Word Processing - Illustrated

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

left-aligned text with a ragged right margin

linksbündiger Text mit einem rechten Flatterrand

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

right-aligned text with a ragged left margin

rechtsbündiger Text mit einem linken Flatterrand

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need change," said the tiger. "The animals are crying."

justified text

Blocksatz

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

centered text

zentrierter Text

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

single-spaced text

einzeilig

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

1.5 spaced text

1,5 zeilig

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

double-spaced text

doppelter Zeilenabstand

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger. "The animals are crying for a change."

to indent the first line of a paragraph

die erste Zeile eines Absatzes einrücken

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger. "The animals are crying for a change."

to increase the indent

den Einzug vergrößern

- Keep the given order of the numbers.
- When you do not know something, you write the corresponding number and leave the rest of the line empty.

a bulleted list with a hanging indent

eine Aufzählungsliste mit hängendem Einzug

Word Processing - Illustrated

1. Keep the given order of the numbers.
2. Don't give alternatives.

a numbered list

eine nummerierte Liste

Keep the **given** order of the numbers.

a bold word

ein fettes / fett formatiertes Wort

Keep the *given* order of the numbers.

a word in italics
an italicized word

eine kursives / kursiv formatiertes Wort

Keep the <u>given</u> order of the numbers.

an underlined word

ein unterstrichenes Wort

KEEP THE GIVEN ORDER.

all caps

Großbuchstaben

Times New Roman

a serif font

eine Serifenschrift

Arial, Verdana

sans-serif fonts

serifenlose Schriften

Keep the given order.

to increase the font size

die Schrift vergrößern

Keep the given order.

to decrease the font size

die Schrift verkleinern

Keep the given order.[1]

a superscript number

eine hochgestellte Zahl

One morning the tiger woke up in the jungle and told his wife that he was king of beasts. "Leo, the lion, is king of beasts," she said. "We need a change," said the tiger.

a drop cap

ein Initial

¶

a paragraph mark

eine Absatzmarke