# Microsoft Word Exercise Two

Paragraph Formatting

Heading Styles

Read each line CAREFULLY and change the headings(\*) of “Paragraph Formatting” and “Paragraph Justification” in this document into Heading 2 Style. Change all other headings in this document into Heading 3 style.

Borders and Shading

Change the border styles and shading based on it’s sentence.

This border is single lined with yellow shading.

This border is a red zigzag double line with grey shading.

Paragraph and Line Spacing

Set the these paragraphs to have 3 points before and after. This will provide space between paragraphs to allow readers an easier view of new paragraphs. It also helps to indicate a new idea in a document.

Once this is complete, format these two paragraphs into “Double Line Spacing.” This will be used in many research papers. It allows the evaluator to clearly edit your papers without cluttering up the original text.

Paragraph Justification

Justification

Place this sentence justified to the right.

Place this sentence justified to the left.

Place this sentence center justified.

Take this sentence and have it fully justified across the page. It will allow paragraphs to create flush edges on both the right and left sides of the page. This is commonly seen in newspaper columns.

Sorting Lists

Take the following list of names and order them in alphabetical order using a function in MS-Word.

Sally

Bill

John

Teri

Greg

Bulleted or Ordered Lists

Using an MS-Word function, put the above list in to a bulleted list as well as a numbered list below.

## Questions

1. Give three reasons why paragraph styles are used in important documents.
2. What do you notice about your list’s margin setting when it is Bulleted or Ordered? What is the purpose of this?