

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 [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-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 Word 20help Guide

Katrin Zwirgmaier



Microsoft Word 20help Guide:

The Complete Idiot's Guide to Microsoft Access 97 Joseph W. Habraken, 1997 The simple way to get up to speed with Microsoft Access 97 You're a smart person who wants to stay ahead in the corporate world You know that using Access 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside the bulky books The Complete Idiot's Guide to Microsoft Access 97 presents a quick step by step overview of the process Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of everything that Access 97 has to offer So bypass the big boring books Learning to build and work with databases will be a breeze The Complete Idiot's Guide to Microsoft PowerPoint 97 Nat Gertler, 1996 Users wanting to learn about the newest release of PowerPoint won't want to be without this tutorial They will learn how to create dynamic presentations with slides and graphs all with this clear 2 color graphical resource Mini tutorials round out this handy guide that allows users to find the information they need in a flash Provides Timesaving Tips Plain English definitions and Panic Button advice throughout the book Outlines how to work with print rearrange and draw objects on slides Teaches the basic features and functions of PowerPoint with expert information and advice Microsoft Word Version 2002 Inside Out Mary Millhollon, Katherine Murray, 2001 Hey you know your way around Word so now dig into Version 2002 and really put your documents to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and handy workarounds in concise fast answer format it's all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Word mastery Build on what you already know about Word and quickly dive into what's new Master formatting tools and techniques Add visual impact from text effects to drawings and 3 D objects Produce better tables and charts Develop custom forms and master mail merge Create Web pages with hyperlinks graphics and multimedia Collaborate on line and then compare and merge documents in a snap Help protect documents with passwords and digital signatures Employ speech and handwriting recognition tools Build and run macros with Microsoft Visual Basic for Applications CD ROM FEATURES Intuitive HTML interface Extensive collection of Microsoft add ins and third party utilities demos and trials Complete eBook easy to browse and print Sample chapters from other INSIDE OUT Office XP books Web links to Microsoft Office Tools on the Web online troubleshooters and product support Microsoft Visio customizable auto demos Interactive tutorials Additional files and templates For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Microsoft Word Developer's Kit Microsoft Corporation, 1994 This is the one stop resource for technical information on Microsoft Word The text is packed with technical information on using WordBasic and the Word API to create macros wizards and specialized applications It contains a function reference guide to the programmable components of Word and includes two disks with sample applications and the API hooks for Word for Windows Windows NT and the Mac Handbook of Reading Assessment Sherry Mee Bell, R. Steve McCallum, 2008 Comprehensive readable and

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practical approaches way beyond the realms of theory this book is a must read
Gentleman's Magazine and Historical Chronicle ,1742

Research Report ,1999

The

Unveiling the Magic of Words: A Overview of "**Microsoft Word 20help Guide**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Microsoft Word 20help Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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Table of Contents Microsoft Word 20help Guide

1. Understanding the eBook Microsoft Word 20help Guide
 - The Rise of Digital Reading Microsoft Word 20help Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 20help 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 Word 20help Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 20help Guide
 - Personalized Recommendations
 - Microsoft Word 20help Guide User Reviews and Ratings
 - Microsoft Word 20help Guide and Bestseller Lists

5. Accessing Microsoft Word 20help Guide Free and Paid eBooks
 - Microsoft Word 20help Guide Public Domain eBooks
 - Microsoft Word 20help Guide eBook Subscription Services
 - Microsoft Word 20help Guide Budget-Friendly Options
6. Navigating Microsoft Word 20help Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 20help Guide Compatibility with Devices
 - Microsoft Word 20help Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 20help Guide
 - Highlighting and Note-Taking Microsoft Word 20help Guide
 - Interactive Elements Microsoft Word 20help Guide
8. Staying Engaged with Microsoft Word 20help Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 20help Guide
9. Balancing eBooks and Physical Books Microsoft Word 20help Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 20help Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 20help Guide
 - Setting Reading Goals Microsoft Word 20help Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 20help Guide
 - Fact-Checking eBook Content of Microsoft Word 20help 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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