

# 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 Word 2010 Custom Guide

**S Marginson**



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