

# 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 Indent** 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            |

# Word 2010 Help Guide

**Tim Huddleston, Mike Miller**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

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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      *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      **Microsoft Word 2010 Inside Out** Katherine Murray, 2010-10-08 You re beyond the basics with Word so dive right in and really put your

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*Resistance to Innovation* Shaul Oreg,Jacob Goldenberg,2015-06-12 Every year about 25 000 new products are introduced in the United States Most of these products fail at considerable expense to the companies that produce them Such failures are typically thought to result from consumers resistance to innovation but marketers have tended to focus instead on consumers who show little resistance despite these early adopters comprising only 20 percent of the consumer population Shaul Oreg and Jacob Goldenberg bring the insights of marketing and organizational behavior to bear on the attitudes and behaviors of the remaining 80 percent who resist innovation The authors identify two competing definitions of resistance In marketing resistance denotes a reluctance to adopt a worthy new product or one that offers a clear benefit and carries little or no risk In the field of organizational behavior employees are defined as resistant if they are unwilling to implement changes regardless of the reasons behind their reluctance Seeking to clarify the act of rejecting a new product from the reasons rational or not consumers may have for doing so Oreg and Goldenberg propose a more coherent definition of resistance less encumbered by subjective context specific factors and personality traits The application of this tighter definition makes it possible to disentangle resistance from its sources and ultimately offers a richer understanding of consumers underlying motivations This important research is made clear through the use of many real life examples

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