

# 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 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 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**

# Word 2010 Help Guide

**Jack E. Johnson, Dr.,Scot Ober,Arlene  
Zimmerly, MA**

## **Word 2010 Help Guide:**

**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 documentation requirements. Click Buy Now to get it now.

Writing: A User Manual David Hewson, 2012-02-16 You are a writer and you have a killer book idea. When your project starts to take off you will find yourself managing a writhing tangle of ideas, possibilities and potential potholes. How do you turn your inspiration into a finished novel? Writing a User's Manual offers practical insight into the processes that go into writing a novel from planning to story development, research to revision and finally delivery in a form which will catch the eye of an agent or publisher. David Hewson, a highly productive and successful writer of popular fiction with more than sixteen novels in print in twenty or so languages, shows how to manage the day to day process of writing. Writers will learn how to get the best out of software and novel writing packages such as Scrivener which help you view your novel not as one piece of text but as individual linked scenes each with their own statistics, notes and place within the novel structure. As you write you will need to assemble the main building blocks to underpin your artistry, story structure, genre and how that affects what you write, point of view, past, present or future tense, software for

keeping a book journal to manage your ideas research and outlining organization and more The advice contained in this book could mean the difference between finishing your novel and a never ending work in progress An essential tool for writers of all kinds Foreword by Lee Child *Introducing AutoCAD 2010 and AutoCAD LT 2010* George Omura,2009-08-04 Bestselling AutoCAD author George Omura presents a fast focused course in AutoCAD essentials George Omura is an AutoCAD expert whose clear focused instructions have taught hundreds of thousands how to use AutoCAD This task based reference approach is perfect for newcomers to AutoCAD and those who manage AutoCAD drawings You ll learn AutoCAD basics quickly and easily with the straightforward explanations and realistic exercises that focus squarely on accomplishing vital tasks You ll get acquainted with the drafting tools of AutoCAD and AutoCAD LT and learn such essentials as how to draw accurately and quickly edit your drawings create 3D models and much more Fully updated for all the new features of both AutoCAD and AutoCAD LT including parametric design free form 3D mesh modeling and enhanced PDF support Provides focused explanations and realistic exercises to quickly teach crucial tasks Shows how to draw accurately and quickly and how to effectively edit AutoCAD drawings Learn how to create 3D models and get organized with layers blocks groups and external references Discover how to quickly add and edit notes and dimensions find areas and distances quickly and extract hidden data Work with the DesignCenter create text and learn to lay out and print your drawings If you want to quickly get up to speed on the newest version of AutoCAD and AutoCAD LT *Introducing AutoCAD 2010 and AutoCAD LT 2010* is a fast no nonsense way to learn the software For Instructors Teaching supplements are available for this title

**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 *Word 2010 All-in-One For Dummies* Doug Lowe,2010-05-24 A complete guide to the world s most popular word processing software Microsoft Word is the most popular word processing software on the planet and the most used application in the Microsoft Office productivity suite Along with the rest of Office Word has been enhanced with new features and capabilities in the 2010 version Word s many users will find new things to learn and use in Word 2010 and this all in one guide gets them up to speed while providing a reference for taking Word to the next level Word is the top

selling application in the Microsoft Office suite and is the leading word processing software Both newcomers to Word and experienced users will need instruction in Word 2010's new features including online editing capabilities online document collaboration and an improved search function Nine minibooks cover Word basics editing formatting inserting bits and pieces publishing documents using reference features mailings customizing Word and special features for developers Word 2010 All in One For Dummies makes it easier for Word users everywhere to get up and running with Word 2010 and its new features

[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     *Using Microsoft Word 2010* Tim Huddleston, Mike Miller, 2010-11-30 Using Microsoft Word 2010 is a customized media rich learning experience designed to help new users master Microsoft Word 2010 system quickly and get the most out of it fast It starts with a concise friendly straight to the point guide to Microsoft Word 2010 This exceptional book is fully integrated with an unprecedented collection of online learning resources online video screencasts podcasts and additional web content all designed to reinforce key concepts and help users achieve real mastery The book and online content work together to teach everything mainstream Microsoft Word 2010 users need to know Practical approachable coverage that completely flattens the Microsoft Word 2010 learning curve Tightly integrated with online video screencast tutorials podcasts and more the total learning experience for new Microsoft Word 2010 users A companion website offers supplemental media including video screencast tutorials podcasts and more     *CompTIA Strata IT Fundamentals All-in-One Exam Guide (Exam FC0-U41)* Scott Jernigan, Mike Meyers, 2011-03-26 All in One is All You Need Get complete coverage of all material included on the CompTIA Strata IT

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**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

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**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 [The Lawyer's Guide to Microsoft Word 2010](#)

Ben M. Schorr,2011 This handy reference includes clear explanations legal specific descriptions and time saving tips for getting the most out of Microsoft Word R and customizing it for the needs of today s legal professional Focusing on the tools and features that are essential for lawyers in their everyday practice The Lawyer s Guide to Microsoft R Word 2010 explains in detail the key components to help make you more effective more efficient and more successful **Word 2010**

**All-in-One For Dummies** Doug Lowe,2010-05-24 A complete guide to the world s most popular word processing software Microsoft Word is the most popular word processing software on the planet and the most used application in the Microsoft Office productivity suite Along with the rest of Office Word has been enhanced with new features and capabilities in the 2010

version Word s many users will find new things to learn and use in Word 2010 and this all in one guide gets them up to speed while providing a reference for taking Word to the next level Word is the top selling application in the Microsoft Office suite and is the leading word processing software Both newcomers to Word and experienced users will need instruction in Word 2010 s new features including online editing capabilities online document collaboration and an improved search function Nine minibooks cover Word basics editing formatting inserting bits and pieces publishing documents using reference features mailings customizing Word and special features for developers Word 2010 All in One For Dummies makes it easier for Word users everywhere to get up and running with Word 2010 and its new features **Microsoft Office Word 2010**

**QuickSteps** Marty Matthews,2010-07-06 Step by Step Full Color Graphics Start using Word 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful word processing application Follow along and quickly learn how to create and format documents add tables charts and graphics use mail merge collaborate with others save Word documents as web pages and much more Get up to speed on Word 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks 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 [Diversity Teacher \(survival guide for teaching in a diverse classroom\)](#)

Vanessa P. Girard, D.M.,2011-08-28 Diversity Teacher is a source for exploring the core of human tendencies and needs across race culture age or gender Such exploration can lead to a more positive outlook on the job in particular and life in general reduction in stress and anxiety and ultimately inner peace Teachers may use this book to cultivate an effective safe focused industrious positive learning environment by 1 developing an understanding of the concept of diversity and its themes from a new perspective 2 learning how to interact with their students in a positive productive manner 3 implementing the lesson plans and or 4 teaching students about diversity its themes lessons and remedies The book contains lesson plans quizzes worksheets and exercises to foster understanding of the concept of diversity including its themes lessons and remedies *Microsoft Office Word 2010 Manual t/a Gregg College Keyboarding & Document Processing (GDP);*

*Microsoft Office Word 2010* Jack E. Johnson, Dr.,Scot Ober,Arlene Zimmerly, MA,2010-08-17 Gregg College Keyboarding and Document Processing GDP 11e by Ober Johnson and Zimmerly Your complete learning teaching system Your guide to success GDP 11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word Together the book and software systematically lead students through each lesson to provide an easy path to success As a solid product for over 50 years this version of the GDP software has grown into an online functionality The same program is now web based with seamless updates to provide greater accessibility for use at home in class and in labs perfect for distance learning Strong enhancements to the book while maintaining key elements including integrated language arts starting at lesson 21 support the cohesive program s strong content Skillbuilding is reinforced with MAP Misstroke Analysis and Prescription MAP

is an individualized diagnostic tool that is built into the software to help identify student s strengths and weaknesses while providing prescriptive drills to help them practice where they need it most Also MAP now has new unlimited drill lines that begin at Lesson 1 Additionally GDP 11 automatically scores for keyboarding errors and now formatting errors too As a result instructors will appreciate the customization of course management tools in GDP 11 including the new GPS Grade Posting System which allows complete flexibility in setting up grades GDP 11 your complete learning teaching system Your guide to success

**Learning New Techniques with Microsoft Word 2010** Doug Hewitt,Robin Hewitt,2010-01 As the title suggests Learning New Techniques with Microsoft Word 2010 shows readers how to use the new functions in Word 2010 It starts from the ground floor and works its way up Readers do not need any prior knowledge of how to work with Word This book includes step by step instructions for creating letters resumes lists term papers and more Learning New Techniques with Microsoft Word 2010 relays in simple terms how to utilize the powerful aspects of the program such as how to use fonts graphs screenshots charts and photographs to give your documents a professional appeal New functions such as SmartArt and Screen Capture are covered in detail Some Word books overwhelm the reader with detailed descriptions of hundreds of commands this book is different It is a guide that walks readers through the tasks of creating specific kinds of documents Packed with tips and screenshots to make the how to steps easy to understand readers will find this book the perfect guide to learning Microsoft Word 2010

**Microsoft SharePoint 2010 QuickSteps** Marty Matthews,Nancy Buchanan,2010-07-28

Step by Step Full Color Graphics Start using SharePoint 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful collaboration platform Follow along and quickly learn how to use a SharePoint site add pages and web parts create and manage lists and libraries and integrate with and collaborate using Microsoft Office applications You ll also find out how to customize pages with SharePoint Designer use SharePoint Workspace to work offline on SharePoint content handle permissions and security and much more Get up to speed on SharePoint 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks 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

**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

Displaying the Ruler Changing the Default Font Settings Tabs Moving Tab Positions Removing a Tab Marker Clearing All Tab Markers from the Ruler Tab Tips Setting Tabs with Leaders Disabling Automatic Formatting The Indent Markers Changing Indents Applying Indents Quickly Creating Bulleted Lists Changing Bullet Style Creating Numbered Lists Turning off Bullets or Numbering Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing

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