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Essential Word Tasks ▶

Microsoft®

Word 2010

.....on Demand

What you need, when you need it!

que®

Steve Johnson, Perspection, Inc.

Microsoft® Word® 2010 On Demand

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Introduction

Welcome to *Microsoft Word 2010 On Demand*, a visual quick reference book that shows you how to work efficiently with Microsoft Word. This book provides complete coverage of basic to advanced Word skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Word 2010, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Word 2010. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

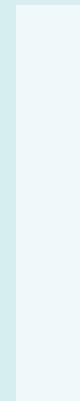
Step-by-Step Instructions

Real World Examples

Workshops

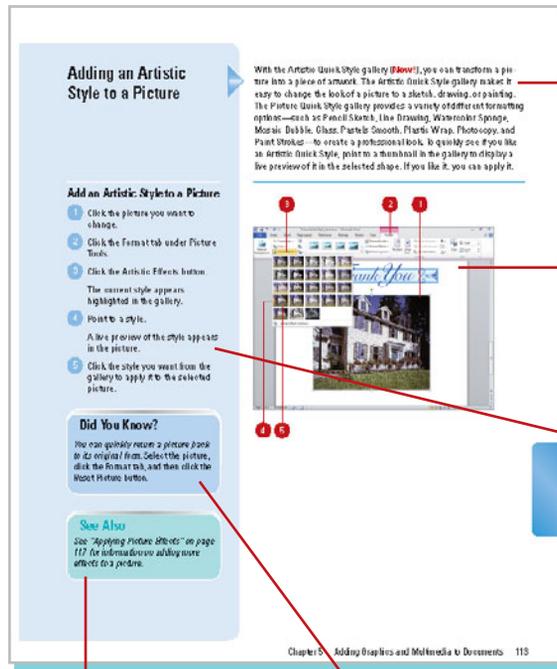
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Get More on the Web



Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

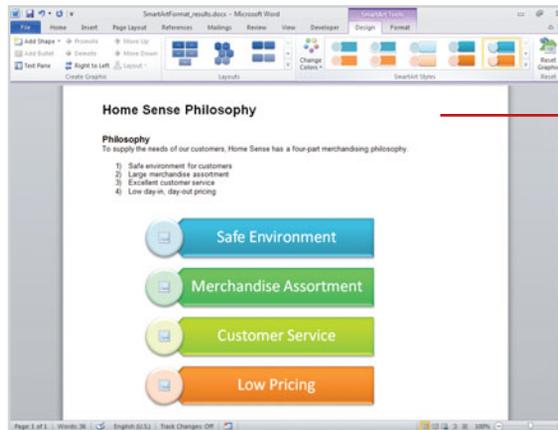
Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

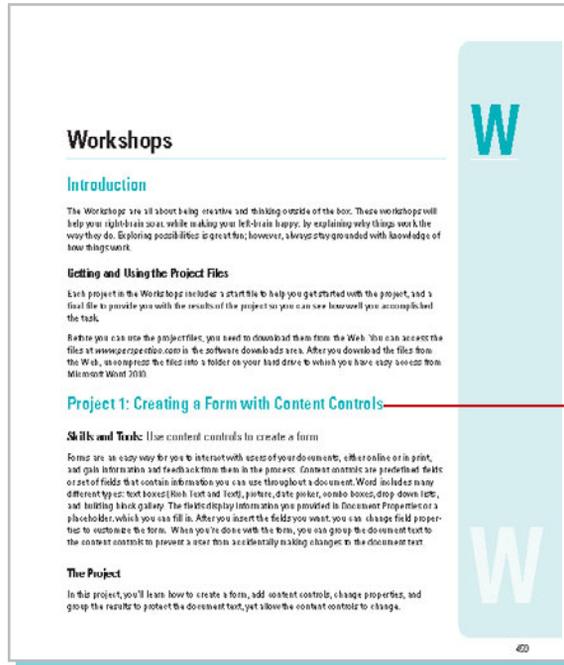
This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the Web at www.perspection.com.



Real world examples help you apply what you've learned to other tasks.

Workshops

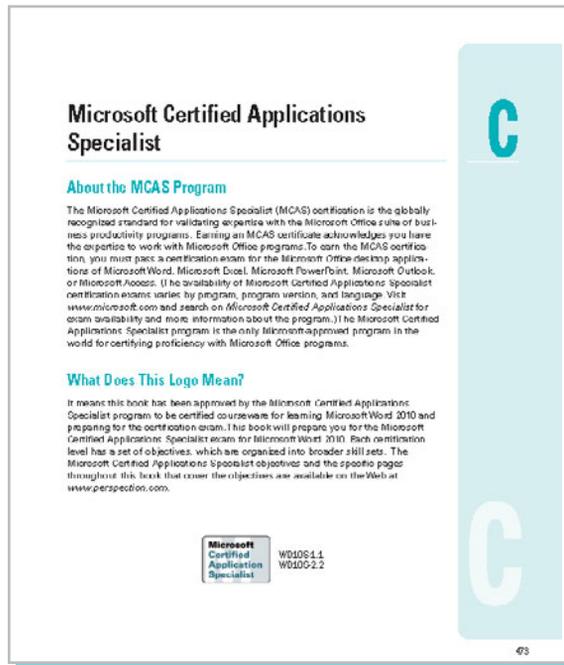
This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the Web at www.perspection.com.



The Workshops walks you through in-depth projects to help you put Microsoft Word to work.

Microsoft Certified Applications Specialist

This book prepares you for the Microsoft Certified Applications Specialist (MCAS) exam for Microsoft Word 2010 program. Each MCAS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with a MCAS objective to confirm that you can meet the requirements for the exam. Information about the MCAS program is available in the back of this book. The MCAS objectives and the specific pages that cover them are available on the Web at www.perspection.com.



Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with Word 2010. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

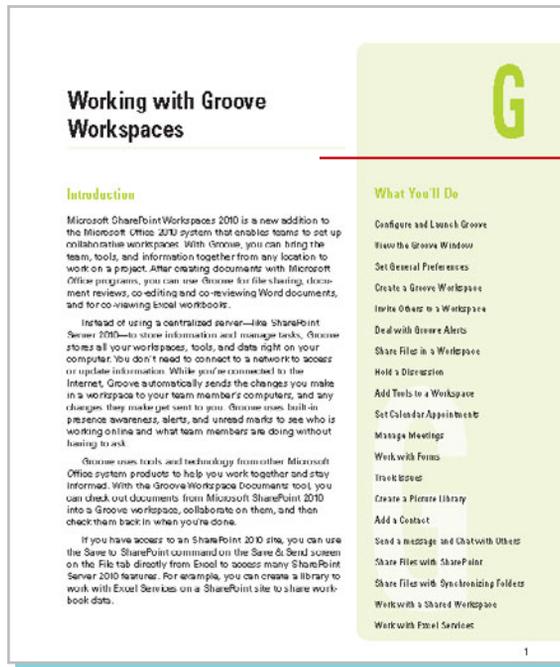
Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Office documents.
- ◆ **More Content.** Download new content developed after publication. For example, you can download a complete chapter on Groove or SharePoint Workspaces.

You can access these additional resources on the Web at www.perspection.com.



Additional content is available on the Web. You can download a chapter on Groove or SharePoint workspaces.

Formatting Documents

Introduction

Once you type a document and get the content how you want it, the finishing touches can sometimes be the most important. An eye catching document will draw the reader in, while a boring font without a lot of extra details will draw the reader away from all your hard work. To create that interest, Microsoft Word can help you change your document for a fresh look. One of the first elements you can change is your font attributes. Applying bold, underline, or italics when appropriate, can emphasize text. You might find that having different font sizes in your document to denote various topics will also enhance your document.

You can change the **kerning**—the amount of space between each individual character, for a special effect on a title or other parts of text. You can also apply a dropped capital letter to introduce a body of text, add a shading or border onto your document.

Word has various tools to help you format your document. You can search and replace formatting effects, display rulers, change a paragraph alignment, set paragraph tabs and indents, and change your line spacing. There are times when typing a paragraph will not do your text justice. Creating a bulleted or numbered list might better show your information. To further enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. If you have confidential information in a document or text that you don't want others to see, you can use a formatting option to hide the text.

What You'll Do

Format Text

Format Text for Emphasis

Change Character Spacing

Select Text with Similar Formatting

Find and Replace Formatting

Find and Replace Custom Formatting

Change Paragraph Alignment

Change Line Spacing

Display Rulers

Set Paragraph Tabs

Set Paragraph Indents

Create Bulleted and Numbered Lists

Apply Borders and Shading

Hide Text

Formatting Text

Format Text Quickly

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 To change fonts, click the **Font** list arrow on the Ribbon or Mini-Toolbar, and then point for a live preview, or click the font you want, either a theme font or any available fonts.

The font name appears in the font style.

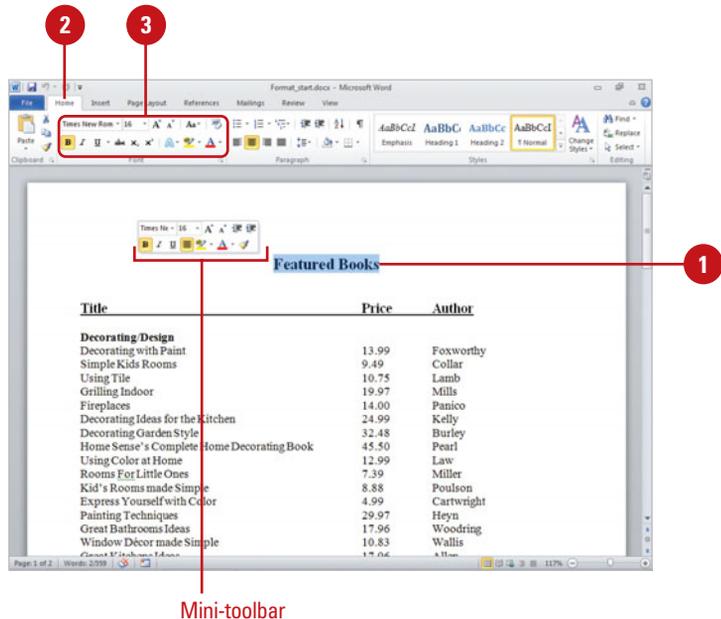
To change the font size, click one or more of the font size buttons on the Ribbon or Mini-Toolbar:

- ◆ Click the **Font Size** list arrow, and then click the font size you want.
- ◆ Click the **Increase Font Size** button or **Decrease Font Size** button.

To apply other formatting, click one or more of the formatting buttons on the Ribbon or Mini-Toolbar: **Bold**, **Italic**, **Underline**, **Shadow**, **Strikethrough**, or **Font Color**.

- ◆ To select an underline style, click the **Underline** button arrow, and then select a style or color.

A **font** is a collection of alphanumeric characters that share the same typeface, or design, and have similar characteristics. You can format text and numbers with font attributes—such as bolding, italics, or underlining—to enhance data to catch the reader's attention. The main formats you apply to text are available on the Home tab in the Font group or in the Font dialog box. Some of the formats available include strikethrough, subscript, superscript, and underline style and color. When you point to selected text, Office displays the Mini-Toolbar above it. The **Mini-Toolbar** provides easy access to common formatting toolbar buttons, such as font, font size, increase and decrease font size, bold, italic, font color, and increase and decrease list level. If you don't want to display the Mini-Toolbar, you can use Word Options to turn it off.



Format Text Using the Font Dialog Box

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Font** Dialog Box Launcher.

The Font dialog box opens, displaying the Font tab.

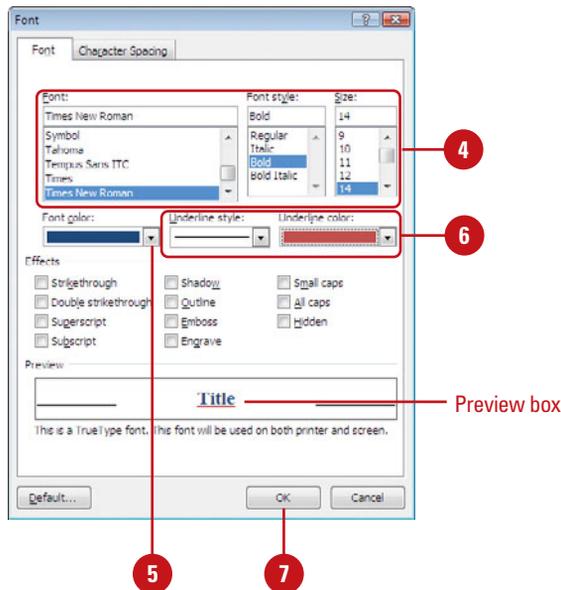
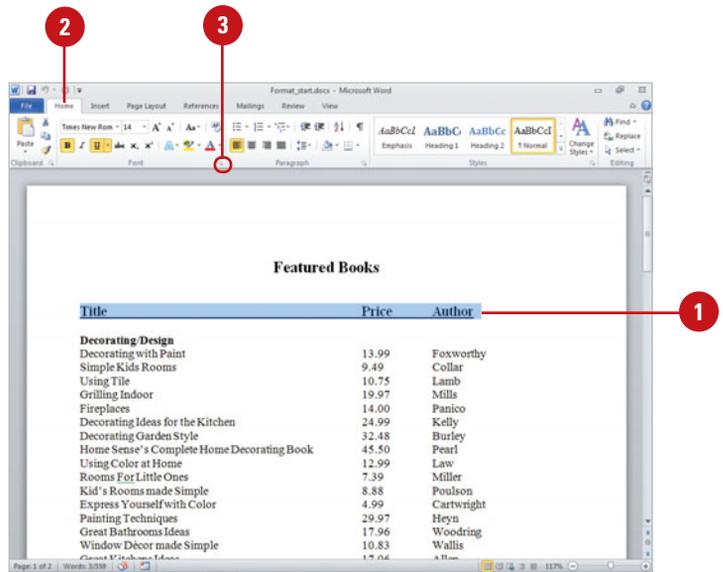
- 4 Select the font, font style, and font size you want.
- 5 If you want, click the **Font Color** list arrow, and then click a color.
- 6 If you want, click the **Underline** list arrow, click a style, click **Underline Color** list arrow, and then click a color.
- 7 Click **OK**.

Did You Know?

You can tell the difference between a TrueType and printer font. A TrueType (outline) font is a font that uses special software capabilities to print exactly what is seen on the screen. A printer (screen) font is a font that comes only in specified sizes. If you are creating a document for publication, you need to use printer fonts.

What is a point? The size of each font character is measured in points (a point is approximately 1/72 of an inch).

Each computer has different fonts installed. Users with whom you share files may not have all the fonts you've used in a document installed on their computers.



Formatting Text for Emphasis

Apply Formatting Text Effects

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 Click the formatting (**Font**, **Font Style**, **Size**, **Bold**, **Italic**, **Underline** (select a style and color), **Strike-through**, **Superscript**, **Subscript**, or **Font Color** (select a color or a Gradient (**New!**)) you want.
- 4 To add a visual effect to text, click the **Text Effect** button (**New!**), and then click the option you want:

- ◆ A combination text effect.
- ◆ Outline
- ◆ Shadow
- ◆ Reflection
- ◆ Glow
- ◆ **Clear Text Effects**. Removes effect.

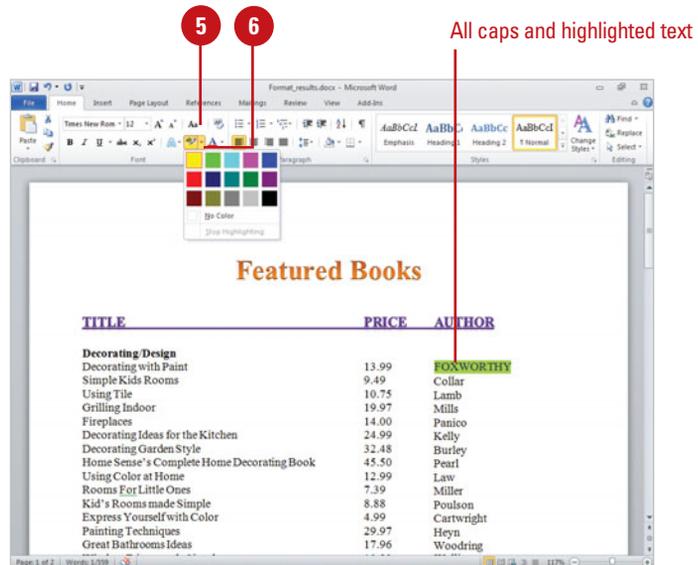
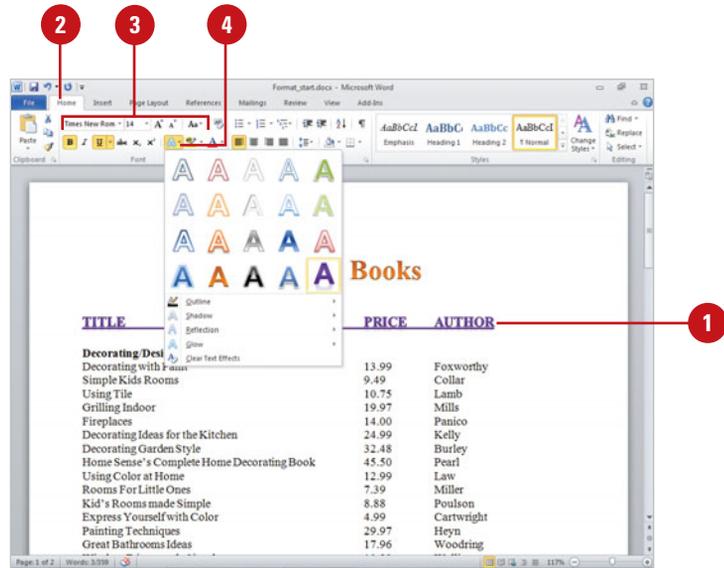
- 5 To change text case, click the **Case** button, and then click the option you want:

- ◆ Sentence case.
- ◆ lowercase
- ◆ UPPERCASE
- ◆ Capitalize Each Word
- ◆ tOGGLEcASE

- 6 To highlight text, click the **Text Highlight Color** button arrow, and then click the color you want.

- ◆ **Add highlight**. Click a color.
- ◆ **Remove highlight**. Click **No Color**.

You'll often want to format, or change the style of, certain words or phrases to add emphasis to parts of a document. In addition to the standard formatting options—**Bold**, *Italic*, Underline, etc.—Word provides additional formatting effects to text, including Font Color, Gradient (**New!**), Shadow (**New!**), Outline (**New!**), Reflection (**New!**), Glow (**New!**), 3-D (**New!**), Highlight, Strikethrough, Superscript, Subscript, Small Caps, All Caps, and Hidden. To help you format sentences and change capitalization, you can change text case.

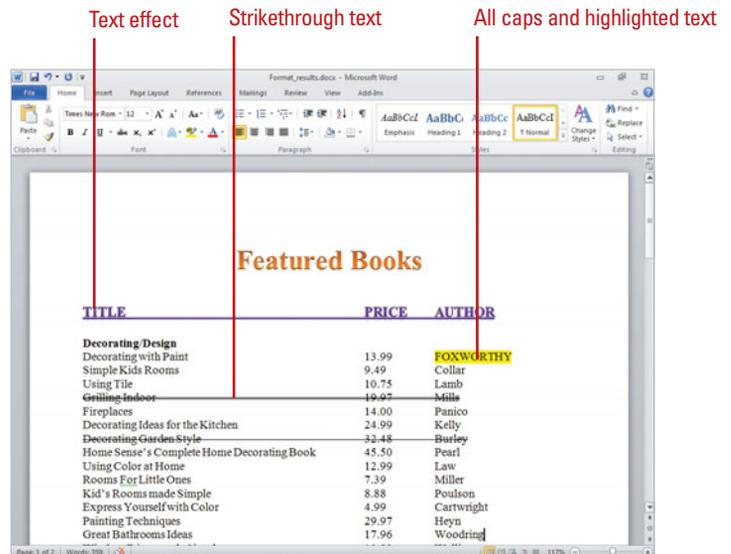
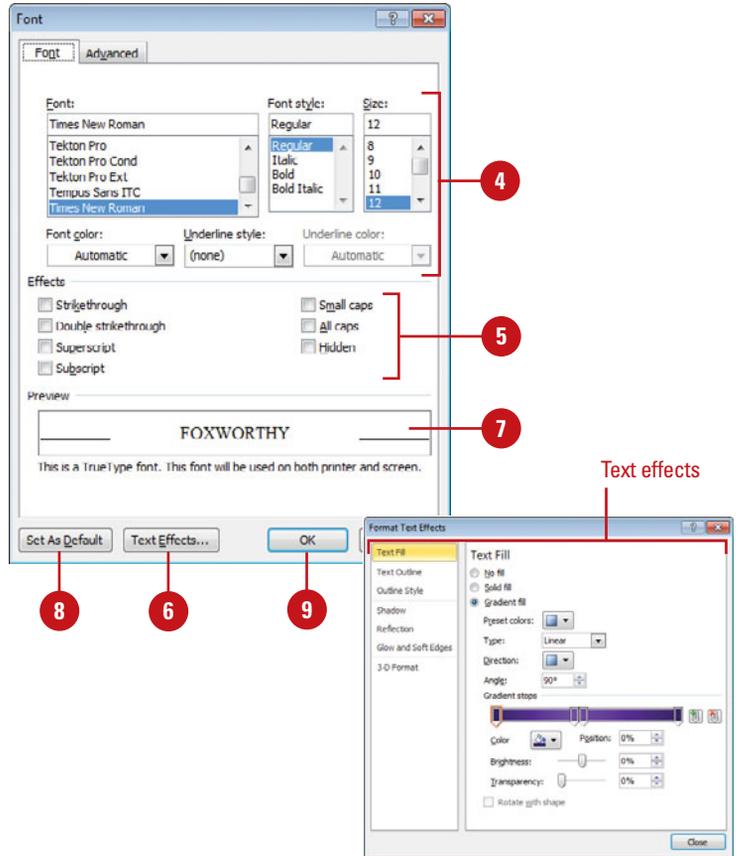


Apply Other Formatting Effects to Text

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Font Dialog Box Launcher**.
- 4 Click the formatting (**Font, Font Style, Size, Font color, Underline style, and Underline color**) you want.
- 5 Click to select the effects (**Strike-through, Double strikethrough, Superscript, Subscript, Small caps, All caps, and Hidden**) you want.
- 6 To custom text effects, such as a text fill or outline with a solid or gradient, shadow, reflection, glow and soft edges, or 3-D format, click **Text Effects**, specify the options you want, and then click **Close (New!)**.
- 7 Check the results in the Preview box.
- 8 To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
- 9 Click **OK**.

Did You Know?

You can quickly clear formatting. Select the text to which you want to clear formatting, click the Home tab, and then click the Clear Formatting button.

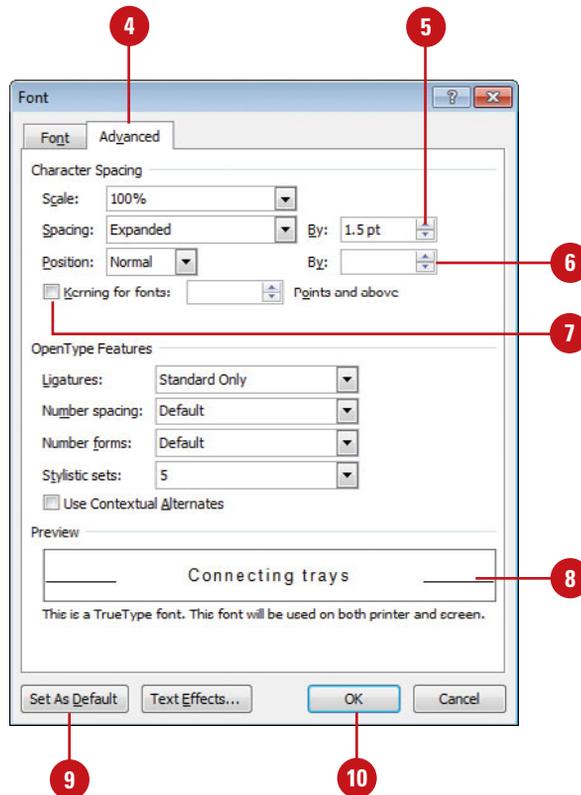


Changing Character Spacing

Change Character Spacing

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Font Dialog Box Launcher**.
- 4 Click the **Advanced** tab.
- 5 Click the **Spacing** list arrow, click an option, and then specify a point size to expand or condense spacing by the amount specified.
- 6 Click the **Position** list arrow, click an option, and then specify a point size to raise or lower the text in relation to the baseline (bottom of the text).
- 7 Select the **Kerning for fonts** check box, and then specify a point size.
- 8 Check the results in the Preview box.
- 9 To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
- 10 Click **OK**.

Kerning is the amount of space between each individual character that you type. Sometimes the space between two characters is larger than others, which makes the word look uneven. You can use the Font dialog box to change the kerning setting for selected characters. Kerning works only with OpenType/TrueType or Adobe Type Manager fonts. You can expand or condense character spacing to create a special effect for a title, or re-align the position of characters to the bottom edge of the text—this is helpful for positioning the copyright or trademark symbols. In addition, you can set text formatting for OpenType/TrueType fonts (**New!**) that include a range of ligature settings (where two or three letters combine into a single character), number spacing and forms, and stylistic sets (added font sets in a given font). Many of these options are based on specifications from font designers.



Selecting Text with Similar Formatting

Select Similar Text Formatting

- 1 Select the text you want to find.
- 2 Click the **Home** tab.
- 3 Click the **Select** button, and then click **Select Text with Similar Formatting**.

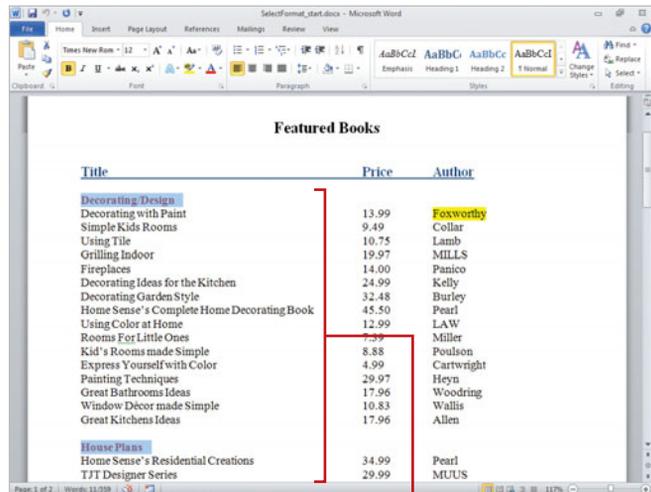
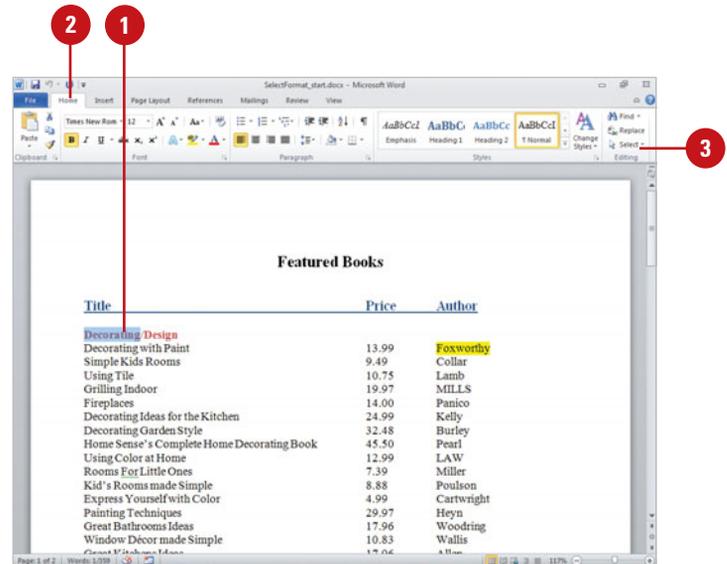
Did You Know?

You can quickly clear formatting. Select the text to which you want to clear formatting, click the Home tab, and then click the Clear Formatting button.

See Also

See “Revealing Formatting Styles” on page 96 for more information on using the *Select Text With Similar Formatting* command.

A quick way to select text with similar formatting is to use the Select Text with Similar Formatting command. After you select the text with the formatting you want to find, click the Select button on the Home tab, and then choose the Select Text with Similar Formatting command. Word highlights all the text with similar formatting in the document. With the text selected, you can change the text formatting.



Selected results

Finding and Replacing Formatting

Find Formatting

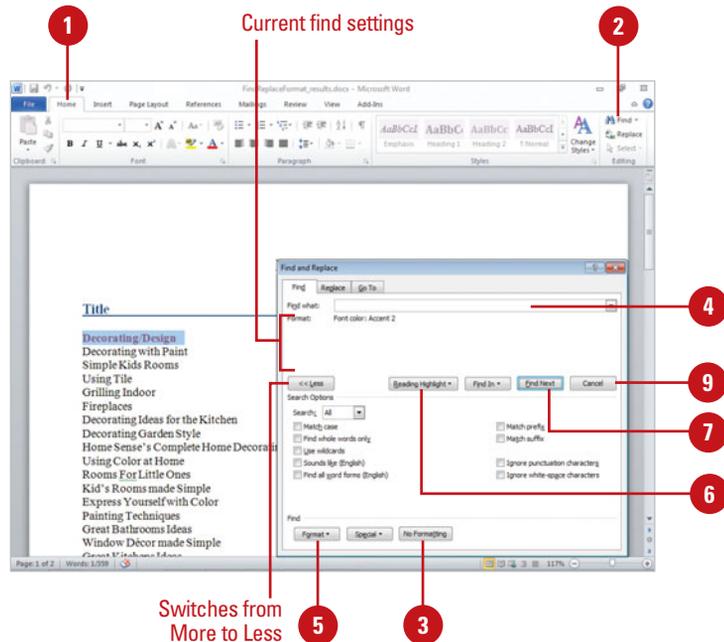
- 1 Click the **Home** tab.
- 2 Click the **Find** button arrow, and then click **Advanced Find**.
- 3 To clear any previous settings, click **No Formatting**.
- 4 If you want to locate formatted text, type the word or words.
- 5 Click **More**, click **Format**, and then click the formatting you want to find.
- 6 To highlight located items, click **Reading Highlight**, and then click **Highlight All**.
- 7 Click **Find Next** to select the next instance of the formatted text.
- 8 Click **OK** to confirm Word finished the search.
- 9 Click **Close** or **Cancel**.

Did You Know?

You can find an item or location.

Click the Home tab, click the Find button arrow, click Go To, click an item to find (an item, such as a bookmark or comment or location, such as a page or section), enter an item number or name, click Next, Previous, or Go To to locate the item, and then click Close.

Suddenly you realize all the bold text in your report would be easier to read in italics. Do you spend time making these changes one by one? No. The Find and Replace feature locates the formatting and instantly substitutes new formatting. If your search for a formatting change is an easy one, click **Less** in the Find and Replace dialog box to decrease the size of the dialog box. If your search is a more complex one, click **More** to display additional options. With the **Match Case** option, you can specify exact capitalization. The **Reading Highlight** button highlights items found to make them easier to read. The **Go To** tab quickly moves you to a place or item in your document.



Replace Formatting

- 1 Click the **Home** tab.
- 2 Click the **Replace** button.
- 3 If you want to locate formatted text, type the word or words.
- 4 Click the **More** button, click **Format**, and then click the formatting you want to find. When you're done, click **OK**.
- 5 Press Tab, and then type any text you want to substitute.
- 6 Click **Format**, and then click the formatting you want to substitute. When you're done, click **OK**.
- 7 To substitute every instance of the formatting, click **Replace All**.

To substitute the formatting one instance at a time, click **Find Next**, and then click **Replace**.

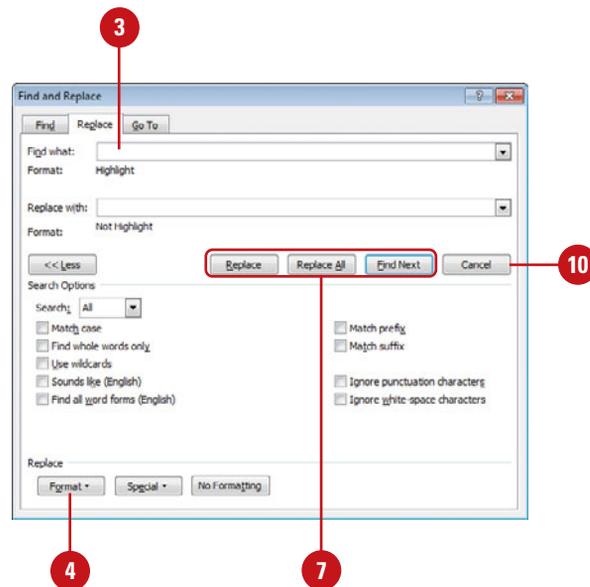
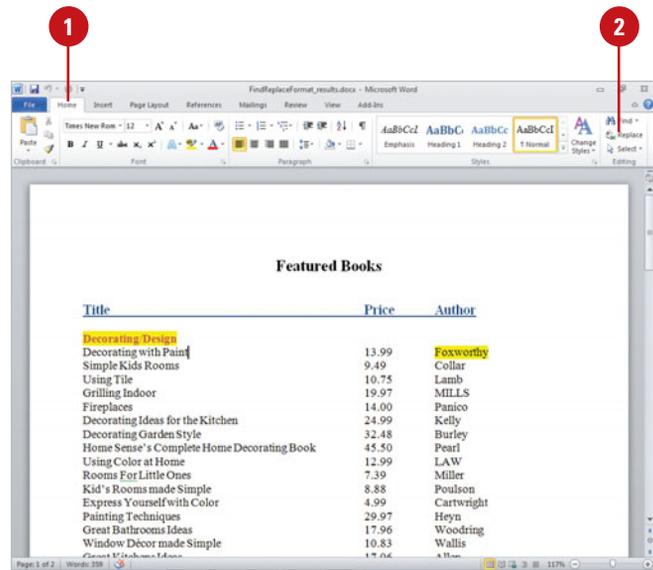
If you want to cancel the replace, click **Cancel**.

- 8 If necessary, click **Yes** to search from the beginning of the document.
- 9 Click **OK** to confirm Word finished searching.
- 10 Click **Close** or **Cancel**.

Did You Know?

You can find and replace special characters and document elements.

In Word, you can search for and replace special characters (for example, an em dash) and document elements (for example, a tab character). Click **More** in the Find and Replace dialog box, click **Special**, and then click the item you want from the menu.



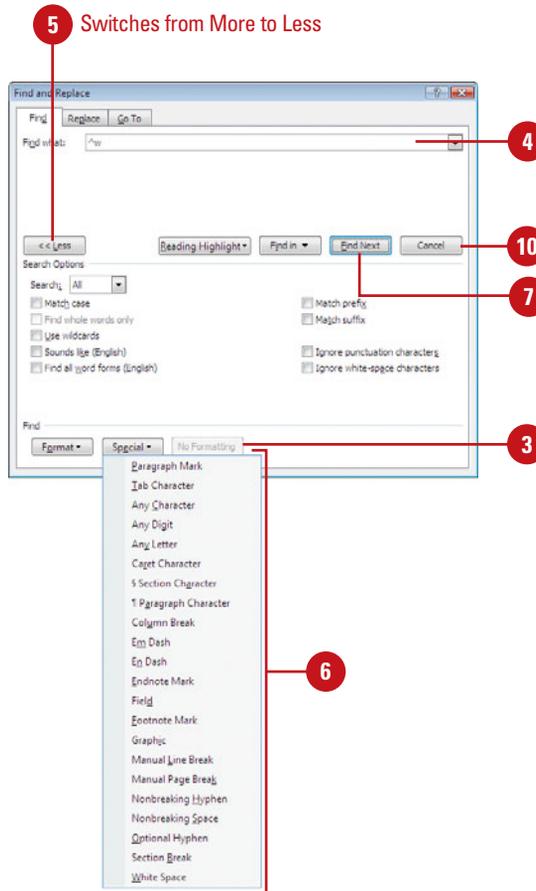
Finding and Replacing Custom Formatting

Find or Replace Special Formatting

- 1 Click the **Home** tab.
- 2 Click the **Find** button arrow, and then click **Advanced Find** or click the **Replace** button.
- 3 To clear any previous settings, click **No Formatting**.
- 4 If you want to locate formatted text, type the word or words you want to find and/or replace.
- 5 Click **More** to expand the dialog box.
- 6 Click **Special**, and then click the specialized formatting item you want to find.
- 7 Click **Find Next** to select the next instance of the formatted text.
- 8 To substitute every instance of the formatting, click **Replace All**.

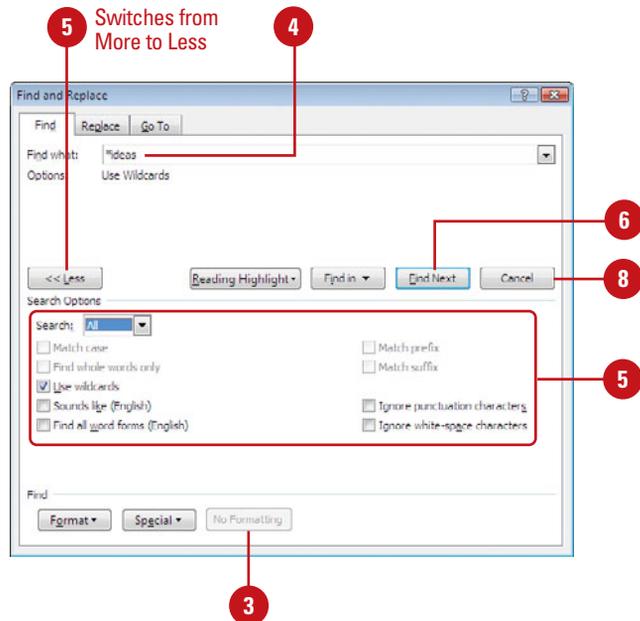
To substitute the formatting one instance at a time, click **Find Next**, and then click **Replace**.
- 9 Click **OK** to confirm Word finished the search.
- 10 Click **Close** or **Cancel**.

If your search for formatting involves a complex search for a specific type of formatted text, click **More** in the Find and Replace dialog box to increase the size of the dialog box and display additional options. The expanded Find and Replace dialog box provides options to find exact capitalization, find whole words only, use wildcards, and locate words that sound like English or different forms of English words. With the **Special** button, you can find and replace special characters and elements, such as graphics, tabs, fields, white space, and page breaks.



Use Find and Replace Options

- 1 Click the **Home** tab.
- 2 Click the **Find** or **Replace** button.
- 3 To clear any previous settings, click **No Formatting**.
- 4 If you want to locate formatted text, type the word or words you want to find and/or replace.
- 5 Click **More**, and then select or clear the options you want:
 - ◆ **Search.** Select a search direction: All, Down, or Up.
 - ◆ **Match Case.** Select to find exact capitalization.
 - ◆ **Find whole words only.** Select to find words with space on either side.
 - ◆ **Use wildcards.** Select to use wildcards, such as asterisk (*) or question mark (?).
 - ◆ **Sounds like (English).** Select to find English sounding words.
 - ◆ **Find all word forms (English).** Select to find all English forms of a word.
 - ◆ **Match prefix** or **Match suffix.** Select to find text at the beginning or end of a word.
 - ◆ **Ignore punctuation characters** or **Ignore white-space characters.** Select to ignore punctuation (periods, commas, etc.) or white space characters.
- 6 Click **Find Next** to select the next instance of the formatted text, or click **Replace**
- 7 Click **OK** to confirm Word finished the search.
- 8 Click **Close** or **Cancel**.



For Your Information

Using Wildcards

A wildcard allows you to search for variable text. For example, you can use the asterisk (*) wildcard to search for a string of characters ("s*d" finds "sad" and "started"), or use the question mark (?) wildcard to search for any single character (s?t finds "sat" and "set"). To search for a character that's defined as a wildcard, type a backslash (\) before the character. For example, type \? to find a question mark.

Changing Paragraph Alignment

Align New Text with Click-And-Type

- ◆ Position the I-beam at the left, right, or center of the line where you want to insert new text.

When the I-beam shows the appropriate alignment, double-click to place the insertion point, and then type your text.

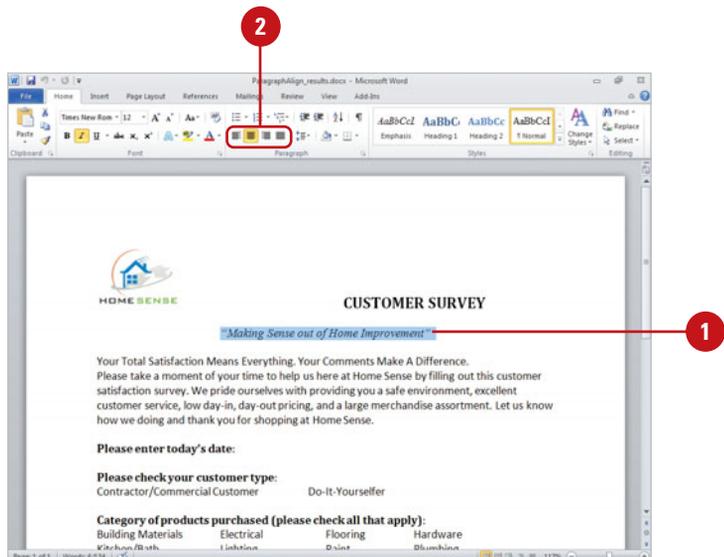
Align Existing Text

- 1 Position the I-beam, or select at least one line in each paragraph to align.
- 2 Click the appropriate button on the Home tab.
 - ◆ **Align Left** button
 - ◆ **Center** button
 - ◆ **Align Right** button
 - ◆ **Justify** button

Text starts out positioned evenly along the left margin, and uneven, or **ragged**, at the right margin. Left-aligned text works well for body paragraphs in most cases, but other alignments vary the look of a document and help lead the reader through the text. **Right-aligned text**, which is even along the right margin and ragged at the left margin, is good for adding a date to a letter. **Justified text** spreads text evenly between the margins, creating a clean, professional look, often used in newspapers and magazines. **Centered text** is best for titles and headings. You can use Click-And-Type to quickly center titles or set different text alignment on the same line, or you can use the alignment buttons on the Home tab to set alignment on one or more lines.

Click-And-Type Text Pointers

Pointer	Purpose
	Left-aligns text
	Right-aligns text
	Centers text
	Creates a new line in the same paragraph
	Creates a text around a picture



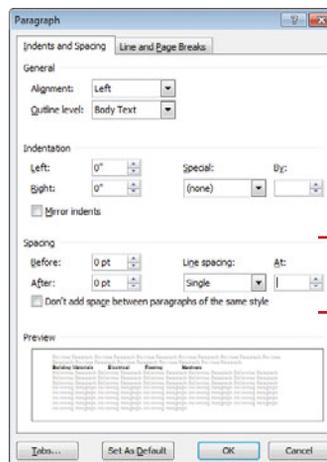
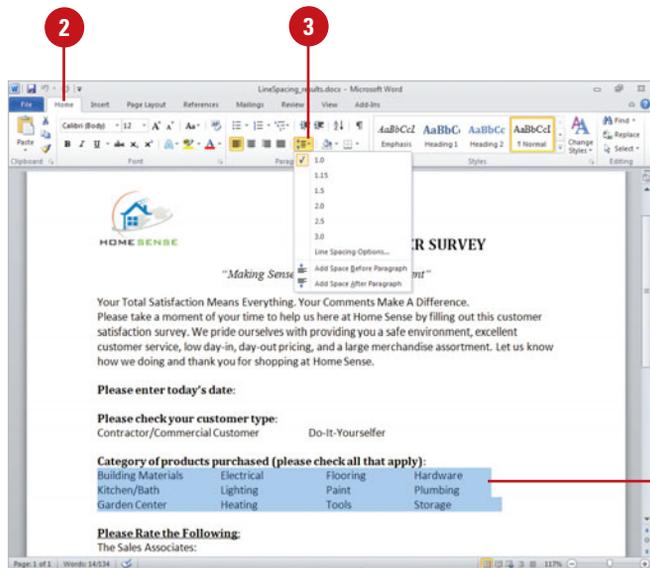
Changing Line Spacing

Change Line Spacing

- 1 Select the text you want to change.
 - 2 Click the **Home** tab.
 - 3 Click the **Line Spacing** button arrow, and then click a spacing option.
- ◆ To apply a new setting, click the number you want.
 - ◆ To apply the setting you last used, click the **Line Spacing** button.
 - ◆ To enter precise parameters, click **Line Spacing Options**, specify the line or paragraph settings you want, and then click **OK**.
 - ◆ To apply the setting you last used, click **Add Space Before Paragraph** or **Add Space After Paragraph**.

TIMESAVER Press *Ctrl+1* for single-spacing, *Ctrl+5* for 1.5 spacing, or *Ctrl+2* for double-spacing.

The lines in all Word documents are single-spaced by default, which is appropriate for letters and most documents. But you can easily change your document line spacing to double or 1.5 lines to allow extra space between every line. This is useful when you want to make notes on a printed document. Sometimes, you'll want to add space above and below certain paragraphs, for headlines, or indented quotations to help set off the text.



Displaying Rulers

Show and Hide the Rulers

- 1 Click the **View** tab.
- 2 Select or clear the **Ruler** check box.

TIMESAVER Click the **View Ruler** button at the top of the vertical scroll bar.

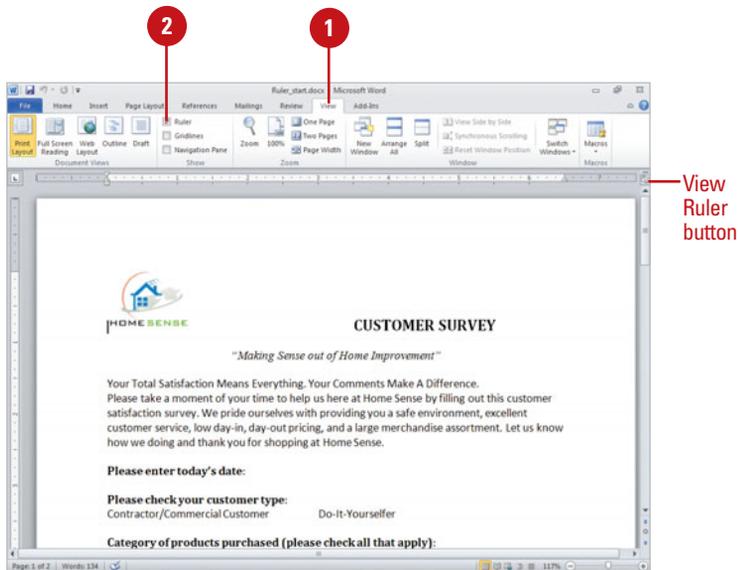
- ◆ To view the horizontal ruler, click the **Web Layout View** or **Draft View** button.
- ◆ To view the horizontal and vertical rulers, click the **Print Layout View** button.

Did You Know?

You can change the ruler measurements. Change the ruler to show inches, centimeters, millimeters, points, or picas. Click the **File** tab, click **Options**, click **Advanced**, click the **Show Measurement In Units** list arrow, select the measurement you want, and then click **OK**.

You can set your text to be hyphenated. Hyphenation prevents ugly gaps and short lines in text. Click the **Page Layout** tab, click the **Hyphenation** button, and then click **None**, **Automatic**, or **Manual**, or **Hyphenation Options**. Click **Hyphenation Options** to set the hyphenation zone and limit the number of consecutive hyphens (usually two), and then click **OK**.

Word rulers do more than measure. The **horizontal ruler** above the document shows the length of the typing line and lets you quickly adjust left and right margins and indents, set tabs, and change column widths. The **vertical ruler** along the left edge of the document lets you adjust top and bottom margins and change table row heights. You can hide the rulers to get more room for your document. As you work with long documents, use the document map to jump to any heading in your document. Headings are in the left pane and documents in the right.



Setting Paragraph Tabs

Create and Clear a Tab Stop

- 1 Select one or more paragraphs in which you want to set a tab stop.
- 2 Click the **Tab** button on the horizontal ruler until it shows the type of tab stop you want.
- 3 Click the ruler where you want to set the tab stop.
- 4 If necessary, drag the tab stop to position it where you want.

To display a numerical measurement in the ruler where the tab is placed, press and hold Alt as you drag.

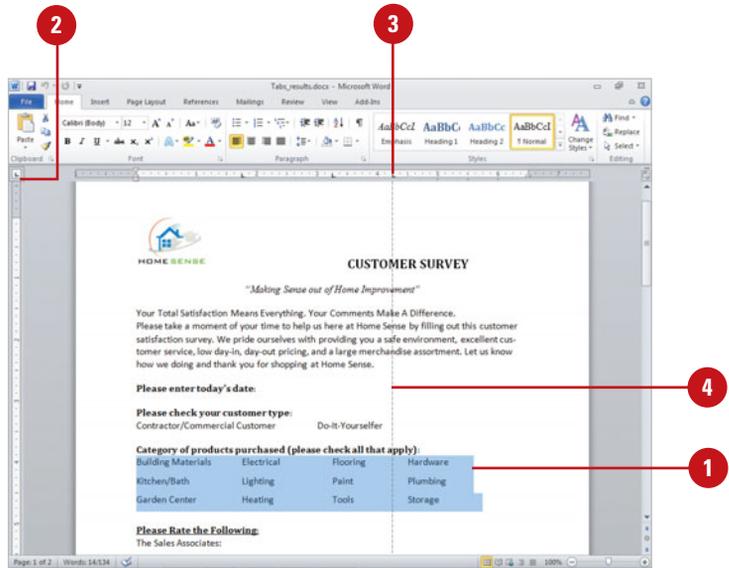
- 5 To clear a tab stop, drag it off the ruler.

Did You Know?

You can view formatting marks.

Sometimes it's hard to see the number of spaces or tabs between words. You can change the view to display formatting marks, a period for space and an arrow for tabs. Click the Home tab, and then click the Show/Hide ¶ button to toggle on and off. Click the File tab, click Options, click Display, select the formatting mark check boxes you want to view, and then click OK.

In your document, **tabs** set how text or numerical data aligns in relation to the document margins. A **tab stop** is a predefined stopping point along the document's typing line. Default tab stops are set every half-inch, but you can set multiple tabs per paragraph at any location. Choose from four text tab stops: left, right, center, and decimal (for numerical data). The bar tab inserts a vertical bar at the tab stop. You can use the Tab button on the horizontal ruler to switch between the available tabs.



Tab Stops

Tab Stop	Purpose
└	Aligns text to the left of the tab stop
┘	Aligns text to the right of the tab stop
┐	Centers text on the tab stop
┌	Aligns numbers on the decimal point
┆	Inserts a vertical bar at the tab stop

Setting Paragraph Indents

Indent Paragraph Lines Precisely

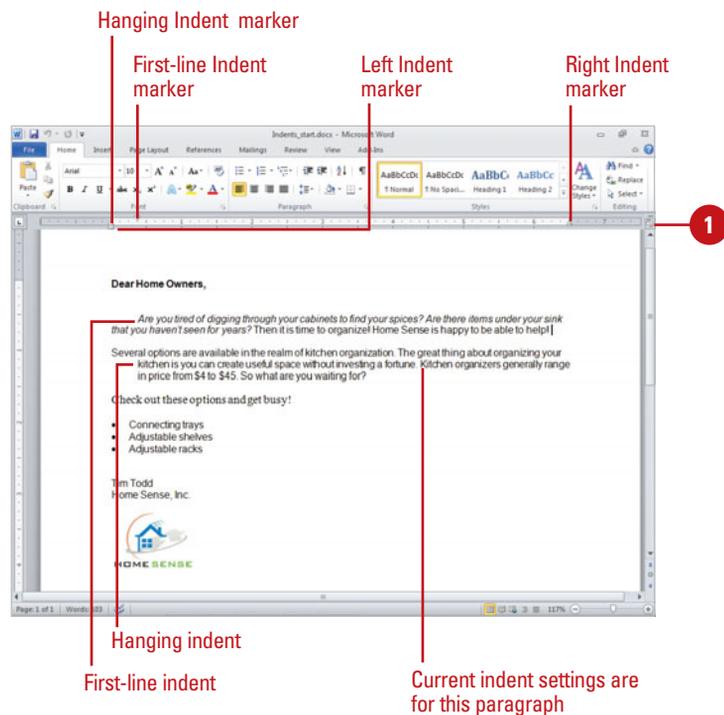
- 1 Click the **View Ruler** button to display the Ruler.
- 2 Click the paragraph or select multiple paragraphs to indent:
 - ◆ To change the left indent of the first line, drag the First-line Indent marker.
 - ◆ To change the indent of the second and subsequent lines, drag the Hanging Indent marker.
 - ◆ To change the left indent for all lines, drag the Left Indent marker.
 - ◆ To change the right indent for all lines, drag the Right Indent marker.

As you drag a marker, the dotted guideline helps you accurately position the indent. You can also press and hold **Alt** to see a measurement in the ruler.

Did You Know?

You can indent using the Tab key. You can indent the first line of a paragraph by clicking at the beginning of the paragraph, and then pressing **Tab**. You can indent the entire paragraph by selecting it, and then pressing **Tab**.

Quickly indent lines of text to precise locations from the left or right margin with the horizontal ruler. Indent the first line of a paragraph (called a **first-line indent**) as books do to distinguish paragraphs. Indent the second and subsequent lines of a paragraph from the left margin (called a **hanging indent**) to create a properly formatted bibliography. Indent the entire paragraph any amount from the left and right margins (called **left indents** and **right indents**) to separate quoted passages.

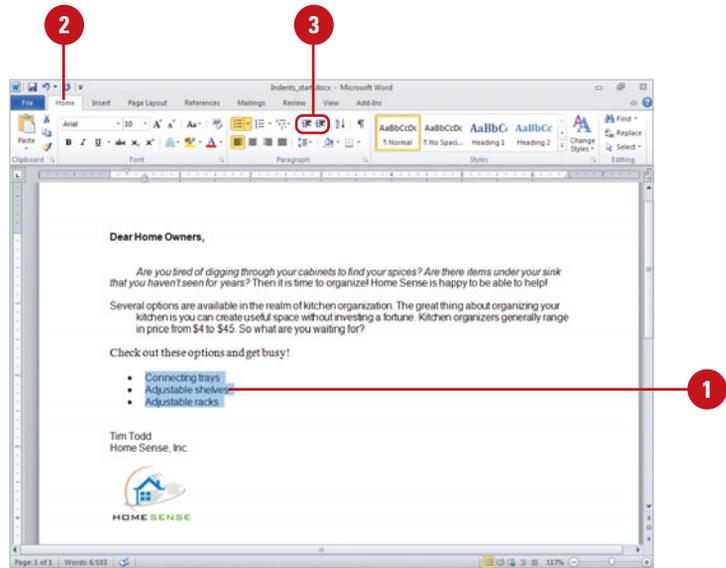


Indent a Paragraph

- 1 Click the paragraph, or select multiple paragraphs to indent.
- 2 Click the **Home** tab.
- 3 Click the **Increase Indent** button or **Decrease Indent** button to move the paragraph right or left one-half inch.

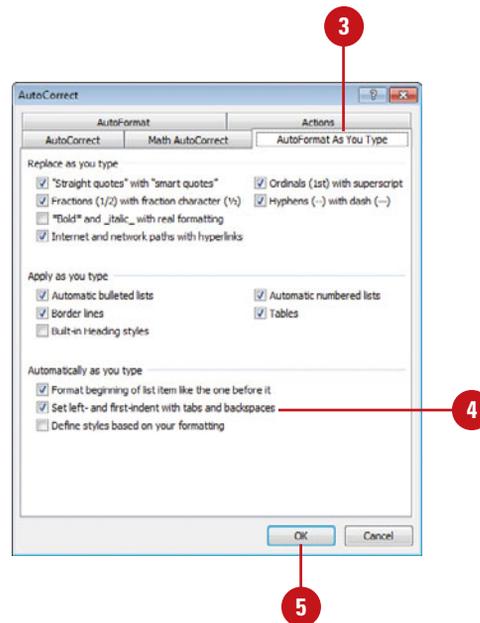
Did You Know?

You can add line numbers to a document or page. Click the Page Layout tab, click the Line Numbers button, and then click Continuous, Restart Each Page, Restart Each Section, Suppress For Current Paragraph, or Line Numbering Options.



Set Indentation Using the Tab Key

- 1 Click the **File** tab, and then click **Options**.
- 2 In the left pane, click **Proofing**, and then click **AutoCorrect Options**.
- 3 Click the **AutoFormat As You Type** tab.
- 4 Select the **Set left- and first-indent with tabs and backspaces** check box.
- 5 Click **OK**.

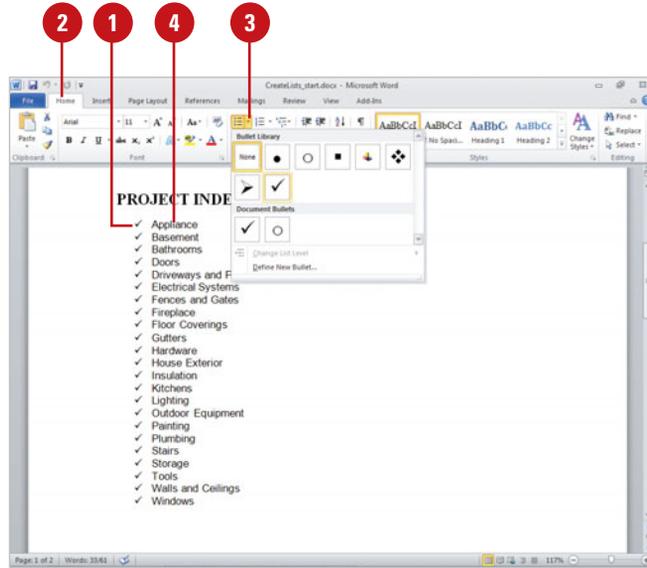


Creating Bulleted and Numbered Lists

Create a Bulleted List

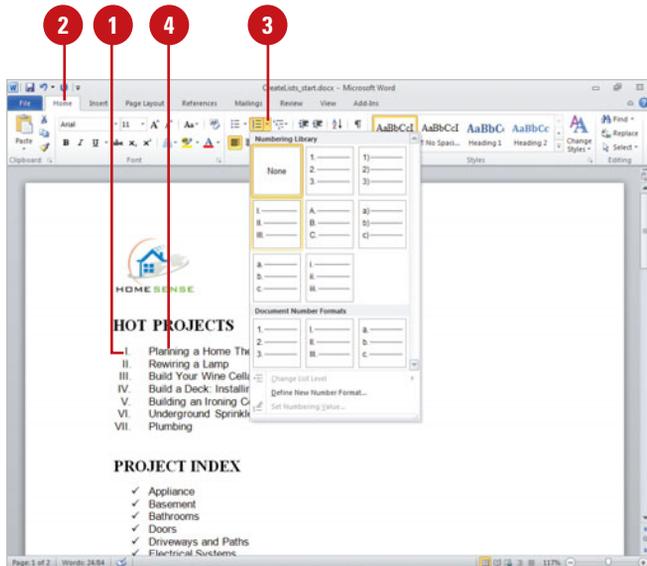
- 1 Click where you want to create a bulleted list.
- 2 Click the **Home** tab.
- 3 Click the **Bullets** button arrow, and then select a bullet style.
- 4 Type the first item in your list, and then press Enter.
- 5 Type the next item in your list, and then press Enter.
- 6 Click the **Bullets** button, or press Enter again to end the list.

The best way to draw attention to a list is to format the items with bullets or numbers. You can even create multi-level lists. For different emphasis, change any bullet or number style to one of Word's many predefined formats. For example, switch round bullets to check boxes or Roman numerals to lowercase letters. You can also insert a picture as a bullet or customize the numbering list style—including fixed-digits, such as 001, 002, etc. (**New!**). If you move, insert, or delete items in a numbered list, Word sequentially rennumbers the list for you.



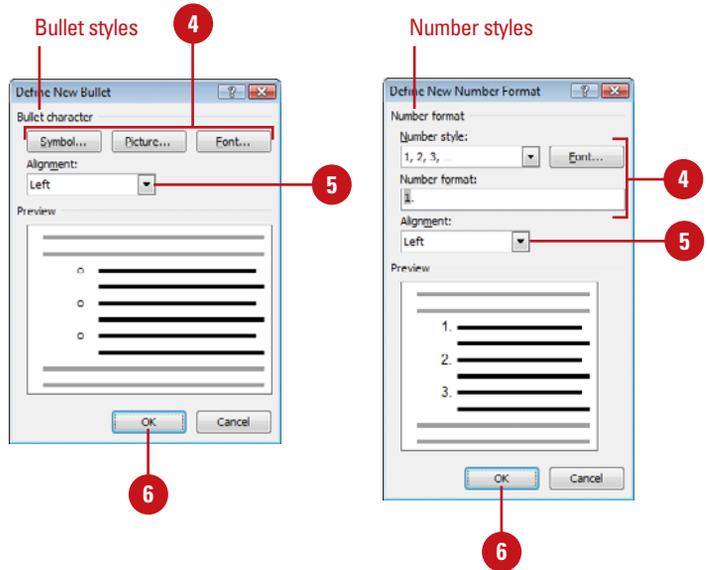
Create a Numbered List

- 1 Click where you want to create a numbered list.
- 2 Click the **Home** tab.
- 3 Click the **Numbering** button arrow, and then select a numbering style.
- 4 Type the first item in your list, and then press Enter.
- 5 Type the next item in your list, and then press Enter.
- 6 Click the **Numbering** button, or press Enter again to end the list.



Change Bullet or Number Styles

- 1 Select the list, and then click the Home tab.
- 2 Click the **Bullets** or **Numbering** button arrow.
- 3 Click a predefined format, or click **Define New Bullet** or **Define New Number Format**.
- 4 Select the appropriate options:
 - ◆ **Bullet.** Click **Symbol**, **Picture**, or **Font**, and then select the picture you want.
 - ◆ **Number.** Select a numbering style (**New!**), font, and format.
- 5 Specify the alignment and any other formatting you want.
- 6 Click **OK**.

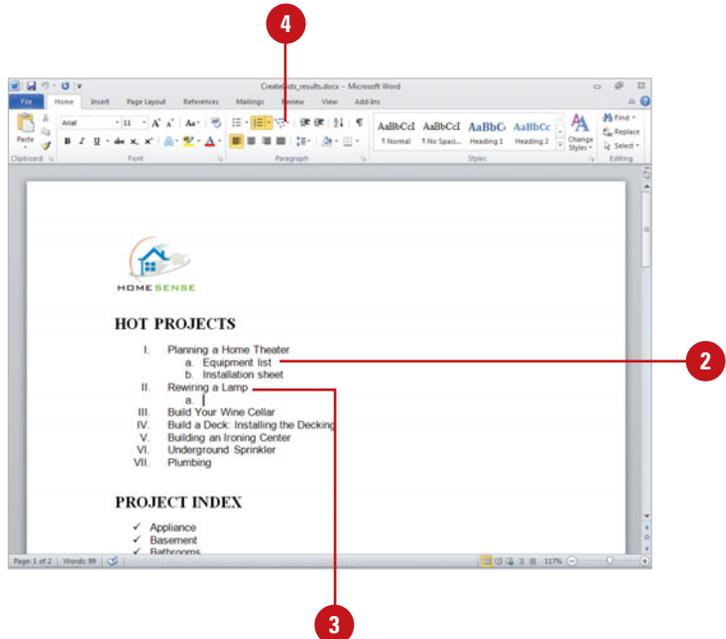


Create a Multi-Level Bulleted or Numbered List

- 1 Start the list as usual.
- 2 Press Tab to indent a line to the next level bullet or number, type the item, and then press Enter to insert the next bullet or number.
- 3 Press Shift+Tab to return to the previous level bullet or number.
- 4 To format the multi-level list, select the list, click the **Multi-Level List** button on the Home tab, and then select a format.

Did You Know?

You can quickly create a numbered list. Click to place the insertion point at the beginning of a line, type 1., press the Spacebar, type the first item, and then press Enter. Press Enter or Backspace to end the list.

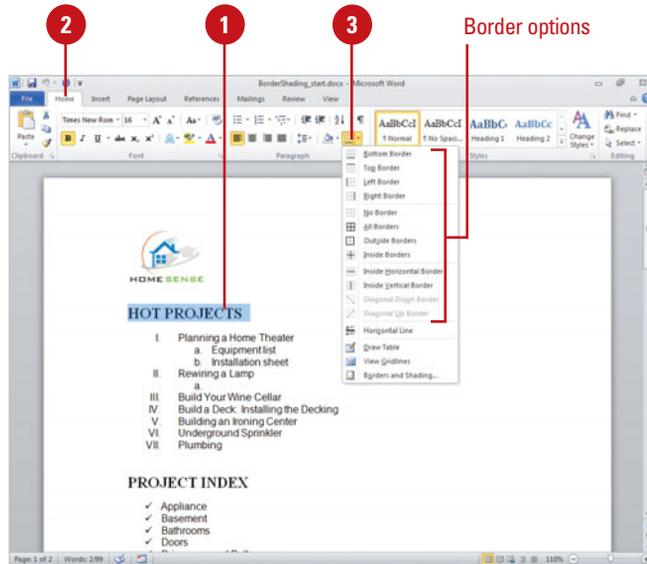


Applying Borders and Shading

Apply a Border

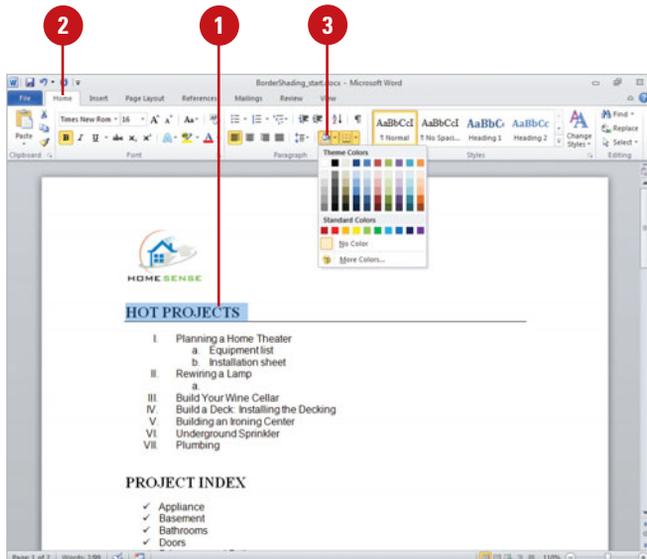
- 1 Select the paragraph text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Borders and Shading** button arrow, and then click to select the border commands to add or remove a border.

To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave the sides open. Shading colors the background behind the selected text or paragraph. If you want to customize borders and shading by changing line style, color, and width preferences, you can make changes in the Borders and Shading dialog box.



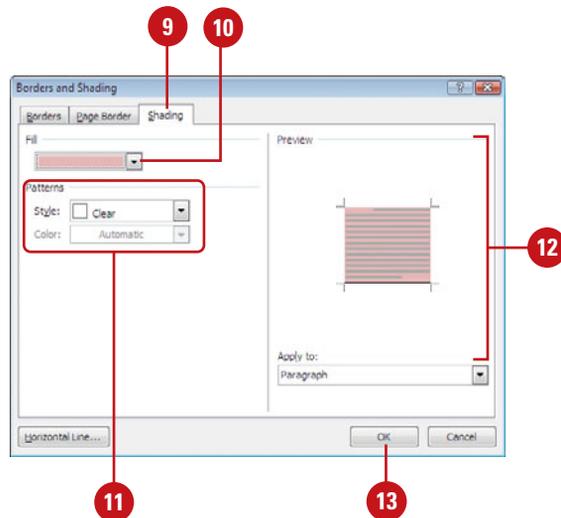
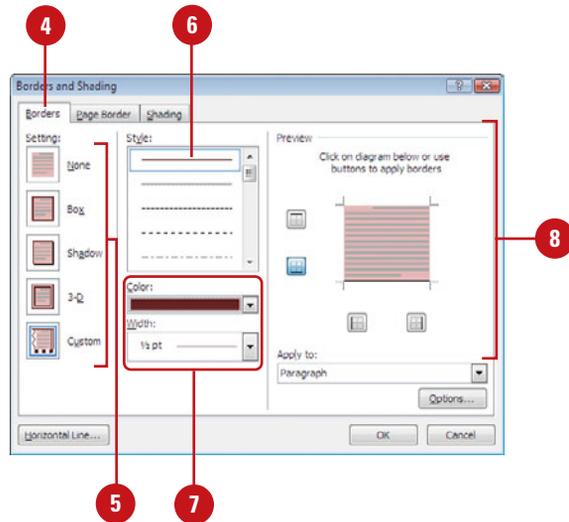
Apply Paragraph Shading

- 1 Select the paragraph text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Shading** button arrow, and then click to select the shading color you want to apply to the selected text.



Apply Paragraph Shading and Borders

- 1 Select the paragraph text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Borders and Shading** button arrow, and then click **Borders and Shading**.
- 4 Click the **Borders** tab.
- 5 Click to select the type of Setting you want for your border.
- 6 Click to select the type of Style.
- 7 Apply any other options you want.
- 8 Look in the preview box to see the new border.
- 9 Click the **Shading** tab.
- 10 Click to select the shading fill color you want to apply to your table.
- 11 Apply any other options you want.
- 12 Look in the preview box to see the new shading color.
- 13 Click **OK**.

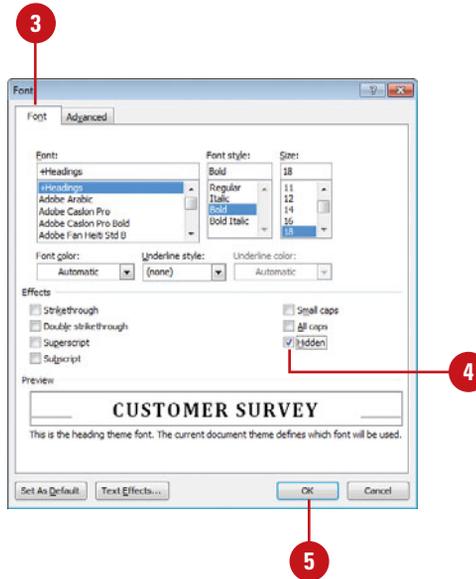


Hiding Text

Hide or Unhide Text

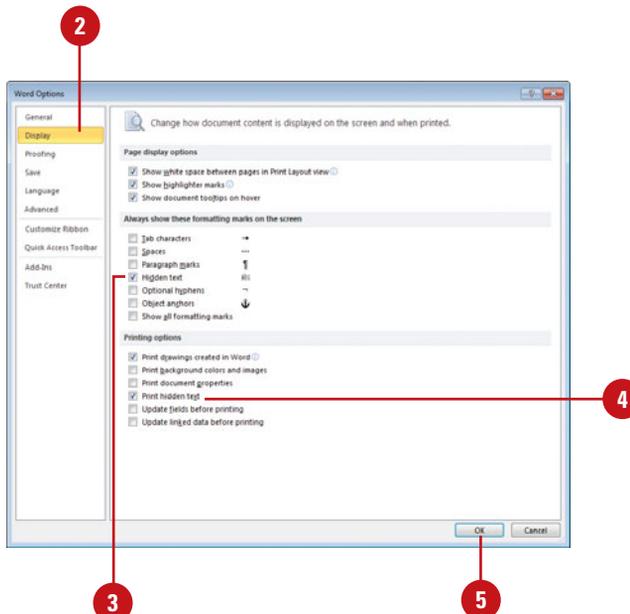
- 1 Select the text you want to hide or the hidden text.
- 2 Click the **Home** tab, and then click the **Font Dialog Box Launcher**.
- 3 Click the **Font** tab.
- 4 Select or clear the **Hidden** check box.
- 5 Click **OK**.

If you have confidential information in a document or text that you don't want others to see, you can hide the text. When you hide text, you can't view or print the text unless you select the Hidden Text option in the Options dialog box. When you display or print hidden text, the characters appear with a dotted lined underneath. Hiding text does not protect your text from being seen, but it does conceal it from others.



Display or Print Hidden Text

- 1 Click the **File** tab, and then click **Options**.
- 2 In the left pane, click **Display**.
- 3 Select the **Hidden text** check box.
- 4 Select the **Print hidden text** check box.
- 5 Click **OK**.



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