

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.

Apples5
Oranges.....8
Pears12

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:

- 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 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, 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-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


Paragraph Breaks vs. Line Breaks

To create a new paragraph, press <Enter>. To begin a new line within the same paragraph, such as a mailing address, press <Shift-Enter>.


Changing Paragraph Spacing

By default there is 10 pts. of space after every paragraph.


To specify a different amount of paragraph spacing:

1. Select the paragraphs to change.
2. Choose HOME, then  in the PARAGRAPH group.
3. Change the amount in the SPACING BEFORE or SPACING AFTER box. [Click] OK.


To turn spacing off:

1. Select the paragraphs to change.
2. [Click]  and choose REMOVE SPACE BEFORE/ AFTER PARAGRAPH.

Changing Line Spacing


1. Select the paragraph(s) to change.
2. Choose HOME, then  and make a selection. To enter your own measurement, choose LINE SPACING OPTIONS. In the LINE SPACING list select AT LEAST or EXACTLY, and enter an amount. [Click] OK.

Clearing Formatting

1. To clear paragraph formatting, [Click] the paragraph without selecting the text. To clear character (font) formatting, select the text.
2. Choose HOME, then .


Using Quick Styles

Use Quick Styles to easily format document titles, section headers, and more.


1. Select the text/paragraphs to be formatted.
2. Choose HOME, then [Click] one of the Quick Styles in the STYLES group. Hover over a style to preview the change. To view all Quick Styles, [Click] .

Using Themes to Format the Document


Use themes to quickly apply cohesive paragraph and character formatting to your entire document. Themes work best if you have used styles such as Heading 1 and Title. To apply a theme:

1. Choose PAGE LAYOUT, then THEMES .
2. [Click] on a theme, or hover over a theme to preview the change.



Inserting a Table

1. [Click] where the table is to be inserted.
2. Choose INSERT, then TABLE , and [Click] in the grid to indicate the number of rows and columns. Or, select DRAW TABLE. Within the page, draw the table by [Dragging] with the mouse. Or, select QUICK TABLES, then select from the gallery.

Moving a Table

1. Pause the mouse pointer over the table until the move tool  displays in the top left corner.
2. Move the table to the new location by [Dragging] the move tool.



Inserting Rows within a Table

1. Position the insertion point in the row above or below the row to be inserted. To insert several rows at once, select the corresponding number of rows in the table.
2. Choose TABLE TOOLS, LAYOUT, then INSERT ABOVE  or INSERT BELOW .


Adding a Row at the End of a Table

[Click] in the last cell of the table, and press <Tab>.

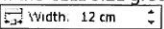
Inserting Columns within a Table

1. Position the insertion point in the column to the left or right of the column to be inserted. To insert several columns at once, select the corresponding number of columns in the table.
2. Choose TABLE TOOLS, LAYOUT, then INSERT LEFT  or INSERT RIGHT .


Changing Column Widths

1. [Click] in the table.
2. [Drag]  on the ruler to change column width, or [Drag] the column border itself within the table.


To specify an exact measurement:

1. [Click] in the column you wish to change.
2. Choose TABLE TOOLS, LAYOUT.
3. In the CELL SIZE group, change the WIDTH. 


Merging Table Cells

1. Select the cells to merge.
2. Choose TABLE TOOLS, LAYOUT, MERGE CELLS .


Splitting Cells of a Table

1. Select the cells to split.
2. Choose TABLE TOOLS, LAYOUT, SPLIT CELLS .
3. Specify the number of divisions. Select MERGE CELLS BEFORE SPLIT to merge selected cells first, then split. Deselect this option to split individual cells. [Click] OK.



Centering a Table within the Margins

1. [Click] in the table.
2. Choose TABLE TOOLS, LAYOUT, PROPERTIES .
3. [Click] the TABLE tab. In the ALIGNMENT section, choose CENTER. [Click] OK.

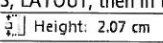

Changing Text Direction

1. Select the cells to change.
2. [Click] TABLE TOOLS, LAYOUT, TEXT DIRECTION  until the desired direction is applied.

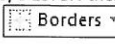
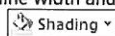
Wrapping Text around Tables

1. [Click] in the table.
2. Choose TABLE TOOLS, LAYOUT, PROPERTIES .
3. On the TABLE tab, in the TEXT WRAPPING section, [Click] AROUND  and [Click] OK.


Adding Space to Table Rows

1. Select the row(s) to change.
2. Choose TABLE TOOLS, LAYOUT, then in the CELL SIZE group, change  Height: 2.07 cm.
3. To center the text vertically within the cell, [Click]  in the ALIGNMENT section.


Adding Paragraph/Cell Borders and Shading

1. Select the paragraph(s) or cell(s) to change.
2. Choose TABLE TOOLS, DESIGN then [Click] the drop-down arrow of  Borders.
3. Select a border. Or, select BORDERS AND SHADING for more options, including line width and color.
4. Select a color from .

Inserting a Pre-Formatted Text Box

1. Choose INSERT, then TEXT BOX .
2. Select a pre-formatted text box from the list.
3. Type the text.

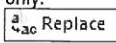
Drawing a Text Box

1. Choose INSERT, TEXT BOX , then DRAW TEXT BOX.
2. [Drag] the mouse pointer diagonally across the page.
3. Type the text.

Formatting a Text Box

1. [Click] on the text box.
2. If required, choose DRAWING TOOLS, FORMAT.
3. Make selections from the SHAPE STYLES group.
4. To format the text inside the box, select the text, then choose HOME.

Finding and Replacing Text

1. Place the insertion point where you would like the search to begin. To search a part of the document, select that area only.
2. Choose HOME,  or press <Ctrl-H>.
3. Enter the text to find and to replace.
4. To view more options, [Click] MORE. If required, select the direction in the SEARCH list.
5. To replace all instances at once, [Click] REPLACE ALL. To replace after reviewing each instance, [Click] FIND NEXT, and then [Click] either REPLACE, or FIND NEXT to go to the next instance.
6. If you did not start the search at the beginning of the document, you are asked to continue.

Finding and Replacing Formats

To remove all previous format searches, [Click] in the FIND WHAT and REPLACE WITH boxes and [Click] NO FORMATTING.

1. Follow steps 1 and 2 above.
2. If formatting of specific text is to be changed, enter the text both in the FIND WHAT and REPLACE WITH boxes. Otherwise, the boxes can be left blank if only the format, regardless of text, is to be changed (e.g. all bold to italic).
3. To specify formatting you are looking for, [Click] in the FIND WHAT box then [Click] FORMAT. If necessary, [Click] MORE first.
4. Select the format you are looking for (font, style, etc.)
5. To specify the new formatting, [Click] in the REPLACE WITH box, then [Click] FORMAT. Specify the new formatting.
6. Follow steps 5 and 6 above.

Finding and Replacing Special Characters (Tabs, Spaces etc.)

1. Follow steps 1 and 2 from Finding and Replacing Text.
2. [Click] in the FIND WHAT box. If necessary, [Click] MORE to display more options, and choose the character(s) to find from the SPECIAL list. Word inserts the appropriate code in the FIND WHAT box.
3. [Click] in the REPLACE WITH box, and make selections from the SPECIAL list, or leave blank to remove the characters you are finding.
4. Follow steps 5 and 6 from Finding and Replacing Text.

Some examples:

To remove extra spaces between words or sentences: Find two spaces and replace with one space (use spacebar).

To delete hard page breaks: Find the PAGE BREAK character and leave the replace box empty.

Is there something else you'd like to see here? Contact us with your suggestions, or to inquire about our other cards:

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