

# 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**.

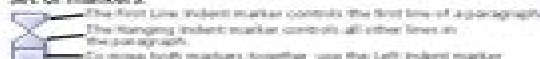
## Disabling Automatic Formatting

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

# Microsoft Office Word 2010 Exam Guide

**N Noddings**



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web together with helicopter pilot gabato luis guzmán and gabato s feisty daughter kailani vanessa hudsons they set out to find the island and rescue its sole human inhabitant michael caine

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seven thousand miles later they drop from the clouds onto an uncharted volcanic island in the pacific

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web both have different abilities to negotiate obstacles encountered when exploring the island s caves forests and shipwrecks this hand drawn island is full of secrets and the story is told through symbols that can be enjoyed by anyone you ll water the garden repair the lighthouse and investigate the mysterious spores key features

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web directed by brad peyton directed by writing credits cast in credits order complete awaiting verification produced by music by andrew lockington music by cinematography by david tattersall director of photography editing by david rennie edited by production design by bill boes art direction by bruce robert hill

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web about the mysterious island with little more than courage and ingenuity five union prisoners escaped the siege of richmond by hot air balloon they have no idea if they ll ever see civilization again especially when they re swept off by a raging storm to the shores of an uncharted island

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web the mysterious island is a 1929 american science fiction film directed by lucien hubbard based on jules verne s 1874 novel l île mystérieuse the mysterious island it was photographed largely in two color technicolor and released by metro goldwyn mayer as a part talkie feature with some scenes with audible dialog and some that

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web the mysterious island is an exciting tale of mystery and adventure as a group of castaways struggle to overcome the elements and survive on an uncharted island the novel was written by jules verne in 1874 this is an unusual book for verne because it s more mystery than science fiction

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web recently viewed mysterious island directed by cy endfield with michael craig joan greenwood michael callan gary merrill during the civil war a group of union soldiers and two confederates escape the stockade using a hot air balloon and end up on a

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