

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.
Or

[Click] the **CREASE**  or **DECREASE**  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 **POINT** 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, 2, 3, etc.

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

Ronald A. Landskroner

Microsoft Word 2010 Flow Chart Cheat Sheet:

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. Suple, 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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Resources in Education ,1990 Compute ,1990

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https://crm.allthingsbusiness.co.uk/results/publication/Documents/walking_workout_ncaa_football_near_me.pdf

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