

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** 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

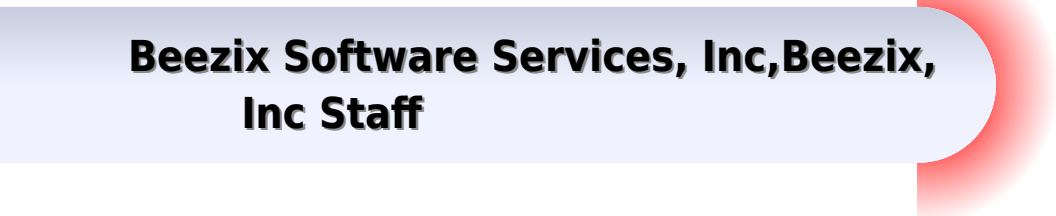
First cell in a row	Alt-Home
Last cell in a row	Alt-End
Move row up	Select the row, then Alt-Shift-↑
Move row down	Select the row, then Alt-Shift-↓

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

**Beezix Software Services, Inc, Beezix,
Inc Staff**



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viruses and spyware cleaning your PC properly etc This comprehensive guide uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with your PC 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 Microsoft Manual of Style Microsoft Corporation,2012-01-15 Maximize the impact and precision of your message Now in its fourth edition the Microsoft Manual of Style provides essential guidance to content creators journalists technical writers editors and everyone else who writes about computer technology Direct from the Editorial Style Board at Microsoft you get a comprehensive glossary of both general technology terms and those specific to Microsoft clear concise usage and style guidelines with helpful examples and alternatives guidance on grammar tone and voice and best practices for writing content for the web optimizing for accessibility and communicating to a worldwide audience Fully updated and optimized for ease of use the Microsoft Manual of Style is designed to help you communicate clearly consistently and accurately about technical topics across a range of audiences and media

Interaction Design Yvonne Rogers,Helen Sharp,Jenny Preece,2011-06-07 The authors present an up to date exposition of the design of the current and next generation interactive technologies such as the Web mobiles and wearables *Word for Beginners* M.L. Humphrey, Microsoft Word is the go to word processor in use today From school papers to business reports almost everyone will need to use it at some point in their life And Word for Beginners provides the foundation you need to master Word From basic navigation and how to input your text to formatting and printing this guide covers everything you need to start using Word effectively So what are you waiting for Let s get started learning Word today keywords microsoft word ms word word word for beginners novices introduction to word formatting printing *Introducing AutoCAD 2010 and AutoCAD LT 2010* George Omura,2009-08-04 Bestselling AutoCAD author George Omura presents a fast

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Brian Williams, 2012-03-16 **EBOOK Using Information Technology Complete Edition** **Impact Coaching** Julie R. Smith, Raymond L. Smith, 2017-12-14 Invest in building talent The best principals don't just happen Your single most impactful investment toward student achievement might be an investment in helping leaders learn This book bucks the notion of leaving principals to learn the ropes on their own The solid sustainable and laser sharp focus on instructional leadership helps leaders hone model and lead new learning through deliberate practice by Engaging in rich rigorous and reflective open to learning conversations with both coaches and colleagues to improve instructional leadership practices Leveraging their 5 Big Winner Practices for highest impact and Using Linking Walks to apply new ideas to real scenarios

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 **The Oxford Handbook of Justice in the Workplace** Russell Cropanzano, Maureen L. Ambrose, 2015 Offering the most thorough discussion of organizational justice currently available The Oxford Handbook of Justice in the Workplace provides a comprehensive review of empirical

and conceptual research addressing this vital topic **Exam 77-881 Microsoft Word 2010** Microsoft Official Academic Course,2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

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