



Rule with Rulers and Tabs

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
Using Microsoft Word XP®

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Microsoft Word is part of the Office XP suite of programs. This guide continues on the skills covered in the Word Processing Basics guide, is for Word XP for the PC, and provides a step-by-step tutorial on how to use the ruler and formatting techniques to create lines, lists, templates, forms, and tests. Understanding the ruler, margins, and tabs is crucial if you want to create professional looking documents that use other features such as columns and tables that are covered in other Guides and activities.



Tip!

Select the New File  on the Standard Toolbar or Blank document on Task Pane. Clicking on either automatically opens a new blank document.



Check it out!

Not sure of some of the skills under the Quick Basic Review, refer to the Word Processing Basics guide.



Reference!

Work in **Print Layout** view so you can see the margins, headers, footers, and how your work will flow from page to page. Use **Normal** view when you want to quickly scroll through lots of pages.

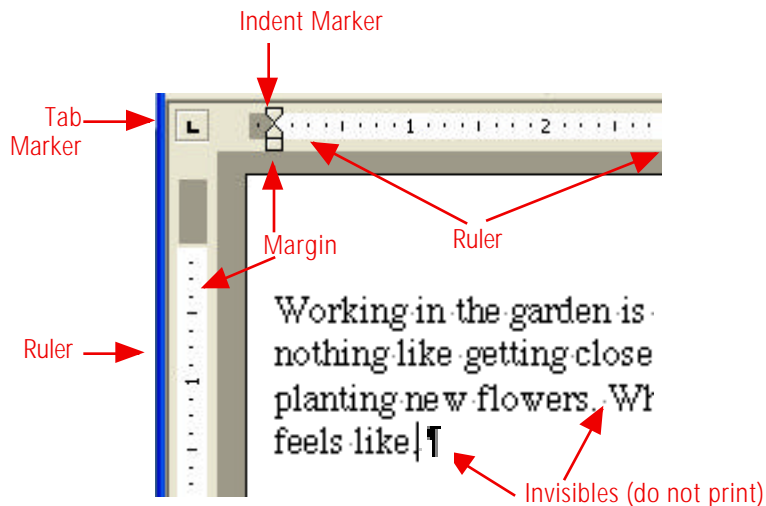
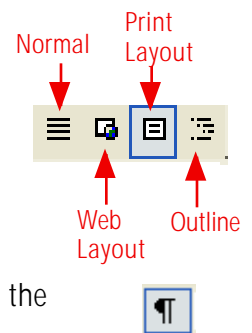


Alert!

Do not press **Enter** at the end of the line, only at the end of a title or paragraph. The computer is not a typewriter!

Quick Basic Review

1. Open Word and start a New Document.
2. Make sure you are in **Print Layout** View.
3. Have the Standard and Formatting toolbars at the top.
4. Type 3-4 sentences about one of your favorite places or hobbies.
5. It is important to have the invisibles showing to do the activities in this guide. Show Invisibles.



Move First Line Indent

1. If rulers do not show, go to the **View** menu to Rulers. A check by rulers assures that the rulers are showing.
2. Take the top triangle of the Indent Marker (First-line indent) and move it to the right to .25". As you move it, check your text and what happens to the first line.



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nothing like g