

# 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 **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] .

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 .

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.

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 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-L / Ctrl-R**

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 Reference Guide

**Beezix Software Services, Inc, Beezix,  
Inc Staff**

## **Microsoft Word 2010 Reference Guide:**

*Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered:

Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010.

Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

## **Microsoft Word 2010 Collaboration Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix, Inc Staff, 2012-06-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered:

Turning On Off Track Changes Tracking Table Changes Show Hide the Reviewing Pane Accepting Rejecting Changes Inserting Comments Reviewing Comments Show Hide Comments Deleting Comments Changing What is Shown Showing Deletions and Moves in Balloons Hiding Formatting Changes Turning Off On Tracking Formatting Hide Show Specific Authors Changing Author Forcing Landscape Printing Comparing Two Documents Combining Multiple Documents Comparing with Previous Versions Comparing Documents Side by Side Protecting your Document Removing Personal or Hidden Information from a Document Restricting Editing Blocking Others from Editing Part of a Document Stored on SharePoint Unblocking Sharing a Document on SkyDrive Sending a Link to a SkyDrive Folder Sharing a Document on a SharePoint Co Authoring Using the Navigation Pane While Co Authoring Resolving Conflicts This guide is one of several titles available for Word 2010.

Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

**SharePoint 2010 User's Guide** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation

2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

**Microsoft Word  
2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

**Microsoft Word 2010 Formatting  
Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts

for how to use formatting features of Microsoft Office Word 2010 at the intermediate level The following topics are covered  
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Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide  
is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word  
2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

### **Microsoft Word 2010 Mail**

### **Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use  
mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the  
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Preventing Editing of a Control's Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to  
Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction  
Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010  
Collaboration Features

### **Microsoft Word 2010 Templates and Macros Quick Reference Guide (Cheat Sheet of**

**Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-04-15 Laminated quick reference guide  
showing step by step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2010

This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Templates Templates vs Documents Using a Template Creating a New Template Editing a Template Adding a Workgroup Template Folder Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Showing the Developer Tab Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to the Quick Access Toolbar and Shortcut keys Auto Macros Calling Another Macro Deleting Macros Setting Macro Security Getting Help on Visual Basic This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features [How to Use Microsoft Word 2010](#) HowExpert HowExpert

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their practical life to meet their documentation requirements Click Buy Now to get it now **The Big Book of APA**  
**Citations and References** Scott Matkovich,2014-01-03 The Big Book of APA Citations and References is the definitive guide to getting every reference right In response to dozens of websites and online APA reference generators that often lead students down the wrong path each reference has been meticulously checked against the Sixth Edition of the APA Manual for Publication for accuracy Included in this book are references for Books Journals Magazine Newspapers Media Reviews Social Media Online Posts and Much More Also included 250 pages packed with over 1 000 reference examples Comprehensive information on in text citations Quick example guides for building references and in text citations fast Detailed instructions on creating any reference from the ground up **Brilliant Word 2010** Steve Johnson,2010-07-01 Brilliant Word 2010 allows you to find the information you need easily and without fuss It guides you through all the tasks and applications using a visual step by step approach It shows you how to create documents use formatting and editing tools create customized letters and envelopes and how to share documents *Write Your Book in Microsoft Word 2010* Dimitar Popmintchev,2018-05-08 Create edit and publish your book with less efforts using Microsoft Word 2010 This tutorial will guide you through the process of a book formatting till it is ready for publishing Important topics are visualized in pictures Word 2010 is an older version of Word and while Microsoft is moving towards a web based application Word 2010 is perfectly capable of formatting a book If you already have Word 2010 it is all you need In fact this book is written in Microsoft Word 2010 The book does not cover topics for working and insertion of equations and references this is covered in Engineering and Scientific Manuscripts in Microsoft Word 2010 This edition does not cover the art of writing or the appropriate style for presenting your creativity to a specific audience The tutorial is also available for the current version of Word 2019 and previous versions of Word Word 2016 Word 2013 Word 2007 Length 97 pages 30 color pictures with guide lines *Microsoft Word 2010 - Intermediate* EZ-Ref Courseware,2010-12-15 Intermediate Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the intermediate concepts of Microsoft Word 2010 To download the exercise files that accompany this title please visit <http://www.ezref.com/exercise> files For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Word 2010 Intermediate 6 8 hours Widows Orphans Protecting Text Blocks Page Numbering Headers Footers Inserting Fields Find Replace Copying Moving Between Files Using the Office Clipboard Columns Newspaper Creating Borders Creating Drop Caps Mail Merge Outlines Bullet and Number Lists Inserting Hyperlinks Creating Editing Templates Comments Using QuickParts File Management Properties Tracking Reviewing Changes Compare Merge Documents Protecting Documents Research Features Translating Text WordArt Adding Shapes *Citrix XenDesktop & XenApp 7.7/7.8* Goeran Eibel,2016-03-31 This book provides an in depth insight into the new architectures and concepts of current Citrix XenDesktop and XenApp technologies for central provisioning of desktops and

applications It is aimed both at newcomers to the Citrix virtualization world and at those upgrading from previous versions All the necessary steps for the creation of a design and the development and operation of a complete scalable virtualization environment are discussed in a detailed and practical manner Valuable advice and comprehensive background information also feature in this solution oriented compendium making it an indispensable companion for IT solution architects consultants and administrators *Microsoft Word 2010* ,2010\* *Tulane Law Review* ,1993 **EBOOK: Using**

**Information Technology Complete Edition** Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition *Microsoft Word 2010 - Beginning* EZ-Ref Courseware,2010-12-01 Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft Word 2010 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Word 2010 Beginning 6 8 hours MS Word Basics Screen Menu Shortcut Menus Toolbars ToolTips Using Help Changing Views Full Screen Creating Saving Opening Files Spell Checker AutoCorrect Previewing Printing Files Basic Editing Deleting Undeleting Redoing Click Type Formatting Text Fonts Point Size Color Using the Format Painter Adjusting Margins Line Spacing Alignment Reveal Formatting Setting Tabs Changing Case Page Breaks Indenting Centering Right Aligning Text Moving Copying Text Drag Drop Using the Office Clipboard The Thesaurus Grammar Checker Creating Bookmarks Printing Envelopes Mailing Labels Using and Creating Templates Applying Themes **MCTS Microsoft**

**Windows 7 Configuration Study Guide, Study Guide** William Panek,2011-10-18 A fully updated study guide for MCTS exam 70 680 Demand for experienced qualified Windows 7 administrators remains high IT professionals seeking certification in Windows 7 administration will find everything they need to learn to pass the MCTS exam 70 680 in this complete Sybex Study Guide Updated to cover the most recent version of the exam this comprehensive guide examines all the exam objectives using real world scenarios hands on exercises and challenging review questions Certification in Windows 7 administration is highly prized by IT professionals and employers this comprehensive study guide covers everything you need to know to pass MCTS exam 70 680 Covers installing upgrading and migrating to Windows 7 deploying Windows 7 configuring hardware applications network connectivity access to resources and mobile computing monitoring and maintaining systems that run Windows 7 and configuring backup and recovery options Features review questions practice exams flashcards and video walkthroughs This complete study guide is the partner you need to assure your success on exam 70 680 **User's Guide** ,1985 **Windows 7 for Seniors QuickSteps** Marty Matthews,2011-05-01 Step by Step Full Color Graphics Start using Windows 7 right away the QuickSteps way Color photos and screenshots with clear instructions make it easy to get up to speed on all the features of this versatile operating system Follow along and quickly learn how to customize your desktop manage files connect to the internet use email add hardware and software print documents and

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