



Rule with Rulers and Tabs

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using Microsoft Word X®

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Microsoft Word is part of the Office suite of programs. This guide continues on the skills covered in the Word Processing Basics guide. This guide provides a step-by-step tutorial on how to use the ruler and formatting techniques to create templates, forms, and tests. By the end of this guide, you will understand the ruler, margins, and tabs so you will be able to create professional looking documents.



Tip!

Select the New File on the Standard Toolbar. Clicking on this automatically opens a 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 **Page 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.

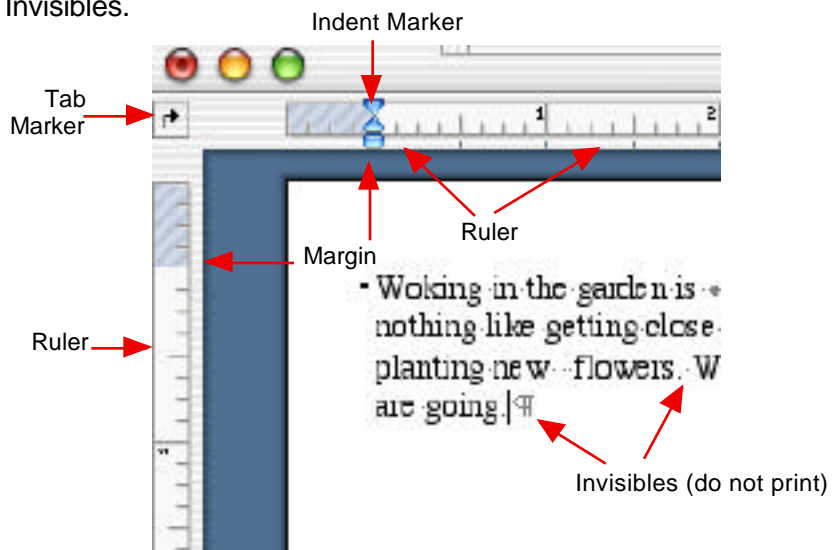
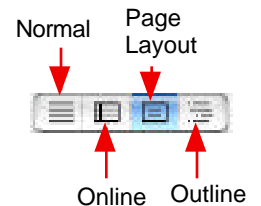


Alert!

Do not press **Return** 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 **Page 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 *Ruler*. 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.

