

Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2010 Advanced

Using Styles

A style is a predefined group of formatting that can be applied and modified to one character, selected text, or the entire document.

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the formatting of all text with the same style.
- Create a table of contents based on the style hierarchy that has been assigned to text.
- Quickly format tables and lists with predefined styles.
- You can use pre-existing styles or create your own.

Character, Paragraph, Linked Styles

Character style: Use to consistently apply text formatting to text.

Paragraph style: Use to consistently apply text, text, and paragraph formatting to paragraphs.

Linked style: Can be used as either a character or paragraph style.

Applying Character and Paragraph Styles

- Select the text or paragraph that you wish to style.
- Apply a linked style from the Styles task pane, or apply a character or paragraph style from the Styles task pane.
- Choose a style from the Styles task pane.
- Click the style name in the Styles task pane.

Creating a Style

- Select the text or paragraph that you wish to style.
- In the HOME ribbon, click the NEW STYLE button.
- Type the name for the new style.
- The default style type is Paragraph. To create a paragraph or character style, click the STYLE TYPE button.

Displaying the Styles Pane

Click the HOME ribbon, click the STYLES group, and click the STYLES PANE button.

Disabling Linked Styles

Click the HOME ribbon, click the STYLES group, and click the LINKED STYLES button.

Changing Styles

- Select or click a paragraph with the desired formatting.
- Right-click on the corner of the paragraph with the changes, or click the HOME ribbon, click the STYLES group.
- Click the CHANGE LINKED STYLES button.

Deleting a Style

- In the STYLES pane, right-click on the style you wish to delete.
- Click DELETE STYLE button.

Selecting All Text with the Same Style

- In the Quick Style gallery or STYLES pane, right-click on the style you wish to select.
- Click the SELECT ALL button.

Showing Formatting as Styles to Clean Up a Document

- Click the HOME ribbon, click the STYLES group, and click the SHOW FORMATTING AS STYLES button.
- Click the HOME ribbon, click the STYLES group, and click the SHOW FORMATTING AS STYLES button.
- Click the HOME ribbon, click the STYLES group, and click the SHOW FORMATTING AS STYLES button.
- Click the HOME ribbon, click the STYLES group, and click the SHOW FORMATTING AS STYLES button.

Importing Styles From Another Document

- Click the HOME ribbon, click the STYLES group, and click the IMPORT button.
- Click the HOME ribbon, click the STYLES group, and click the IMPORT button.
- Click the HOME ribbon, click the STYLES group, and click the IMPORT button.

Using Numbered Lists with Styles

Click the HOME ribbon, click the STYLES group, and click the NUMBERED LIST button.

To add numbering to an existing style

- In the Quick Style gallery or STYLES pane, right-click on the style you wish to modify.
- Click the HOME ribbon, click the STYLES group, and click the NUMBERED LIST button.
- Click the HOME ribbon, click the STYLES group, and click the NUMBERED LIST button.
- Click the HOME ribbon, click the STYLES group, and click the NUMBERED LIST button.

Adding Styles to the Default List

- In the Quick Style gallery or STYLES pane, right-click on the style you wish to add.
- Click the HOME ribbon, click the STYLES group, and click the ADD TO DEFAULT LIST button.

Applying Table Styles

- Select the table to be formatted.
- Click the HOME ribbon, click the TABLES group, and click the TABLE STYLES button.

Restricting Formatting

To restrict formatting in a document, formatting can be restricted to only existing styles.

- Click the HOME ribbon, click the STYLES group, and click the RESTRICT FORMATTING button.
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- Click the HOME ribbon, click the STYLES group, and click the RESTRICT FORMATTING button.

Creating a Table of Contents

- Click the HOME ribbon, click the REFERENCES group, and click the TABLE OF CONTENTS button.
- Click the HOME ribbon, click the REFERENCES group, and click the TABLE OF CONTENTS button.
- Click the HOME ribbon, click the REFERENCES group, and click the TABLE OF CONTENTS button.
- Click the HOME ribbon, click the REFERENCES group, and click the TABLE OF CONTENTS button.

Updating a Table of Contents

- Click the HOME ribbon, click the REFERENCES group, and click the UPDATE TABLE OF CONTENTS button.
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- Click the HOME ribbon, click the REFERENCES group, and click the UPDATE TABLE OF CONTENTS button.

Preparing an Index

Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.

To mark an index entry

- Select the text to use for the index entry.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.

To mark index entries using word lists

- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
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Generating an Index

- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
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- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.

Updating an Index

- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
- Click the HOME ribbon, click the REFERENCES group, and click the INDEX button.
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Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Using Styles, Character, Paragraph, Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering Mid-Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote/Endnote, Editing a Footnote/Endnote, Deleting a Footnote/Endnote, Creating a Bookmark, Going to/Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

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Customer Reviews

I've been using Microsoft Word for many years, but thought there might be a few tips I could pick up from this reference guide. However, that is not the case. I'll be passing it on to a friend who is more advanced than I. It's not really fair to downgrade the product because I can't use it, but I'd also like to save someone from making the same mistake. This reference guide covers Using Styles, Restricting Formatting, Creating a Table of Contents, Creating an Index, Inserting Excel Spread Sheets, Outlining, etc. I like the concept, and I'm sure my friend will be happy with it.

I went right from Word 2003 to 2010 in my new job. I figured it wasn't THAT different but this handy little advanced features sheet helped a lot so I could start producing good documents right away without flailing around trying to figure things out; or buying a book I don't need.

I'm a computer consult. I purchased a set of these to see if it would help in training my clients. They love them. Will be purchasing more of them.

Easy to read sheets in nice heavy lamination. I used a three hole punch and inserted them into a three ring binder to make a handy reference guide that won't tear, wrinkle or be ruined if I spill coffee on it!!

Carry this and other reference cards with me to work in my briefcase. They are very helpful to those who are familiar with the program but occasionally need a command reminder. I have these reference guides for all programs I deal with.

Computers are always changing. Microsoft Word 2010 may have changes you might not know about because you are used to Microsoft 2007. This is great to have as a quick reference. If for example your toolbars are different and you need to update any information, it's great to have a quick reference guide!

I got several different ones of these for different programs. Some are quite basic and some are more advanced. I have not used them a lot so far, but intend to. I would say they are worth the price just to save you the frustration and time of looking up how to do something on the program.....SHALOM.....Brother Randahl

Awesome value. Very durable and handy to have. The organization is great and the text formatting is clear and easy to read. It will take some time to get used to where the tips are but I figure at the same time as memorizing where the tips are one would begin to place the tips into long term memory for use.

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