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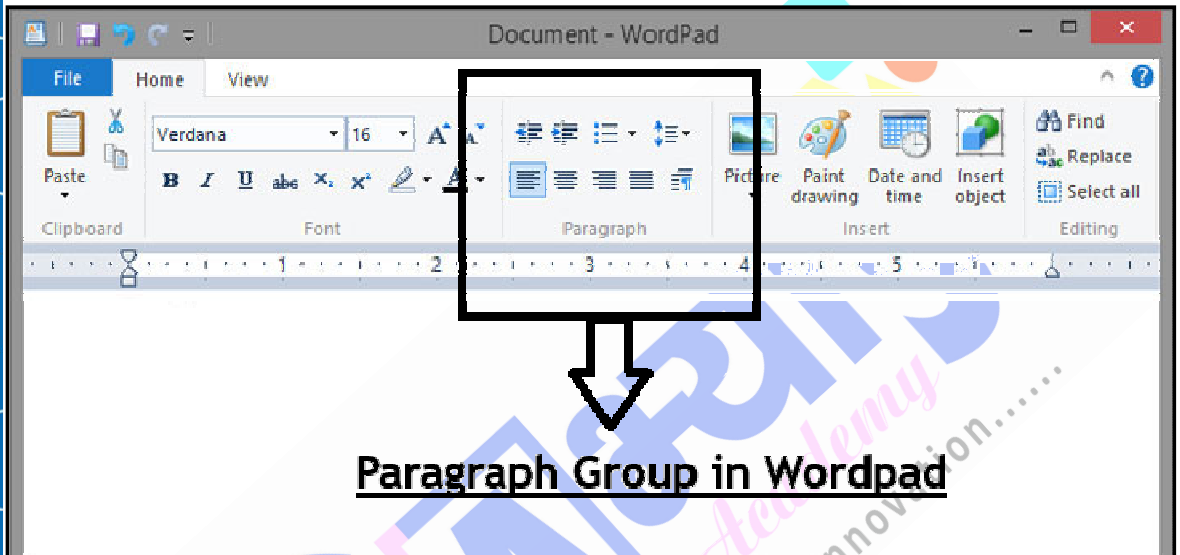
Paragraph Formatting in Wordpad

Wordpad

Module 2 - Paragraph Formatting in Wordpad

Definition

In WordPad, the term "paragraph group" refers to a set of formatting options related to paragraphs that are typically found in the Home tab of the ribbon. This group allows you to format individual paragraphs and control how text is aligned, indented, spaced, and listed.



Paragraph Group in Wordpad

Indentation in Paragraph Group

In WordPad, **indentation** allows you to adjust the positioning of paragraphs relative to the left or right margins, enhancing document structure and readability.

1. Select the Paragraph:

- Highlight the paragraph(s) you wish to adjust.

2. Adjust Indentation:

- To increase indentation, click the "Increase Indent" button (often represented by a right-facing arrow) in the toolbar. It moves the paragraph to the right, creating more space at the beginning of the paragraph.
- To decrease indentation, click the "Decrease Indent" button (represented by a left-facing arrow). It moves the paragraph to the left, reducing the space at the beginning of the paragraph.

Using Keyboard Shortcuts:

- Increase Indent: Press Ctrl + M to move the paragraph further from the left margin.

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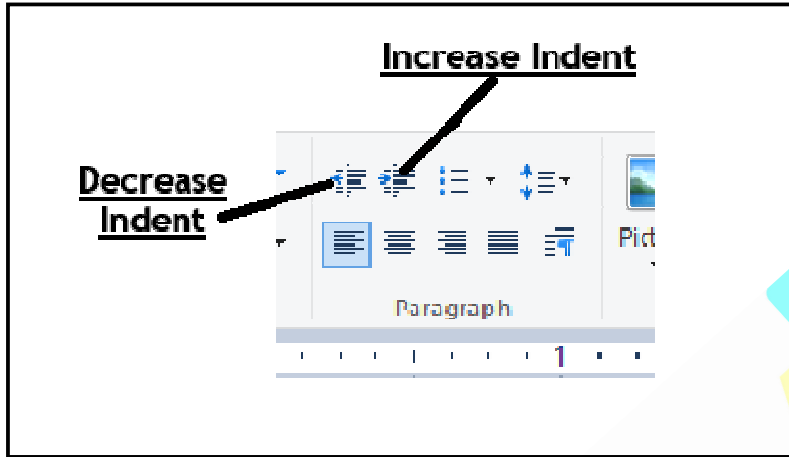
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- **Decrease Indent:** Press Ctrl + Shift + M to move the paragraph closer to the left margin.



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Paragraph Group:

- Left arrow (will move indented, bulleted or numbered text to the left of the page).
- Right arrow (will move indented, bulleted or numbered text to the right of the page).
- Three dots (bullet and numbered points. Press the down arrow beside the bullets to see other options).
- Double headed arrows and lines (sets line spacing and indents).

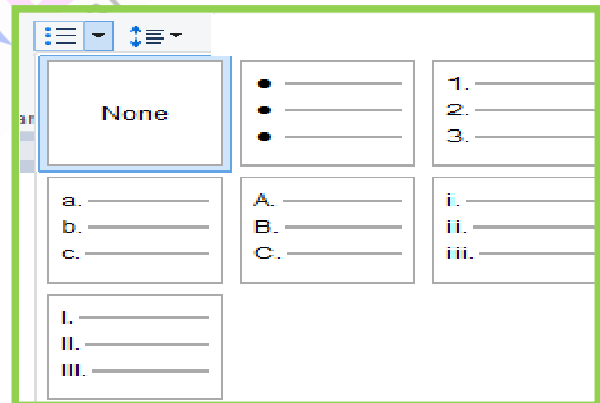
Bullets and Numbering in Wordpad

Bullets are graphical symbols used to list items or points in a concise and organized manner.

Creating a Bulleted List:

Insert Bullets:

- Place the cursor where you want to start the list.
- Navigate to the "Home" tab.
- In the "Paragraph" group, click on the "Bullets" button.



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Add List Items:

- Type your first item and press Enter. A new bullet point will appear on the next line.
- Repeat this process for each subsequent item.

End the List:

- To conclude the bulleted list, press Enter twice.

Creating a Numbered List:

Insert Numbering:

- Place the cursor where you want to start the list.
- Go to the "Home" tab.
- In the "Paragraph" group, click on the "Numbering" button (represented by "1, 2, 3").

Add List Items:

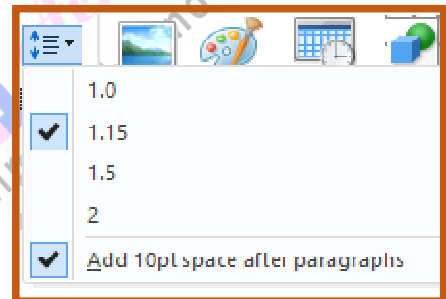
- Type your first item and press Enter. The next number in sequence will appear on the following line.
- Continue this process for each item.

End the List:

- Press Enter twice to exit the numbered list format.

Line and Paragraph Spacing

In WordPad, line spacing refers to the amount of vertical space between lines of text within a paragraph, while paragraph spacing refers to the space before and after a paragraph.



Adjusting Line Spacing:

Select Text:

- Highlight the text you wish to format. To apply changes to the entire document, press Ctrl + A to select all content.

Access Line Spacing Options:

- Navigate to the "Home" tab.
- In the "Paragraph" group, locate the line spacing button, which displays lines with arrows indicating spacing.

Set Desired Spacing:

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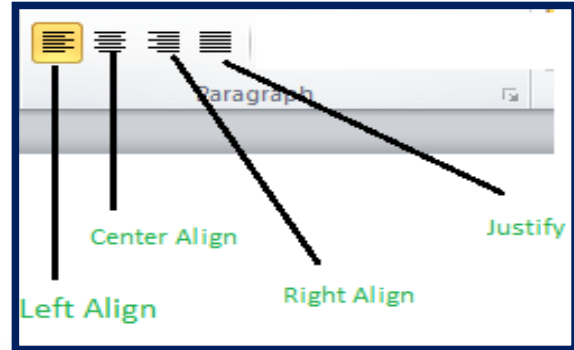
- Click the line spacing button to reveal spacing options:
- 1.0: Single spacing
- 1.15: Slightly increased spacing
- 1.5: One and a half spacing
- 2.0: Double spacing

Select your preferred spacing

Alignment in Wordpad

In WordPad, alignment refers to how text is positioned within a paragraph.

You can align text to the left, center, right, or justify it to spread evenly across the page.



- **Left alignment** is the text alignment where the text is positioned flush with the left margin, with uneven spacing on the right. This is the default Alignment in Wordpad.
- **Right alignment** is the text alignment where the text is positioned flush with the right margin, with uneven spacing on the left.
- **Center alignment** is the text alignment where the text is evenly spaced on both sides, positioned in the middle of the line or page.
- **Justify alignment** is the text alignment where the text is stretched to fit both the left and right margins, creating even spacing between words.

Shortcuts of using Alignment

- Left - Ctrl+L
- Right - Ctrl+R
- Center - Ctrl+E
- Justify - Ctrl+J

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Paragraph Formatting in Wordpad

Paragraph dialog box in Wordpad

In WordPad, the Paragraph dialog box offers advanced formatting options to customize the appearance of your text. Here's how to access and utilize this feature:

Accessing the Paragraph Dialog Box:

Select the Text:

- Highlight the paragraph(s) you wish to format.

Open the Paragraph Dialog Box:

- Navigate to the "Home" tab.
- In the "Paragraph" group, click on the small arrow at the bottom-right corner. This will open the Paragraph dialog box.

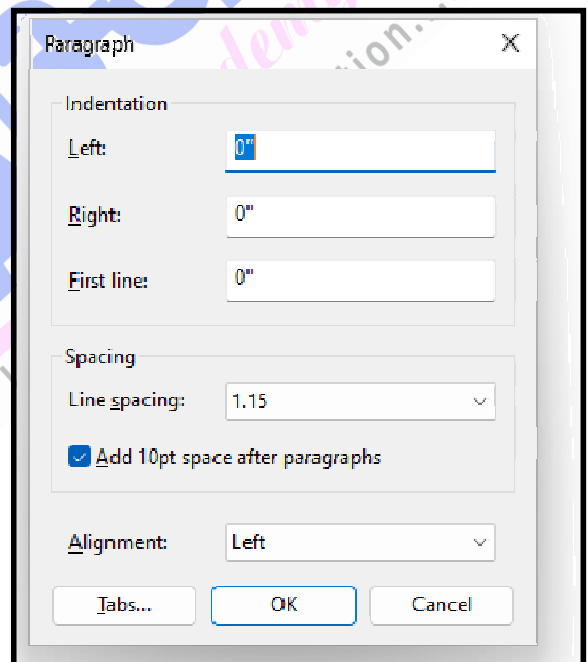
Features of the Paragraph Dialog Box:

Indentation:

- Left and Right Indent: Adjusts the space between the paragraph and the left or right margin.
- Special Indent: Choose between First Line (indents the first line of the paragraph) or Hanging (indents all lines except the first).

Spacing:

- Before and After: Sets the amount of space before or after the paragraph.
- Line Spacing: Options include Single, 1.5 lines, Double, etc., determining the space between lines within the paragraph.



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Paragraph Formatting in Wordpad

Make this assignment using Paragraph Group in Wordpad and save file with the name "Human Resources"

Paragraph 1: Font colour = Red, Font Size = 14 and Alignment = Left

Human resources (HR) refers to the department or function within an organization responsible for managing employees, including recruitment, training, performance management, compensation, benefits, and ensuring compliance with labor laws. HR plays a crucial role in fostering a positive workplace culture, developing employee skills, addressing concerns, and promoting overall organizational growth. Effective HR practices help to retain top talent, improve employee satisfaction, and drive productivity, making HR an essential component of any business or institution.

Paragraph 2: Font colour = Blue, Font Size = 19 and Alignment = Justify

Human resources (HR) is a vital department in any organization, overseeing the recruitment, development, and well-being of employees. HR professionals are responsible for creating a strategic approach to talent management, ensuring that the company attracts and retains skilled individuals who align with its goals. They manage employee relations, handle conflict resolution, enforce policies, and help cultivate a work environment that fosters creativity, collaboration, and inclusion.

Make this Following Assignment By Using Bullets and Numbering:

Human Resources: An Overview

1. Introduction to Human Resources

Human Resources (HR) is a department that focuses on managing people within an organization. HR ensures that employees are effectively recruited, trained, and supported to achieve their potential and meet the organization's goals.

2. Key Responsibilities of HR

HR plays an integral role in the success of any business. Its responsibilities include:

- **Recruitment:** Finding and hiring the right candidates.
- **Employee Training and Development:** Equipping employees with the necessary skills.
- **Performance Management:** Evaluating and improving employee performance.
- **Compensation and Benefits:** Managing salaries, bonuses, and employee perks.
- **Employee Relations:** Maintaining a positive work environment.

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