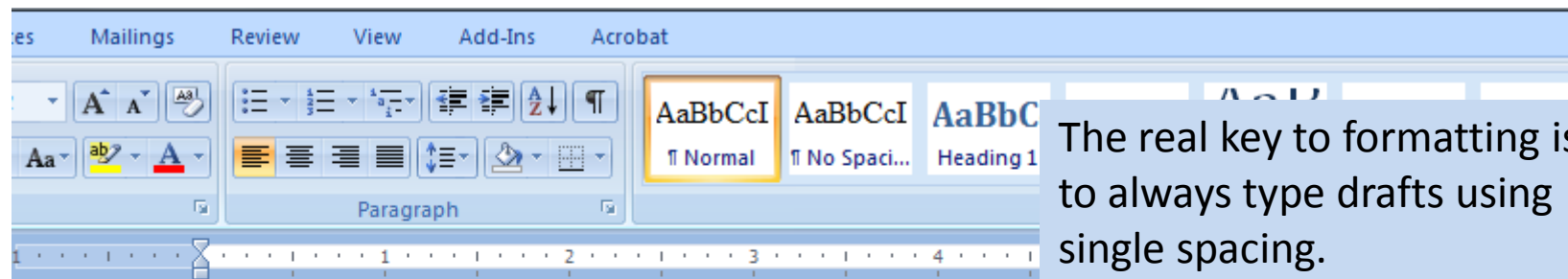


# How to Get the Formatting Correct

Office 2007



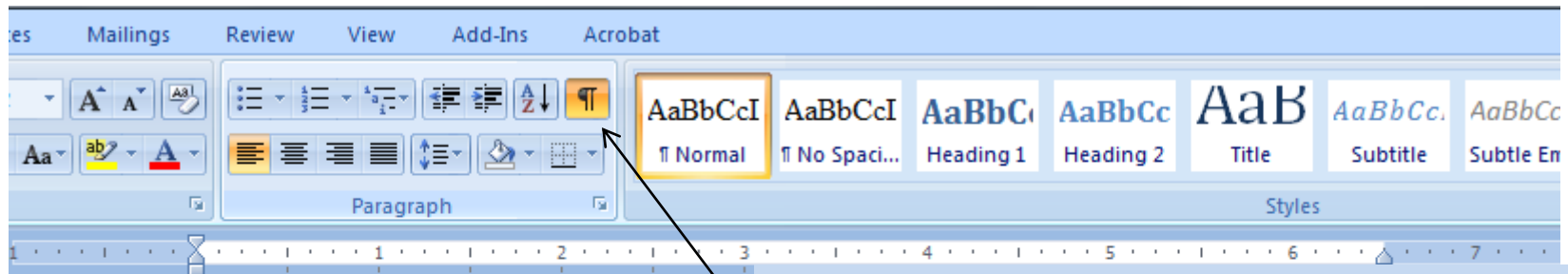
The real key to formatting is to always type drafts using single spacing.

The second key is to know how to alter the underlying formatting code. This is the theme of this tutorial.

Student Name  
April 29, 2010  
Anthropology 206D  
Assignment X  
Cynthia Clarke  
Field Site Description

In the past twenty years, thousands of immigrants from various countries have come to the U.S. in search of relief from persecution and social turmoil in their native land. Coming here with little or no knowledge of the English language, these people have found it challenging to adapt to the American **society**<sup>1</sup> since their communication skills set is limited. In order to help émigrés become proficient in English and settle into their new environment in the States, the government has set up English-as-a-Second-Language (ESL) programs in community colleges all around the country. The goal of these programs is to educate newcomers about the structure of the English language and give them a solid foundation in speaking English fluently.

In Everett, an ESL program has also been put into place at a local community college. Everett Community College has several instructors who teach beginner and advanced ESL courses through-out the day. ESL classes are offered in the morning, afternoon, and nighttime, giving students who have jobs or family obligations to choose when they want to study. The ESL Level 1 students that Informant Name teaches gather in classroom R200 Monday through Thursday from 9 am until 11 am. This classroom is located on the second floor of the Rainer Hall building on the campus of Everett Community College, 2000 Tower Street, Everett, Washington, 98201. It is equipped with a large whiteboard that spans the entire length of a wall in the front of the room and it also has an ELMO



Okay, start by clicking on the button called *Show/Hide Paragraph Marks*

Student Name↵  
April 29, 2010↵  
Anthropology 206D↵  
Assignment X↵  
Cynthia Clarke↵  
Field Site Description↵

→ In the past twenty years, thousands of immigrants from various countries have come to the U.S. in search of relief from persecution and social turmoil in their native land. Coming here with little or no knowledge of the English language adapt to the American society since their country émigrés become proficient in English and sett government has set up English-as-a-Second-L all around the country. The goal of these prog of the English language and give them a solid

→ In Everett, an ESL program has also b Everett Community College has several instru courses through-out the day. ESL classes are giving students who have jobs or family oblig Level 1 students that Informant Name teaches Thursday from 9 am until 11 am. This classro Hall building on the campus of Everett Comm Washington, 98201. It is equipped with a larg in the front of the room and it also has an ELM

Now, you need to know how to read a few of the codes (Really only a few matter):

- 1) The code at the end of Student Name is called Line Break. This is created when you <Shift>+<Enter>
- 2) The code at the end of Assignment X is called a Paragraph Break. It is created when you <Shift>. It is the default code. The code at the beginning of each paragraph is a Tab.

## Field Site Description¶

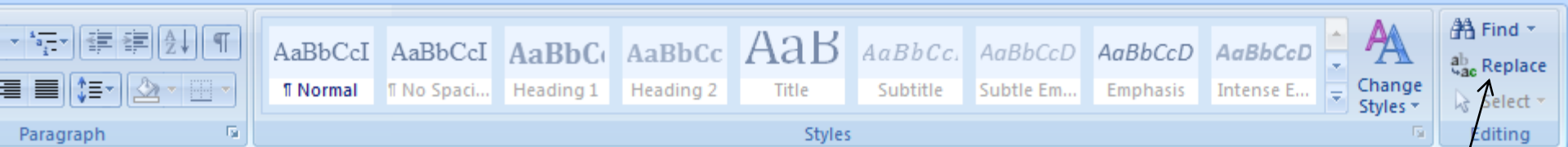
→ In the past twenty years, thousands of immigrants from various countries have come to the U.S. in search of relief from persecution and social turmoil in their native land with little or no knowledge of the English language, these people have found it hard to adapt to the American society since their communication skills set is limited. In order for immigrants to become proficient in English and settle into their new environment in the government has set up English-as-a-Second-Language (ESL) programs in communities all around the country. The goal of these programs is to educate newcomers about the English language and give them a solid foundation in speaking English fluently.

→ In Everett, an ESL program has also been put into place at a local community college. Everett Community College has several instructors who teach beginner and advanced courses through-out the day. ESL classes are offered in the morning, afternoon, and evening, giving students who have jobs the flexibility to attend. The program is open to Level 1 students that are new to the area. Classes are held on Thursdays from 9 am until 12 pm in the Hall building on the campus of Everett Community College, 10000 Everett Washington, 98201. It is located in the front of the room.

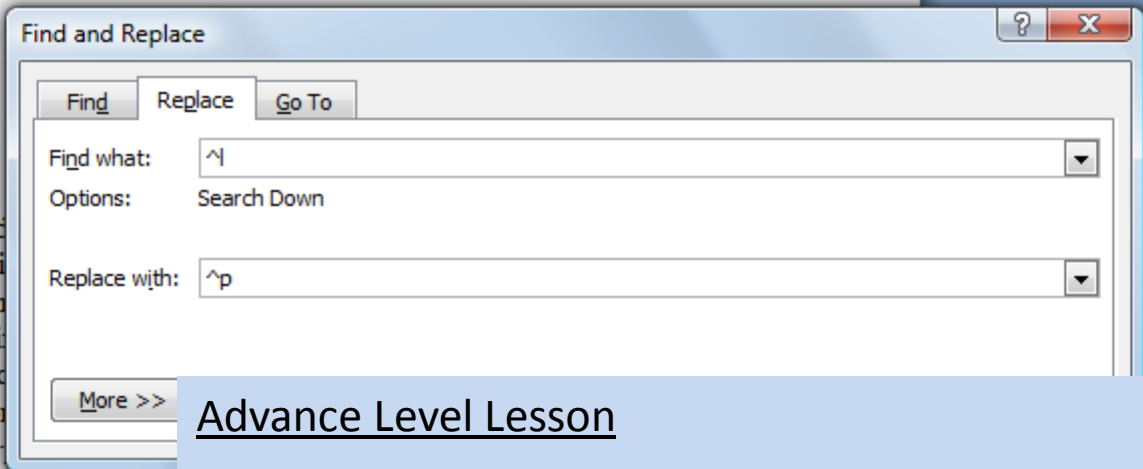
Special trick: Sometimes the Tab moves the entire page of text. There is a trick to overcome this:

In front of the Tab for the second paragraph there is a "dot" . (Note that this same symbol is found between each word). It signifies using the space bar.

I found that if I use the space bar THEN tab, I avoid the funky moving of my paragraphs.



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## Advance Level Lesson

You can change out the code using the Replace button.

In this example I will replace all Line Breaks with Paragraph Breaks.

Codes to know when using Replace:

^l means line break

^p means paragraph break

^t means tab