

# Microsoft Word 2007: Level 1 of 3



## Lesson 4: Creating a Simple Report

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# Understanding Report Formats

First line indented

Body text is double-spaced

Double-space between quotes

**COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY**

Our society has changed from a manufacturing-oriented society to an information society. Those with access to capital had power in the early 1900s. In the twenty-first century, however, power will come from access to information. The amount of worldwide information is growing at a rapid pace. Computer technology is responsible for much of this growth, but it can also help us manage the information.

Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.

The Internet and other information resources provide access to a global database of information.

Computer skills can often simplify ones personal life. Computers can be used to entertain, to manage finances, and to provide stimulating learning exercises for children.

Using computers can provide a sense of accomplishment. Many people suffer from "computerphobia." Learning to use computers often creates a feeling of connection with the information age.

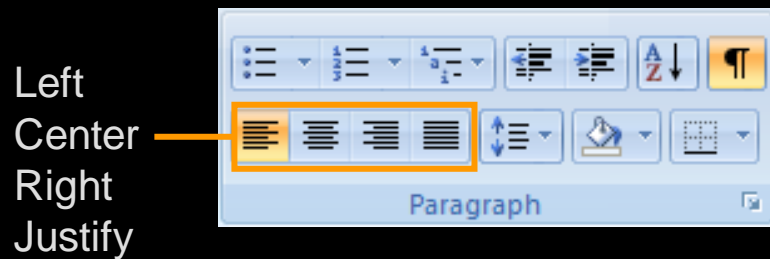
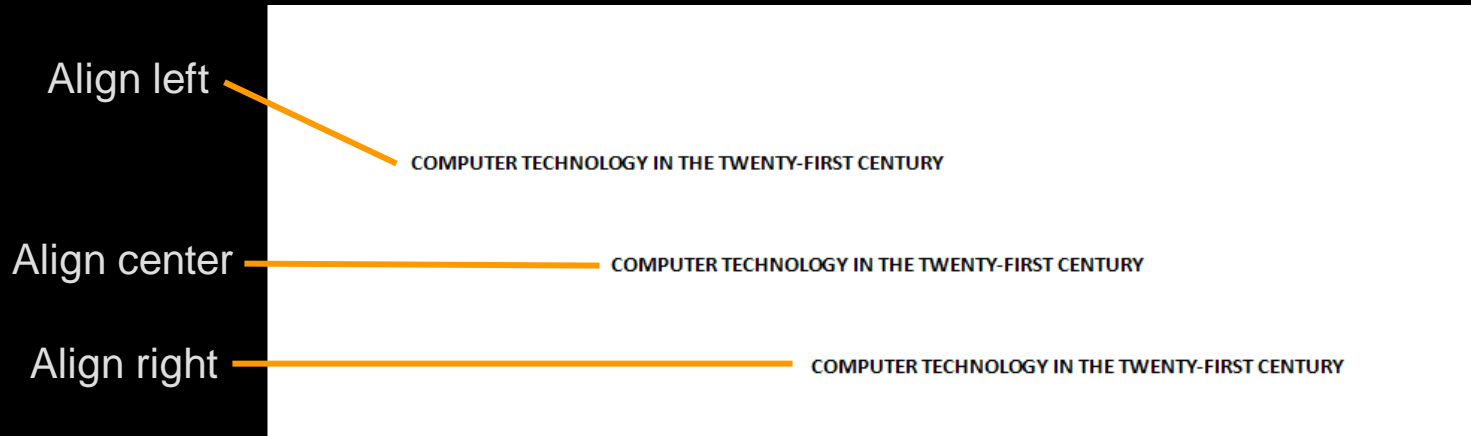
Begin title 2" down from top of page


Title is UPPERCASE, centered, and **bold**

Quotes are single-spaced and indented about 1" from left

# Using Paragraph Formats

## ■ Setting paragraph alignment



**TIP**  *Character formatting: Select the entire block of text you want to format. Paragraph formatting: Simply click in the paragraph to select it.*

# Using Paragraph Formats

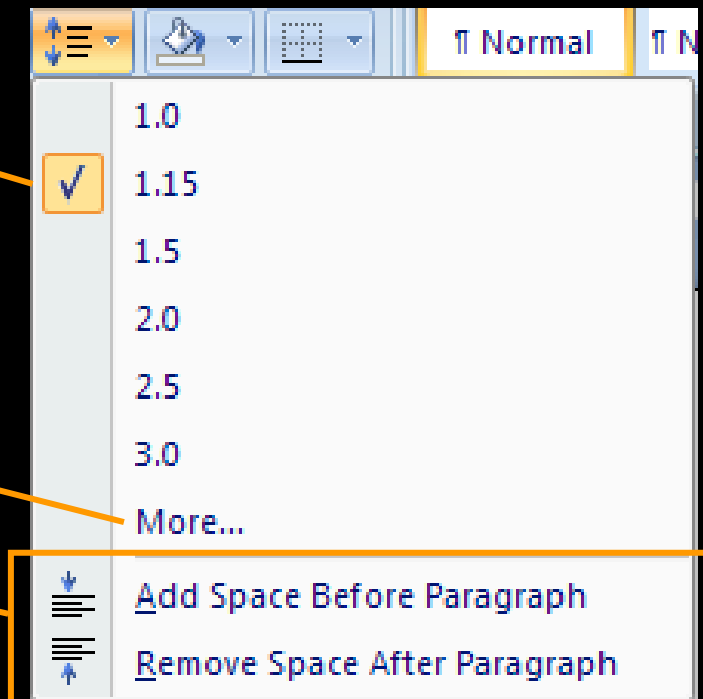
- Setting line spacing



Word's new default line spacing

Open the Paragraph dialog box, where you can also set line spacing

Toggle between adding and removing space before and after paragraphs



# Indenting Text from the Left



Decrease indent



Increase indent

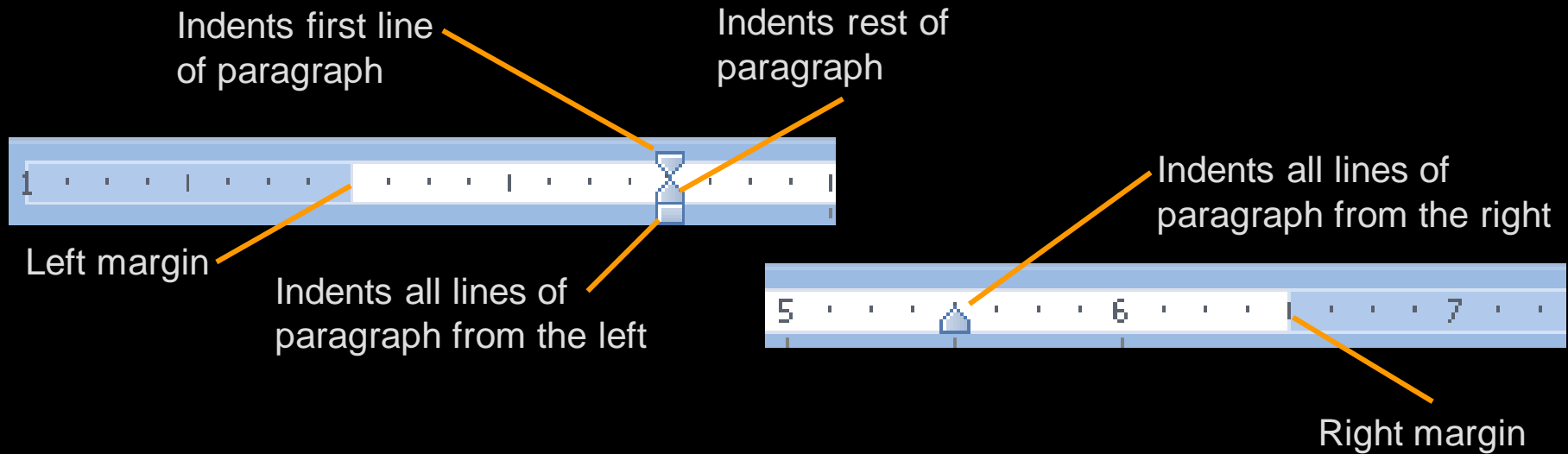
Left margin

1/2-inch indent

To laugh often and much; to win the respect of intelligent people and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition; to know even one life has breathed easier because you have lived. This is to have succeeded.



# Setting Indents on the Ruler



Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.

The Internet and other information resources provide access to a global database of information.



# Setting Tabs with the Ruler

Choose the type of tab

Click the ruler to set the tab



Center Tab

THE INTERNET

Heading is centered  
by the center tab



# Modifying Tabs with the Ruler

Reposition tab by dragging it

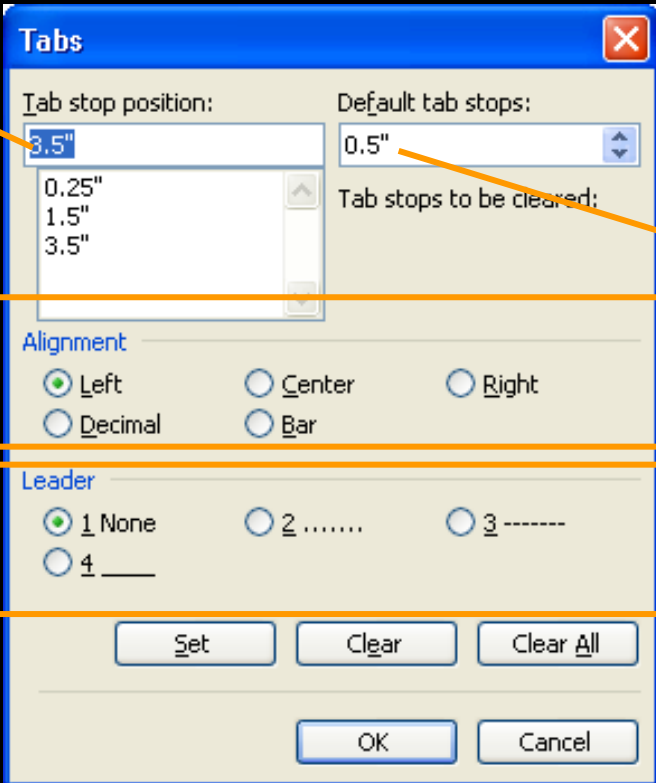
Delete tab by dragging it off the ruler

Select the table before modifying tabs

Year	Event
1969	ARPAnet
1970s	Backbone is built



# Using the Tabs Dialog Box



The image shows a screenshot of the 'Tabs' dialog box in a software application. The dialog box has a blue title bar with the text 'Tabs' and a close button. It contains several sections: 'Tab stop position:' with a text input field containing '3.5\" and a list box below it containing '0.25\"', '1.5\"', and '3.5\"'; 'Default tab stops:' with a spin box containing '0.5\" and a 'Tab stops to be cleared:' section; 'Alignment' with radio buttons for 'Left' (selected), 'Center', 'Right', 'Decimal', and 'Bar'; and 'Leader' with radio buttons for '1 None' (selected), '2 .....', '3 -----', and '4 \_\_\_\_'. At the bottom are buttons for 'Set', 'Clear', 'Clear All', 'OK', and 'Cancel'. Annotations with orange arrows point to various elements: 'Type a precise tab position' points to the '3.5\" input field; 'Specify alignment' points to the 'Alignment' section; 'Choose a leader style' points to the 'Leader' section; and 'Modify default tabs' points to the 'Default tab stops:' spin box.

Type a precise tab position

Specify alignment

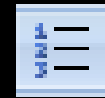
Choose a leader style

Modify default tabs


# Using Bullets and Numbering




- Google
- AllTheWeb
- Yahoo
- Dogpile
- Ask
- Vivisimo



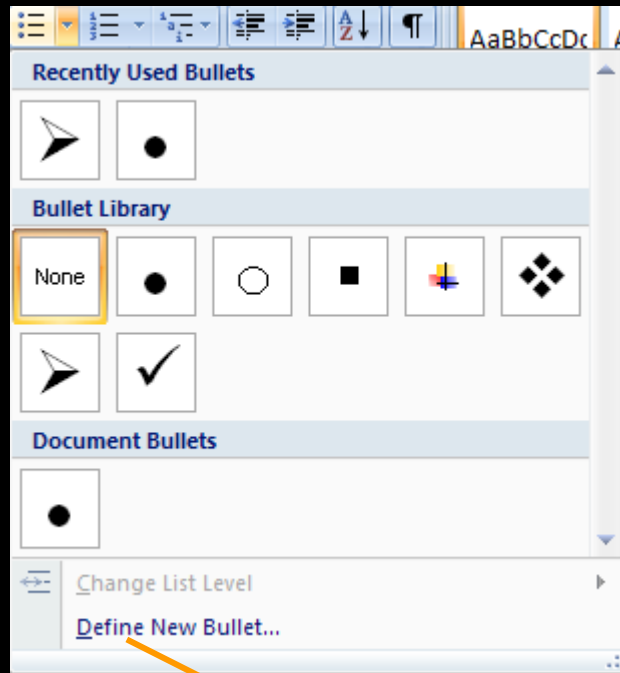
1. Universal Access
2. Semantic Web
3. Trust
4. Interoperability
5. Evolvability
6. Decentralization
7. Cooler Multimedia!

**TIP**  Tap Enter to generate a new bullet or number.  
Tap Enter twice to turn off bullets or numbering.

**TIP**  Tap Shift + Enter to move the cursor to the next line without creating a bullet.

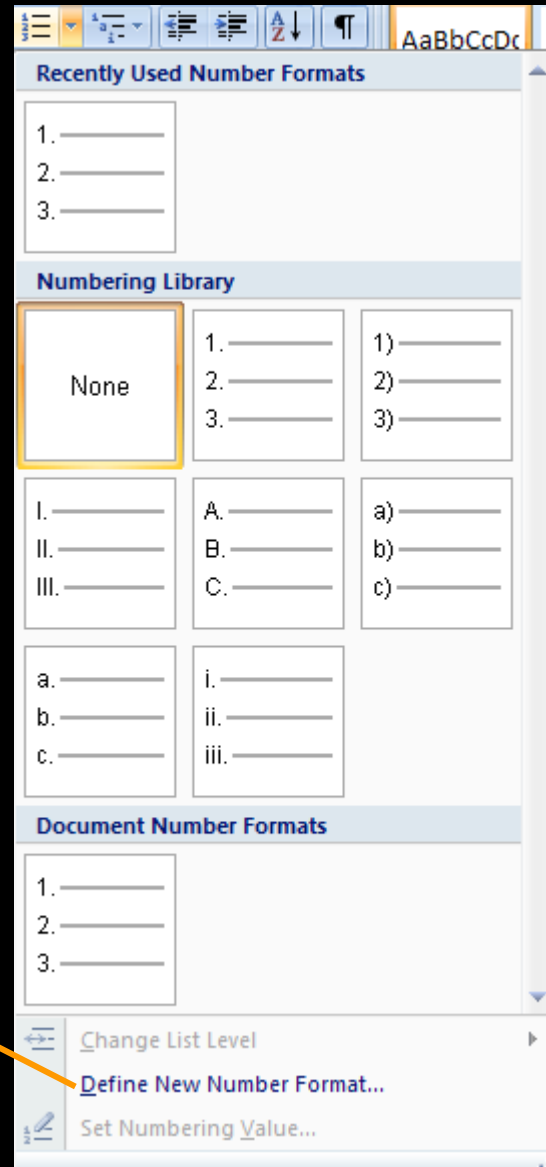
# Using the Bullets and Numbering Libraries

Bullets library



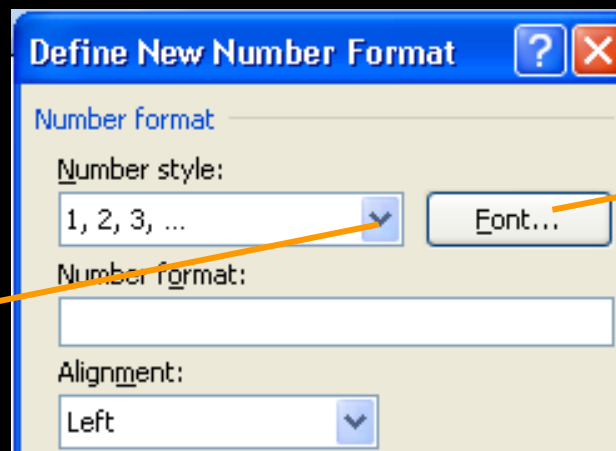
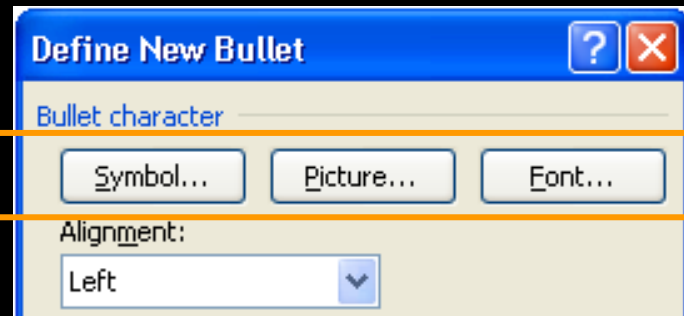
Define a new bullet  
or numbering style

Numbering library



# Customizing Bullet and Number Styles

- Choose from a variety of symbols, pictures, and fonts



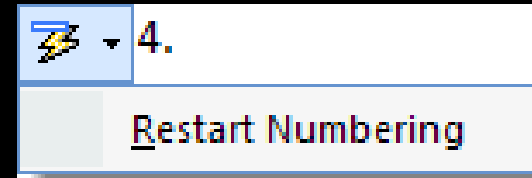
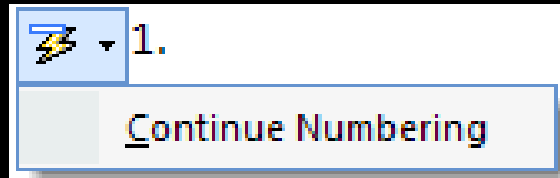
Choose a number style from this list

A variety of fonts for customizing a numbering style



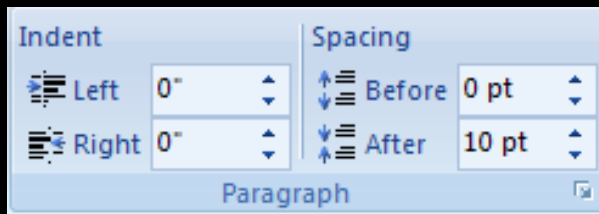
# Restarting or Continuing Numbering

- AutoCorrect smart tag appears when you start additional numbered lists in a document

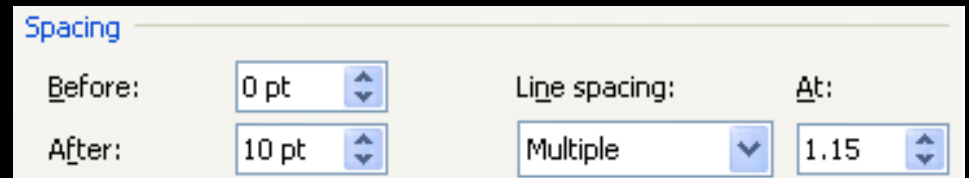


# Using the Paragraph Space Setting

- Pad the space between paragraphs with a precise amount



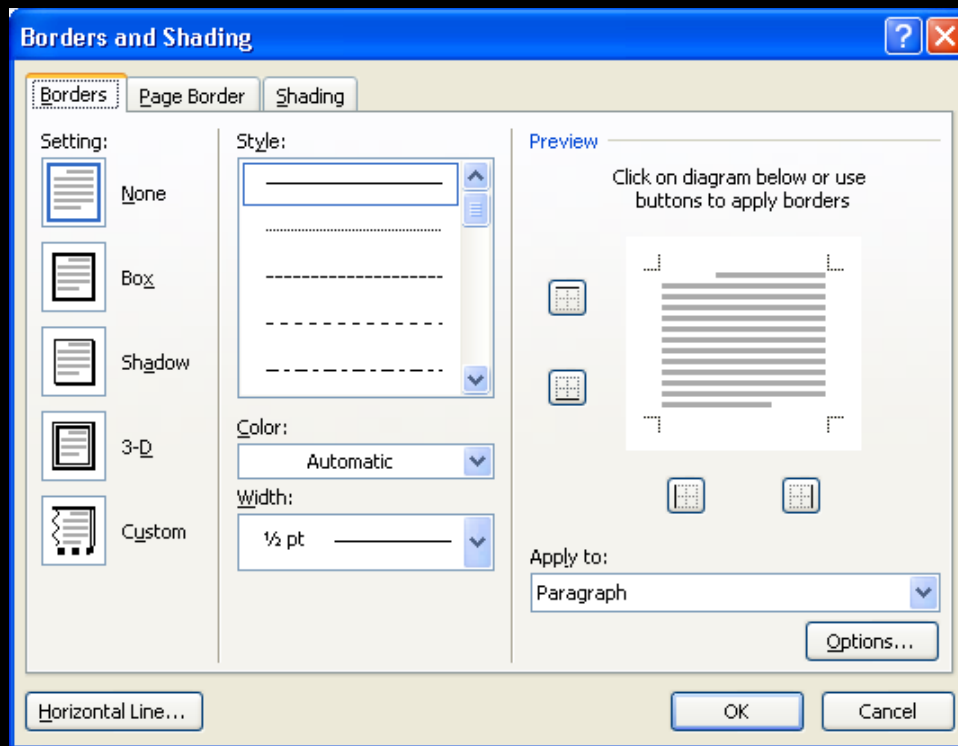
Paragraph spacing controls in the Paragraph group (Page Layout tab of the Ribbon)



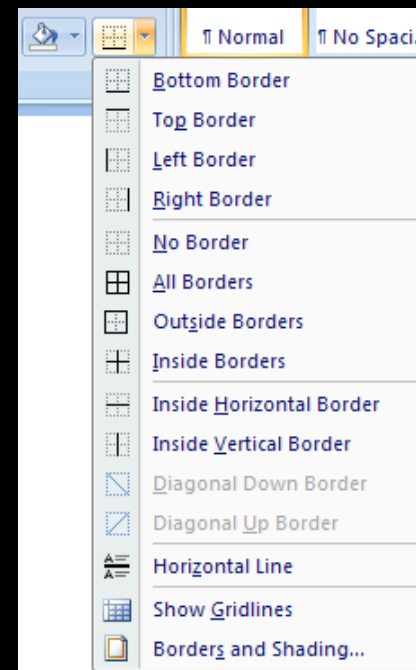
Paragraph spacing controls in the Paragraph dialog box

# Using Borders

- Apply borders to selected text, paragraphs, and pages



Borders options in the Borders and Shading dialog box

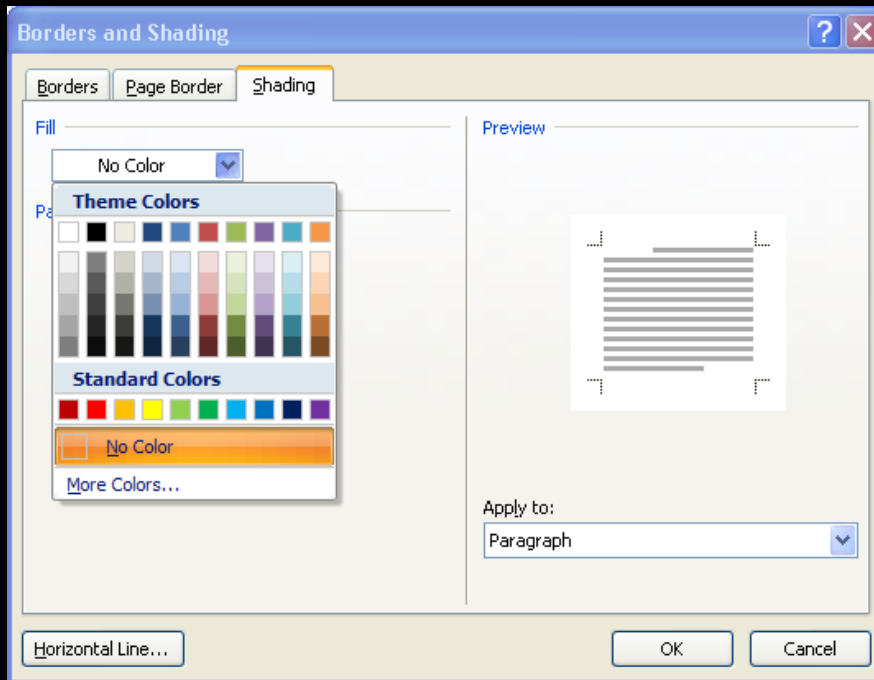


Borders options on the Ribbon

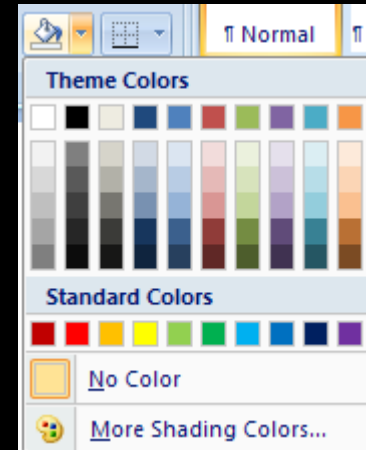


# Using Shading

- Apply shading to selected text, paragraphs, and pages



Shading options in the Borders and Shading dialog box



Shading options on the Ribbon





# Setting Page Numbering

- Insert at various positions on the page

Choose a numbering design

Choose a numbering position

Accent Bar 4  
Number with "Page" label and accent bar



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