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By Foye Robinson Whether you're working on an existing Word document or completing one, you can format parts of the document or the entire file. Using bullets and numbering is a quick way to highlight lists and paragraphs within your document. A wide page margin can be reduced to better fit your content. You can use tabs to align objects that aren't aligned properly with a space bar. Formatting a document makes a regular one stand out. Create bullets for a list of items or paragraphs by highlighting it on your Page. On the ribbon, select the Home tab, and then click the Numbering or Bullets button. The bullets will be applied to the selected list. On the ribbon, select the Home tab and select the Multilevel List button to create bullets if your list has more than one level. The Multilevel List gallery will expand, allowing you to choose the type of list you want to create. To place objects below the same level, press enter key after each item. To place below a different level, press Enter, and then press Tab. Items below the new level will be indented. Select the text where the tabs will be set, or place the insertion point in the area you want the tabs to use. On the ribbon, select View and Ruler to make the ruler visible. Then click the button to the left of the ruler to select the tab alignment you want (left, center, right, decimal, or bar). Each time you click the button, the tab alignment will change. Select Left Tab for the alignment. Then click a number (period) on the ruler to set a left tab there. To specify additional tabs, click a different number on the ruler. To change the tab alignment, change the Left Tab button to another. Position the cursor after any text you want to format, and press the Tab key. Your text will be formatted under the Set tab. On the ribbon, select Page Layout. Then click the Page Setup button to open the Page Setup dialog box. Select the Margins tab and select the margins you want. In the Orientation section, select portrait or landscape for your Page. Click the Layout tab and go to the Page section. To vertically center the content on your page, change Vertical Alignment to Center. Then click OK to return to your document. Select how much text you want to display on a particular page by inserting a page break. To insert the break, select Insert and Page Break on the ribbon. To delete a page break, choose View and Draft slate on the ribbon. Then click the page break bar, and then press the Delete key. If you've worked with Word a lot at all, you know how frustrating it can be to get formatting just the way you want it. Even if you can't remove all the frustration, you can eliminate a lot of it by learning how formatting works in Word and which available to help you control it. The instructions and details of this post are based on Word 2010, but they should work with both earlier and later versions of Word, except where else otherwise the three levels of Word formattingThe first trick to formatting a Word document successfully is to learn how Word thinks about formatting. We humans can think of a document that is built from words that form sentences, sentences that form paragraphs, paragraphs that form pages, and so on. But for Word, each document consists of three basic levels: Sections. Each Word document has one or more sections. Paragraphs. Each section has one or more paragraphs. Characters. Each paragraph has one or more characters. And while Word sometimes makes it appear that you can apply formatting to an entire document or to specific pages in a document, you always apply formatting to one of these three levels. View Word's Hidden CharactersG / O Media can get a commissionTo better work with styles, it helps to be able to see your document as Word sees it. Click the Show/Hide button on the Start toolbar (it looks like a paragraph mark: ¶) to enable Word's hidden characters. You see a lot of extra stuff pop up in your document. In Word, inserts each non-navigation key you press a character into your document. Tabs, returns, spaces, and paragraph marks are all just characters in Word (even though they contain some extra information), and Word treats them as characters. You can select, move, copy and delete them just like any other character, which actually explains a lot of the formatting weirdness that goes on in Word.It can be a bit worrisome at first with all these characters visible, but seeing what's going on in your document is important to check formatting. You can always turn it off when you write if you find it disturbing. You can also control exactly which hidden characters are revealed by going to File > Options > Display and selecting items in the Always show these formatting marks on the screen section. The only important formatting element that shows hidden characters doesn't indicate that you're where section breaks occur in your document. For this, you must switch to draft scan (Show Menu > Drafts). Take control of SectionSections controls the flow of your document. All Word documents begin with a single section. That changes when you do one of the following things:Insert a section break. You can create a new section manually by inserting a section break (page layout > Breaks). There are two basic types of section breaks. A continuous pause starts a new section without starting a new page. A next page break starts a new section on a new page. You'll also see two other section breaks available: odd page and even page. It's really just the next page breaks that force the new page to start with that page numbering. Change page formatting on specific pages. Keep in mind that Word doesn't really see pages—just sections. When you change formatting on a particular page or range of pages, Word creates a new section for those pages by automatically inserting section breaks on each of them. Any page level page level you apply really applied to that section. Sections can definitely be one of the more frustrating aspects of working with Word, especially since you have to click over to draft view just to see and work with them. Unlock ing the power of the paragraph The point is undoubtedly the most important element of a Word document. Your success in formatting a document ultimately depends on understanding how it works. In Word, a paragraph is a paragraph mark (¶) plus all the characters that precede that mark up to, but not included, the previous paragraph mark (the one described in red on the screenshot above). So why such an emphasis on the paragraph mark? Because in Word, the paragraph mark is a pretty special character. That mark actually contains information about formatting used in the paragraph. Ever wonder why sometimes you copy a paragraph, paste it somewhere else, and the formatting doesn't come with it? This is because you did not also select the paragraph when you copied. It happens all the time when you click and drag to select text instead of just triple-clicking to select the entire paragraph. That's why it's important to have those hidden shapes visible— so you know what you're working on. Styles, hands-down is the most powerful way to keep your formatting consistent and easy to apply, especially if you can convince other people working on your document to use your styles instead of applying formatting directly. Word's Home menu displays a simple style menu that lets you choose from the built-in Word styles. To view the genuine item, click the Change Styles button to the right of the built-in styles. Word offers two types of styles:Paragraph styles. Paragraph styles contain formatting that is applied to an entire paragraph. This includes formatting that you might think of as belonging to a paragraph (such as tabs, line spacing, borders, and indents), as well as character formatting (such as font, font size, and color). Paragraph styles are set with a paragraph mark. Character styles. Character styles contain formatting applied to selected characters within a paragraph. Character styles can only include character formatting, and if you apply a character style to a group of characters that also have a paragraph style applied, the character formatting overrides paragraph formatting. Character styles are indicated by a stylized letter a.Here's an example. Let's say you've created a paragraph style that you use for block quotes. It's indented, single-handed and italicized. You have a character style that you have created for book titles that are bold and not italicized. If you apply that character style to certain words in your paragraph, the words will touch the character formatting (bold and not italic). You can change the existing styles to suit your needs, but if you really want better control go ahead and your own. I like to name mine with a_ at the beginning so they all show up at the top of the list. As you can see, you have a lot of power when you create styles. You can control things like The format that is automatically applied to the following paragraph. For plain body text, you want to make the next paragraph use the same style. But when you create something like a title or caption style, you might want a different style (like a plain body style) to follow. You can apply all the character formatting you expect to a style. If the style appears in the Quick Styles list, which is the set of styles that appears directly on the start menu toolbar. If the style is automatically updated when you apply formatting directly to a paragraph using that style. This setting is a bit dangerous, because you can change your styles without even realize that you are doing it and it will affect any other piece using that style. I usually leave it off. If the style is saved only for the current document or saved as part of a template so that you can use it with other documents. Paragraph formatting, which is hidden under the Format button at the bottom of the window. Use it to control things like indents, tab stops, borders, how bulleted and numbered lists are formatted, and so on. Prepare your document First it will sound counterintuitive to most authors, but when it comes to Word, it really helps to take some steps to prepare your document before you ever add a single word to it. There's nothing quite as frustrating as trying to fix section issues in Word or trying to fix a problem with styles after the fact. Do yourself a favor and get that stuff out of the way before you create (or insert) your text. Now, the more realistic way to approach this is to go ahead and write and just don't worry about formatting at all. When you are ready to format, create a new document, prepare it using the tips we outlined above, and then copy your text over to the new document. Just remember to copy text to their new home as plain text and then apply all your styles to it. And if you want to take a more in-depth look at using templates and other Word features, check out how-to Geek School's new series. Photo: Rudie Strummer (Shutterstock). (Shutterstock).

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