# **Word 2010 Formatting**

### Displaying the Ruler

Choose VIEW, then check ...... Ruler

Or [Click] [E]] 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. ICHOL SELAS DEFAULT.
- 4. Select ALL DOCUMENTS BASED ON THE NORMAL TEMPLATE and IClick! OK.

#### Settings Tabs

- Select the paragraph(s), or begin a new paragraph.
- 2. (Click) the tab button at the top left comer beside the ruler and select one of the 5 tab types:

1	lieft.	all)	greed	tab

center alligned tab-

-41 night aligned tab de decimal alligned tab

bar tab (creates a vertical line)

- 3. [Click] the horizontal ruler to position the tab stop.
- Repeat steps 2 and 3 for each tab stop required.
- 5. Type the test and press «Tab» to advance to the ment hab stop.

#### Moving Tab Positions

- 1. Select the parapraphish with the tabbed text.
- 2. (Drag) the tab marker(s) on the ruler to the new manufacture (s.)

#### Removing a Tab Marker

- Select the paragraph(s) with the tabbed text.
- (Drag) the tab marker off the ruler.

#### Clearing All Tab Markers from the Ruller

- Select the paragraph(s) with the tabbed text.
- 2. Choose HOME, then in the PARAGRAPH group.
- golida) TABIS.
- 4. SCHOOL CLEAR ALL, SCHOOL OK.

#### Tab Tips

If your tabbed text is not lining up:

- [Click] the Undo button until the text is realigned.
- paragraph marks within the text.
- Use If Format Painter to-copy tab settings from one paragraph to another, include the paragraph symbol (1) in the selection before appying tab settings.

#### Setting Tabs with Leaders

Characters such as periods can fill the space preceding artsb. E.g.

Apples	- 5
Oraniges	- 8
Pears	12

- Select the paragraph(s) with the tab settings.
- Choose HOME, then in the PARAGRAPH group.
- 3. PONOS TARS.
- 4. In the TAB STOP POSITION list, refect the tab that is to be preceded by a leader.
- Select from the LEADER section. [Click] OK.

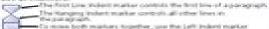
#### Disabling Automatic Formatting

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. ICHAY PROCEING, then AUTOCORRECT OPTIONS.
- 3. ICEAR the AUTOFORMAT AS YOU TYPE NO.
- 4. Turn off the appropriate options, [Click] OK twice.

#### The Indent Markers

The left boundary of the paragraph is controlled by this set of madency



To control the right side of a paragraph, use the Right Indent marker dis-

#### Changing Indents

- Select the paragraph(s) to change.
- 2. On the ruler, (Dracil the indent markers to the new movement.

[Click] the Increase life or Decrease Indent in buttons to indeet the paragraph(s) in increments.

#### Applying Indents Ouickly

- Select the paragraph(s) to change.
- [Click] the tab selection button to the left of the. horizontal ruler.
- 3. Select the First Line Indent [17] or the Hanging. Indent |
- 4. [Click] on the ruler to position the indent marker.

#### Creating Bulleted Lists

- Select the paragraphist.
- 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

- Select the bulleted paragraph(s).
- 2. Choose HOME, then the drop-down arrow of .....
- 3. Select a builtet symbol. Or for a different symbol, choose DEFINE NEW BULLET, ICHAN SYMBOL to choose a new symbol, PICTURE to use a graphic, or FONT to change color and other attributes. [Click] OK.

#### Creating Numbered Lists

- Select the paragraph(s).
- 2. Choose HOME, then | =

To select a different numbering style, (Click) the drop-down amow | = -

### Turning off Bullets or Numbering

- Select the paragraphisi with bullets or numbers.
- 2. Choose HOME, then III or III

#### Creating a Multilevel Numbered List

- Select the paragraph(s).
- 2. Choose HOME, then 1979
- Select a numbering format. Note: To create a Table of Contents more easily, use a format associated with styles, such as Heading 1, 2.
- 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, [182] and [182] can be used to promote and demote levels.

#### Selecting Parts of a Table

A news

A cold Position the mouse in the left. mangin of the cell, and (Click) when the mouse changes into an arrow.

> Position the mouse in the left. margin of any cell in the row,

and Double Click! when the mouse changes into an

Acceptance . J. P.

A column. Position the mouse at the top of the column, and (Click) when the mouse

House the mouse pointer Thus eintine tuble: over the table until the move.

tool H displays in the top left comer, then RChick3 the move tool.

Ctril-Shirth-\*

changes into an arrow ...

#### Moving Within a Table

First cell in a now Alt-Home Last cell in a row

Micron nour up-Select the row, then Mary Strains of

Select the row, then Move row down Aller Shirth, day

#### Formatting Keyboard Shortcuts

Change the font ATTENDATION OF THE PERSON OF T Chiange the font size CONT. Shares P. Increase the foot size Christophy >-Decrease the foot size. Child Shadhar Change the case of letters SHARLES. Format letters as all capitals. Cort-Shirts-A

Format letters as small capitals. Ctrl-Shift-K.

Turn on/off bold Chris-III Turn on loff italic Child Turn on/off underline CMI-U

Turn onlott word underline Chill Shifts W. Turn on/off double underline Chill-Shift-D Turn on/off formatting symbols. Ctrl-Shift-E.

Remove formatting (plain text): Ctrl-Shift-Z. Turn on/off display of non-printing characters

Simple-space lines Chillian Double-space lines OH-2 CMAS Set 1.5 line spading

Turn on/off 12 pts. of space

before the paragraph. Christo (associa-Chris-Ei Center paragraphs

Justify paragraphs Code-8

CMI-L / CMI-R Lieft-allign/Right-allign Increase/Decrease left indent. Child-Mark Child Share, Lt.

Create/Remove a hanging indent Ctrl-T /

Remove paragraph formatting Ctrl-Q Remove character formatting Chil-Space Copy formatting Chill-Shirth-C

Poste formatting Cort-Shirts-W Paste Special CHI-ARAY

# **Microsoft Word 2010 Reference Guide**

Beezix Software Services, Inc,Beezix, Inc Staff

### Microsoft Word 2010 Reference Guide:

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