

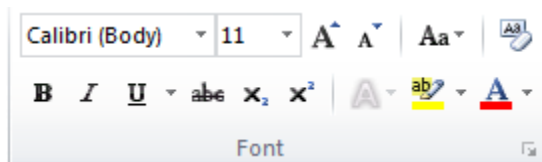
# Microsoft Office Word 2010 Basic Word II


## Selecting, Formatting and Tables

### Selecting Text –

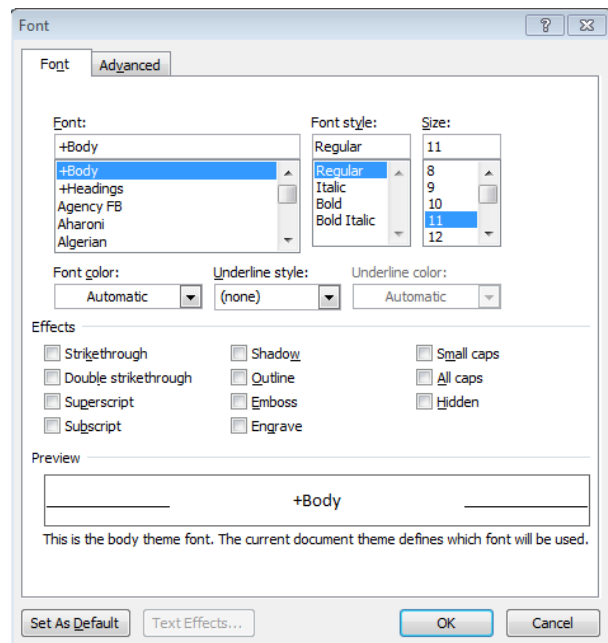
- ❖ **Precision text selection** - Click at the start of your selection. Float the mouse over the end of your desired selection. Hold down the Shift key, click the mouse, and then release the Shift key. All the text between the first click and the last click will be selected.
- ❖ **Select a word** – Double click on the word.
- ❖ **Select a sentence** - Hold down the Ctrl key and click any word in the sentence.
- ❖ **Select a paragraph** - Triple click anywhere in the paragraph.
- ❖ **Select non-consecutive text** - Select the first set of text you want. Scroll to the second set of text, hold the Ctrl key, and click or drag to select it. Release the mouse button, then the Ctrl key. (Only works in Word 2002 and up.)
- ❖ **Select all the text in the document** - Type Ctrl+A. (Note on using keyboard shortcuts: Hold the first [special] key – Ctrl, Alt, Shift – with one finger and use another finger – or your other hand! – to “pop” the second key one time only. This keeps you from accidentally performing the action several times.)
- ❖ **Use the left margin to select text** - With the pointer in the left margin (it will look like a right-pointing arrowhead): Click to select a single line, double-click to select a paragraph, or triple-click to select all the text in the document.

### Change the Font using the Font Dialog Box –



Select the text you wish to change. Click  the dialog box launcher in the Font group on the Home Ribbon.


- ❖ **Font, Font Style, Size, Font Color** - Same as using equivalent shortcut buttons on the Font group on the Home Ribbon.
- ❖ **Underline style** – Choose wavy, dotted, heavy underline styles.
- ❖ **Underline Color** - Make underline color different from font color. Works like Font Color selector.








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**Change paragraph formats using the Paragraph Dialog Box** - Select the paragraphs you wish to change. Click  in the Paragraph group on the Home Ribbon. The Paragraph dialog box will open. (When applied to a blank document, all paragraphs will have the selected formatting.)






- ❖ **Alignment** - Same as using alignment buttons on the Home Ribbon
- ❖ **Left and Right Indentation**
- ❖ **Special Indentation: First Line** - Indents the first line of selected paragraphs by the desired amount. Click the Special Indentation drop-down button and choose First Line. Adjust the amount of the indent in the “indent by” box (to the right).
- ❖ **Special Indentation: Hanging** - Indents all but the first line of selected paragraphs by the desired amount. Click the Special Indentation drop-down button and choose Hanging. Adjust indent if necessary.
- ❖ **Spacing: Before and After** - Type or use the spinners (tiny up and down arrows) to automatically insert space before or after each selected paragraph. (Spacing before/after paragraphs is measured in points, like font size, and looks best when the amount of space is close to the font size.)
- ❖ **Line Spacing** - Click the Line Spacing drop-down button and choose from Single, 1.5 or Double spacing. Shortcut: Click the Line Spacing button  on the Paragraph group on the Home Ribbon and choose desired spacing (1, 1.5, 2, etc.)

Insert a table	<p>Click the insertion point where you want the table to appear. Select the Insert Ribbon and click the Table button . Float your pointer over the desired number of table cells and click OR type the desired number of columns and rows in the boxes; click OK.</p> <p>Note: while the insertion point is in the table, Word displays two Table Tools contextual tabs – Design and Layout.</p>	
Enter data in a table	<p>Click in the first cell, and type desired information. Press the Tab key to move to the next cell. If you hit the Tab key while in the last cell of the table, a new row will be added and you will move to its first cell.</p>	
Mouse Pointers and What They Mean		<p>Appears when pointer floats over text; click to place the insertion point at a particular position in the text.</p>
		<p>Appears when pointer is over a column border; drag to make columns wider or narrower.</p>
		<p>Appears when pointer is over a row border; drag to make rows taller or shorter.</p>

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

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		Appears when pointer is at the left edge of a table cell; click to select cell.
		Appears when pointer is in the left-hand margin; click to select row.
		Appears when pointer is at the top of the table; click to select column.
		Appears in the top-left corner of the table; click to select entire table; drag to move table.
Move column and row borders in a table		Float your mouse pointer over the border you wish to move. A symbol composed of a line and a double-headed arrow will appear. Press and hold the left mouse button and move the mouse to drag the border. Release the mouse button to drop the border in the desired location.
Select all or part of a table		With the insertion point in the table, Click the Layout tab. Select a cell, column, row, or table. Click the  symbol at the top left corner of the table OR ctrl+A to select the whole table.
Add columns (or rows) to a table		Click anywhere in the column (or row) adjacent to where you want the new one to appear. In the Rows and Columns group on the Layout Ribbon click the Insert Above, Below, Left, or Right button.
Delete columns (or rows) from a table		Click anywhere in the row or column. On the Layout Ribbon, in the Rows and Columns group click the Delete button. Then click Delete Cells, Columns, Rows, or Table.
Merge cells		Select the cells you want to merge and click the Merge Cells button in the Merge group on the Layout Ribbon.
Split cells		Select the cells you wish to split. Click the Split Cells button in the Merge group on the Layout Ribbon. Select the number of columns and rows needed.
Sort Information		Use the Sort button in the Data group on the Layout Ribbon to sort the rows in ascending or descending order by the data in any column. You cannot sort a table containing merged cells.
Align text in a cell		Select the text you wish to align. Use the Alignment group on the Layout Ribbon to align text by clicking on the appropriate button.

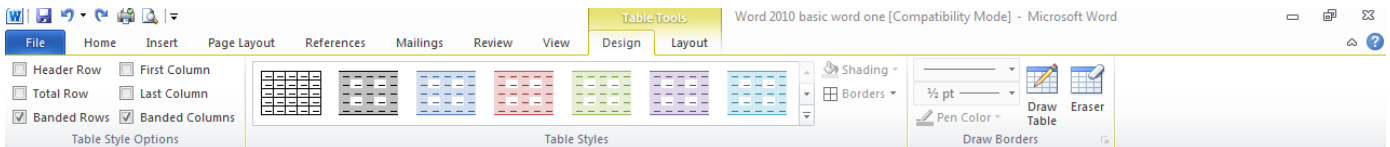
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Change or remove borders on a table	Select the table. Click the Borders button (  ) on the Design Ribbon. Click on “Borders and Shading” on the drop-down list OR click the Dialog Box Launcher in the Draw Borders group. The Borders and Shading dialog box will appear. To remove all borders, click the None box on the left. To change individual borders, click the small buttons around the perimeter of the Preview window. (This tool can also be used to place borders above/around paragraphs, such as setting a letterhead off with a line below it.)
Select a Table Style	Select the Table. Using the Design Ribbon, float your mouse pointer over the thumbnails in the Table Styles group and click on a style OR click the downward facing (  ) “more” button to view all styles.
Select a Quick Table	On the Insert Ribbon, click the Table button → Quick Tables. Select a Table design by clicking on it.

**Remember** – you must select the table before the Table Design and Table Layout ribbons will appear.

### Contextual Tab – Table Design



### Contextual Tab – Table Layout

