**Intro To Office 2010 Video Project 8:**

**3 Levels Of Formatting In Word**

1. Formatting Characters (Character Level Formatting)
   1. Font Dialog Box shows most Character Level Formatting
      1. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
   2. Formatting is stored in the characters.
   3. Some Examples: Bold, Font, Font Size
   4. Font Size:
      1. 1 point equal about 1/72 of an inch
      2. Change Font Size 1 point Keyboard = Ctrl + [ (down) or Ctrl + ] (up)
   5. Change Case Keyboard = Shift + F3
2. Formatting Paragraphs (Paragraph Level Formatting)
   1. Paragraph Dialog Box shows most Paragraph Level Formatting (Also Bullets and Numbering)
      1. Paragraph Dialog Box Keyboard = Alt + H + P + G
   2. Formatting is stored in non-printing charter (paragraph mark). If you delete the paragraph mark or “clear the formatting” in the paragraph mark, the paragraph level formatting will go away.
   3. Some examples: Paragraph alignment Center, First Line Indent, Line Spacing, Numbering or bullets.
   4. Paragraph Formatting done to the paragraph affects the whole paragraph – this is why you do not need to highlight a whole paragraph to apply paragraph level formatting.
   5. Paragraph Level Alignment Center Keyboard = Ctrl + E
   6. If you add paragraph level formatting to a paragraph and you hit the Enter key, the formatting carries forward to subsequent paragraphs.
3. Formatting Sections
   1. You must set a section before you can apply section level formatting.
   2. To set a section: Page Layout Ribbon Tab, Page Setup group, Breaks drop-down.
   3. Examples of section level formatting: Margins, Columns, Orientation.
4. NEW Keyboard Shortcuts:
   1. Page Break = Ctrl + Enter
   2. Section Break Next Page = Alt, I, B, N
   3. Section Break Continuous = Alt, I, B, T