

# 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**.

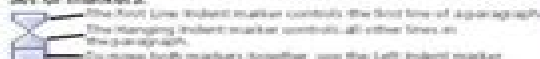
## Disabling Automatic Formatting

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, 2**.
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 <b>[Click]</b> when the mouse changes into an arrow. ➡
A row	Position the mouse in the left margin of any cell in the row, and <b>[Double Click]</b> when the mouse changes into an arrow. ➡
A column	Position the mouse at the top of the column, and <b>[Click]</b> 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 <b>[Click]</b> the move tool.

## Moving Within a Table

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

## Formatting Keyboard Shortcuts

Change the font	<b>Ctrl-Shift-F</b>
Change the font size	<b>Ctrl-Shift-P</b>
Increase the font size	<b>Ctrl-Shift-&gt;</b>
Decrease the font size	<b>Ctrl-Shift-&lt;</b>
Change the case of letters	<b>Shift-F3</b>
Format letters as all capitals	<b>Ctrl-Shift-A</b>
Format letters as small capitals	<b>Ctrl-Shift-K</b>
Turn on/off bold	<b>Ctrl-B</b>
Turn on/off italic	<b>Ctrl-I</b>
Turn on/off underline	<b>Ctrl-U</b>
Turn on/off word underline	<b>Ctrl-Shift-W</b>
Turn on/off double underline	<b>Ctrl-Shift-D</b>
Turn on/off formatting symbols	<b>Ctrl-Shift-8</b>
Remove formatting (plain text)	<b>Ctrl-Shift-Z</b>
Turn on/off display of non-printing characters	<b>Ctrl-Shift-*</b>
Single-space lines	<b>Ctrl-1</b>
Double-space lines	<b>Ctrl-2</b>
Set 1.5 line spacing	<b>Ctrl-5</b>
Turn on/off 12 pts. of space before the paragraph	<b>Ctrl-0 (zero)</b>
Center paragraphs	<b>Ctrl-E</b>
Justify paragraphs	<b>Ctrl-J</b>
Left-align/Right-align	<b>Ctrl-L / Ctrl-R</b>
Increase/Decrease left indent	<b>Ctrl-M / Ctrl-Shift-M</b>
Create/Remove a hanging indent	<b>Ctrl-T / Ctrl-Shift-T</b>
Remove paragraph formatting	<b>Ctrl-Q</b>
Remove character formatting	<b>Ctrl-Space</b>
Copy formatting	<b>Ctrl-Shift-C</b>
Paste formatting	<b>Ctrl-Shift-V</b>
Paste Special	<b>Ctrl-Alt-V</b>

# Microsoft Office 2010 Reference Guide

**Wallace Wang**



## **Microsoft Office 2010 Reference Guide:**

*Office and SharePoint 2010 User's Guide* Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment

*Office 2010 For Dummies* Wallace Wang, 2010-05-10 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide

*Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading 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. [Office User Guide for MicroStrategy 10](#) MicroStrategy Product Manuals, 2015-06-04

**Office 2010: The Missing Manual** Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world. The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics. This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more. Create professional looking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email calendar and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations and summarize the results with Excel. Make eye catching presentations. Build PowerPoint slideshows with video and audio clips, animations and more. Build Access databases quickly. Make your data easy to find, sort and manage. Manage your files more efficiently. Use the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools. Publisher. OneNote and Office Web Apps.

**Office User Guide for MicroStrategy Analytics Enterprise** MicroStrategy Product Manuals, MicroStrategy, 2013-10-31 The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft Excel, PowerPoint, Word and Outlook to analyze format and distribute business data.

*Office 2010 All-in-One For Dummies* Peter Weverka, 2010-05-10 The leading book on Microsoft Office now fully updated for Office 2010. Microsoft Office the world's leading productivity suite has been updated with new tools. Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All in One guide. With a self contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness. Office 2010 All in One For Dummies gets you up to speed and answers the questions you'll have down the road. Microsoft Office is the office productivity suite used around the globe nearly every business worker encounters it daily. The 2010 revision will affect all applications in the suite. Eight minibooks cover Word, Excel, PowerPoint, Outlook, Access, Publisher, common Office tools and ways to expand Office productivity. Also covers the new online versions of Word, Excel and PowerPoint as well as changes to the interface and new tools and techniques. Office 2010 All in One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010.

*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

**SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

**Mastering Windows 7 Deployment** Aidan Finn,Darril Gibson,Kenneth van Surksun,2011-03-08 Get professional level instruction on Windows 7 deployment tools Enterprise level operating system deployment is challenging and requires knowledge of specific tools It is expected that Windows 7 will be extensively deployed in businesses worldwide This comprehensive Sybex guide provides thorough coverage of the Microsoft deployment tools that were specifically created for Windows 7 preparing system administrators MIS professionals and corporate programmers to tackle the task effectively Companies worldwide are expected to deploy Windows 7 as their enterprise operating system system administrators and IT professionals need comprehensive instruction on Microsoft s deployment tools This complete guide provides clear step by step instruction on planning installing configuring deploying and troubleshooting deployment methods for each tool Covers the Microsoft Assessment and Planning MAP Toolkit Application Compatibility Toolkit ACT

Windows PE Windows Automated Installation Kit WAIK Windows System Image Manager WSIM Easy Transfer User State Migration Toolkit USMT Windows Deployment Services Microsoft Deployment Toolkit 2010 System Center Configuration Manager Key Management Service and Volume Activation Management Tool VAMT Illustrated with plenty of real world scenarios Mastering Windows Deployment provides the hands on instruction you need to fully understand and use each deployment technology

**SolidWorks 2014 Reference Guide** David Planchard, 2014 The SolidWorks 2014 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2014 SolidWorks is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SolidWorks 2014 Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2014 software If you are completely new to SolidWorks you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SolidWorks Tutorials Videos are provided to introduce the new user to the basics of using SolidWorks 3D CAD software If you are familiar with an earlier release of SolidWorks you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter 18 total provides detailed PropertyManager information on key topics with individual standalone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature All models for the 240 plus tutorials are located on the enclosed book CD with their solution initial and final Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2014 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SolidWorks every day and his responsibilities go far beyond the creation of just a 3D model

*Desktop - My Book of Computer Science Class 7* Sayan Banerjee, Swati Goel, Goyal Brothers Prakashan, 2013-04-01 Goyal Brothers Prakashan

Windows 8: The Missing Manual David Pogue, 2013-02-27 With Windows 8 Microsoft completely reimaged the graphical user interface for its operating system and designed it to run on tablets as well as PCs It s a big change that calls for a trustworthy guide Windows 8 The Missing Manual New York Times columnist David Pogue provides technical insight lots of wit and hardnosed objectivity to help you hit the ground running with Microsoft s new OS This jargon free book explains Windows 8 features so clearly revealing which work well and which don t that it should have been in the box in the first place

**Ultimate Guide to SBI Junior Associates & Jr. Agricultural Associates Clerical Cadre Preliminary & Main Exam with Free Quick GK 2018 ebook** Disha Experts, 2017-07-01 This title contains an Access Code along with instructions to access the Online

Material In case you face any difficulty write to us at ebooks support aietso.co in Ultimate Guide to SBI Bank for Junior Associates Junior Agriculture Associates Exam 6th Edition with FREE Quick GK 2018 ebook is the best reference material specifically written for SBI Bank Clerk Exam The book contains specific sections for Reasoning General English Quantitative Aptitude Marketing Aptitude and General Awareness with special reference to Banking Industry Computer Knowledge The book contains to the point theory of all the 5 sections divided into chapters with illustrations followed by an exercise with detailed solutions The book covers a lot of questions from the past Bank clerk exams of various banks The book comes with FREE Quick GK 2018 ebook which can be accessed online through voucher code provided in the book

**Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

Desktop – My Book of Computer Science Class 5 Sayan Banerjee,Swati Goel,Goyal Brothers Prakashan,2013-04-01 Goyal Brothers Prakashan

*Carnation Monthly Term Book Class 03 Term 06* Abha Sahgal & Sandra De Souza & Preetika Sawhney & Kusum Wadhwa & Anju Loomba & Pooja Sachdeva, Carnation Monthly Term Book Class 03 Term 06

*Evaluation Guide: Introduction to MicroStrategy 10* MicroStrategy Product Manuals,2015-06-04

**Cybersecurity - Attack and Defense Strategies** Yuri Diogenes,Dr. Erdal Ozkaya,2019-12-31 Updated and revised edition of the bestselling guide to developing defense strategies against the latest threats to cybersecurity Key FeaturesCovers the latest security threats and defense strategies for 2020Introduces techniques and skillsets required to conduct threat hunting and deal with a system breachProvides new information on Cloud Security Posture Management Microsoft Azure Threat Protection Zero Trust Network strategies Nation State attacks the use of Azure Sentinel as a cloud based SIEM for logging and investigation and much moreBook Description Cybersecurity Attack and Defense Strategies Second Edition is a completely revised new edition of the bestselling book covering the very latest security threats and defense mechanisms including a detailed overview of Cloud Security Posture Management CSPM and an assessment of the

current threat landscape with additional focus on new IoT threats and cryptomining Cybersecurity starts with the basics that organizations need to know to maintain a secure posture against outside threat and design a robust cybersecurity program It takes you into the mindset of a Threat Actor to help you better understand the motivation and the steps of performing an actual attack the Cybersecurity kill chain You will gain hands on experience in implementing cybersecurity using new techniques in reconnaissance and chasing a user s identity that will enable you to discover how a system is compromised and identify and then exploit the vulnerabilities in your own system This book also focuses on defense strategies to enhance the security of a system You will also discover in depth tools including Azure Sentinel to ensure there are security controls in each network layer and how to carry out the recovery process of a compromised system What you will learnThe importance of having a solid foundation for your security postureUse cyber security kill chain to understand the attack strategyBoost your organization s cyber resilience by improving your security policies hardening your network implementing active sensors and leveraging threat intelligenceUtilize the latest defense tools including Azure Sentinel and Zero Trust Network strategyIdentify different types of cyberattacks such as SQL injection malware and social engineering threats such as phishing emailsPerform an incident investigation using Azure Security Center and Azure SentinelGet an in depth understanding of the disaster recovery processUnderstand how to consistently monitor security and implement a vulnerability management strategy for on premises and hybrid cloudLearn how to perform log analysis using the cloud to identify suspicious activities including logs from Amazon Web Services and AzureWho this book is for For the IT professional venturing into the IT security domain IT pentesters security consultants or those looking to perform ethical hacking Prior knowledge of penetration testing is beneficial

**SUSE Linux 10 For Dummies** Naba Barkakati,2006-03-20 Install SUSE Linux and take advantage of cool new tools Use OpenOffice org go online with Firefox set up a wireless LAN and more SUSE Linux is gaining popularity everywhere and you ll soon see why This friendly guide will help you install and configure the newest version then help you work with digital media build a network get acquainted with Firefox the super secure browser that has everybody excited explore Skype and Linphone Internet phone services and much more Discover how to Set up an Ethernet LAN with wireless access Use the OpenOffice org productivity suite Read newsgroups and use instant messaging Play music and burn CDs Secure your SUSE system



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