

# 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  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**.
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	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-S
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 Office 2010 Reference Guide

**Joacim Rocklöv**



**Microsoft Office 2010 Reference Guide:**

The Top Books of the Year Microsoft Office 2010 Reference Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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## **Table of Contents Microsoft Office 2010 Reference Guide**

1. Understanding the eBook Microsoft Office 2010 Reference Guide
  - The Rise of Digital Reading Microsoft Office 2010 Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2010 Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Office 2010 Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2010 Reference Guide
  - Personalized Recommendations
  - Microsoft Office 2010 Reference Guide User Reviews and Ratings
  - Microsoft Office 2010 Reference Guide and Bestseller Lists
5. Accessing Microsoft Office 2010 Reference Guide Free and Paid eBooks
  - Microsoft Office 2010 Reference Guide Public Domain eBooks
  - Microsoft Office 2010 Reference Guide eBook Subscription Services
  - Microsoft Office 2010 Reference Guide Budget-Friendly Options
6. Navigating Microsoft Office 2010 Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Office 2010 Reference Guide Compatibility with Devices
  - Microsoft Office 2010 Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Office 2010 Reference Guide
  - Highlighting and Note-Taking Microsoft Office 2010 Reference Guide
  - Interactive Elements Microsoft Office 2010 Reference Guide
8. Staying Engaged with Microsoft Office 2010 Reference Guide

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Office 2010 Reference Guide
9. Balancing eBooks and Physical Books Microsoft Office 2010 Reference Guide
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Office 2010 Reference Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Office 2010 Reference Guide
- Setting Reading Goals Microsoft Office 2010 Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Office 2010 Reference Guide
- Fact-Checking eBook Content of Microsoft Office 2010 Reference Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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