Lesson 8 Setting Default Paragraph Alignment

Setting Default Paragraph Alignment

You can change the default paragraph alignment options so is always spaced how you want it to be in Word. Alignment, indentation, and line spacing are all set from the Paragraph dialog box. The following explains how to change the default paragraph options:

1. Click the **Home** Tab.
2. In the **Paragraph group**,click the **Paragraph Dialog Box Launcher.**

The paragraph Dialog Box Launcher is at the bottom right hand corner of the paragraph box. Once you have right clicked from your mouse the below menu will appear

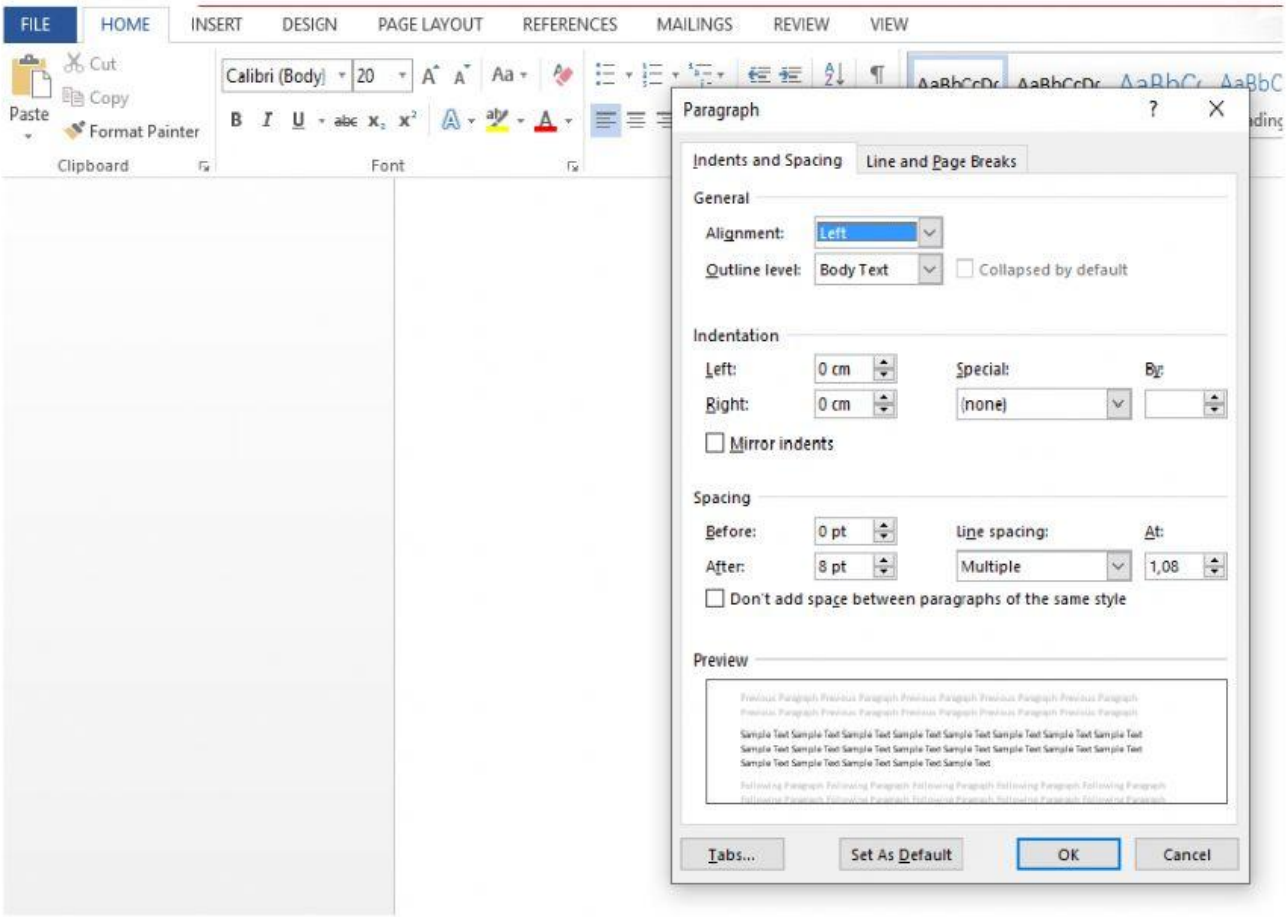
3. In the **Font Dialog box,** you can change the **Font, Font style**, **Size, Font color, Underline style** and **Effects**.

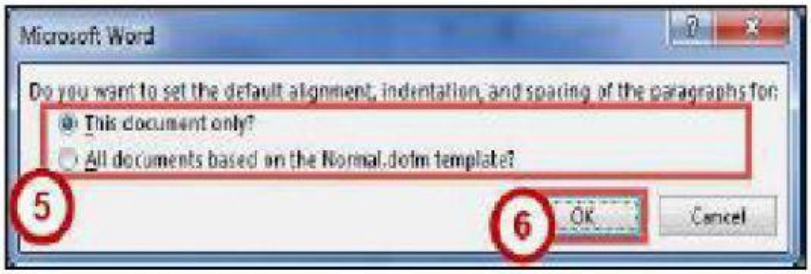
4.Click **Set as Default**

5. In the Set as Default dialog box. Make a **selection** based on your preference.

6. Click the **OK** button.

LIVEWORKSHEETS





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Questions

1. What section do you go to for Paragraph setting? Explain in full where you go and what you will do to go to these settings.

2. What all can you do in these settings. Name 3 of them.

3. Once you have changed what you have chosen in the settings, what are the next two steps you will do?

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