



University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of English

Class Master 2

Semester 1

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COURSE OF ICT

Lecturer: Mrs CHAMI

1 Paragraphs

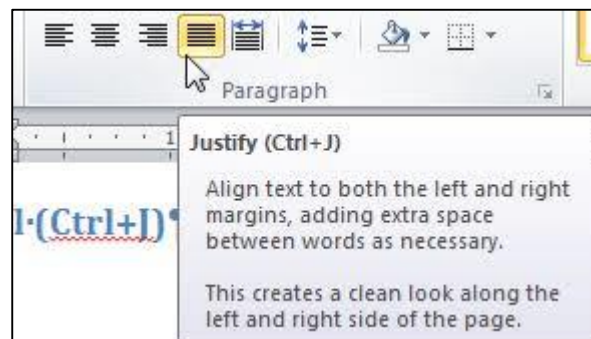
A paragraph in Ms Word is any text that ends with pressing the **Enter** key. We can control the appearance of individual paragraphs using paragraph formatting which can be applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and applied to the next paragraph when we press the **Enter** key.

When we write a line in Word and reach the end of the line, the program will automatically open a new line linked to what precedes it, forming one paragraph with it.

2 Paragraph Alignment

Paragraph alignment determines how lines in a paragraph appear relative to the left and right margins. The alignment that we use is **justify** which gives the paragraph straight edges on both sides.

The easiest way to change paragraph alignment is to use the alignment buttons on the paragraph group (on the Home Tab)



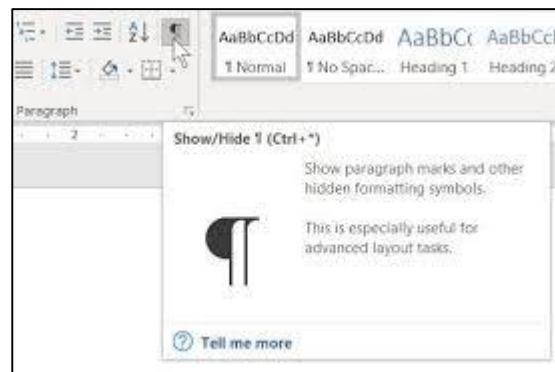
3 Remarks

1) To select paragraph in Ms Word:

- One click places the cursor where we clicked
- Double click to select the word we clicked on
- Three clicks to select the entire paragraph

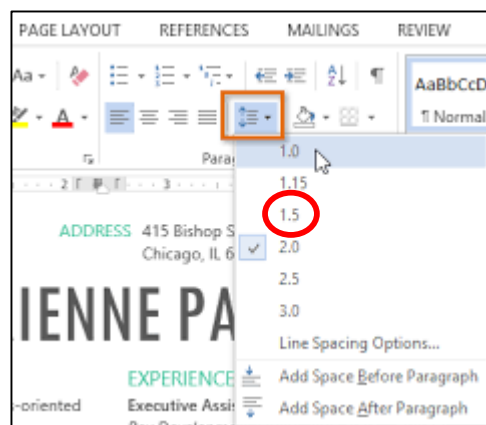
2) To check where the user pressed Enter and the number of spaces between, we go to the Tab Home → Group Paragraph → Show all (¶), where we will notice the appearance of additional marks in the text, each has a connotation:

- The point denotes a single space.
- ¶ Indicates that the user in this position has pressed Enter
- ↵ Indicates that the user in this position has pressed Enter + Shift, which tells word to go down a line, but this, does not create a new paragraph.



4 Line and Paragraph Spacing

Line space is the amount of vertical space between lines of text in a paragraph. Line spacing is typically based on the height of the characters, but it can be changed. Single-spacing is Word's default setting. The value that we choose is **1,5** from **Home** Tab → **Paragraph** group → **Line Spacing** button



Paragraph space is the amount of space above or below a paragraph. Instead of pressing **Enter** multiple times to increase space between paragraphs, you can add or remove specific amount of space before or after paragraphs. We go to **Home** Tab → **Paragraph** group → **Line Spacing** button.

