

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 Word 2010 Reference Guide

Rachel Sandford



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