

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

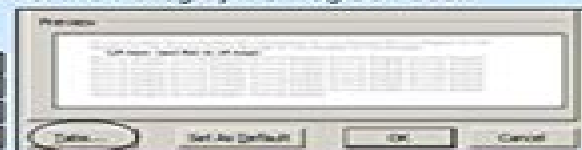
You can set First Line and Hanging indents using the horizontal ruler. Moreover, you can use the Bar tab to insert vertical bars at set positions on the ruler. Click the Tab/Indent icon on the ruler repeatedly to reveal the various types of indents and tabs.



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 Software Services, Inc, Beezix,
Inc Staff**



Word 2010 Quick Reference Guide Microsoft Office Training:

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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 Oswaal One For All Olympiad Previous Years' Solved Papers, Class-6 Cyber Book (For 2023 Exam) Oswaal Editorial Board, 2023-05-23 Description of the Product Crisp Revision with Concept wise Revision Notes Mind Maps 100% Exam Readiness with Previous Years Questions 2011 2022 Valuable Exam

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2007) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) 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 *Shortcuts for Microsoft Office 2016, 2013 and 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix Software Services, 2017-10-30 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016 2013 and 2010 products Word Excel and PowerPoint Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be 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 *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

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