

MICROSOFT ACCESS 2007 – BOOK 2

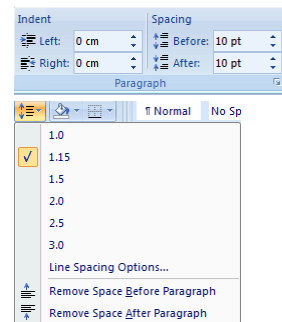
2.3 WORKING WITH PARAGRAPHS

SPACING BETWEEN PARAGRAPHS

Word gives you the option to decide how much space you want to add after a paragraph by using paragraph spacing.

You can set paragraph spacing as follows:

- Click on **Page Layout** tab, **Paragraph** group, **Spacing**.
Or
- **Home** tab, **Paragraph** group, **Line spacing options...**
- Manipulate the space before and after the paragraphs by adjusting **Before** and **After**.



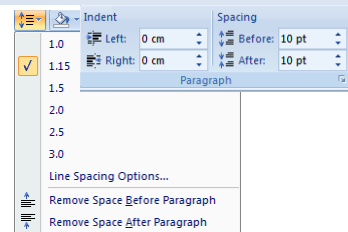
Activity 1 P 125

Activity 2 P 125

Activity 3 P 125

INDENTING PARAGRAPHS

The indenting setting on the **Paragraph** group under **Page Layout** tab can be changed to indent a whole paragraph or use **Home** tab, **Paragraph** group, **Line spacing options...**



The icon on the **Home** tab under **Paragraphs** group can be used to increase or decrease the indenting.

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Activity 5 P 127

Activity 6 P 128

Activity 7 P 128

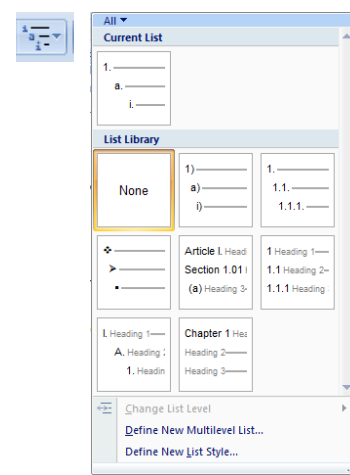
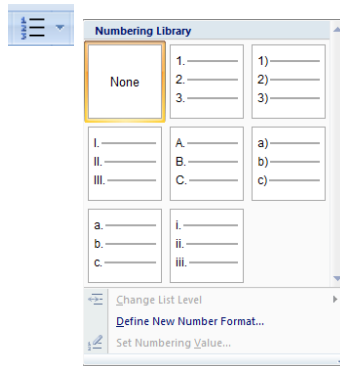
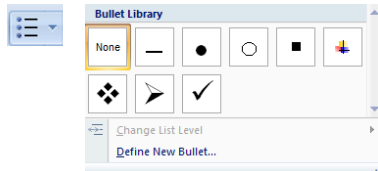
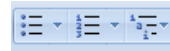


PARAGRAPHS WITH BULLETS OR NUMBERING

SIMPLE BULLETS AND NUMBERING

When you want to change the amount of indentation or change the bullet itself, you proceed as follows:

- **Home** tab, **Paragraph** group, **Bullets and Numbering** icon.
- Click on relevant icon to choose the option you want:



Activity 8 P 130

MORE ADVANCED BULLETS AND NUMBERING

Activity 9 P 132:

Use the **Home** tab, **Paragraph** group, click on the **Multilevel List** icon



Use the Current list or List Library.

Or

Click **Define New Multilevel list...**

Continue as before.

Activity 10 P 133

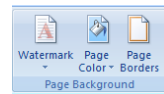
Activity 11 P 134

PARAGRAPH BORDERS

Do the following to draw borders around one or more paragraphs:

Click inside the paragraph or select the paragraph around which you want to place the border.

- **Page Layout** tab, **Page Background** group, **Page Borders**.
- Select your choices on the **Borders** tab.



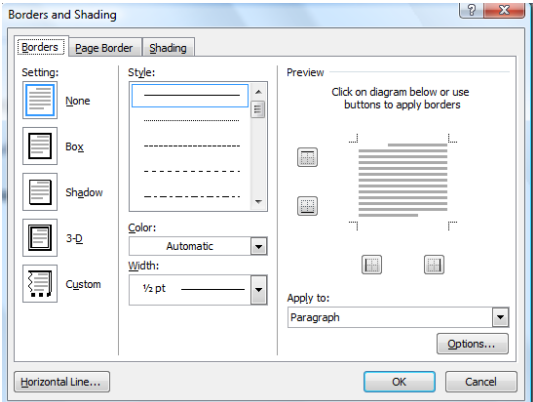
Select the type of border.

Use **None** to remove an existing border.

Change the colour and width.

In the **Preview** box you can specify which sides of the border you want drawn.

Select **Paragraph**.



Or

Home tab, **Paragraph** group, click the **Outside Borders** icon and select the option you want.

[Activity 14 P 139](#)

[Activity 15 P 142](#)

