



Sort a List

1. Select the text in a bulleted or numbered list.
2. Select the **Home** tab on the Ribbon
3. Click the **Sort** button in the **Paragraph** group.
*Word 2010 opens the **Sort Text** dialog box.*
4. Under **Sort by**, click what you would like to sort the list by and then select either **Ascending** or **Descending**.

Renumber a List

1. Select the list items that you want to renumber.
2. Select the **Home** tab
3. Click the drop-down button on the **Numbering** button.
4. Select **Set Numbering Value** in the drop down menu.
*Word 2010 opens the **Set Numbering Value** dialog*
5. Select whether to continue numbering from the previous list.
or
Enter the starting number in the dialog.
6. Click

Delete & Insert Cells in a Table

1. Click the **Layout** context tab under **Table Tools**.
2. Select the cells within the Table you would like to modify.
3. In the **Rows & Columns** group, choose from options such as deleting and inserting rows and columns.

Add/Remove Borders in a Table

1. Click the **Layout** context tab under **Table Tools**.
2. Click in the **Table** group, and then **Select Table**.
or
Click the **Table Selector** on the top-left corner of the Table.

3. Click the **Design** context tab under **Table Tools**.
4. Click the button in the **Table Styles** group.
5. Choose the option(s) you want.
6. Click **No Border** if you want to remove the borders.

Position Text in a Cell

1. Select the text within the Table cell.
2. Click the **Layout** context tab under **Table Tools**.
3. Select the desired Text Alignment within the **Alignment** group.

Sort Contents of a Table

1. Select text that you would like to sort.
2. Click the **Layout** context tab under **Table Tools**.
3. Click the button to open the Sort dialog
4. Choose your desired sort options.

Perform Calculations in a Table

1. Place the insertion point in the cell where you want to put the formula result.
2. Click the **Layout** context tab under **Table Tools**.
3. Click the button within the **Data** group.
4. Enter the formula in the Formula text box.
or
Select the function from the Paste Function drop-down list.
5. Select the desired number format.
6. Click
7. If you change data in the table, select the cell with the formula and press **[F9]** to update the formula results.

Creating Table Headings

Table Headings are a row(s) at the top of the table that you wish to have repeat at the top of every page when the table exceeds one page.

1. Select the top row or rows you wish to have repeat.
2. Click the **Layout** context tab under **Table Tools**.
3. Click in the **Data** group.

Note: You cannot edit the headings as they appear on tops of subsequent pages.

Creating a Table Style

1. Click the **Design** context tab under **Table Tools**.
2. Click the drop-down button on the **Table Styles** listing.
Word 2010 shows all available styles along with additional menu options at the bottom of the list.
3. Select **New Table Style...** at the bottom of the list.
4. In the **Name** Text box, enter a unique name.
5. In the **Style Based On** drop-down, select any existing table style that you want to base this style on.
6. In **Apply Formatting To**, select the portion of the table you want to apply formatting to.
7. Specify other formatting settings.
8. Click

Creating and Modifying Text Styles

1. Set the Font and Paragraph formatting as you wish.
2. Select the **Home** tab on the ribbon
3. Click the **Dialog Launcher** button located at the bottom-right corner of the **Style** group.
*Word 2010 opens the **Styles** pane*
4. Click the **New Style** button located at the bottom of the pane.

*Word 2010 opens the **Create New Style from Formatting** dialog.*

5. Enter the Name for the new Style
 6. Select the Style type from the drop-down list
 7. Select the Style based on from the drop-down list.
 8. Perform any additional formatting.
 9. Click
- Word 2010 adds the new Style to the list.*

Creating Styles by Example

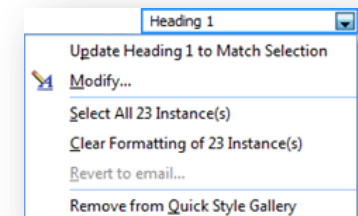
1. Format your example paragraph.
2. Position the insertion point within the example paragraph.
3. Select the **Home** tab on the Ribbon
4. Right-click the existing style you want to reset.
Word 2010 opens a drop-down menu.
5. Select the **'Update <Style Name> to Match Selection'** option

Note: When you modify a style the modifications are applied to all text formatted with that style in the current document.

Assigning a Shortcut Key to a Style

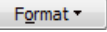
You can use a combination of the **[Ctrl+Shift]** keys to assign shortcut keys to your styles.

1. If the Styles pane is not visible, click the **Dialog Launcher** button located at the bottom-right corner of the **Style** group.
2. Position the mouse over the style name in the task pane.
3. Click the drop down arrow.


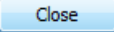


4. Select **Modify...** from the drop-down menu.



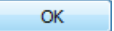


- Click  at the bottom of the dialog.
- Select the **Shortcut key...** option.
*Word 2010 opens the **Customize Keyboard** dialog*
- Press the desired key combination.
Word 2010 inserts the keys into the textbox.



Note: Be certain that you have not selected an existing shortcut already used by Word 2010.

- Click  if the keystroke is not already assigned.
- Click  to close the window.



Creating a Custom List

- Select the **Home** tab on the Ribbon
- If the **Styles** pane is not visible, click the **Dialog Launcher**  button located at the bottom-right corner of the **Style** group.
- Click the **New Style**  button located at the bottom of the pane.
*Word 2010 opens the **Create New Style from Formatting** dialog.*
- In the Name Text box, enter an unique name.
- Choose **List** as the Style Type.
- For a numbered list level, in the Start At box, specify the number with which the level of the list should begin.
- Change all formatting.
- Click 

Text Boxes



- Place the cursor where you want the text box to appear.
- Select the **Insert** tab on the Ribbon

- Click the  button in the **Text** group
- Select the **Draw Text Box** option at the bottom of the list.
- Drag to draw the text box.
- Type text and insert any graphics you want displayed within the new text box.
- Select the **Format** tab to apply and additional formatting to the contents.

Modify Pictures

- Select the picture.
- Select the **Format** context tab

- Click the  button in the **Size** group
- Grab cropping handles in the desired direction to crop the picture.
or
- Use the Size Dialog box to crop.
- Click the Crop button again to turn off the cropping handle and cropping tool.

Insert and Delete Section Breaks

Tip: It is easier if you have the Paragraph marks showing when working with Section Breaks.

- Select the **Home** tab on the Ribbon
- Click the  button in the Paragraph group to show/hide the Paragraph marks.
- Place the cursor on the paragraph mark just after the point where you need to insert a section break.
- Select the **Page Layout** tab on the Ribbon
- Click the  button in the **Page Setup** group.
Word 2010 displays a drop-down list of available Page and Section Breaks
- Select the type of Break you wish to add

Note: If you want to delete a section break, place mouse on the break that you wish to delete and press the **Delete** button.

When a section break is deleted, the text becomes a part of the next section and takes on the formatting of that section.



Page Layout Options

Page Layout settings are assigned to a Section. By default, every Word document has one Section assigned. As additional Sections are added to a document, you can assign different Page Layout options for each Section.

- To set the layout options, place the cursor in the **Section** you want to modify.
- Select the **Page Layout** tab on the Ribbon



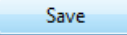
- Use the options found in the Page Setup group.

Inserting Headers and Footers

- Select the **Insert** tab on the Ribbon
 or  button to add the desired item.
*Word 2010 automatically adds the Header/Footer to the document and opens the **Design** tab.*
- Use the options found on the **Design** tab to apply formatting and add pre-configured fields to the document.

Note: By default, a section inherits its header/footer from the previous section. To apply an unique header/footer for a given section, activate the header/footer for that section and click the **Link to Previous** button in the **Navigation** group. Click the button again if you want to restore the link.


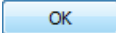


Creating Templates Based on Existing Templates

- Click the  tab and choose **New**.
Word 2010 shows the available templates within the Backstage View
- Download the Template
- Make changes to the template.
- Click the  tab and choose **Save As**.
Word 2010 opens the Save As dialog
- Enter the **Name** for the Template
- Select **Word Template (*.dotx)** from the **Save as type** drop-down list
- Click  to save the new Template
- Test the template to make sure it works.

Mail Merge

- Open or create document for merge.
- Select the **Mailings** tab on the Ribbon



- Click the  button in the **Start Mail Merge** group.
Word 2010 displays a drop-down list with Mail Merge types.
- Select **Step by Step Mail Merge Wizard...** from the drop-down list.
Word 2010 opens the Mail Merge pane.
- Select the **Letters** checkbox
- Click the **Next: Starting document** link at the bottom of the pane.
- Select **Use the current document** checkbox
- Click the **Next: Select recipients** link at the bottom of the pane.
- Click the **Browse...** link if the **Use an existing list** option is selected
or
Click the **Choose Contacts Folder** if the **Select from Outlook contacts** option is selected
or
Click the **Create...** link if the **Type a new list** option is selected.
- Click the **Next: Write your letter** link at the bottom of the pane.
- Select the location within the document for the **Address**.
- Click the **Address block...** link
- Select a style

- Click in location for the **Greeting**
- Click the **Greeting link...** link
- To add items within the document or to design an address or greeting, click the location for field and click the **More items...** link
- Select the field to insert.
- Click the **Next: Preview your letters** link at the bottom of the pane.
- Click  or  to view the document with each record.
- Click the **Next: Complete the merge** link at the bottom of the pane.