

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

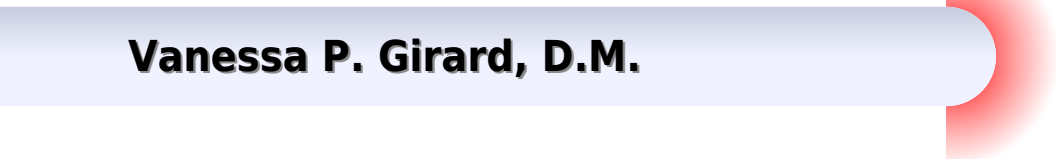
First cell in a row	Alt-Home
Last cell in a row	Alt-End
Move row up	Select the row, then Alt-Shift-↑
Move row down	Select the row, then Alt-Shift-↓

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

Word 2010 Help Guide

Vanessa P. Girard, D.M.



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How to Use Microsoft Word 2010 HowExpert HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the How To Use Microsoft Word 2010 step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements Click Buy Now to get it now *Using Microsoft Word 2010* Tim Huddleston, Mike Miller, 2010-11-30 Using Microsoft Word 2010 is a customized media rich learning experience designed to help new users master Microsoft Word 2010 system quickly and get the most out of it fast It starts with a concise friendly straight to the point guide to Microsoft Word 2010 This exceptional book is fully integrated with an unprecedented collection of online learning resources online video screencasts podcasts and additional web content all designed to reinforce key concepts and help users achieve real mastery The book and online content work together to teach everything mainstream Microsoft Word 2010 users need to know Practical approachable coverage that completely flattens the Microsoft Word 2010 learning curve Tightly integrated with online video screencast tutorials podcasts and more the total learning experience for new Microsoft Word 2010 users A companion website offers supplemental media including video screencast tutorials podcasts and more [Microsoft Word 2010 Inside Out](#) Katherine Murray, 2010-10-08 You re beyond the basics with Word so dive right in and really put your

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Writing: A User Manual David Hewson, 2012-02-16 You are a writer and you have a killer book idea When your project starts to take off you will find yourself managing a writhing tangle of ideas possibilities and potential potholes How do you turn your inspiration into a finished novel Writing a User s Manual offers practical insight into the processes that go into writing a novel from planning to story development research to revision and finally delivery in a form which will catch the eye of an agent or publisher David Hewson a highly productive and successful writer of popular fiction with more than sixteen novels in print in twenty or so languages shows how to manage the day to day process of writing Writers will learn how to get the best out of software and novel writing packages such as Scrivener which help you view your novel not as one piece of text but as individual linked scenes each with their own statistics notes and place within the novel structure As you write you will need to assemble the main building blocks to underpin your artistry story structure genre and how that affects what you write point of view past present or future tense software for keeping a book journal to manage your ideas research and outlining organization and more The advice contained in this book could mean the difference between finishing your novel and a never ending work in progress An essential tool for writers of all kinds Foreword by Lee Child

Resistance to Innovation Shaul Oreg, Jacob Goldenberg, 2015-06-12 Every year about 25 000 new products are introduced in the United States Most of these products fail at considerable expense to the companies that produce them Such failures are typically thought to result from consumers resistance to innovation but marketers have tended to focus instead on consumers who show little resistance despite these early adopters comprising only 20 percent of the consumer population Shaul Oreg and Jacob Goldenberg bring the insights of marketing and organizational behavior to bear on the attitudes and behaviors of the remaining 80 percent who resist innovation The authors identify two competing definitions of resistance In marketing resistance denotes a reluctance to adopt a worthy new product or one that offers a clear benefit and carries little or no risk In the field of organizational behavior employees are defined as resistant if they are unwilling to implement changes regardless of the reasons behind their reluctance Seeking to clarify the act of rejecting a new product from the reasons rational or not consumers may have for doing so Oreg and Goldenberg propose a more coherent definition of resistance less encumbered by subjective context

specific factors and personality traits The application of this tighter definition makes it possible to disentangle resistance from its sources and ultimately offers a richer understanding of consumers underlying motivations This important research is made clear through the use of many real life examples Comprehensive Computer Learning BITTU KUMAR,2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers Books published under this series are specifically designed to engage readers improve computer skills and prepare themselves for future success This comprehensive series with step by step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers Written in simple and lucid language without technical jargons each book of this series is accompanied by an interactive CD DVD with video tutorials The book is designed to provide you with everything you need for your formal introduction to the world of computers It s the one book that covers everything that a reader needs to know about computers Hardware and software of a computer setting up a new computer using Microsoft Office and other popular software connecting to the Internet working with digital media burning custom CD DVD watching movies managing money online setting up home networks keeping PCs running reliably protecting your PC from spam viruses and spyware cleaning your PC properly etc This comprehensive guide uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with your PC *Word for Beginners* M.L. Humphrey, Microsoft Word is the go to word processor in use today From school papers to business reports almost everyone will need to use it at some point in their life And Word for Beginners provides the foundation you need to master Word From basic navigation and how to input your text to formatting and printing this guide covers everything you need to start using Word effectively So what are you waiting for Let s get started learning Word today keywords microsoft word ms word word for beginners novices introduction to word formatting printing Interaction Design Yvonne Rogers,Helen Sharp,Jenny Preece,2011-06-07 The authors present an up to date exposition of the design of the current and next generation interactive technologies such as the Web mobiles and wearables *The Vein Book* John J. Bergan,Nisha Bunke-Paquette,2014 The Vein Book provides complete authoritative and up to date information about venous function and dysfunction bridging the gap between clinical medicine and basic science It is the single most authoritative resource on veins and venous circulation **Microsoft Manual of Style** Microsoft Corporation,2012-01-15 Maximize the impact and precision of your message Now in its fourth edition the Microsoft Manual of Style provides essential guidance to content creators journalists technical writers editors and everyone else who writes about computer technology Direct from the Editorial Style Board at Microsoft you get a comprehensive glossary of both general technology terms and those specific to Microsoft clear concise usage and style guidelines with helpful examples and alternatives guidance on grammar tone and voice and best practices for writing content for the web optimizing for accessibility and communicating to a worldwide audience Fully updated and optimized for ease of use the Microsoft Manual

of Style is designed to help you communicate clearly consistently and accurately about technical topics across a range of audiences and media **Impact Coaching** Julie R. Smith,Raymond L. Smith,2017-12-14 Invest in building talent The best principals don t just happen Your single most impactful investment toward student achievement might be an investment in helping leaders learn This book bucks the notion of leaving principals to learn the ropes on their own The solid sustainable and laser sharp focus on instructional leadership helps leaders hone model and lead new learning through deliberate practice by Engaging in rich rigorous and reflective open to learning conversations with both coaches and colleagues to improve instructional leadership practices Leveraging their 5 Big Winner Practices for highest impact and Using Linking Walks to apply new ideas to real scenarios **Diversity Teacher (survival guide for teaching in a diverse classroom)** Vanessa P. Girard, D.M.,2011-08-28 Diversity Teacher is a source for exploring the core of human tendencies and needs across race culture age or gender Such exploration can lead to a more positive outlook on the job in particular and life in general reduction in stress and anxiety and ultimately inner peace Teachers may use this book to cultivate an effective safe focused industrious positive learning environment by 1 developing an understanding of the concept of diversity and its themes from a new perspective 2 learning how to interact with their students in a positive productive manner 3 implementing the lesson plans and or 4 teaching students about diversity its themes lessons and remedies The book contains lesson plans quizzes worksheets and exercises to foster understanding of the concept of diversity including its themes lessons and remedies

The Oxford Handbook of Justice in the Workplace Russell Cropanzano, Maureen L. Ambrose,2015 Offering the most thorough discussion of organizational justice currently available The Oxford Handbook of Justice in the Workplace provides a comprehensive review of empirical and conceptual research addressing this vital topic **Handbook on the Science of Literacy in Grades 3-8** , *Mindfulness and Yoga for Self-Regulation* Catherine P. Cook-Cottone,2015-04-06 The first book to present mindfulness and yoga based treatment for dysregulated consumption oriented disorders Mindfulness and yoga based approaches as beneficial supplements to traditional mental health paradigms are well supported by empirical research Although numerous texts have examined these approaches for treatment of depression anxiety and eating disorders this is the first to address mindfulness and yoga based approaches as embodied tools for reducing dysregulation associated with self destructive and consumption oriented behaviors Introducing the basic theoretical foundations key practices and comprehensive protocols of mindfulness and yoga based approaches for the treatment of externally oriented behaviors the text is targeted at mental health professionals who wish to learn how to incorporate these techniques into their practice The book explores the societal influences that lead to the externally oriented idealized and ultimately self defeating concept of the individual It provides the structure and practical applications for clinicians to help their clients overcome struggles with externally oriented behaviors and discover an internal sense of satisfaction and peace of mind Tapping into the concept of a hungry self within the context of consumerism the book advocates mindfulness and yoga approaches as alternate pathways

toward a contented regulated and authentic experience of self It addresses various aspects of the consumptive self and defines related syndromes such as disordered eating compulsive shopping substance use and gambling Creating a context for using alternative and complementary approaches the book describes the challenges of traditional therapies It then covers the conceptual aspects of mindfulness and yoga and describes specific protocols that facilitate behaviors associated with a healthy experience of the self for a variety of disorders Key Features Describes mindfulness and yoga approaches as an effective treatment for a range of consumption and self regulation issues the first book of its kind Explains how to integrate mindfulness and yoga with traditional mental health paradigms for maximum benefits Designed for clinicians with minimal background in yoga or mindfulness Combines a conceptual overview of embodied self regulation with practical techniques Reviews treatment protocols informed by mindfulness and yoga practices covering their evidence base and contraindications for use

Study Abroad, Second Language Acquisition and Interculturality Martin Howard,2019-08-07 This book unites a range of emerging topics in the burgeoning transdisciplinary fields of second language acquisition and interculturality in a study abroad context It explores key issues trends and approaches within each strand and how the strands relate to one another painting a big picture of the diversity and complexity underpinning second language acquisition in a study abroad context The chapters highlight themes such as social networks input and interaction issues learner identities and study abroad in lingua franca contexts while also presenting other themes spanning the breadth of second language acquisition and interculturality research such as individual differences and linguistic development This comprehensive and cohesive volume showcases the latest innovative research using quantitative qualitative and mixed method approaches across a range of source and target language learner cohorts and highlights emerging themes and directions for future research

The Christian Writer's Market Guide 2015-2016 Jerry B. Jenkins,2015-06-30 For more than 25 years The Christian Writer s Market Guide has been the most comprehensive and highly recommended resource available for Christian writers agents editors publishers publicists and writing teachers Wherever an author is at on the spectrum of writing from beginner to seasoned professional this book will help them find what they are looking for This is the must have tool for getting noticed and published and the ultimate reference tool for the aspiring Christian writer Detailed listings for more than 180 book publishers subsidy publishers and self publishers Detailed listings for more than 170 periodicals by category with rates of pay Detailed listings for literary agencies writing contests conferences workshops editorial services and writers groups Extensive information on electronic and print on demand publishing 100 bonus pages filled with a wealth of how to information ideas and tips

English Essay Writing Handbook Emmanuel Tatah Mentan,2019-01-23 There is no available information at this time Author will provide once available

The Oxford Handbook of Derivational Morphology Rochelle Lieber,Pavol Stekauer,2014-09-25 The Oxford Handbook of Derivational Morphology is intended as a companion volume to The Oxford Handbook of Compounding OUP 2009 Written by distinguished scholars its 41 chapters aim to provide

a comprehensive and thorough overview of the study of derivational morphology The handbook begins with an overview and a consideration of definitional matters distinguishing derivation from inflection on the one hand and compounding on the other From a formal perspective the handbook treats affixation prefixation suffixation infixation circumfixation etc conversion reduplication root and pattern and other templatic processes as well as prosodic and subtractive means of forming new words From a semantic perspective it looks at the processes that form various types of adjectives adverbs nouns and verbs as well as evaluatives and the rarer processes that form function words The book also surveys derivation in fifteen language families that are widely dispersed in terms of both geographical location and typological characteristics

Living into the Life of Jesus Klaus Issler, 2012-03-07 Deriving insights from the life of Jesus in the Gospels Klaus Issler uncovers the dynamics involved in truly becoming more Christlike He shows how you can forge much deeper connections with Jesus The result is a closer alignment between what you want to do as a follower of Jesus what you actually do and who you are becoming in him

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