MS WORD ACTIVITY-02

PARAGRAPH FORMATTING

Instructions:

1. **Start a New Document:** Open a blank Microsoft Word document.

2. **Insert Sample Text:** Type the following three paragraphs,

   o Computers offer immense advantages in modern life, significantly enhancing efficiency and productivity across various domains. They automate complex tasks, process vast amounts of data rapidly, and facilitate instant communication worldwide. This technological advancement has transformed industries, education, and personal interactions, making information more accessible than ever before.

   o One of the primary benefits of computers is their ability to streamline operations and reduce manual effort. From sophisticated calculations to intricate design work, computers perform tasks with precision and speed that would be impossible for humans alone. This leads to substantial time savings and allows individuals and organizations to focus on more strategic initiatives.

   o Beyond efficiency, computers serve as powerful tools for learning, creativity, and connectivity. They provide access to an endless supply of information through the internet, enable the creation of digital art and music, and connect people globally through social media and communication platforms. These capabilities foster innovation and collaboration on an unprecedented scale.

3. **Paragraph 1: Alignment & Spacing**

   o Select the **first paragraph**.

   o Go to the **Home** tab, and in the **Paragraph** group, click the small arrow in the bottom-right corner to open the **Paragraph Dialog Box**.

   o Under the **Indents and Spacing** tab:

      ▪ Set **Alignment** to "Justified".

      ▪ Set **Line spacing** to "Exactly" and "At" to "15 pt".

   o Click **OK**.

4. **Paragraph 2: Indentation & Shading**

   o Select the **second paragraph**.

   o Open the **Paragraph Dialog Box**.

   o Under **Indentation**:

      ▪ Set **Left** to "1 cm".

- Set **Right** to "1 cm".
- From the **Special** dropdown, choose "Hanging" and set "By" to "1 cm".
  - Click **OK**.
  - While the second paragraph is still selected, go to the **Home** tab, in the **Paragraph** group, click the **Shading** (paint bucket) icon and choose a light color (e.g., Light Blue).

5. **Paragraph 3: Bullets, Numbering & Multilevel List**

   - Select the **last paragraph lines** (starting with "Clear headings").
   - Go to the **Home** tab, **Paragraph** group, and apply a **Numbering** style of your choice (e.g., 1., 2., 3.).
   - Now, place your cursor before "Consistent spacing" and press **Tab** once. This should convert it into a sub-item, creating a **Multilevel List**.
   - Experiment with indenting "Appropriate font choices" as well to see how the multilevel list adjusts.

6. **Apply Borders to a Paragraph**

   - Select the **first paragraph** again.
   - Go to the **Home** tab, **Paragraph** group, click the **Borders** dropdown (looks like a grid icon).
   - Choose "Borders and Shading..." from the bottom of the menu.
   - In the **Borders and Shading** dialog box, select the **Borders** tab.
   - Under **Setting**, choose "Shadow".
   - Select a **Color** and **Width** for your border.
   - Ensure "Apply to:" is set to "Paragraph".
   - Click **OK**.

7. **Review and Save:** Save your document as Paragraph_Formatting_Activity.docx".