Word 2010 Formatting

Displaying the Ruler

Choose VIEW, then check Ruler

Or [Click] [13] 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 PONT and SIZE fields.
- 3. (Click) SET AS DEFAULT.
- Select ALL DOCUMENTS BASED ON THE NORMAL TEMPLATE and [Cirk] OK.

Settings Tabs

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

56	lieft.	all)	greed	tab

centur aligned tab

right aligned tab
 decimal aligned tab

ber 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.
- Type the text and press «Tabo» to advance to the next tab stop.

Moving Tab Positions

- 1. Select the paragraph(s) with the tabbed text.
- [Drag] the tab marker(s) on the ruler to the new position/0

Removing a Tab Marker

- 1. Select the paragraph/sl-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.
- Choose HOME, then in the PARAGRAPH group.
- 3. BONAL TABS.
- 4. (Click) CLEAR ALL (Click) OIC.

Tab Tips

If your tabbed text is not liming up:

- [Click] the Undo button until the text is realigned.
- Use | If Fermat Painter| to copy tab settings from one paragraph to another, include the paragraph symbol (1) 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
Oraniges	- 8
Pears	12

- 1. Select the paragraph(s) with the tab settings.
- Choose HOME, then in the PARAGRAPH group.
- (Choo) TARS.
- In the TAB STOP POSITION list, select the tab that is to be preceded by a leader.
- Select from the LEADER section. (Click) CK.

Disabling Automatic Formatting

Wind applies certain formats automatically based on what you type, e.g. a series of dishes will be converted to a border. If poblematic, it can be turned off:

- 1. Choose FILE, OPTIONS.
- 2. ICHAI PROOFING, then AUTOCORRECT OPTIONS.
- 3. IClical 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 markers:



Changing Indents

- Select the paragraph(s) to change.
- On the ruler, [Drag] the indent markers to the new position.

[Click] the Increase | IPE or Decrease Indeet | IPE |
Buttons to indeet the paragraph(s) in increments.

Applying Indents Quickly

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

Creating Bulleted Lists

- Select the paragraph(s).
- 2. Choose HOME then [Click]

Or begin the paragraph by typing an Autoformat as you Type symbol, then press speedbar-or-Tabo. Typing... Creates a hanging indent with...



Changing Bullet Style

- Select the bulleted paragraph(s).
- 2. Choose HOME, then the drop-down arrow of III -
- Select a bullet symbol. Or for a different symbol, choose DEFINE NEW BULLET. (Chick) SYMBOL to choose a new symbol. PICTURE to use a graphic, or PONT to change color and other attributes. ICIGN OK.

Creating Numbered Lists

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

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

Turning off Bullets or Numbering

- Select the paragraph(s) with bullets or numbers.
- 2. Choose HOME, then III or III

Creating a Multilevel Numbered List

- 1. Select the paragraph(s).
- Choose HOME, then No.
- 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 «Taboor «Shift-Tab» to change the level of the paragraph. After the text is entered, [IR] and [IR] can be used to promote and demote levels.

Selecting Parts of a Table

A news

A cell Position the mouse in the left margin 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

amown. -

A column Position the mouse at the top of the column, and IClick! when the mouse

The entire table House the mouse pointer over the table until the move

tool [4] displays in the top left comer, then [Click] the move tool

changes into an arrow ...

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-中

Move row down Select the row, then Alt-Shift-4

Formatting Keyboard Shortcuts

Change the font Ctrl-Shift-F
Change the font size Ctrl-Shift->
Increase the font size Ctrl-Shift->
Ctrl-Shift->
Ctrl-Shift->
Ctrl-Shift

Change the case of letters
Shift-#3

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-Wi

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 Turn on/off 12 ots, of space

before the paragraph Ctrl-0 (zero) Center paragraphs Ctrl-E

CMAS

Justify paragraphs Ctrl-I

Left-align/Right-align Ctrl-L / Ctrl-R Increase/Decrease left indent Ctrl-M /

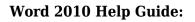
Cirl-Shift-Mi Create/Remove a hanging indent Cirl-T /

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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Peipei Pang



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