

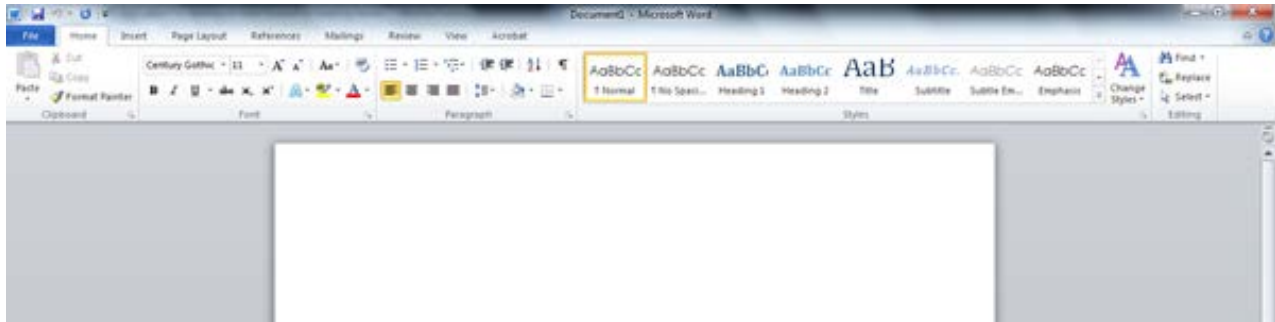
Basic Microsoft Word 2010 Help

(Adapted from gcflearnfree.org/word2010 and office.microsoft.com)

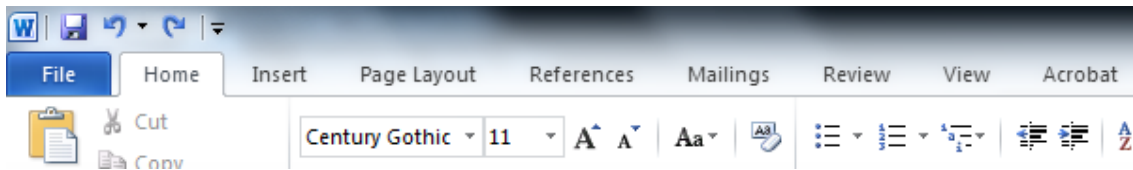
Formatting in Microsoft Word 2010

Formatting a paper is a requirement in almost every class, although the formatting may vary according to instructor requirements. This guide helps with some of the most common format changing. Consult your professor or your assignment sheet to find out formatting preferences before beginning your project

This is the Menu bar for Microsoft Word 2010:

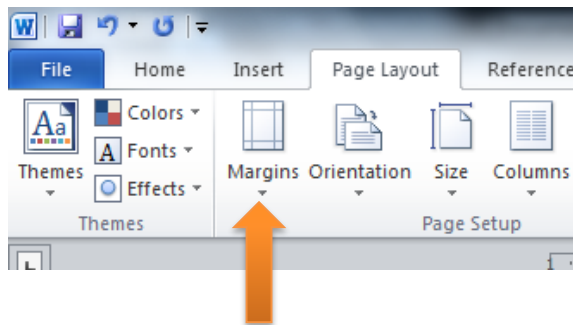


The tabs along the top of the screen include **File, Home, Insert, Page Layout, References, Mailings, Review, View, and Acrobat.** Home is the default setting. To go to any other tab, click on the word.



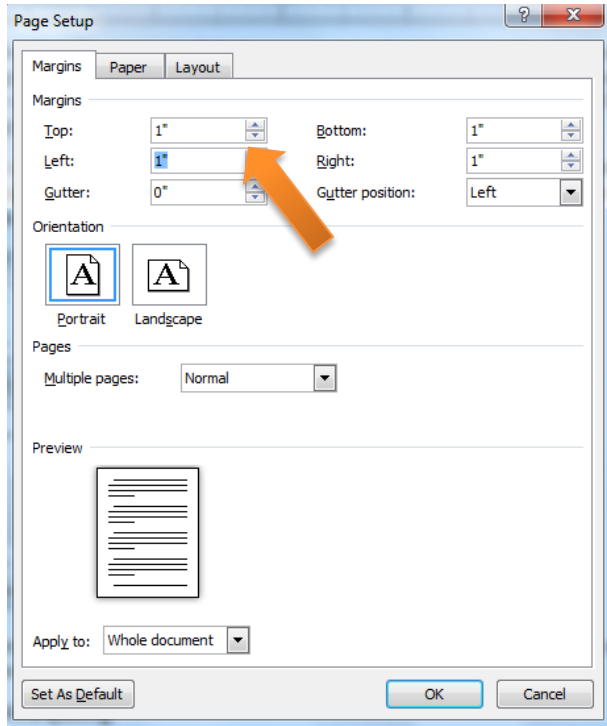
Change or set page margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



2. On the dropdown menu, click the margin type that you want. For the most common margin width, click **Normal**. The entire document will automatically change to the new margin type, which has 1" margins on all sides. You can also specify your own

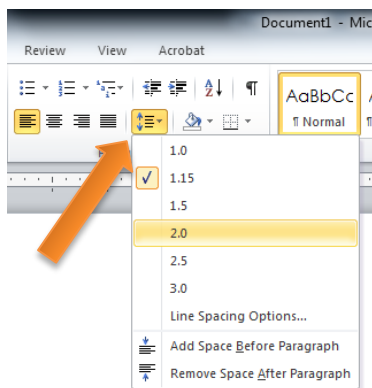
margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins. The margins will increase or decrease by 0.1 inches by either using the up and down arrows, or by clicking in the box and changing the number manually.



Change the line spacing

Most professors have a preference on the line spacing in your document. The default line spacing setting for Word 2010 is 1.15, so if you need a single- or a double-spaced paper, you must change this setting.

1. Select and highlight the paragraphs you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button.

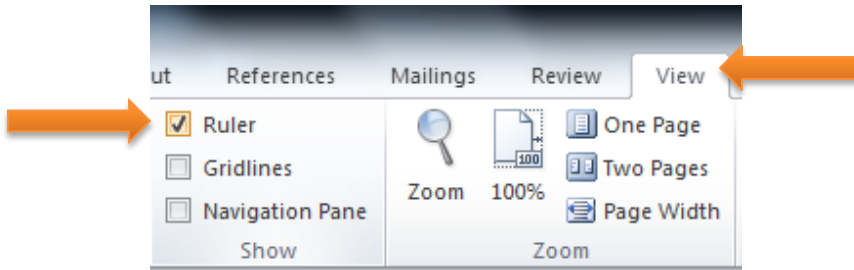


3. Click the number of line spaces that you want or click **Line Spacing Options** and select the desired options under **Spacing**.

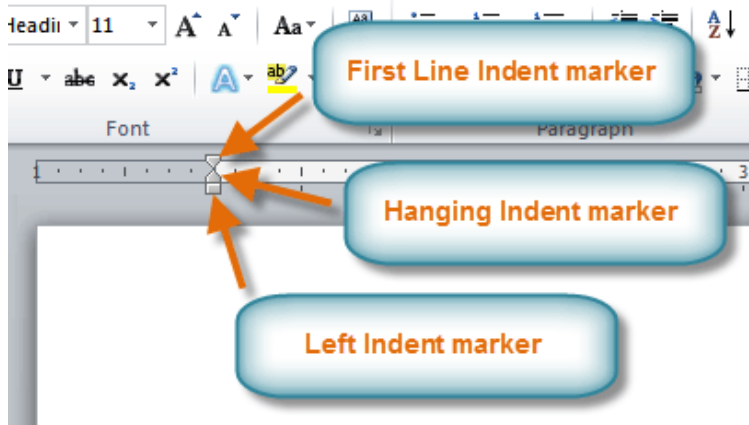
- **Single:** This option accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space depends on the font. Select “1.0” for this option.
- **1.5 lines:** This option is one-and-one-half times that of single line spacing. Select “1.5” for this option.
- **Double:** This option is twice that of single line spacing. Select “2.0” for this option.

Create or Adjust a Hanging Indent or First Line Indent

1. Click anywhere in the paragraph you want to indent, or select multiple paragraphs.
2. In the **View** tab, click the **Ruler** box. A ruler will appear at the top of the work screen.



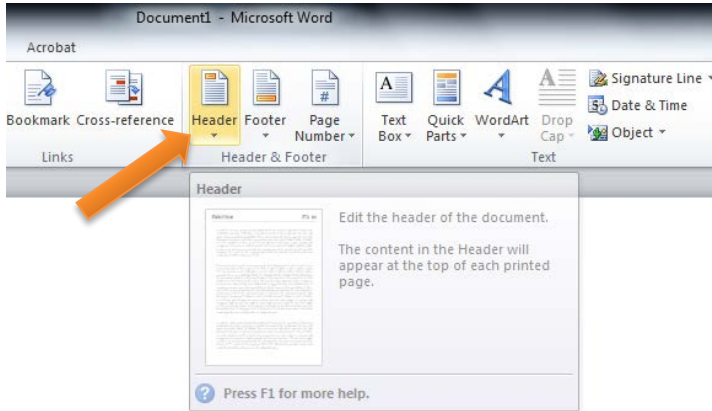
3. To create or adjust the first line indent, drag the **First Line Indent marker** on the ruler. This will indent the first line of each paragraph to indent marker.
4. To create or adjust the hanging indent, drag the **Hanging Indent marker**. This will indent every line to the indent marker, except the first line. This feature is mostly used in Works Cited pages.
5. To move both markers at the same time, drag the **Left Indent marker**. This will indent all of the lines in the paragraph.



Add a Header

A *header* is text that allows for inclusion of the author's name, the date, page number, number of pages, or even the time on each page of the document.

1. Click the **Insert** tab. From the **Header & Footer** group, click the **Header** button.

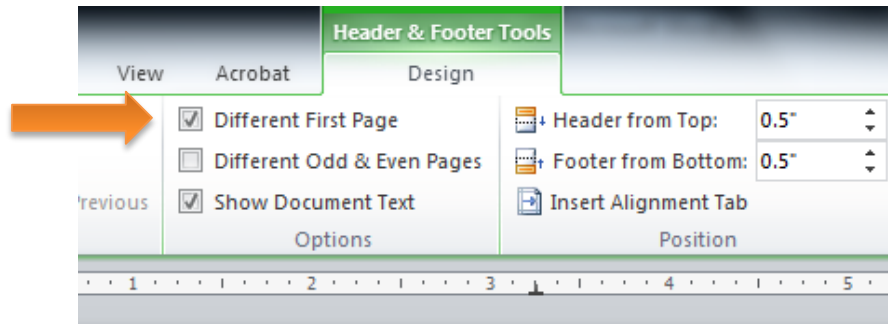


2. Select the format you want from the list.

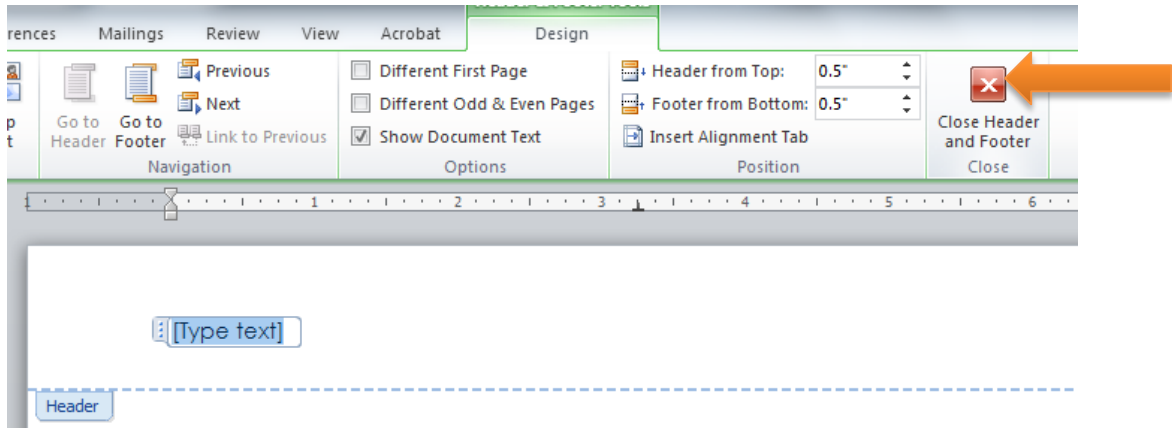
The header is added to your document, saved as part of the page format. If Word is in Draft view, it immediately switches to Print Layout view to edit the header. (Headers and footers don't appear in Draft view.) The **Header & Footer Tools Design** tab appears at the top of the Word window.

3. Click any bracketed text and type the required replacement text.
4. Repeat Step 3 for all bracketed text in the header.

If a different header is needed on the first page, click the **Different First Page** box in the **Header & Footer Tools Design** tab. Enter the header information for the first page, then go to the second page and enter the header for the rest of the document.



5. Click the **Close Header and Footer** command button in the **Close** group on the far right side of the **Ribbon**.

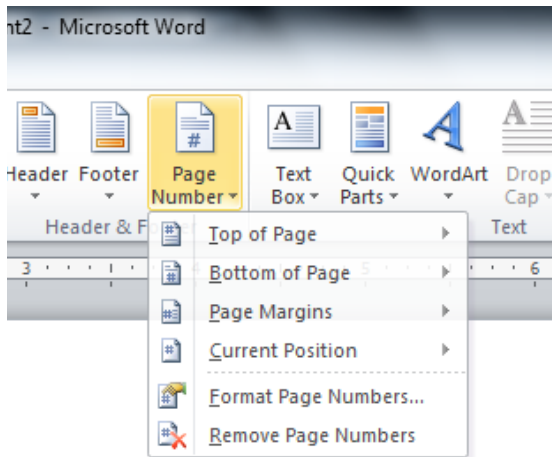


In **Print Layout** view, edit any header by double-clicking its gray image.

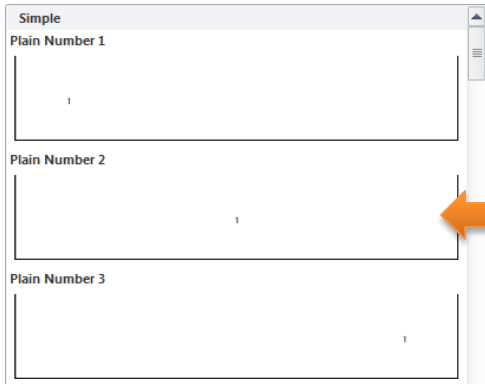
Page Numbers

Page numbers can be added to either the Header or Footer of a document.

1. To add a page number, click the **Insert** tab, then click the **Page Number** down button on the **Header & Footer** group.



2. Drag the mouse over the position you want your page numbers. A dropdown list will appear. Select the option of the page numbers from the dropdown list. For instance, if you want page numbers in the bottom, center of your paper, select **Plain Number 2**.



3. The header or footer feature will automatically open. The footer is shown below. To change the font, highlight the page number, then change the font type and size as shown in the Font section.

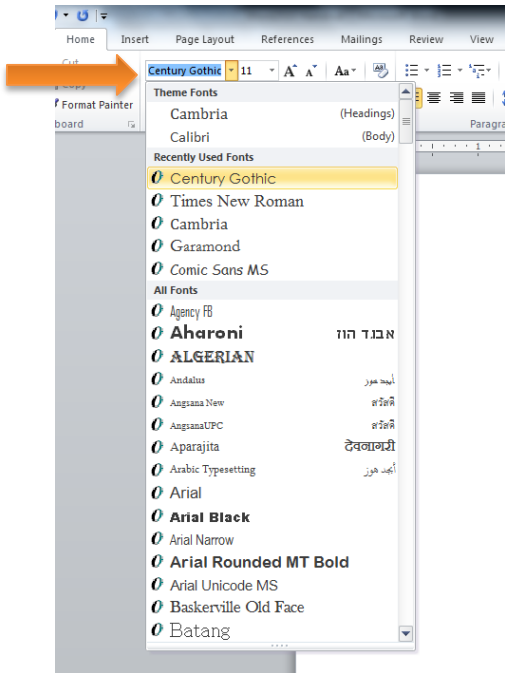


4. Click the **Close Header & Footer** command button at the top right to return to the paper.

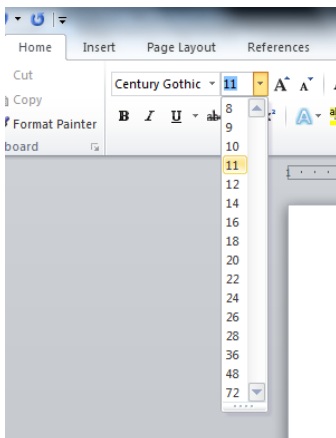
Change the font

The most common fonts are Times New Roman, Arial, Cambria, and Calibri. The most common font sizes are 10 and 12.

1. On the **Home** tab, in the **Font** group, click the down arrow to display the **Font Face** list.



2. Scroll to the font you want. The fonts in the **All Fonts** part of the list are displayed in alphabetical order, as well how they appear when printed.
3. Click to select a font. To change the font on existing text, highlight the text and follow steps one through three.
4. To change the size of the font, click the down arrow next to the number on the **Font Face** list of the **Home** tab. This is next to the font down arrow. Select the font size number and click it.



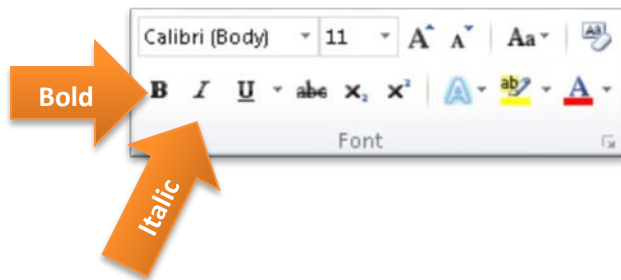
Select text by clicking and dragging

1. Point the mouse at the start of the text block.
2. Click and drag the mouse over the text you want to select.
3. While you drag, text becomes highlighted or selected.
4. Release the mouse to mark the end of the block.

<i>To Select This Text</i>	<i>Click the Mouse This Way</i>
A single word	Point at the word with your mouse and double-click.
A line	Move the mouse pointer into the left margin beside the line you want to select. The mouse pointer changes to a pointing arrow. Click to select a line of text, or drag the mouse up or down to select several lines.
A sentence	Point the mouse at the sentence and Ctrl+click . (Hold down the Ctrl key and click the mouse.)
A paragraph	Triple-click anywhere in the paragraph.

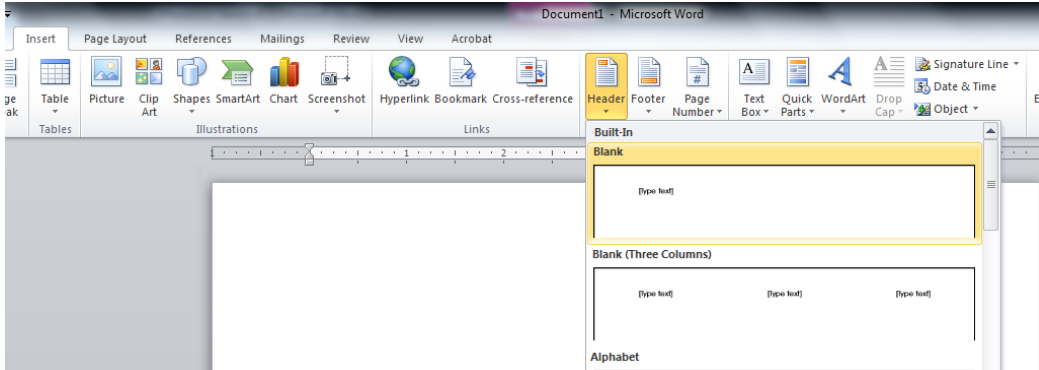
Bold and Italicize text

Select the text you want to change. To bold text, click the **Bold Command Button** on the **Font** group on the **Home** tab. To italicize, click the **Italic Command Button** on the **Font** groups.

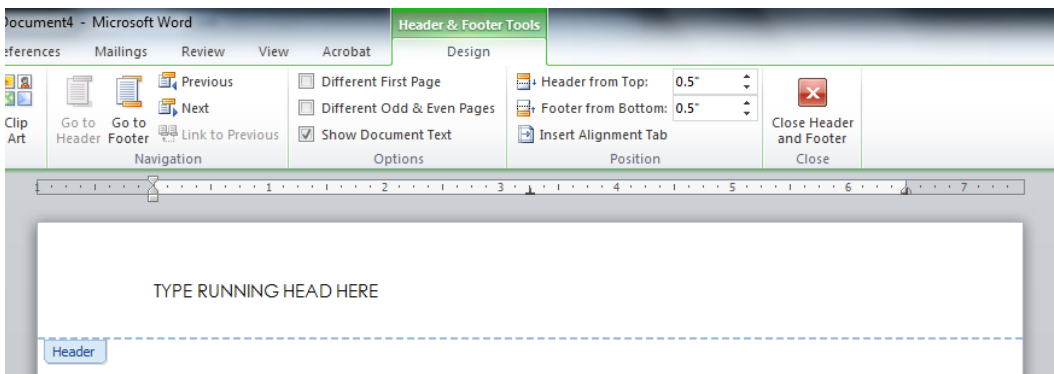


Insert a Running Head

1. Click the **Insert** tab.
2. Select the **Header** drop-down menu.
3. Select **Blank**.



4. Click inside the Header area and type the desired text.



5. To change the font, select the text in the running head, click the **Home** tab, and select the desired font.
6. Click outside the Header to return to body text.

Note: If you need to insert a page number at the top of the page in addition to the Running Header, see *Page Numbers* section and add the running header left justified and the page number right justified.

Insert a Running Head Including Page Numbers

1. Click the **Insert** tab.
2. Select the **Page Number** drop-down menu.
3. Select **Top of Page**.
4. Select **Plain Number One**.
5. Place the cursor in front of the page number and enter text for the running head.
6. Click the **Tab** button until the page number is right-justified.
7. Close Header.