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:

   [L] 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.
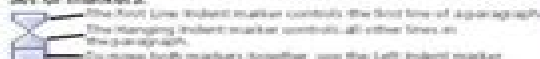5. Select from the LEADER section. [Click] OK.

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:

The First Line Indent marker controls the first line of a paragraph.
The Hanging Indent marker controls all other lines in the paragraph.
To move both markers together, use the Left Indent marker.

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 [ ].
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.

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MicroStrategy Product Manuals,MicroStrategy

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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 **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 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

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