

Course Name : O Level(B3,B4-1st sem.)
Topic : Paragraph Formatting

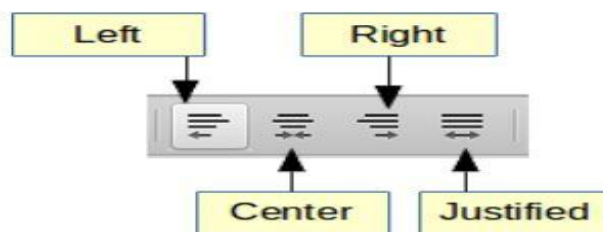
Subject : ITT&NB
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Paragraph formatting

- Paragraph formatting refers to formatting that is paragraph-specific. That is, rather than affecting individual words or sentences, it affects the entire paragraph.
- Common paragraph formatting includes alignment, indents and spacing. We can also create bulleted or numbered lists, and add borders or shading.

Paragraph alignment: A paragraph can be aligned horizontally left, center, right or justified left and right.

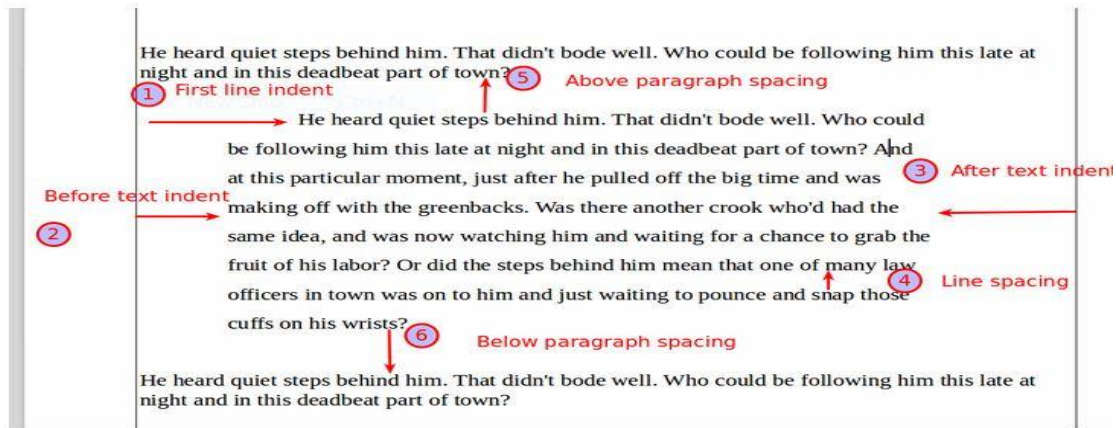
To align a paragraph use the following buttons found in Formatting Toolbar.



Indents and spacing

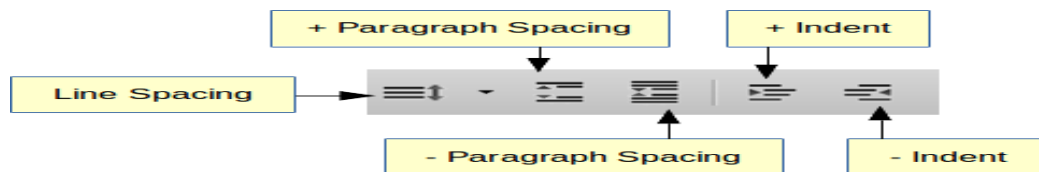
Paragraph **indent** is the spacing between a paragraph and the left or right margins of the page. Paragraph **spacing** refers to the white space between paragraphs or other objects such as graphics or tables. **Line spacing** is the space between lines of a paragraph.

The following image shows the indent and spacing properties of a paragraph alignment:



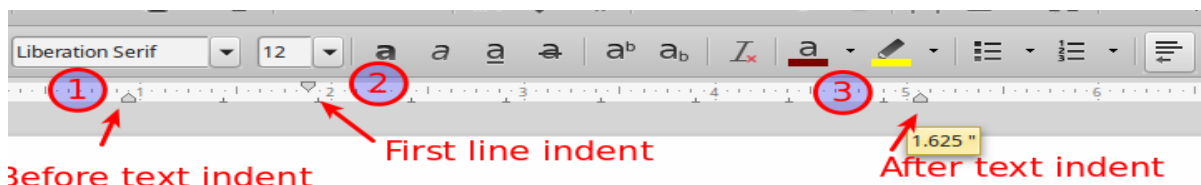
Set indents and spacing

We can quickly indent a paragraph or change spacing with the buttons in Formatting Toolbar:



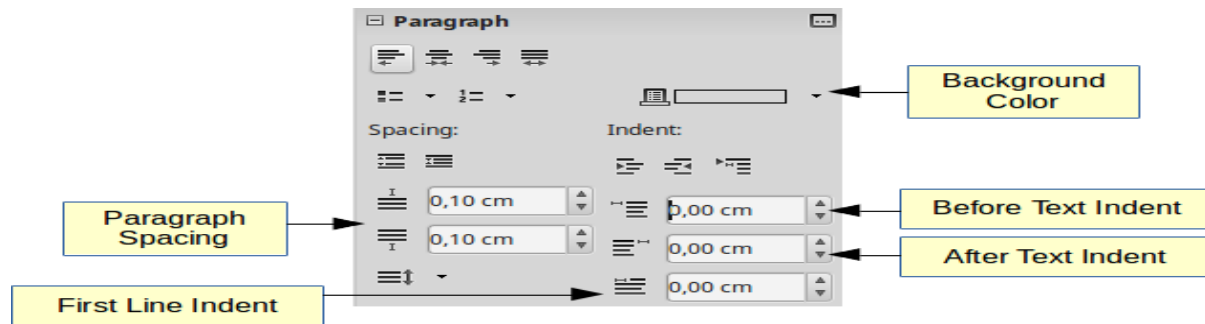
Using the sliders

A more practical way to change indents it to use the three **sliders** (triangles) in the horizontal ruler to indent a paragraph.



Using the Sidebar

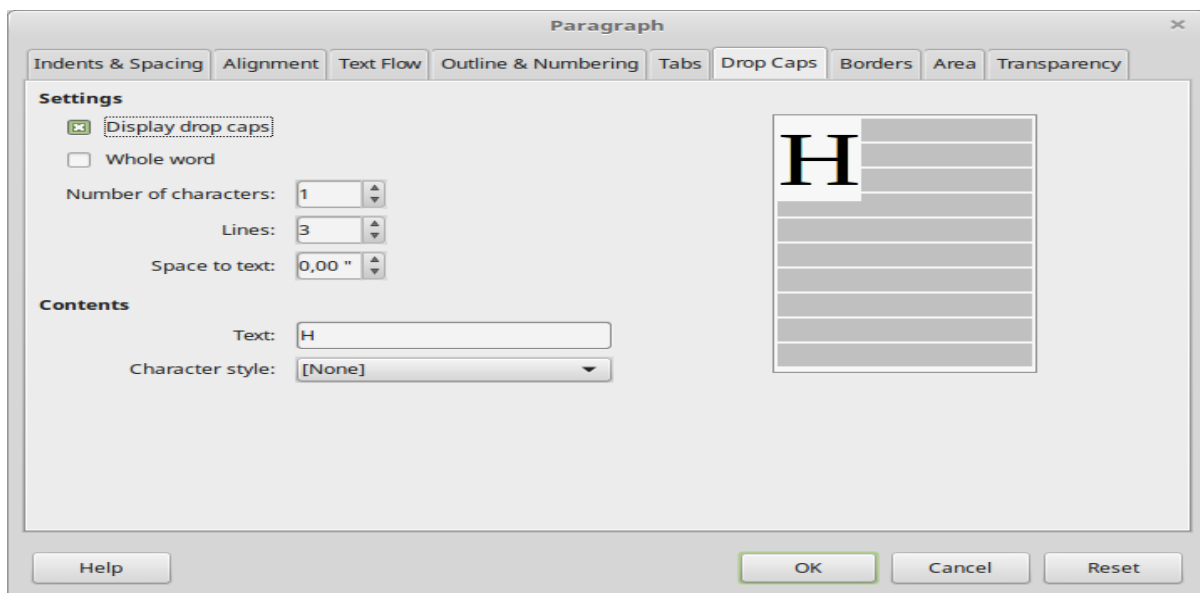
We can use the Sidebar Paragraph section in Properties panel to apply all the above commands for paragraph formatting. The sidebar includes some extra command such as Background Color and the ability to type numerical values for setting indents and spacing.



The Paragraph formatting dialog window

Using this window you have access to all Paragraph formatting commands. This includes Borders, Area and Drop Caps.

To open this window click on the  icon in Sidebar or use the *Paragraph...* context menu item.



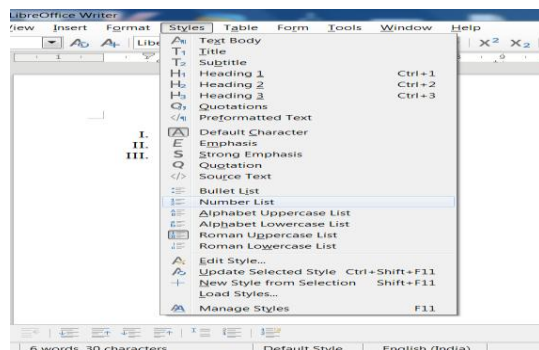
Creating bulleted and numbered lists:

Use paragraph styles for creating bulleted and numbered lists. Writer comes with two sets of paragraph styles for this purpose. These settings come from list styles, which are a different type of style than paragraph styles. Use them together in these ways:

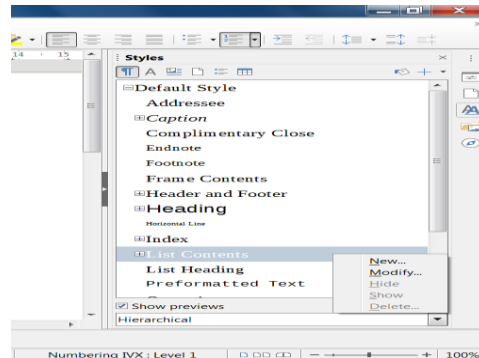
- Use paragraph styles List 1, List 2, List 3, etc. for creating bulleted lists. These styles use list styles List 1, List 2, List 3, etc.

- Use paragraph styles Numbering 1, Numbering 2, Numbering 3, etc, for creating numbered lists. These styles use the list styles called Numbering 1, Numbering 2, etc.

To associate one of these paragraph styles to a list style, go to **Styles → Manage Styles** or click **F11** to open the list of styles. Right click on the paragraph style want to use, then **Modify → Outline & Numbering**. In the Numbering drop-down list, choose the appropriate list style. Paragraph styles such as List 1 Start and List 1 End enable you to adjust specific properties (such as the space between paragraphs) for items at the beginning or end of the list.



OR



Creating lists with direct formatting:

Creating bulleted and numbered lists:

Bullets and numbers can be manually applied in **three** basic ways:

- Use AutoCorrect to auto format text, as described above.
- Use the Bullets and Numbering buttons on the Formatting bar
- Use the Paragraph panel of the Sidebar's Properties deck

Bullets and numbering can be applied to already selected text or they can be applied as we type.

Exercise:

1. Write short notes on paragraph formatting.