

# 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** 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 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 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      **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

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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

**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

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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 Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the How To Use Microsoft Word 2010 step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their

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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 secure your system You ll also get tips for using Windows 7 to work with your photos play

music and make movies Written by a senior for seniors this practical fast paced guide helps you get the most out of Windows 7 The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Personal insights from other seniors Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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[https://crm.allthingsbusiness.co.uk/results/detail/HomePages/student\\_loan\\_repayment\\_top.pdf](https://crm.allthingsbusiness.co.uk/results/detail/HomePages/student_loan_repayment_top.pdf)

## **Table of Contents Microsoft Word 2010 Reference Guide**

1. Understanding the eBook Microsoft Word 2010 Reference Guide
  - The Rise of Digital Reading Microsoft Word 2010 Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2010 Reference Guide
  - 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 Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2010 Reference Guide
  - Personalized Recommendations
  - Microsoft Word 2010 Reference Guide User Reviews and Ratings
  - Microsoft Word 2010 Reference Guide and Bestseller Lists
5. Accessing Microsoft Word 2010 Reference Guide Free and Paid eBooks
  - Microsoft Word 2010 Reference Guide Public Domain eBooks
  - Microsoft Word 2010 Reference Guide eBook Subscription Services
  - Microsoft Word 2010 Reference Guide Budget-Friendly Options
6. Navigating Microsoft Word 2010 Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Word 2010 Reference Guide Compatibility with Devices
  - Microsoft Word 2010 Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Word 2010 Reference Guide
  - Highlighting and Note-Taking Microsoft Word 2010 Reference Guide
  - Interactive Elements Microsoft Word 2010 Reference Guide
8. Staying Engaged with Microsoft Word 2010 Reference Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Word 2010 Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2010 Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Word 2010 Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2010 Reference Guide
  - Setting Reading Goals Microsoft Word 2010 Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2010 Reference Guide
  - Fact-Checking eBook Content of Microsoft Word 2010 Reference Guide
  - 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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