

# Word 2010 Formatting

## Displaying the Ruler

Choose **VIEW**, then click  **Ruler**.

Or [Click]  above the vertical scroll bar.

To change measurement units, choose **FILE**, **OPTIONS**, then **ADVANCED**. Make a selection under **DISPLAY**.

## Changing the Default Font

This will affect all new documents based on the current template, as well as the current one.

1. Choose **HOME**, then  in the **FONT** group.
2. Make selections from the **POINT** and **SIZE** fields.
3. [Click] **SET AS DEFAULT**.
4. Select **ALL DOCUMENTS BASED ON THE NORMAL TEMPLATE** and [Click] **OK**.

## Settings: Tabs

1. Select the paragraph(s), or begin a new paragraph.
2. [Click] the tab button at the top left corner beside the ruler and select one of the 5 tab types:

-  left aligned tab
-  center aligned tab
-  right aligned tab
-  decimal aligned tab
-  bar tab (creates a vertical line)

3. [Click] the horizontal ruler to position the tab stop.
4. Repeat steps 2 and 3 for each tab stop required.
5. Type the text and press <Tab> to advance to the next tab stop.

## Moving Tab Positions

1. Select the paragraph(s) with the tabbed text.
2. [Drag] the tab marker(s) on the ruler to the new position(s).

## Removing a Tab Marker

1. Select the paragraph(s) with the tabbed text.
2. [Drag] the tab marker off the ruler.

## Clearing All Tab Markers from the Ruler

1. Select the paragraph(s) with the tabbed text.
2. Choose **HOME**, then  in the **PARAGRAPH** group.
3. [Click] **TABS**.
4. [Click] **CLEAR ALL**. [Click] **OK**.

## Tab Tips

If your tabbed text is not lining up:

- [Click] the Undo button until the text is realigned.
- [Click]  to display the tab characters and paragraph marks within the text.
- Use  to copy tab settings from one paragraph to another. Include the paragraph symbol () in the selection before copying tab settings.

## Setting Tabs with Leaders

Characters such as periods can fill the space preceding a tab, e.g.

Apples	5
Oranges	8
Pears	12

1. Select the paragraph(s) with the tab settings.
2. Choose **HOME**, then  in the **PARAGRAPH** group.
3. [Click] **TABS**.
4. In the **TAB STOP POSITION** list, select the tab that is to be preceded by a leader.
5. Select from the **LEADER** section. [Click] **OK**.

## Disabling Automatic Formatting

Word applies certain formats automatically based on what you type, e.g. a series of dashes will be converted to a border, if problematic, it can be turned off.

1. Choose **FILE**, **OPTIONS**.
2. [Click] **PROOFING**, then **AUTOCORRECT OPTIONS**.
3. [Click] the **AUTOCORRECT AS YOU TYPE** tab.
4. Turn off the appropriate options. [Click] **OK** twice.

## The Indent Markers

The left boundary of the paragraph is controlled by this set of markers:



To control the right side of a paragraph, use the Right Indent marker.

## Changing Indents

1. Select the paragraph(s) to change.
2. On the ruler, [Drag] the indent markers to the new position.
3. Or [Click] the increase  or Decrease Indent  buttons to indent the paragraph(s) in increments.

## Applying Indents Quickly

1. Select the paragraph(s) to change.
2. [Click] the tab selection button to the left of the horizontal ruler.
3. Select the First Line Indent  or the Hanging Indent .
4. [Click] on the ruler to position the indent marker.

## Creating Bulleted Lists

1. Select the paragraph(s).
2. Choose **HOME**, then [Click] .
3. Or begin the paragraph by typing an AutoFormat as You Type symbol, then press <Spacebar> or <Tab>. Typing  creates a hanging indent with...

	
	

## Changing Bullet Style

1. Select the bulleted paragraph(s).
2. Choose **HOME**, then the drop-down arrow of .
3. Select a bullet symbol. Or for a different symbol, choose **DEFINE NEW BULLET**. [Click] **SYMBOL** to choose a new symbol. [PC: Right-click to use a graphic, or **POINT** to change color and other attributes. [Click] **OK**.

## Creating Numbered Lists

1. Select the paragraph(s).
2. Choose **HOME**, then .
3. To select a different numbering style, [Click] the drop-down arrow .

## Turning off Bullets or Numbering

1. Select the paragraph(s) with bullets or numbers.
2. Choose **HOME**, then  or .

## Creating a Multilevel Numbered List

1. Select the paragraph(s).
2. Choose **HOME**, then .
3. Select a numbering format.
4. Note: To create a Table of Contents more easily, use a format associated with styles, such as Heading 1, 2, etc.
5. At the beginning of a new paragraph, press <Tab> or <Shift-Tab> to change the level of the paragraph. After the text is entered,  and  can be used to promote and demote levels.

## Selecting Parts of a Table

A cell Position the mouse in the left margin of the cell, and [Click] when the mouse changes into an arrow.

A row Position the mouse in the left margin of any cell in the row, and [Double-Click] when the mouse changes into an arrow.

A column Position the mouse at the top of the column, and [Click] when the mouse changes into an arrow.

The entire table Hover the mouse pointer over the table until the tool  displays in the top left corner, then [Click] the move tool.

## Moving Within a Table

First cell in a row **Alt-Home**

Last cell in a row **Alt-End**

Move row up **Select the row, then Alt-Shift-↑**

Move row down **Select the row, then Alt-Shift-↓**

## Formatting Keyboard Shortcuts

Change the font **Ctrl-Shift-F**

Change the font size **Ctrl-Shift-P**

Increase the font size **Ctrl-Shift-+**

Decrease the font size **Ctrl-Shift-‐**

Change the case of letters **Shift-F3**

Format letters as all capitals **Ctrl-Shift-A**

Format letters as small capitals **Ctrl-Shift-K**

Turn on/off bold **Ctrl-B**

Turn on/off italic **Ctrl-I**

Turn on/off underline **Ctrl-U**

Turn on/off wavy underline **Ctrl-Shift-W**

Turn on/off double underline **Ctrl-Shift-D**

Turn on/off formatting symbols **Ctrl-Shift-B**

Remove formatting (plain text) **Ctrl-Shift-Z**

Turn on/off display of non-printing characters **Ctrl-Shift-^**

Single-space lines **Ctrl-1**

Double-space lines **Ctrl-2**

Set 1.5-line spacing **Ctrl-3**

Turn on/off 1.2 pts. of space before the paragraph **Ctrl-O (zero)**

Center paragraphs **Ctrl-J**

Justify paragraphs **Ctrl-K**

Left-align/Right-align **Ctrl-L / Ctrl-R**

Increase/Decrease left indent **Ctrl-M / Ctrl-Shift-M**

Create/Remove a hanging indent **Ctrl-T / Ctrl-Shift-T**

Remove paragraph formatting **Ctrl-Q**

Remove character formatting **Ctrl-Space**

Copy formatting **Ctrl-Shift-C**

Paste formatting **Ctrl-Shift-V**

Paste Special **Ctrl-Alt-V**

# Microsoft Word 2010 Flow Chart Cheat Sheet

**Stuart J. Stuple**

## Microsoft Word 2010 Flow Chart Cheat Sheet:

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