Word 2010 Formatting

Displaying the Ruler

Choose VIEW, then check Ruler

Or [Click] [E]] 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. ICHOL SELAS DEFAULT.
- 4. Select ALL DOCUMENTS BASED ON THE NORMAL TEMPLATE and IClick! OK.

Settings Tabs

- Select the paragraph(s), or begin a new paragraph.
- 2. (Click) the tab button at the top left comer beside the ruler and select one of the 5 tab types:

1	lieft.	all)	greed	tab

center alligned tab-

-41 night aligned tab de decimal alligned tab

bar tab (creates a vertical line)

- 3. [Click] the horizontal ruler to position the tab stop.
- Repeat steps 2 and 3 for each tab stop required.
- 5. Type the test and press «Tab» to advance to the ment hab stop.

Moving Tab Positions

- 1. Select the parapraphish with the tabbed text.
- 2. (Drag) the tab marker(s) on the ruler to the new manufacture (s.)

Removing a Tab Marker

- Select the paragraph(s) with the tabbed text.
- (Drag) the tab marker off the ruler.

Clearing All Tab Markers from the Ruller

- Select the paragraph(s) with the tabbed text.
- 2. Choose HOME, then in the PARAGRAPH group.
- golida) TABIS.
- 4. SCHOOL CLEAR ALL, SCHOOL OK.

Tab Tips

If your tabbed text is not lining up:

- [Click] the Undo button until the text is realigned.
- paragraph marks within the text.
- Use If Format Painter to-copy tab settings from one paragraph to another, include the paragraph symbol (1) in the selection before appying tab settings.

Setting Tabs with Leaders

Characters such as periods can fill the space preceding artsb. E.g.

Apples	- 5
Oraniges	- 8
Pears	12

- Select the paragraph(s) with the tab settings.
- Choose HOME, then in the PARAGRAPH group.
- 3. PONOS TARS.
- 4. In the TAB STOP POSITION list, refect the tab that is to be preceded by a leader.
- 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. ICHAY PROCEING, then AUTOCORRECT OPTIONS.
- 3. ICEAR the AUTOFORMAT AS YOU TYPE NO.
- 4. Turn off the appropriate options, [Click] OK twice.

The Indent Markers

The left boundary of the paragraph is controlled by this set of madency



To control the right side of a paragraph, use the Right Indent marker dis-

Changing Indents

- Select the paragraph(s) to change.
- 2. On the ruler, (Dracil the indent markers to the new movement.

[Click] the Increase life or Decrease Indent in buttons to indeet the paragraph(s) in increments.

Applying Indents Ouickly

- Select the paragraph(s) to change.
- [Click] the tab selection button to the left of the. horizontal ruler.
- 3. Select the First Line Indent [17] or the Hanging. Indent |
- 4. [Click] on the ruler to position the indent marker.

Creating Bulleted Lists

- Select the paragraphist.
- 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

- Select the bulleted paragraph(s).
- 2. Choose HOME, then the drop-down arrow of III -
- 3. Select a builtet symbol. Or for a different symbol, choose DEFINE NEW BULLET, ICHAN SYMBOL to choose a new symbol, PICTURE to use a graphic, or FONT to change color and other attributes. [Click] OK.

Creating Numbered Lists

- Select the paragraph(s).
- 2. Choose HOME, then | =

To select a different numbering style, (Click) the drop-down amow | = -

Turning off Bullets or Numbering

- Select the paragraphisi with bullets or numbers.
- 2. Choose HOME, then III or III

Creating a Multilevel Numbered List

- Select the paragraph(s).
- 2. Choose HOME, then 1979
- 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, [182] and [182] can be used to promote and demote levels.

Selecting Parts of a Table

A news

A cold Position the mouse in the left. mangin of the cell, and (Click) when the mouse changes into an arrow.

> Position the mouse in the left. margin of any cell in the row,

and Double Click! when the mouse changes into an

Acceptance . J. P.

A column. Position the mouse at the top of the column, and (Click) when the mouse

House the mouse pointer Thus eintine tuble: over the table until the move.

tool H displays in the top left comer, then RChick3 the move tool.

Ctril-Shirth-*

changes into an arrow ...

Moving Within a Table

First cell in a now Alt-Home Last cell in a row

Micron nour up-Select the row, then Mary Strains of

Select the row, then Move row down Aller Shirth, day

Formatting Keyboard Shortcuts

Change the font ATTENDATION OF THE PERSON OF T Chiange the font size CONT. Shares P. Increase the foot size Christophy >-Decrease the foot size. Child Shadhar Change the case of letters SHARLES. Format letters as all capitals. Cort-Shirts-A

Format letters as small capitals. Ctrl-Shift-K.

Turn on/off bold Chris-III Turn on loff italia. Child Turn on/off underline CMI-U

Turn onlott word underline Chill Shifts W. Turn on/off double underline Chill-Shift-D Turn on/off formatting symbols. Ctrl-Shift-E.

Remove formatting (plain text) - Ctrl-Shift-Z. Turn on/off display of non-printing characters

Simple-space lines Chillian Double-space lines OH-2 CMAS Set 1.5 line spading

Turn on/off 12 pts. of space

before the paragraph. Christo (associa-Chris-Ei Center paragraphs

Justify paragraphs Code-8

CMI-L / CMI-R Lieft-allign/Right-allign Increase/Decrease left indent. Child-Mark Child Share, Lt.

Create/Remove a hanging indent Ctrl-T /

Remove paragraph formatting Ctrl-Q Remove character formatting Chil-Space Copy formatting Chill-Shirth-C

Poste formatting Cort-Shirts-W Paste Special CHI-ARAY

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