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 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 [Click] ☐.
Or begin the paragraph by typing an AutoFormat as you Type symbol, then press <Spacebar> or <Tab>.

Typing...   Creates a bulleted list 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.

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-B
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

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