



This is “Microsoft Word Techniques”, chapter 18 from the book [Designing Business Information Systems: Apps, Websites, and More \(index.html\)](#) (v. 1.0).

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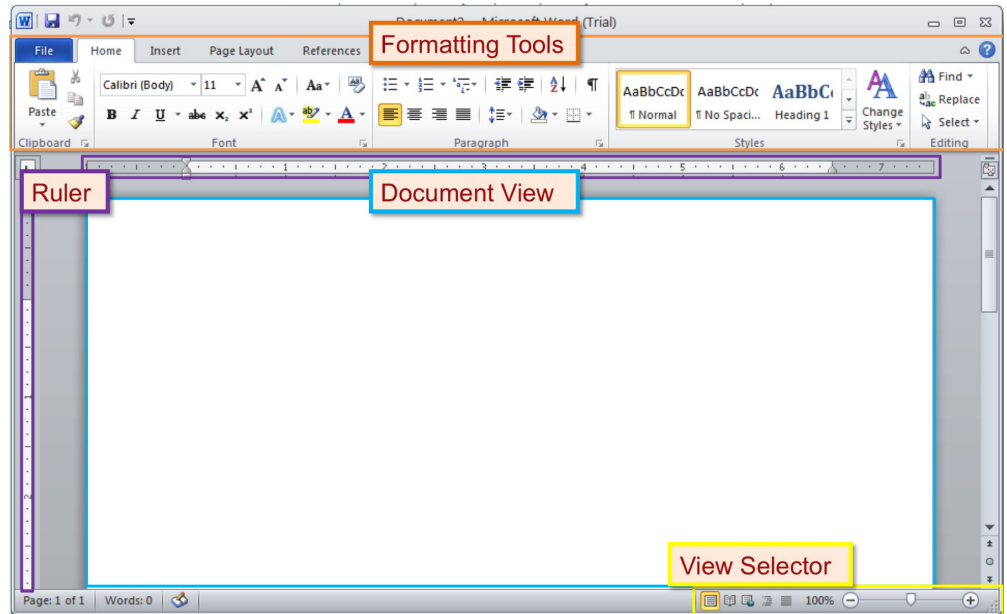
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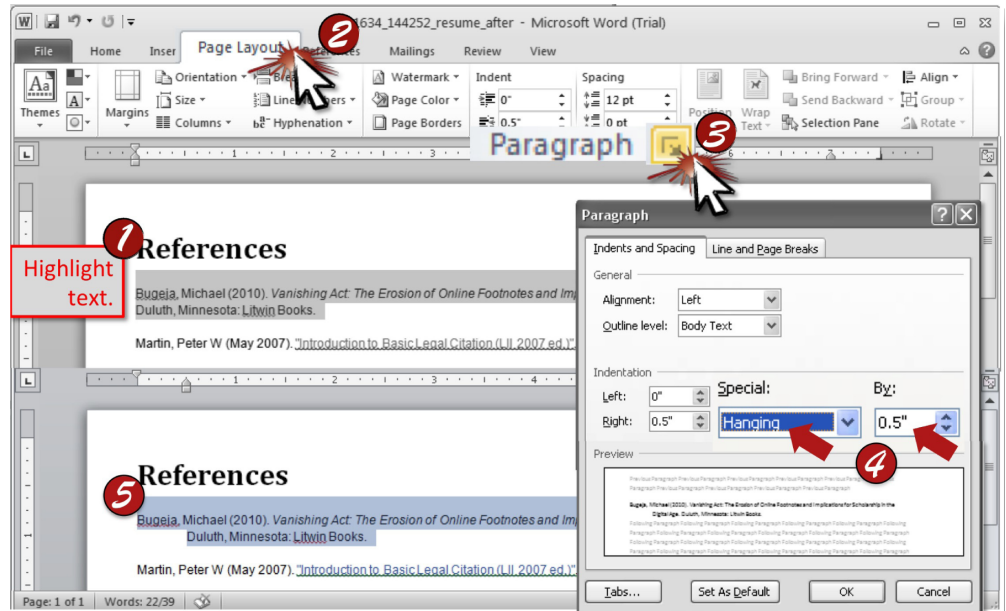
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Chapter 18

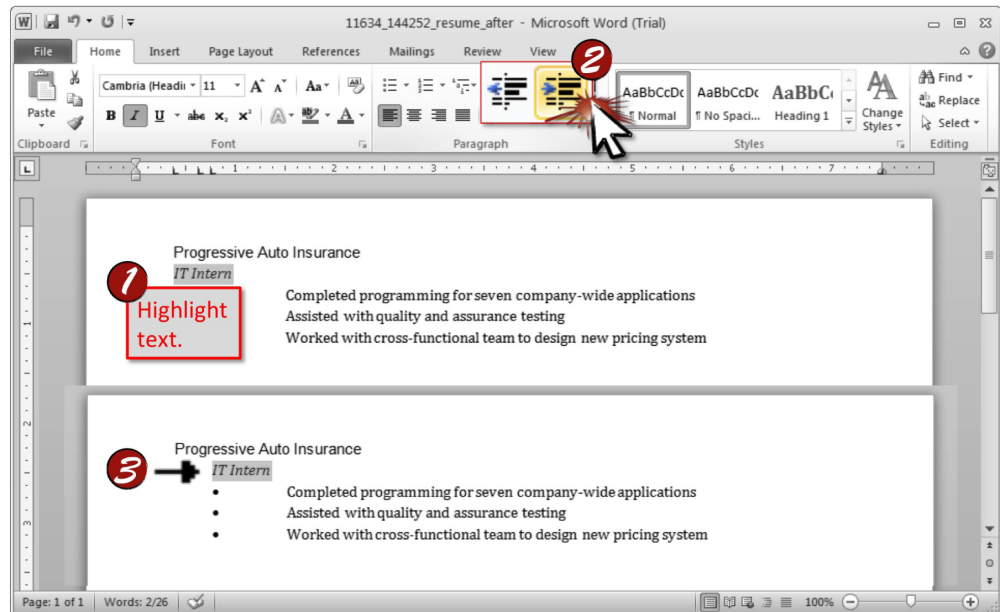
Microsoft Word Techniques



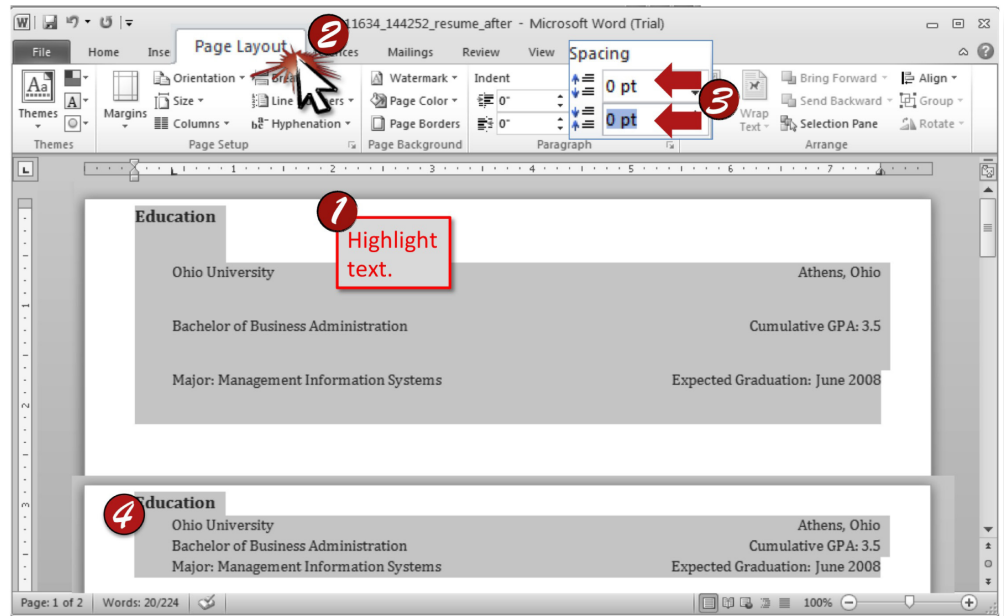
Overview Map of Interface—Reference this map to navigate the Word interface.



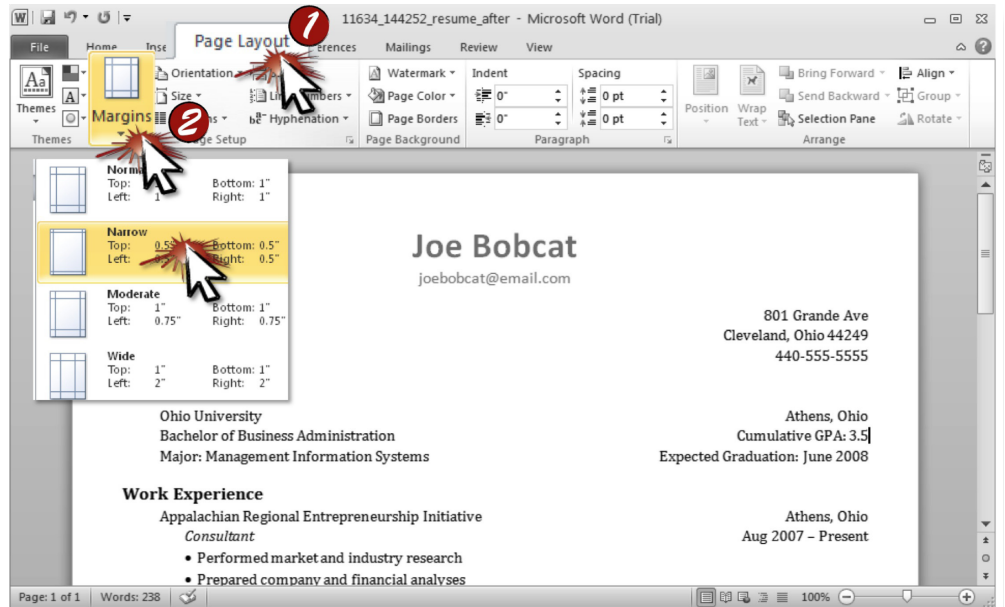
Hanging Indent—Make the first line extend to the left-hand margin, while the following lines of the entry are indented. Hanging indents are often used in the Bibliography section.



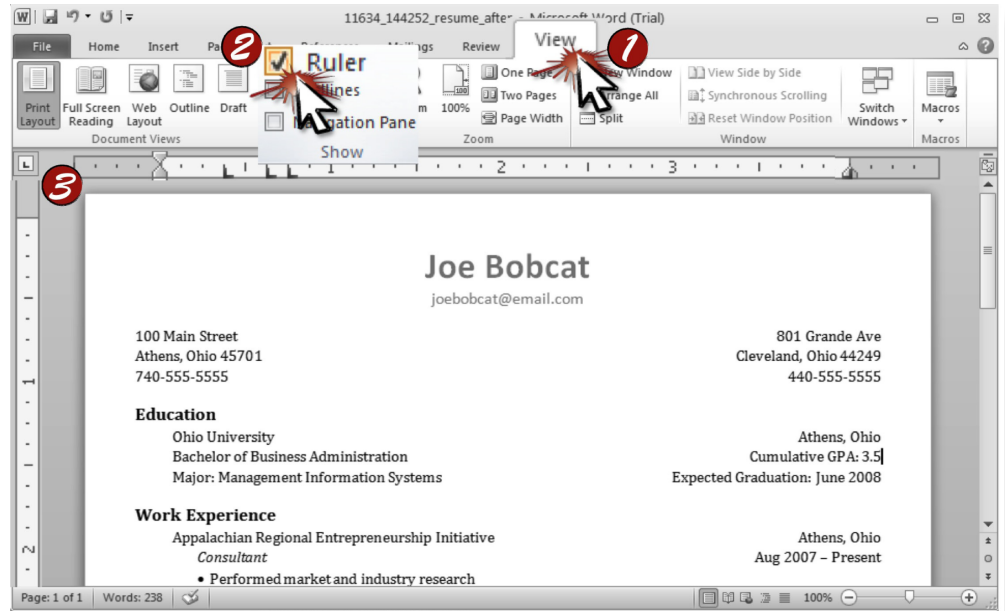
Increase/Decrease Indent—Use this to move a line of text to the next tab stop to the right. Decrease the indent and move the line to the next tab stop to the left.



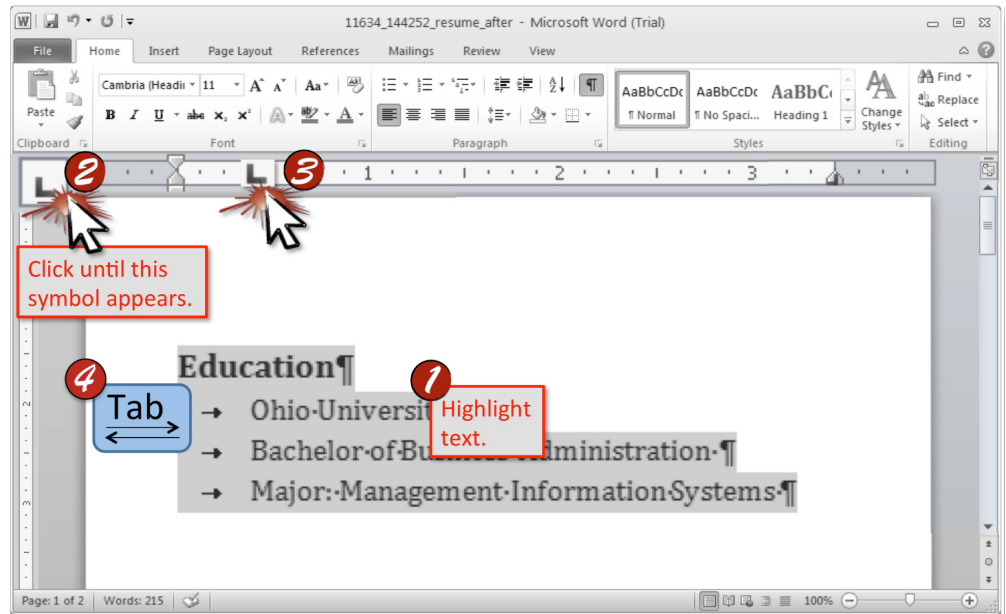
Line Spacing—Adjust the amount of space between lines of text in a document. Use spacing settings to enhance the proximity and cohesiveness of your text.



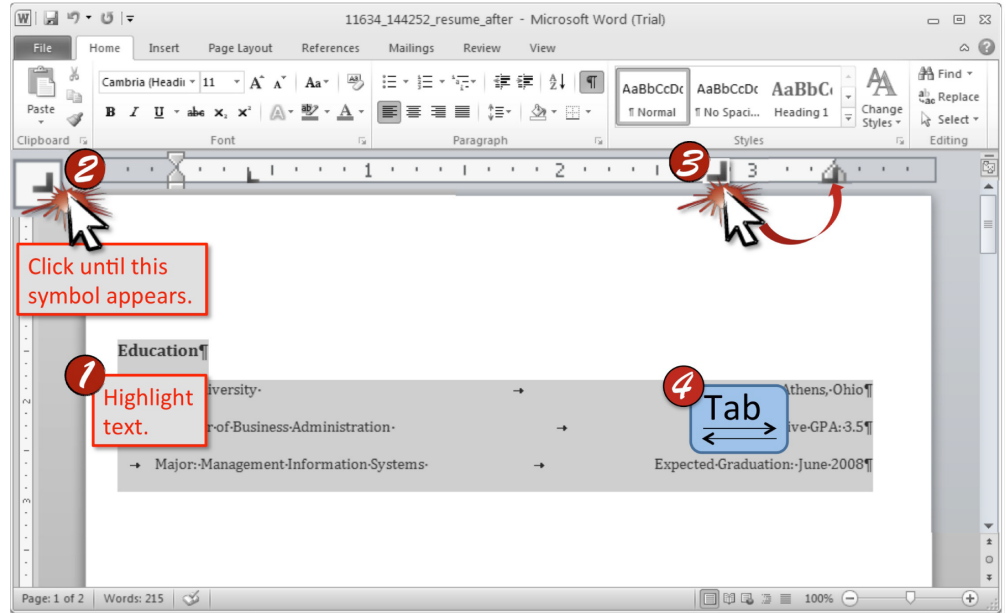
Margins—Adjust the amount of white space around the edge of the document. Margins may need to be adjusted depending on the amount of text you are trying to fit on one page.



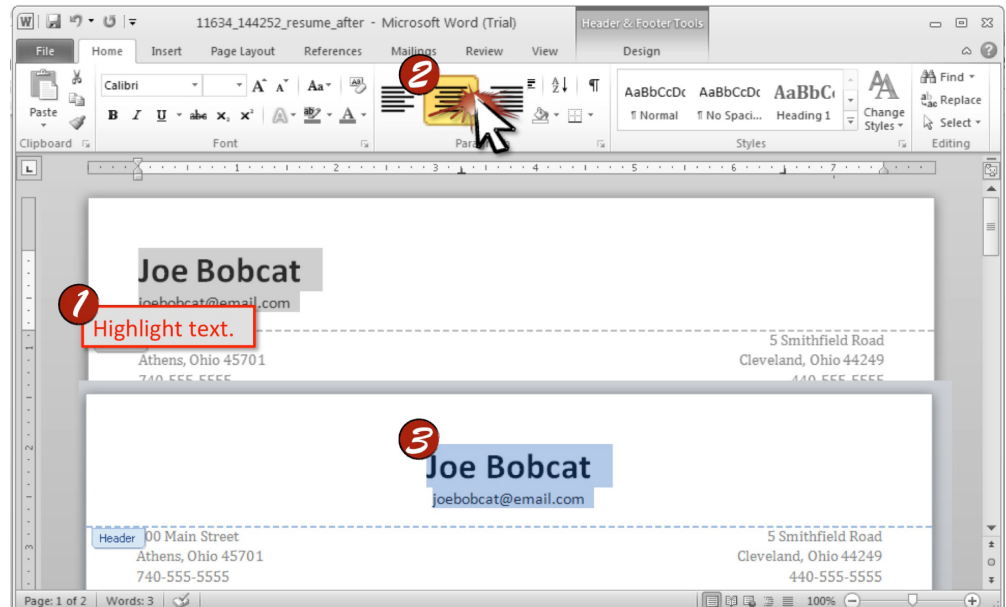
Ruler—Use this tool to see the measurements of the pages in your document. By making the ruler visible, it can help you set tabs and see page margins.



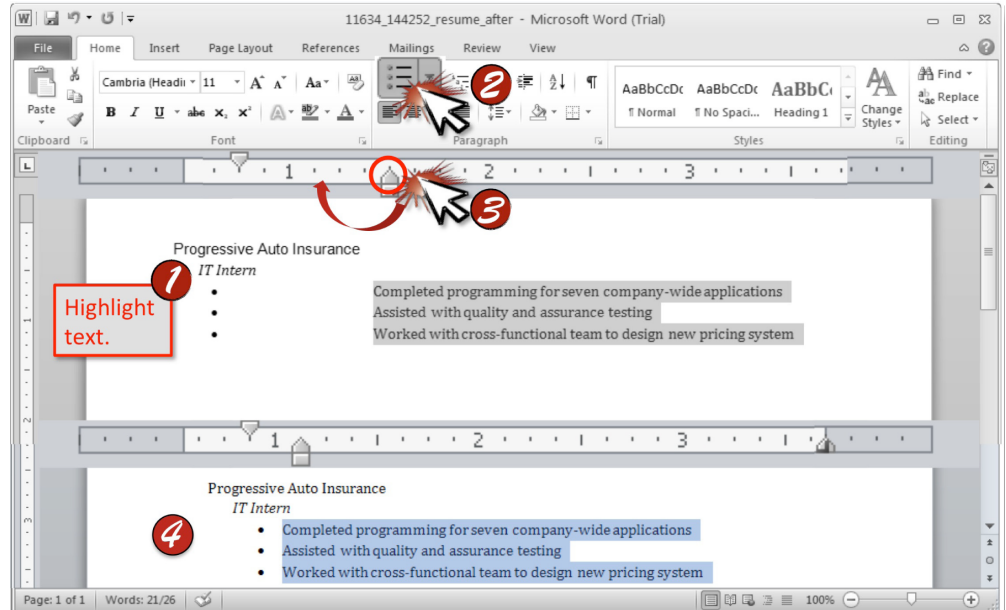
Tab-Left—Place a left stop to align text in a document. Once your tab is in place, pressing the Tab key will cause text to reposition to the designated tab stop.



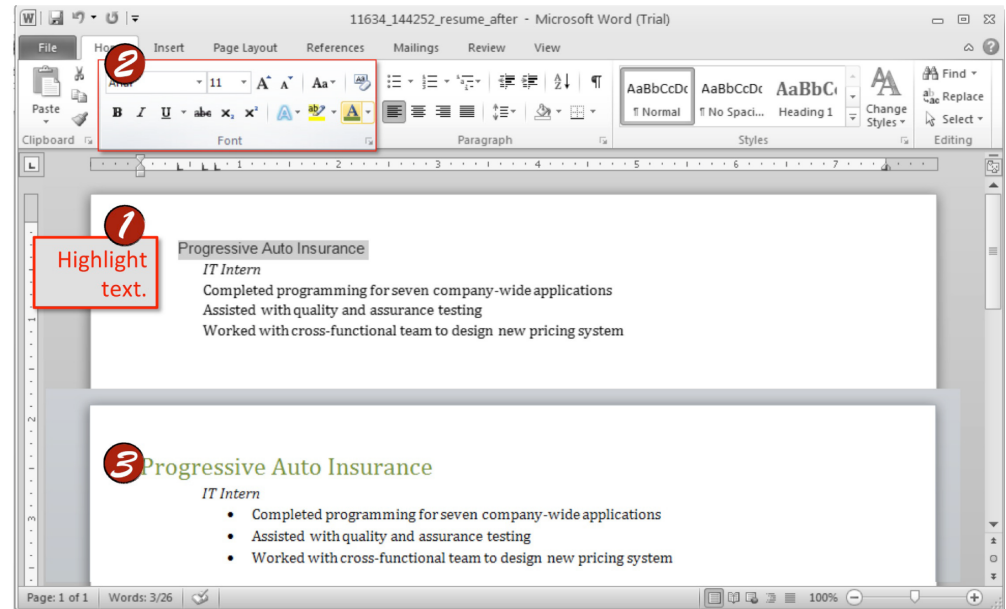
Tab-Right—Place a right tab stop to align text to the right side of a document. Once your tab is in place, pressing the Tab key will cause text to reposition to the designated tab stop.



Text-Align—Line up your text to give your document clean edges and a professional look. This feature gives you the option to align your text to the left, right, center, or justified on the page.



Text-Bullet—Format your text into a list layout. Bullets can be used to organize your thoughts by bringing attention to the list of points.



Text-Format—Customize the feel of your text by adjusting the size, color, and font style. Formatting text can be helpful in creating an effective document, but can become distracting if over-used or used incorrectly.