
*The task pane will now show that Italic is applied to the type...*
- 4 Click on **Spacing** in the **Reveal Formatting** task pane to display the **Paragraph** dialog box  
*Here you can make further changes to the formatting for selected text...*
- 5 Click on **[Cancel]**
- 6 Click on **close**  to close the **Reveal Formatting** task pane
- 7 Save and close the document



## For Your Reference...

To **display** the **formatting** applied to selected text:

1. Click in the text
2. Press **Shift** + **F1**

## Handy to Know...

- Click on **Distinguish style source** at the bottom of the **Reveal Formatting** task pane to view the styles applied to the text or paragraph.
- The **Show all formatting** option at the bottom of the **Reveal Formatting** task pane is the same as **Show/Hide** .