

W OVERVIEW & TABLE OF CONTENTS

This quick reference guide focuses on critical formatting techniques that are important for every Word user regardless of skill level. You will learn how to manage indents, tabs, rulers, paragraph spacing, headers, footers and other topics.

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W PARAGRAPH INDENTS

You can create left and right boundaries for your paragraphs without changing the margins for the entire document. Indent settings can be applied from the Ruler or from the Paragraph group commands found on the Home tab.

> Types of Indents



> Set Left Indent

1. Move the insertion point to paragraph that will be indented.
2. Click **Increase Indent** on the Paragraph group.
3. Or, click the Dialog Box Launcher (lower right corner of the Paragraph group) and select the Indents and Spacing tab.
4. Click **Left**. Use the up arrow to indent the paragraph with the desired distance from the left margin. You can also type the value. Observe the Preview window. Click **OK** to apply the changes.



Note: When you check the **Mirror Indents** box, the labels of the Left and Right indent fields change to Inside and Outside. This applies the inside indent on one side of the paragraph on even-numbered pages, and to the other side on odd-numbered pages. It is somewhat similar to the concept of using mirror margins in the Page Setup group (Page Layout tab).

> Alternate Method of Left Indenting Paragraphs

1. Display the Ruler (**View** tab, **Ruler** command).
2. Drag the **Left Indent** marker to a new position on the ruler (small rectangular box at bottom).



> Set Hanging Indent

1. Move the insertion point to the paragraph.
2. Click the Dialog Box Launcher (lower right corner of the Paragraph group) and select the Indents and Spacing tab. Select **Hanging** in the **Special** drop-down box and modify the distance. Click **OK**.



> Alternate Method of Setting a Hanging Indent

1. Display the Ruler.
2. Drag the **Hanging Indent Marker** to a new position on the ruler (small rectangular box + triangle).



> Set a First Line Indent

1. Move the insertion point to paragraph.
2. Click the Dialog Box Launcher (lower right corner of the Paragraph group) and select the Indents and Spacing tab.
3. Select **First Line** in the **Special** drop-down box and change the distance.
4. Click **OK**.



> Alternate Method of Setting a First Line Indent

1. Display the Ruler.
2. Drag the **Hanging Indent Marker** to a new position on the ruler (down pointing triangle).



> Using the Ruler

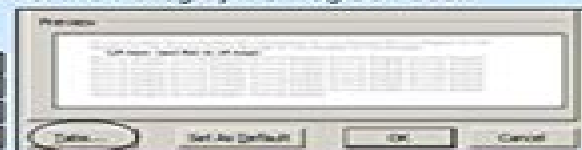
You can set First Line and Hanging indents using the horizontal ruler. Moreover, you can use the Bar tab to insert vertical bars at set positions on the ruler. Click the Tab/Indent icon on the ruler repeatedly to reveal the various types of indents and tabs.



W SETTING TABS

Tabs can be set using the Ruler or by clicking the **Tabs** button located at the bottom of the Paragraph dialog box seen previously. There are four tab types:

- ☒ Left
- ☒ Right
- ☒ Center
- ☒ Decimal



Word 2010 Quick Reference Guide Microsoft Office Training

Beezix, Inc Staff



Word 2010 Quick Reference Guide Microsoft Office Training:

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 [Learn to use Word 2010](#) , *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 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 Line Spacing Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging Table Cells Splitting Cells of a Table Centering a Table within the Margins Changing Text Direction Wrapping Text around Tables Adding Space to Table Rows Adding Paragraph Cell Borders and Shading Inserting a Pre Formatted Text Box Drawing a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special Characters Tabs Spaces etc Also includes Lists of Table Selection Shortcuts and Formatting 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 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

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What's New in Microsoft Office 2010 (from 2007) Quick Reference Guide (Cheat Sheet of New Features and Instructions) - Laminated Ca Beezix, Inc Staff, 2010-06-10

Laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference showing Office 2007 commands and their Office 2010 equivalents. The following topics are covered: Office Customizing the Ribbon, Backstage View, The File Menu, Protected View, Recovering Unsaved Versions, Pasting with Live Preview, Inserting a Screenshot, Saving to SharePoint or Windows Live SkyDrive, Work Anywhere, Office Web Apps, Co-authoring Word, PowerPoint, Removing a Picture's Background, Cropping a Picture, Other New or Changed Picture Features, Other New or Changed Features, Features No Longer Available, Word Navigating and Reorganizing Using Headings, Searching Using the Navigation Pane, Other New or Changed Features, Features No Longer Available, Excel Renamed Functions, Filtering Pivot Tables and Charts with Slicers, Inserting a Chart in a Cell, Sparklines, Filter Improvements, Conditional Formatting Changes, Other New or Changed Features, PowerPoint Organizing Slides with Sections Using the Animation Painter, Video Improvements, Linking to a Web Video, Syncing Animation Text Overlays with Audio Video, Creating a Video File, Broadcasting Using the Internet, Merging Comparing Presentations, Other New or Changed Features, Features No Longer Available. Also included is a command reference showing the Office 2007 command and the 2010 equivalent. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user.

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a valuable resource to improve your proficiency in using Microsoft Word Excel and PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar **The 2010 Stable** Paul Hawking, Brendan

McCarthy, Con Nikakis, 2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 Microsoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions *Office 2010 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2010-12-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word Excel PowerPoint Great companion product to Word Excel PowerPoint Introduction guides The following topics are covered Using the Ribbon Using The File Menu Backstage View Using the Quick Access Toolbar Using the Status Bar File Formats Compatibility with Previous Versions Formatting with the Mini Toolbar Using Themes to Format a Document Adding SmartArt Using Shape Styles The Research Task Pane Creating an Embedded Object from Another Office File Creating an Embedded Object from Another Office File Creating a Hyperlink Showing Macro and Form Controls Inserting Comments Deleting Comments Removing Personal Information Mark as Final Saving as PDF E mailing a PDF Restricting Distribution Digital Signatures Adding a Signature Line Word Excel Signing a Signature Line Viewing Digital Signatures Working with Multiple Windows This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Visual Studio 2010: A Beginner's Guide Joe Mayo, 2010-04-05 Essential Skills Made Easy Written by a Microsoft MVP and Visual Studio expert this hands on guide gets you started with the latest release of Microsoft's flagship Integrated Development Environment IDE Microsoft Visual Studio 2010 A Beginner's Guide shows you how to build applications from the ground up covering C VB NET ASP NET Silverlight Windows Presentation Foundation WPF and Windows Communication Foundation WCF You'll also learn how to customize the IDE adding your own tools that integrate with Visual Studio 2010 and edit and debug your applications Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Notes Extra information related to the topic being covered Tips Helpful reminders or alternate ways of doing things Annotated Syntax Example code with commentary that describes the programming techniques being

illustrated Joe Mayo is an independent consultant specializing in Microsoft NET technologies He is the author of LINQ Programming and other books Joe is also the recipient of multiple Microsoft MVP awards **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar **Technical Communication with 2009 MLA and 2010 APA Updates** Mike Markel,2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format [Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide \(Cheat Sheet of Keyboard Shortcuts- Laminated Card\)](#) Beezix Software Services,2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar [The Ophthalmic Assistant E-Book](#) Harold A. Stein,Raymond M. Stein,Melvin I. Freeman,2012-08-15 Excel in your clinical responsibilities with The Ophthalmic Assistant Whether you work in an ophthalmology optometry or opticianry setting this best selling reference delivers expert practical up to date guidance on ocular diseases surgical procedures medications and equipment as well as paramedical procedures and office management providing all the knowledge and skills you need to be a valuable asset to your team A real how to textbook Consult this full color visual guide for identification of ophthalmic disorders explanations of difficult concepts and depictions of the newest equipment used in

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Assistive Technologies and Environmental Interventions in Healthcare Lynn Gitlow,Kathleen Flecky,2019-08-08 Providing a holistic and client centered approach Assistive Technologies and

Environmental Interventions in Healthcare explores the individual's needs within the environment, examines the relationship between disability and a variety of traditional and cutting edge technologies, and presents a humanistic discussion of Technology Environment Intervention (TEI). Written by a multidisciplinary team of authors, this text introduces readers to a variety of conceptual practice models and the clinical reasoning perspectives. It also provides insight into how designers go about solving human-tech problems, discusses best practices for both face-to-face and virtual teams, and looks at the psychological, sociocultural, and cognitive factors behind the development and provision of assistive technologies. Examines a wide range of technologies and environmental interventions. Demonstrates how a better understanding of the complexity of human interaction with both the physical and social environment can lead to better use of technology. Explores the future of technology and research in TEI. Complete with a range of learning features such as keywords, case studies, and review questions, this book is ideal for undergraduate and graduate students in occupational therapy and other related health professions, as well as those undertaking certification and board examinations.

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