



University Information  
Technology Services

# Microsoft Word 2010

*Level 2*

University Information Technology Services

Outreach, Training, Learning Technologies &  
Video Production

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# Introduction

This booklet is the companion document to the Word 2010 Level 2 workshop. The content assumes knowledge of the Microsoft Office 2010 interface, and builds on the content contained in the Word 2010 Level 1 booklet.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text
- Add clip art and pictures to a document
- Create and modify tables
- Insert section breaks in a document
- Format document text as columns
- Insert and link text boxes
- Create and insert “Quick Parts”
- Insert and modify drawing shapes

## Using Styles

A Style is a set of formatting characteristics that you can apply to text. Instead of having to apply several individual formatting options, you can combine these options into a style, save the style, and apply the style to text every time you need it.

There are many built-in styles in Word that you can use and modify. You can also create your own custom style.

## Applying a Style

The following explains how to apply a style:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Styles group**, scroll through the styles with the up and down arrows.
3. Click to apply the style that you want.

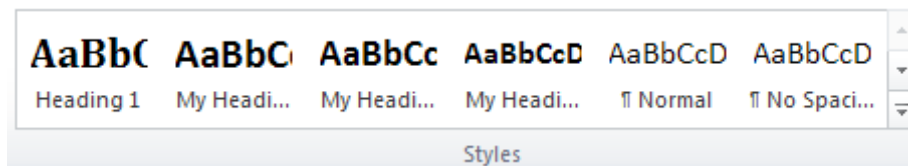


Figure 1—Styles Gallery

## Modifying a Style Using the Ribbon

The following explains how to modify a style using the ribbon:

1. Select the text that has the style attributes that you want to change.
2. Format the selected text with the new attributes that you want.
3. Right-click the selection, point to **Styles**, and then click **Update [style name] to Match Selection**.

## Modifying a Style Using the Styles Dialog Box

The following explains how to modify a style:

1. Click the **Styles dialog box launcher** (the arrow on the Ribbon next to *Styles*).
2. Hover your mouse pointer over the name of the style that you want to modify, and then click the arrow that appears at the right of the name.
3. Click **Modify** on the pop-up menu.
4. In the **Modify Style** dialog box, select the new attributes that you want to apply to the style. For further options, click the **Format** button.

**This is a sample, click download link to get the full Tutorial**

**CLICK BELOW**

