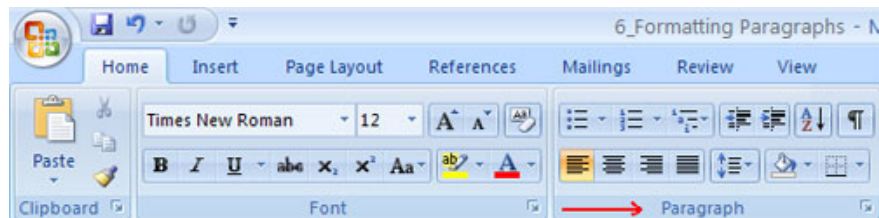


# MS Word - Lesson 6: Format the text

The formatting of paragraphs allows you to change the way you look at the entire document. You can access the Paragraph formatting tool by clicking the Page Layout tab on the Ribbon or clicking the Paragraph group on the Home tab.

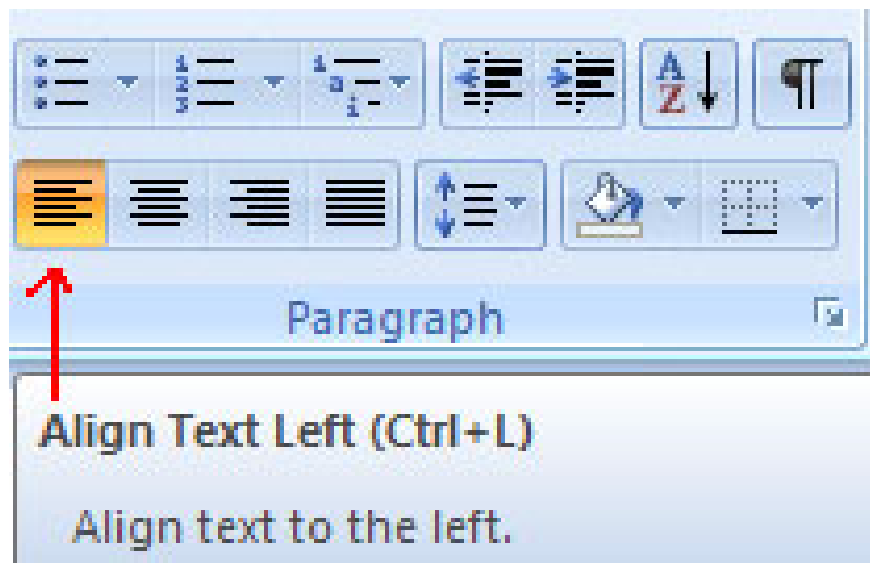
**TipsMake.com - The format of paragraphs allows you to change the way you look at the entire document.** You can access the Paragraph formatting tool by clicking the **Page Layout** tab on the Ribbon or clicking the **Paragraph** group on the **Home** tab.



## Align in Paragraph

Alignment allows you to set how text appears. To change the margin, do the following:

- Click the **Home** tab
- Choose the appropriate button for alignment on **Paragraph** groups:
  - **Align Left** ( **Ctrl + L** ): text is aligned to the left edge.



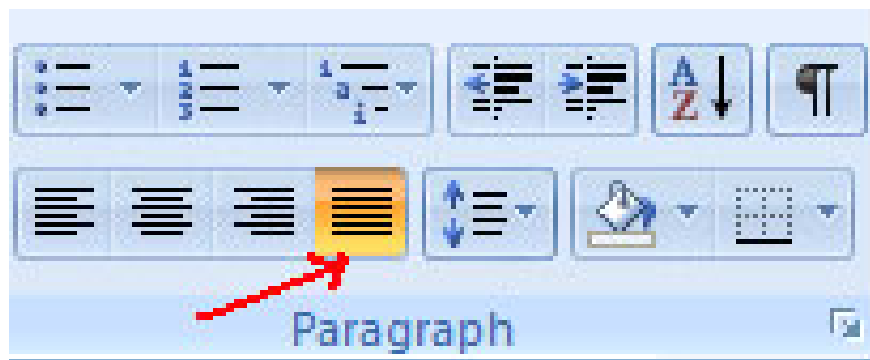
- **Center** ( **Ctrl + E** ): Text is centered between the margins.



- **Align Right** ( **Ctrl + R** ): Text is aligned to the right edge.



- **Justify** ( **Ctrl + J** ): Text is spread out both left and right.



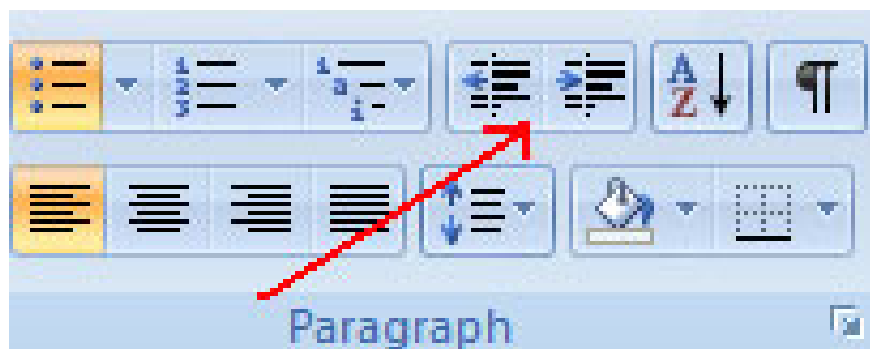
## Indent paragraph

Paragraph indentation allows you to specify text in a different alignment. There are several options for indenting:

- **First Line** : Control the left border for the first line of the paragraph.
- **Hanging** : Controls the upper left border with all lines in a paragraph except the first line.
- **Left** : Controls the left border with every line in a paragraph.
- **Right** : Controls the right border with every line in a paragraph.

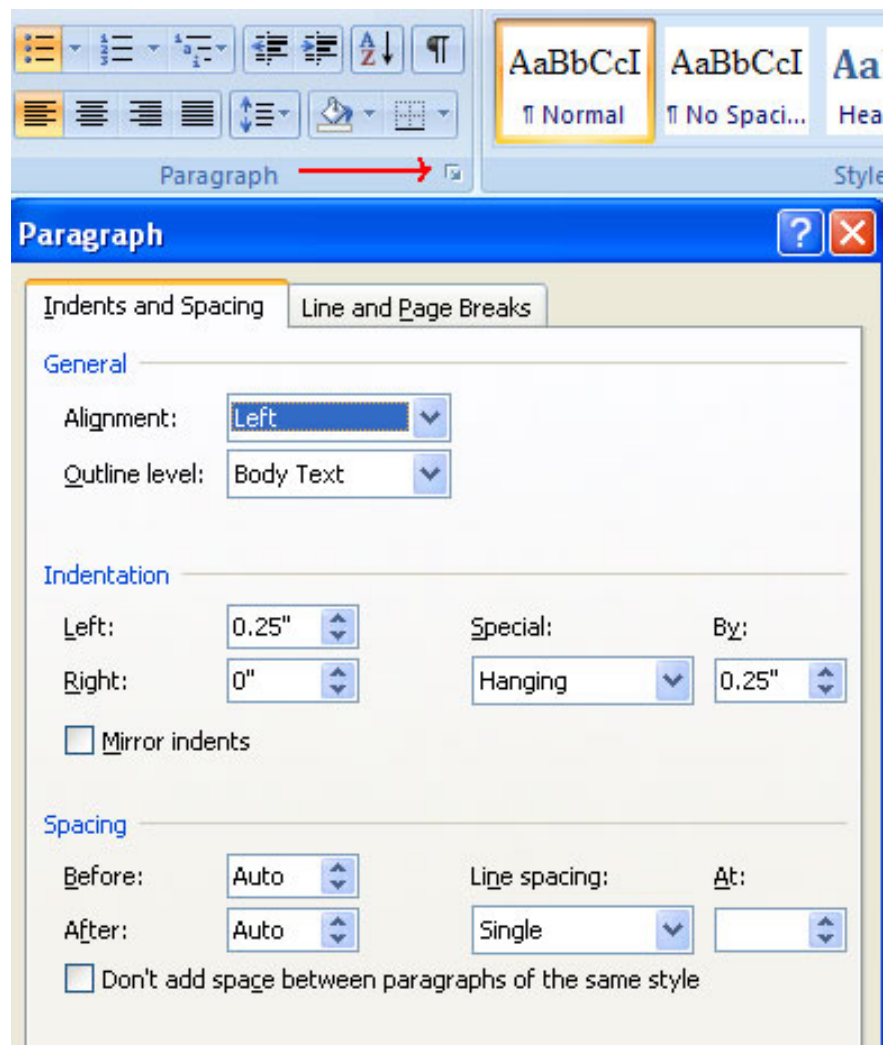
To indent paragraph, you can do the following:

- Click the **Indent** button to control indentation.
- Click the **Indent** button a few times to increase the indent size.



Or:

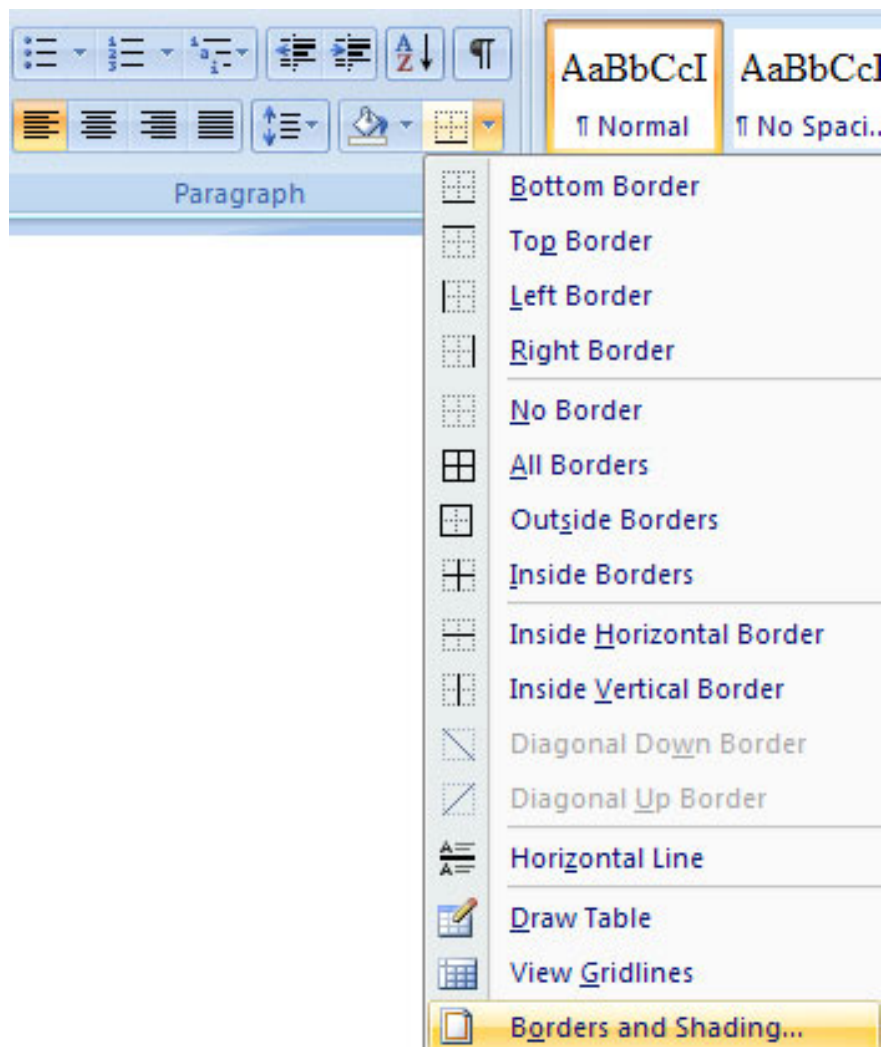
- Click on the dialog box on the **Paragraph** group.
- Select the **Indents and Spacing** tab.
- Choose the **indents** .



## Add borders and shading effects

You can add borders and shading to paragraphs and whole pages. To create a border around a paragraph or paragraph, we do the following:

- Select the text area where you want the border or shading effect.
- Click the **Borders** button on the **Paragraph** group.
- Select **Border and Shading** .
- Choose the appropriate options.



## Apply the Styles

**Styles** are a set of existing formats that you can apply to text. To use Quick Styles:

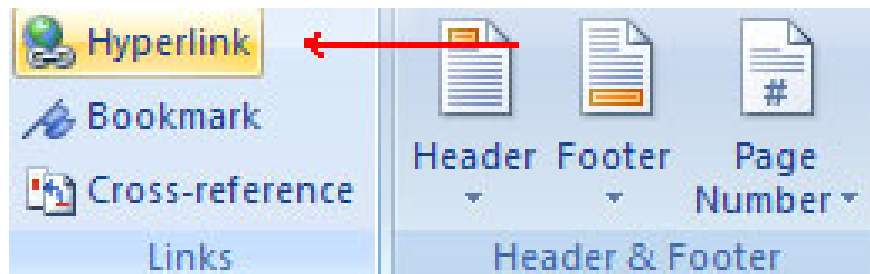
- Select the text you want to format.
- Click the bottom button on the Styles group of the Home tab.
- Choose the style you want to apply.



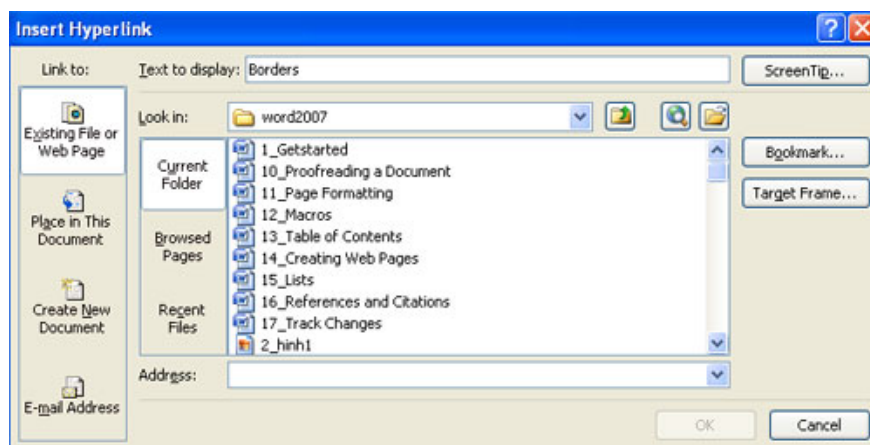
## Create links

Creating links in a word document allows you to set a URL that readers can click on to visit a website. Subject to insert link:

- Select the **Insert** tab , click the **Hyperlink** button on the **Links** group.



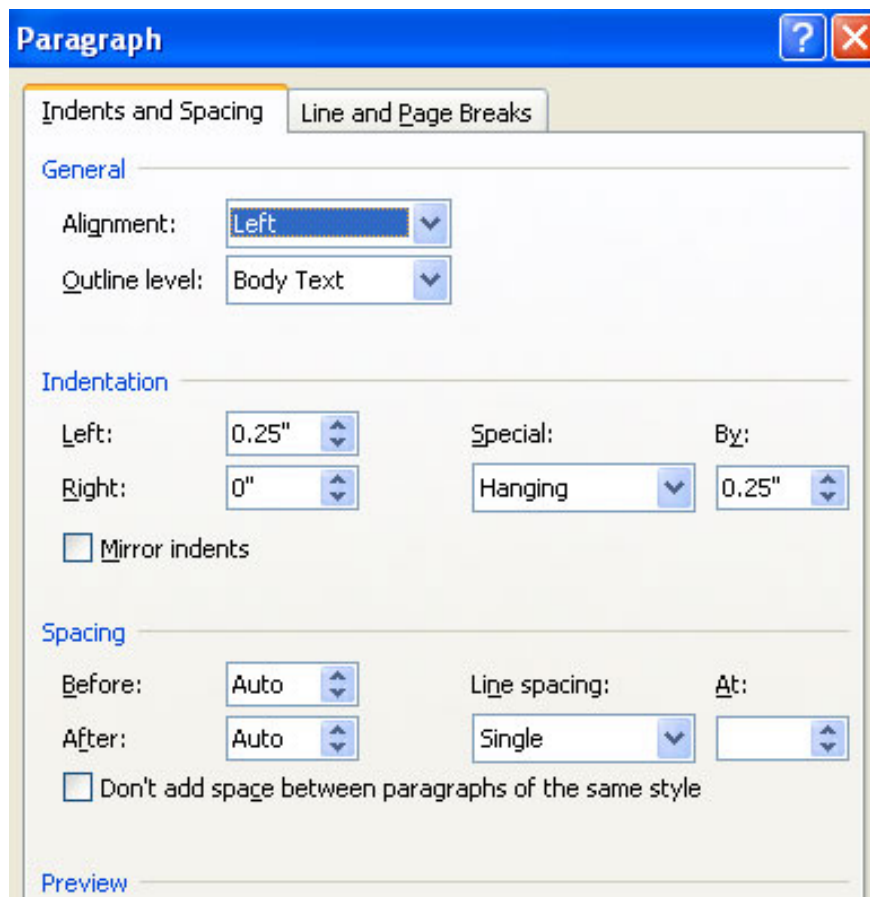
- Enter the text in the 'Text to Display' section and the web address in the 'Address' section.



## Change the distance between paragraphs and lines

You can change the spacing between lines and paragraphs by following:

- Select the segment or segments you want to change.
- On the Home tab, click the **Paragraph** dialog box.
- Select the **Indents and Spacing** tab .
- In the **Spacing** section, adjust the distance accordingly.



Next article: MS Word - Lesson 7: Styles

You finished reading the article "**MS Word - Lesson 6: Format the text**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.