

B. **Paragraph formatting**—arrangement of text within paragraphs on a

Properly and uniformly formatted _____ are

also important for _____ purposes



1. **Indents** – used to indicate a new _____ and offset long _____
2. **Line** _____ can be set for single, one and a half lines, double, or triple
3. **Borders and shading** are used together or separately to _____ a specific textual element in a document
 - a. For example, an introductory paragraph of people who contributed to a project might be _____ and a _____ added for emphasis
4. **Bullets/numbers** are used to list items
 - a. Bullets may be _____ or numbers
 - b. Use bullets when the items are _____
 - c. Use numbers for _____ lists that must be accomplished in a specific _____
5. **A Hanging indent** is most often used in reference materials
 - a. The first line of a hanging indent begins at the left margin and all remaining lines of the paragraph are _____ five spaces from the left margin.
6. **Endnotes/footnotes** – used to add reference and _____ information to textual content
 - a. **Endnotes** are source _____ that are placed on a Notes page at the _____ of a document. Within the document, each reference is indicated by a _____ number or symbol

- b. **Footnotes** are source references that are placed at the _____ (foot) of the same page and are indicated by a _____ number or symbol within the document
7. **Cut and paste** is a tool used in paragraph formatting that allows the user to _____ text from one location to another
8. **Paragraph headings** are keyed at the beginning of a paragraph in _____ font to give the reader a quick idea about the content of the paragraph
 - a. **The styles and headings** feature in most software packages allows paragraph headings to be _____ formatted and indexed
9. **Tabs** are used to _____ and _____ data into groups and subgroups
 - a. **A left justified tab** allows text to be aligned on the left margin
 - b. **A right justified tab** allows text to be aligned at the right margin
 - c. **A dot leader tab** places a series of _____ between two sets of tabs or a tab and a margin
10. **Word wrap** – _____ continuation of text from line to line
11. **Tables** – used to arrange text in _____ and are helpful in presenting, organizing, and clarifying information