

17.2 Formatting Text

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

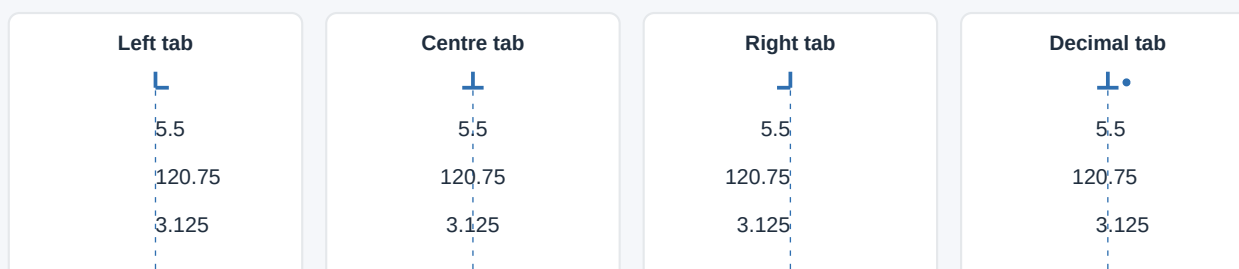
- Set line spacing: single, 1.5, double, multiple, and spacing before and after paragraphs
- Set tabulation: left, right, centred and decimal tabs; indented paragraphs and hanging paragraphs
- Text enhancement: bold, underline, italic, superscript, subscript and changes in case
- Create or edit lists, including bulleted and numbered lists

Line and paragraph spacing

- **Line spacing:** single, 1.5 times, double or a **multiple** (for example 1.15 or 2.5 lines)
- **Spacing before and after paragraphs:** set in points, which separates paragraphs without blank lines
- Wider spacing makes text easier to read and leaves room for comments; narrower spacing saves paper

Tabs

Figure 92: Tab stops



Tab	Text lines up by
Left tab	its first character starting at the tab stop
Centre tab	the middle of the text being on the tab stop
Right tab	its last character ending at the tab stop
Decimal tab	the decimal point sitting on the tab stop, so numbers line up

Indented and hanging paragraphs

Figure 93: Indented and hanging paragraphs



- **Indent:** the paragraph (or its first line) is set in from the margin
- **Hanging paragraph:** the first line starts at the margin and all the other lines are indented, as in a list or reference

- Use paragraph indent settings, not the space bar or repeated tabs

Text enhancement and lists

Figure 94: Superscript, subscript, case and lists

Text enhancement		Lists	
Superscript:	x^2 (m^2)	• Laptop	1. Plan
Subscript:	H_2O	• Printer	2. Do
lowercase:	school work	• Router	3. Check
UPPERCASE:	SCHOOL WORK		
Title Case:	School Work		
Sentence case:	School work		

Bulleted: any order Numbered: order matters

- **Bold, underline and italic** are used for emphasis, titles and keywords
- **Superscript** raises text, as in m^2 ; **subscript** lowers it, as in H_2O
- **Change of case:** lowercase, UPPERCASE, Title Case or Sentence case, without retyping
- **Bulleted lists** show items in no particular order; **numbered lists** show steps or ranked items where the order matters

EXAM TIP

A **decimal tab** is used to align numbers with different numbers of digits, such as prices. A **hanging paragraph** and an **indented paragraph** are different: in a hanging paragraph only the **first line** sits further out.

Key terms

Term	Meaning
Line spacing	The gap between lines in a paragraph.
Tab stop	A set position that text lines up to when Tab is pressed.
Decimal tab	A tab that aligns numbers on the decimal point.
Indent	Setting text in from the margin.
Hanging paragraph	A paragraph whose first line is further out.
Superscript	Small text raised above the line.
Subscript	Small text lowered below the line.
Numbered list	A list in which items are numbered in order.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two examples of text enhancement.	[2]
2	State what is meant by a 'hanging paragraph'.	[1]
3	Describe how a decimal tab is used to align a column of prices.	[3]
4	Explain why paragraph spacing is better than pressing Enter to leave blank lines.	[3]
5	Compare and contrast a bulleted list with a numbered list.	[4]
6	Suggest a suitable use of superscript and of subscript in a science document.	[2]
7	Analyse how line spacing and paragraph spacing affect how easy a document is to read.	[4]

Total: 19 marks