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Document formatting is one of the most important elements in overall readability because it can be frustrating to read and absorb if it is not structured into a clear hierarchy of information. Well formatted documents make for a lasting impression and are much more quickly and easily read and understood. Learn document design considerations that will help enhance the readability of the document. Considerations for overall as far as font, spacing and alignment formatting. Learn the tools used to format text, lines, paragraphs, pages, and the overall document. Make your points stand out with single level bulleting and multi-level lists. Apply consistent formatting and save formatting time by creating and using style and theme formatting. Learn how section breaks are used to contain formatting within a certain areas.

DOCUMENT DESIGN CONSIDERATIONS

- Designing a Document Around the Audience.
- Keeping It Simple – Complicated vs Simple.
- Advantages of Being Personal and Direct.
- Avoiding Jargon and Abbreviations.
- Benefits for Sentence Length at 15-20 Words.

DOCUMENT FORMATTING MATTERS

- Using Clear and Clean Fonts.
- Break Up Long Paragraphs and Complex Info.
- Making Important Points Stand Out – No Yell.

SETTING DEFAULT FORMATTING

- Set Default Font, Size and Color.
- Set Default Line and Paragraph Spacing.
- Set Default Page Size, Margins and Alignment.

DOCUMENT FORMATTING

- Changing the Paper Size and Page Orientation.
- Changing the Margins and Hyphenation.
- Changing the Page Background Coloring.
- Adding Watermarked Backgrounds.
- Add Page Borders and Border Styles.
- Add Headers and Footers to Place Textual and Graphic Info at Page Tops and Bottoms.

DOCUMENT-WIDE FORMAT REPLACEMENT

- Use Find and Replace to Replace Current Formatting with Another Formatting.

CHARACTER FORMATTING

- Font Formatting - Ribbon and Dialogue Box.
- Text Effects - Typography and Case Change.
- Spacing Between Letters and Words.
- Controlling and Modifying Auto-Hyphenation.
- Copy Formatting Using the Format Painter.
- Repeating Past Formatting Actions.
- Remove Formatting from Selected Text

LINE AND SENTENCE FORMATTING

- Dropped Caps at Beginning of Paragraphs.
- Align Headings Left, Right and Center of Page.
- Adjust Spacing Between Lines.
- Prematurely Starting New Lines – Line Break.
- Adding Line Numbering (for contracts).

PARAGRAPH FORMATTING

- Align Paragraphs Left, Right and Centered.
- Apply Justification to Align on Left and Right.
- Left and/or Right Paragraph Indenting.
- Hanging Indents for Scripting and Others.
- Adjust the Spacing Between Lines within a Paragraph and Between Paragraphs.
- Forcing Paragraphs to Start on New Pages
- Prematurely Starting a New Line within the Same Paragraph (adding line breaks).
- Controlling the Widow/Orphaning to Prevent Page Breaks Between Paragraphs.
- Adding Borders & Shading to Paragraphs.

BULLET, NUMBERED AND MULTILEVEL LISTS

- Apply Symbol and Numbered Bulleting to Single and Multi-Lined Paragraphs.
- Alter the Spacing Between Margin and Bullet and Bullet and Paragraph.
- Skip Bulleting a Line While Maintaining Alignment with Other Lines.
- Multi-Leveled Bulleted List (multi-level list).
- Use the Ruler and Dialogue Box to Modify Bullet Spacing and Positioning.

STYLE FORMATTING AND THEMES

- Quickly and Consistently Apply Collections of Formatting (Styles) to Text Selections.
- Create Styles That Effect Selections of Text and Paragraphs.
- Modify a Style and Watch Areas Previously Effected Update with New Settings.
- Remove Formatting a Style Has Caused.
- Apply Theme Formatting Document-Wide.

FORMATTING WITH SECTION BREAKS

- Learn to Use Sections to Contain Document-Wide Formatting to Certain Areas.
- Know How to Insert Section Breaks and Ramifications Once They are Removed.
- Use Sections When Setting Margins, Page Orientation, Multi-Column Layout, Headers and Footers and Page Borders.