

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**.

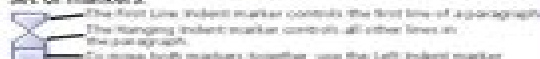
Disabling Automatic Formatting

Word applies certain formats 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+8
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 Standard Quick Reference Guide

Aubrey Kagan



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Exam Ref 70-698 Installing and Configuring Windows 10 Andrew Bettany, Andrew Warren, 2018-07-20 Prepare for Microsoft Exam 70 698 and help demonstrate your real world mastery of installing configuring managing and maintaining Windows 10 core services Designed for experienced IT professionals ready to advance their status this Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level Focus on the expertise measured by these objectives Implement Windows Configure and support core services Manage and maintain Windows This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Assumes you have experience with installing configuring and locally managing and maintaining Windows 10 core services **Office 2010: The Missing Manual** Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps Excel by Example Aubrey Kagan, 2004-06-11 The spreadsheet has become a ubiquitous engineering tool and Microsoft Excel is the standard spreadsheet software package Over the years Excel has become such a complex program that most engineers understand and use only a tiny part of its power and features This book is aimed at electronics engineers and technicians in particular showing them how to best use Excel s features for computations circuit modeling graphing and data analysis as applied to electronics design Separate chapters cover lookup tables and file I O using macros graphing controls using Analysis Toolpak for statistical analysis databases and linking into Excel from other sources such as data from a serial port The book is basically an engineering cookbook with each chapter providing tutorial information along with several Excel recipes of interest to electronics engineers The accompanying CD ROM features ready to run customizable Excel worksheets derived from the book examples which will be useful tools to add to any electronics engineer s spreadsheet toolbox Engineers are looking for any and all means to increase their efficiency and add to their bag of design tricks Just about every electronics engineer uses Excel but most feel that the program has many more features to offer if they only knew what they were The Excel documentation is voluminous and electronics engineers don t have the time to read it all and sift through looking for those features that are directly applicable to their jobs and

figure out how to use them This book does that task for them pulls out those features that they need to know about and shows them how to make use of them in specific design examples that they can then tailor to their own design needs This is the ONLY book to deal with Excel specifically in the electronics field Distills voluminous and time consuming Excel documentation down to nitty gritty explanations of those features that are directly applicable to the electronics engineer s daily job duties The accompanying CD ROM provides ready to use fully customizable worksheets from the book s examples

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