

Word 2010 Formatting

Displaying the Ruler

Choose **VIEW**, then check **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 **FONT** 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 **Format Painter** 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**.

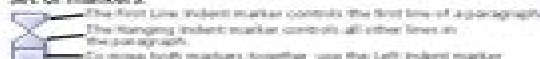
Disabling Automatic Formatting

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 **AUTOFORMAT 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.
Or
[Click] the **Increase Indent** 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] .
- 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, **PICTURE** to use a graphic, or **FONT** to change color and other attributes. [Click] **OK**.

Creating Numbered Lists

1. Select the paragraph(s).
 2. Choose **HOME**, then .
- 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.
Note: To create a Table of Contents more easily, use a format associated with styles, such as **Heading 1**.
4. 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 move 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 word underline	Ctrl-Shift-W
Turn on/off double underline	Ctrl-Shift-D
Turn on/off formatting symbols	Ctrl-Shift-8
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-5
Turn on/off 12 pts. of space before the paragraph	Ctrl-0 (zero)
Center paragraphs	Ctrl-E
Justify paragraphs	Ctrl-J
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

Ronald A. Landskroner



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PowerPoint For Dummies, Office 2021 Edition Doug Lowe, 2021-12-09 Make PowerPoint the most powerful weapon in your Office arsenal and captivate your audience. Presentations are your opportunity to stand out from the crowd, impress your colleagues, and be the smartest person in the room. And upping your PowerPoint game is the key to making your next talk one to remember. But where do you start? Luckily the trusted For Dummies series is here to help you put the umph back in your PowerPoint decks, one compelling slide at a time. Don't worry if you're completely new to PowerPoint or even Microsoft Office in general. PowerPoint For Dummies Office 2021 Edition quickly gets you up to speed on the basics of this world-famous presentation software, starting with understanding and using the interface. You'll learn to create a new presentation from scratch, leverage free templates to accelerate the making of your next slide deck, and even import data from other applications. Already know the fundamentals? Then skip straight to the sizzle with step-by-step instructions on integrating charts and graphics into your next presentation. Knock your audience's socks off with attention-grabbing videos, special effects that make it impossible to look away, and seamless slide transitions. Organized for easy and fast reference, this practical guide walks you through the strategies and techniques you'll need to keep your presentation audiences engaged from the first slide to the very last. Collaborate with team members and colleagues and share your presentation with others. Take advantage of all the latest features in the newest version of PowerPoint that will help you drive your deck past the finish line. Your next presentation is your chance to deliver your best ideas with power, dynamism, and enthusiasm. Get the tools you need to engage your audience in PowerPoint For Dummies Office 2021 Edition. You'll soon discover that creating a slide deck, whether it's your first or your fiftieth, can be fun, easy, and exciting.

Dummies 101 Stuart J. Stupple, 1996 A handy, easy-to-use tutorial, this book provides hands-on learning for any user in the Dummies tradition. Users get the instruction they need to actually learn how to use this integrated suite. It takes users through the basics of the Internet using progress checks that help them decide if they are ready to move on to the next task.

InfoWorld, 1987-08-24 InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

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Folksonomies Isabella Peters, 2009 Collaborative information services on Web 2.0 are used by Internet users to produce digital information resources and to furnish the contents of the resources with their own keywords, so-called tags. This book deals with collaborative information services and folksonomies as a method of representing knowledge and a tool for information retrieval. Collaborative information services on Web 2.0 are used by Internet users not only to produce digital information resources but also to furnish the contents of the resources with their own keywords, so-called tags. Whilst doing so, the user is not required to comply with rules as is necessary with a library catalogue. The amount of user-generated tags in a collaborative information service is referred to as

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Table of Contents Microsoft Word 2010 Flow Chart Cheat Sheet

1. Understanding the eBook Microsoft Word 2010 Flow Chart Cheat Sheet
 - The Rise of Digital Reading Microsoft Word 2010 Flow Chart Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Flow Chart Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2010 Flow Chart Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Flow Chart Cheat Sheet
 - Personalized Recommendations

- Microsoft Word 2010 Flow Chart Cheat Sheet User Reviews and Ratings
- Microsoft Word 2010 Flow Chart Cheat Sheet and Bestseller Lists
- 5. Accessing Microsoft Word 2010 Flow Chart Cheat Sheet Free and Paid eBooks
 - Microsoft Word 2010 Flow Chart Cheat Sheet Public Domain eBooks
 - Microsoft Word 2010 Flow Chart Cheat Sheet eBook Subscription Services
 - Microsoft Word 2010 Flow Chart Cheat Sheet Budget-Friendly Options
- 6. Navigating Microsoft Word 2010 Flow Chart Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2010 Flow Chart Cheat Sheet Compatibility with Devices
 - Microsoft Word 2010 Flow Chart Cheat Sheet Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Flow Chart Cheat Sheet
 - Highlighting and Note-Taking Microsoft Word 2010 Flow Chart Cheat Sheet
 - Interactive Elements Microsoft Word 2010 Flow Chart Cheat Sheet
- 8. Staying Engaged with Microsoft Word 2010 Flow Chart Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2010 Flow Chart Cheat Sheet
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Flow Chart Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2010 Flow Chart Cheat Sheet
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Flow Chart Cheat Sheet
 - Setting Reading Goals Microsoft Word 2010 Flow Chart Cheat Sheet
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Flow Chart Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Word 2010 Flow Chart Cheat Sheet

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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