

# 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**.

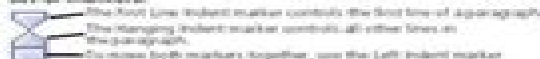
## Disabling Automatic Formatting

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-+</b>          |
| Decrease the font size                            | <b>Ctrl-Shift-=-</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

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## Decoding **Microsoft Office 2010 Reference Guide**: Revealing the Captivating Potential of Verbal Expression

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