

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

Shaul Oreg, Jacob Goldenberg



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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 Word 2013 Step By Step* Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features **Introducing AutoCAD 2010 and AutoCAD LT 2010** George Omura,2009-08-04 Bestselling AutoCAD author George Omura presents a fast focused course in AutoCAD essentials George Omura is an AutoCAD expert whose clear focused instructions have taught hundreds of thousands how to use AutoCAD This task based reference approach is perfect for newcomers to AutoCAD and those who manage AutoCAD drawings You ll learn AutoCAD basics quickly and easily with the straightforward explanations and realistic exercises that focus squarely on accomplishing vital tasks You ll get acquainted with the drafting tools of AutoCAD and AutoCAD LT and learn such essentials as how to draw accurately and quickly edit your drawings create 3D models and much more Fully updated for all the new features of both AutoCAD and AutoCAD LT including parametric design free form 3D mesh modeling and enhanced PDF support Provides focused explanations and realistic exercises to quickly teach crucial tasks Shows how to draw accurately and quickly and how to effectively edit AutoCAD drawings Learn how to create 3D models and get organized with layers blocks groups and external references Discover how to quickly add and edit notes and dimensions find areas and distances quickly and extract hidden data Work with the DesignCenter create text and learn to lay out and print your drawings If you want to quickly get up to speed on the newest version of AutoCAD and AutoCAD LT Introducing AutoCAD 2010 and AutoCAD LT 2010 is a fast no nonsense way to learn the software For Instructors Teaching supplements are available for this title *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 for beginners novices introduction to word formatting printing **Qualitative Research in Education: A User's Guide** Marilyn Lichtman,2013 This textbook provides readers with a blend of practical and theoretical information using real world examples and illustrations to help

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