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

Word 2010 Advanced

Using Styles

A style is a named group of formats that can be applied to one or more selected document items. The styles in Word include:

- Apply consistent formatting to text;
- Select text with the same style;
- Change the hierarchy of text in the same style;
- Create a Table of Contents based on the only headings that have been assigned a style;
- Quickly format tables, sections, and numbered lists;
- Use styles to create a professional look.

Character, Paragraph, Linked Styles

Character styles: Use to consistently apply formats to text.

Paragraph styles: Use to consistently apply both text and paragraph formatting to paragraphs.

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

Applying Character and Paragraph Styles

- Select the text or paragraph that you want to apply a linked style to (highlighted in yellow).
- Open the HOME tab, click the **styling icons** (the STYLES group), and then click the **styling icons** (the STYLES group).
- Choose **NEW** from the **CREATE NEW** button. A **NEW STYLES** dialog box will open.
- On the **STYLES** tab, click **CREATE**.

Creating a Style

- Select the text or paragraph on which you want the style to be based.
- In the HOME, STYLES group, click **styling icons** (the STYLES group), and then click **CREATE NEW**.
- Type the name for the new style.

The selected style has been added. To re-create a Paragraph or Character style, click **HOME**, STYLES, and then click the style you want.

Displaying the Styles Pane

Choose HOME and click **styling icons** (the STYLES group), and then click **DISPLAY STYLES**.

Character styles have a standard category icon (text) or a symbol. Paragraph styles have a symbol followed by the style name.

Disabling Linked Styles

Open **DISPLAY STYLES** in the STYLES group.

Changing Styles

- Select or create a paragraph with the desired format style.
- Right-click on the name of the style you want to change, as it is in the Quick Style gallery or the STYLES group.
- Choose **UPDATE STYLES** (the **STYLES** group).
- Right-click on the style.
- Choose **MODIFY**. Make the necessary changes, and then click **OK**.

Deleting a Style

- In the STYLES group, right-click on the style you want to delete.
- Choose **DELETE**. Click **OK** to confirm. If the delete option is not available, the style may be linked to another style or is being used in text.

Selecting All Text with the Same Style

- In the Quick Style gallery or STYLES pane, click the **SELECT ALL** button (the **STYLES** group).

If text is selected in the title and/or subtitle, you can apply more text and/or section styles, such as **bold**, **italic**, **underline**, and **color**.

Showing Formatting as Styles to "Clean Up" a Document

Formatting features have applied to existing styles. If a text is selected, it will be changed to reflect the style of formatting, i.e. **14 pt, bold** is **Heading 1**.

- In the HOME tab, click **styling icons** (the STYLES group).
- Open the **FORMAT** tab.
- Click **SHOW FORMATTING AS STYLES** (the **STYLES** group).
- Click **OK**.

Applies the formatting associated with the text or copied in the STYLES pane, apply or modify the other style.

Importing Styles From Another Document

- Click **styling icons** (the STYLES group) to display the STYLES pane.
- Click **IMPORT** (the **IMPORT STYLES** dialog box).
- Click **IMPORT**.

Two tabs are displayed. One lists the styles in the document template. The other lists the styles in the document you are importing.

- Click the **IMPORT** button to import the styles in the document to the template, choose **ALL**.
- Click the **IMPORT** button to import the styles in the document to the template, choose **ALL**.
- Click **OK**.

Selecting Numbered Lists with Styles

Style can have a numbering format applied. If you switch to another style, it will be renumbered automatically. This will display the numbering with the style of the previous style.

To add numbering to an existing style

- In the Quick Style gallery or STYLES pane, Right-Click the style to change them (see **MODIFY**).
- Click **FORMAT**, and then **NUMBERING** (the **STYLES** group).
- Select a style of numbering, or click **more options...**.
- Click **OK**.
- Right-click on those bold headings.
- To apply the style to the text, right-click the text in the STYLES pane or the STYLES group.

Adding Styles to the Default List

- In the Quick Style gallery or STYLES pane, Right-Click the style you want to add.
- Click **NUMBERED** (the **STYLES** group).
- Click **OK**.

Applying Table Styles

- Select the table to be styled.
- Choose **TABLE STYLES** (the **STYLES** group) or **APPLY** (the **STYLES** group).

Selecting Formatting as Styles

To change a document's styling, formatting as styles can be used.

- Open the **FORMAT** tab.
- Click **SELECT FORMATTING AS STYLES** (the **STYLES** group).
- Click **OK**.

Formatting as styles can be used to change the color and other properties such as **font-size** and **font-style**.

Restricting Formatting

To keep a document's styling, formatting as styles can be used.

- Open the **FORMAT** tab.
- Click **RESTRICT FORMATTING AS STYLES** (the **STYLES** group).
- Click **OK**.

Formatting as styles can be used to change the color and other properties such as **font-size** and **font-style**.

Creating a Table of Contents

- Open the **HOME** tab, click **styling icons** (the STYLES group), and then click **CREATE NEW**.
- Click **CREATE**.
- Open the **REFERENCES** tab.
- Click **CREATE TABLE OF CONTENTS** (the **REFERENCES** group).
- Click **CREATE**.
- Click **CREATE**.

For more options, click **CREATE TABLE OF CONTENTS** (the **REFERENCES** group).

Updating a Table of Contents

Up date the table of contents on page 1 of every 10 pages.

- Open **REFERENCES**, and then click **CREATE TABLE OF CONTENTS** (the **REFERENCES** group).
- Click **UPDATE** (the **CREATE TABLE OF CONTENTS** dialog box).
- Open **REFERENCES**, and then click **CREATE TABLE OF CONTENTS** (the **REFERENCES** group).
- Click **CREATE**.

Preparing an Index

An index can be created by using either manually or automatically. Word can use the **CREATE INDEX** button to create an index.

To make an index manually

- Select the section text for the index entry. Or, if you type your own text, just click where the entry is to be inserted.
- Click **REFERENCES**, and then click **CREATE INDEX** (the **REFERENCES** group).
- Click **CREATE INDEX** (the **CREATE INDEX** dialog box).
- Click **CREATE**.

To make an index using Word:

- Create a list of words that need to be indexed. One entry per line.
- Open **REFERENCES**, and then click **CREATE INDEX** (the **REFERENCES** group).
- Click **CREATE INDEX** (the **CREATE INDEX** dialog box).
- Click **CREATE**.

Generating an Index

- Open the **REFERENCES** tab, click **CREATE INDEX** (the **REFERENCES** group).
- Click **CREATE INDEX** (the **CREATE INDEX** dialog box).
- Click **CREATE**.

Updating an Index

- Click **CREATE INDEX** (the **CREATE INDEX** dialog box).
- Click **CREATE**.

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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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