



# Users Guide for Microsoft Word 2010

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*Climbing the mountain of Word processing success...  
(Also applies to Microsoft Word 2013)*

This is a help document intended to help Teachers take full advantage of the power of Microsoft Word. This document will help you master many powerful features of this outstanding word processor. In this document you will find detailed instructions to create documents that contain full Tables of Contents, tables and other useful features.

**A User's Guide for**

**Microsoft Office**

**Word 2010**

**(Also applies to Word 2013)**

## Contents

Basic tasks in Word 2010 .....	4
<b>What is Word?</b> .....	4
<b>Find and apply a template</b> .....	4
<b>Create a new document</b> .....	4
<b>Open a document</b> .....	5
<b>Save a document</b> .....	5
<b>Read documents</b> .....	5
<b>Track changes and insert comments</b> .....	5
Turn track changes on or off .....	6
<b>Turn on change tracking</b> .....	6
<b>Turn off change tracking</b> .....	6
<b>Print your document</b> .....	7
Create a document in Microsoft Word .....	7
<b>Open a new document and start typing</b> .....	7
<b>Start a document from a template</b> .....	7
<b>Delete a document</b> .....	8
<b>What's next</b> .....	9
Add a heading .....	9
<b>Apply a heading style</b> .....	9
<b>Customize a heading style</b> .....	9
Adjust the line spacing between text or paragraphs .....	10
<b>Line spacing in Word 2010</b> .....	10
<b>Change the line spacing</b> .....	11
<b>Change the spacing before or after paragraphs</b> .....	12
<b>Use Word 2003 spacing</b> .....	14
<b>Set the default to single-spacing for all new documents</b> .....	14
Insert a page break .....	15
<b>Insert a manual page break</b> .....	15
<b>Control where Word places automatic page breaks</b> .....	15
<b>Delete a page break</b> .....	17
Troubleshooting guide for unwanted page breaks .....	17

Insert a picture or clip art .....	19
<b>Insert clip art</b> .....	20
<b>Insert a picture from a Web page</b> .....	20
<b>Insert a picture from a file</b> .....	21
<b>Keep a picture next to the text that goes with it or at a spot on the page</b> .....	22
<b>Keep a picture with a callout or a text box</b> .....	22
Insert a table, convert text to a table, or draw a table.....	23
<b>Other ways to add a table</b> .....	24
Add or delete a table column or row.....	25
<b>Add a row above or below</b> .....	25
<b>Add a column to the left or right</b> .....	26
<b>Delete a row</b> .....	26
<b>Delete a column</b> .....	26
Add or remove headers, footers, and page numbers.....	27
<b>Add a page number without any other information</b> .....	27
<b>Add a header or footer that includes a page number</b> .....	30
<b>Start numbering with 1 on a different page</b> .....	32
<b>Add different headers and footers or page numbers in different parts of the document</b> .....	33
<b>Remove page numbers, headers, and footers</b> .....	35
Create a table of contents or update a table of contents.....	35
<b>Type a table of contents manually</b> .....	36
<b>Create a table of contents automatically</b> .....	36
Format a table of contents .....	39
<b>Insert a custom table of contents</b> .....	39
<b>Format the text in your table of contents</b> .....	41
Apply themes to Word documents.....	42
Add a cover page.....	43

# Basic tasks in Word 2010

Here are some basic tasks that you can do to help you learn how to use Microsoft Word 2010.

## What is Word?

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

## Find and apply a template

Word 2010 allows you to apply built-in templates, to apply your own custom templates, and to search from a variety of templates available on Office.com. Office.com provides a wide selection of popular Word templates, including [basic resumes](#), [job-specific resumes](#), [agendas](#), [print business cards](#), and [faxes](#).

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
  - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
  - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
  - To use your own template that you previously created, click **My Templates**, click the template that you want, and then click **OK**.
  - To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.

**NOTE** You can also search for templates on Office.com from within Word. In the **Search Office.com for templates** box, type one or more search terms, and then click the arrow button to search.

## Create a new document

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**.

For more information about how to create a new document, see [Create a document](#) below.

## Open a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the drawing that you want.
4. Click the document and then click **Open**.

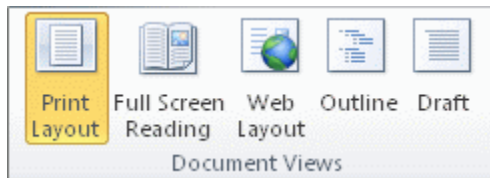
## Save a document

To save a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, enter a name for your document.
4. Click **Save**.

## Read documents

1. [Open the document](#) that you want to read.
2. On the **View** tab, in the **Document Views** group, click **Full Screen Reading**



3. To move from page to page in a document, do one of the following:
  - Click the arrows in the lower corners of the pages.
  - Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the keyboard.
  - Click the navigation arrows at the top center of the screen.

**TIP** Click **View Options**, and then click **Show Two Pages**  to view two pages, or screens, at a time.

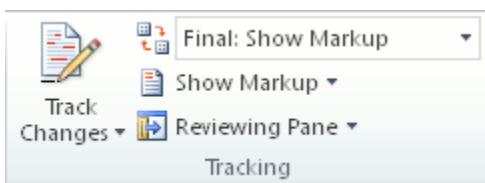
## Track changes and insert comments

# Turn track changes on or off

You can customize the status bar to add an indicator that tells you when change tracking is on or off. When the Track Changes feature is on, you can view all of the changes that you make in a document. When you turn off the Track Changes feature, you can make changes to a document without marking what has changed.

## Turn on change tracking

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** image.



To add a track changes indicator to the status bar, right-click the status bar and click **Track Changes**. Click the **Track Changes** indicator on the status bar to turn Track Changes on or off.

**NOTE** If the **Track Changes** command is unavailable, you might have to turn off document protection. On the **Review** tab, in the **Protect** group, click **Restrict Editing**, and then click **Stop Protection** at the bottom of the **Protect Document** task pane. (You might need to know the document password.)

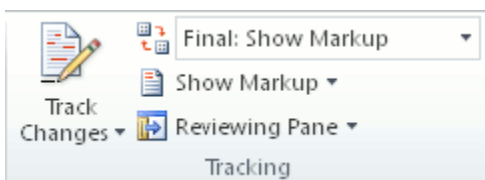
[↑Top of Page](#)

## Turn off change tracking

When you turn off change tracking, you can revise the document without marking what has changed. Turning off the Track Changes feature does not remove any changes that have already been tracked.

**IMPORTANT** To remove tracked changes, use the **Accept** and **Reject** commands on the **Review** tab in the **Changes** group.

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** image.



To add a track changes indicator to the status bar, right-click the status bar and click **Track Changes**. Click the **Track Changes** indicator on the status bar to turn track changes on or off.

## Print your document

1. Click the **File** tab and then click **Print**.
2. Do the following:
  - Under **Print**, in the **Copies** box, enter the number of copies that you want to print.
  - Under **Printer**, make sure that the printer that you want is selected.
  - Under **Settings**, the default print settings for your printer are selected for you. If you want to change a setting, click the setting you want to change and then select the setting that you want.
3. When you are satisfied with the settings, click **Print**.

## Create a document in Microsoft Word

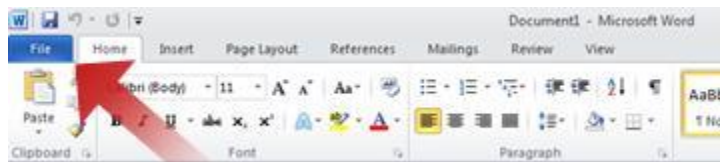
Getting started with a basic document in Microsoft Word 2010 is as easy as opening a new blank document and starting to type.

Or, if you want to create a specific type of document, such as a business plan or a resumé, you can save time by starting with a template.

Use this tutorial to help you master the basics of Microsoft Word. Open your copy of Word and begin the tutorial below.

## Open a new document and start typing

1. Click the **File** tab on the ribbon at the top of the screen.



2. Click **New**.
3. Double-click **Blank document**. Begin typing your document.

## Start a document from a template

The [Templates site on Office.com](http://Templates.site.on.Office.com) provides templates for many types of documents, including resumés, cover letters, business plans, business cards, and APA-style papers.

1. Click the **File** tab.



2. Click **New**.
3. Under **Available Templates**, do one of the following:
  - Click **Sample Templates** to select a template that is available on your computer.
  - Click one of the links under Office.com.

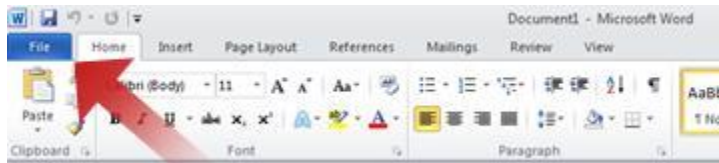
**NOTE** To download a template that is listed under Office.com, you must be connected to the Internet.

4. Double-click the template that you want.

## Save and reuse templates

If you make changes to a template that you download, you can save it on your computer and use it again. It's easy to find all your customized templates by clicking **My templates** in the **New Document** dialog box. To save a template in the My templates folder, do the following:

1. Click the **File** tab.



2. Click **Save As**.
3. In the **Save As** dialog box, click **Templates**.
4. In the **Save as type** list, select **Word Template**.
5. Type a name for the template in the **File name** box, and then click **Save**.

## Delete a document

1. Click the **File** tab.



2. Click **Open**.
3. Locate the file that you want to delete.
4. Right-click the file, and then click **Delete** on the shortcut menu.


## What's next

After you create your document, you might want to change the formatting, or you might want to add a picture, a table, or a cover page.

## Add a heading

The best way to add headings in Word is to apply styles. You can use the built-in styles, or you can customize them.

## Apply a heading style

1. Type the text of your heading, and then select it.
2. On the **Home** tab, in the **Styles** group, click the heading style that you want. If you don't see the style that you want, click the **More** button  to expand the **Quick Styles** gallery.

**NOTE** You can see how selected text will look with a particular style by placing your pointer over the style that you want to preview.

**NOTE** If the style that you want does not appear in the Quick Styles gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, type the name of the style that you want. The list shows only those styles that you already used in the document, but you can type the name of any style that is defined for the document.

## Customize a heading style

You can change the font and formatting of a heading style.

1. Select the heading text that you want to customize.
2. On the **Home** tab, in the **Styles** group, click the heading style that you want to customize.
3. Make the changes that you want.

For example, you can change the font, the size, or the color.

4. On the **Home** tab, in the **Styles** group, right-click the heading style that you customized, and then click **Update Heading to Match Selection**.



Every time you apply that heading style in your document, the heading style will include your customizations.

## Adjust the line spacing between text or paragraphs

Line spacing determines the amount of vertical space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above or below a paragraph.

## Line spacing in Word 2010

In Microsoft Word 2010, the default spacing for most Quick Style sets is 1.15 line spacing and 10 points after each paragraph. The default spacing in Office Word 2003 documents is 1.0 between lines and no blank line between paragraphs.



- 1 1.0 line spacing and no space between paragraphs
- 2 1.15 line spacing and 10 points after a paragraph

# Change the line spacing

The easiest way to change the line spacing for an entire document is to apply a Quick Style set that uses the spacing that you want. If you want to change the line spacing for a portion of the document, you can select the paragraphs and change their line spacing settings.

## Use a style set to change line spacing for an entire document

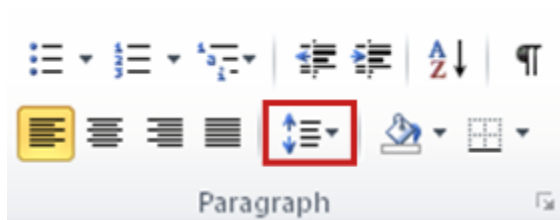
1. On the **Home** tab, in the **Styles** group, click **Change Styles**.
2. Point to **Style Set**, and point to the various style sets. Using the live preview, notice how the line spacing changes from one style set to the next.

For example, the Traditional and Word 2003 style sets use single-spacing. The Manuscript style set uses double spacing.

3. When you see spacing that you like, click the name of the style set.

## Change the line spacing in a portion of the document

1. Select the paragraphs for which you want to change the line spacing.
2. On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.



3. Do one of the following:
  - Click the number of line spaces that you want.

For example, click **1.0** to single-space with the spacing that is used in earlier versions of Word. Click **2.0** to double-space the selected paragraph. Click **1.15** to single-space with the spacing that is used in Word 2010.

- Click **Line Spacing Options**, and then select the options that you want under **Spacing**. See the following list of available options for more information.

## Line spacing options

**Single** This option accommodates the largest **font** in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.

**1.5 lines** This option is one-and-one-half times that of single line spacing.

**Double** This option is twice that of single line spacing.

**At least** This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.

**Exactly** This option sets fixed line spacing, expressed in points. For example, if the text is in a 10-point font, you can specify 12 points as the line spacing.

**Multiple** This option sets line spacing that can be expressed in numbers greater than 1. For example, setting line spacing to 1.15 will increase the space by 15 percent, and setting line spacing to 3 increases the space by 300 percent (triple spacing).

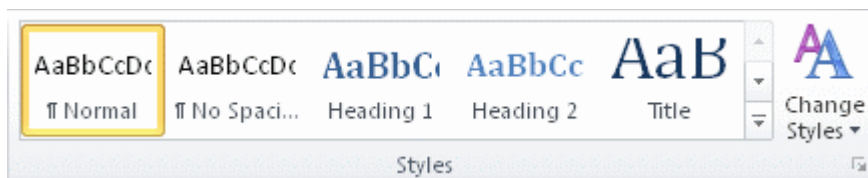
**NOTE** If a line contains a large text character, graphic, or formula, Word increases the spacing for that line. To space all lines evenly within a paragraph, use exact spacing and specify an amount of space that is large enough to fit the largest character or graphic in the line. If items appear cut off, increase the amount of spacing.

## Change the spacing before or after paragraphs

The easiest way to change the spacing between paragraphs for an entire document is to apply a Quick Style set that uses the spacing that you want. If you want to change the spacing between paragraphs for a portion of the document, you can select the paragraphs and change their spacing-before and spacing-after settings.

## Use a style set to change paragraph spacing for an entire document

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



2. Point to **Style Set**, and point to the various style sets. Using the live preview, notice how the line spacing changes from one style set to the next.

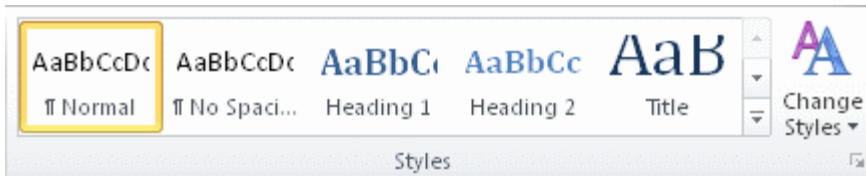
For example, the Word 2003 style set inserts no extra space between paragraphs and a small amount of space above headings. The Word 2010 style set adds 10 points after a Normal paragraph and 24 points before a heading paragraph.

- When you see spacing that you like, click the name of the style set.

## Use the paragraph spacing options to change the spacing

After you apply a style set, you can customize the spacing by using the new paragraph spacing options. When you click one of these options, it overrides the line and spacing settings of the style set.

- On the **Home** tab, in the **Styles** group, click **Change Styles**.



- Point to **Paragraph Spacing**, and then click the option that you want.

## Paragraph spacing options

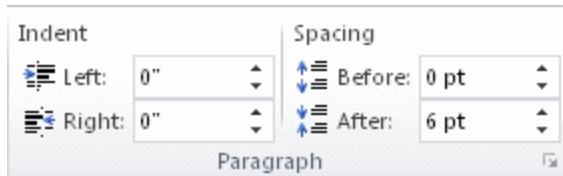
The spacing listed in this table is based on Calibri, 11-point text.

OPTION	SPACE AFTER THE PARAGRAPH	LINE SPACING IN THE PARAGRAPH
No Paragraph Space	0	1
Compact	4	1
Tight	6	1.15
Open	10	1.15
Relaxed	6	1.5
Double	8	2

## Change the spacing before and after selected paragraphs

By default, paragraphs are followed by a blank line, and headings have extra space above them.

1. Select the paragraph before or after which you want to change the spacing.



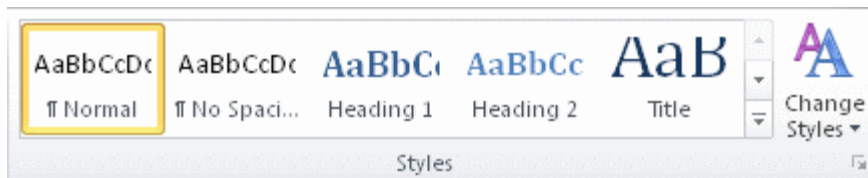
2. On the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, click the arrow next to **Before** or **After** and enter the amount of space that you want.

## Use Word 2003 spacing

The quickest way to apply Word 2003-style spacing to your document is to apply the Word 2003 style set.

**IMPORTANT** If you apply the Word 2003 style set, you won't be able to access some other features, such as themes. If you want to continue to use themes and other features, change the line spacing and paragraph spacing settings individually.

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



2. Point to **Style Set**, and click **Word 2003**.

## Set the default to single-spacing for all new documents

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



2. Point to **Style Set**, and click **Word 2003**.
3. In the **Styles** group, click **Change Styles**, and then click **Set as Default**.

**NOTE** If you try using another style set in your document and you want to return to your custom default setting, click **Change Styles** in the **Styles** group, point to **Style Sets**, and then click **Reset to Quick Styles from Template**.

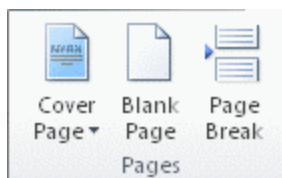
## Insert a page break

Word automatically inserts a page break when you reach the end of a page.

If you want the page to break in a different place, you can insert a manual page break. Or you can set up rules for Word to follow so that the automatic page breaks are placed where you want them. This is especially helpful if you are working in a long document.

## Insert a manual page break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.



## Control where Word places automatic page breaks

If you insert manual page breaks in documents that are more than several pages in length, you might have to change those page breaks as you edit the document. To avoid the difficulty of manually changing page breaks, you can set options to control where Word positions automatic page breaks.

## Prevent page breaks in the middle of a paragraph

1. Select the paragraph that you want to prevent from breaking onto two pages.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Keep lines together** check box.

## Prevent page breaks between paragraphs

1. Select the paragraphs that you want to keep together on a single page.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Keep with next** check box.

## Specify a page break before a paragraph

1. Click the paragraph that you want to follow the page break.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Page break before** check box.

## Place at least two lines of a paragraph at the top or bottom of a page

A professional-looking document never ends a page with just one line of a new paragraph or starts a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a widow. The first line of a paragraph by itself at the bottom of a page is known as an orphan.

1. Select the paragraphs in which you want to prevent widows and orphans.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Widow/Orphan control** check box.

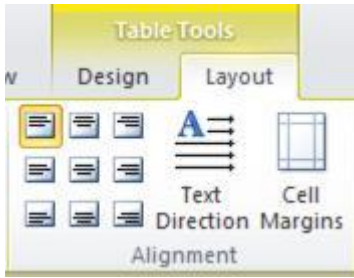
**NOTE** This option is turned on by default.

## Prevent page breaks in a table row

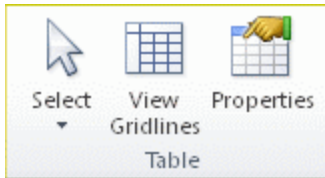
1. Click the row in the table that you don't want to break. Select the entire table if you don't want the table to break across pages.

**NOTE** A table that is larger than the page must break.

2. On the **Table Tools** tab, click **Layout**.



3. In the **Table** group, click **Properties**.



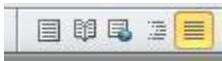
4. Click the **Row** tab, and the clear the **Allow row to break across pages** check box.

## Delete a page break

You cannot delete the page breaks that Word inserts automatically.

You can delete any page breaks that you insert manually.

1. Click **Draft**.



2. Select the page break by clicking in the margin next to the dotted line.



3. Press DELETE.

## Troubleshooting guide for unwanted page breaks

### Check spacing before or after the paragraph

1. Select the paragraph immediately before or after the unwanted page break.

2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab. Or, right-click and choose Paragraph, and then click the **Indents and Spacing** tab.
3. Check to see whether **Spacing Before** or **Spacing After** is set to an unusually high value.

## Check the pagination options of the preceding paragraph

1. Select the first paragraph on the page following the unwanted page break.
2. On the **Page Layout** tab, click the **Paragraph** dialog box launcher in the **Paragraph** group.
3. Click the **Line and Page Breaks** tab.
4. Check to see whether one of the following three pagination options is selected:
  - **Page break before**: Inserts a page break before a paragraph.
  - **Keep with next**: Prevents a page break between the current and following paragraphs.
  - **Keep lines together**: Prevents a page break within a paragraph.

## Check the "From edge" setting

1. On the **Page Layout** tab, click the **Page Setup** dialog box launcher in the **Page Setup** group.
2. Click the **Layout** tab.
3. Look at the **From edge** setting for the **Header** or **Footer** to see whether it is too large.

**Note** This setting determines the distance from the edge of the page where Word starts printing the text of a header or footer. The default setting is 0.5 inch. A larger setting decreases the available print area for your document.

## Check to see whether the text that follows the page break is in a table

Word includes an option that does not allow a page break to be inserted in a table cell. As a result, if the entire cell does not fit on the page, Word pushes the entire cell to the next page.

To change this option, follow these steps.

1. Place the insertion point in the table.
2. Go to the **Layout** tab under **Table Tools**.
3. In the **Table** group, click **Properties**.
4. Click the **Row** tab.
5. Click to select the **Allow row to break across pages** check box.

This sets the page break option for the entire table.

## Search for manual (or "hard") page breaks

You may have inserted a manual page break by pressing CTRL+ENTER. Or, you may have inserted a manual page break by using one of the following methods, depending on your version of Word.

On the **Insert** tab, click **Page Breaks** on the **Pages** group.

You can use the **Replace** command to remove manual page breaks by searching for manual page breaks.

**Note** Do not click the **Replace All** button when you remove manual page breaks unless your document contains no section breaks.

## Check for unexpected page breaks following "Normal" style text

If a series of Heading styles is used in a document (an outline, for example) followed by text that is formatted with the Normal style, an unexpected page break may occur following the Normal text. This problem occurs only in normal view and does not occur in outline view. Use one of the following methods to remove individual occurrences of an unwanted page break.

### Method 1: Apply the "Keep with Next" option to Normal text

1. Select the Normal text.
2. On the **Page Layout** tab, click the **Paragraph** dialog box launcher in the **Paragraph** group.
3. Click the **Line and Page Breaks** tab, and then click to select **Keep with next**.
4. Click **OK**.

### Method 2: Clear the "Keep with next" option from the heading

1. Select the Heading text that precedes the Normal text.
2. On the **Page Layout** tab, click the **Paragraph** dialog box launcher in the **Paragraph** group.
3. Click the **Line and Page Breaks** tab, and then click to clear the **Keep with next** check box.
4. Click **OK**.

### Method 3: Permanently change the occurrence of unwanted page breaks

1. On the **Home** tab, go to the **Styles** group, and then click the **Styles** dialog box launcher to open the list of styles.
2. In the **Styles** list, click **Heading 1**.
3. Click **Modify**.
4. Click **Format**, and then click **Paragraph**.
5. Click the **Line and Page Breaks** tab.
6. Click to clear the **Keep with next** check box, and then click **OK**.
7. To make the change permanent for the current document and all new documents based on the active template, click to select **New document based on this template**. Otherwise, the changes that you make will only affect the current document.
8. Click **OK**, and then click **Close**.

## Insert a picture or clip art

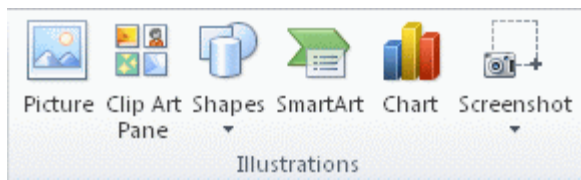
Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.

You can also change how a picture or clip art is positioned with text within a document by using the **Position** and **Wrap Text** commands.

**TIP** To insert a picture from your scanner or camera, use the software that came with your scanner or camera to transfer the picture to your computer. Save the picture, and then insert it by following the instructions for [inserting a picture from a file](#).

## Insert clip art

1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.



**NOTE** Some commands shown are not available in Word Starter.

2. In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.
3. To modify your search, do one or both of the following:
  - To expand your search to include clip art on the Web, click the **Include Office.com content** checkbox.
  - To limit the search results to a specific media type, click the arrow in the **Results should be** box and select the check box next to **Illustrations**, **Photographs**, **Videos**, or **Audio**.
4. Click **Go**.
5. In the list of results, click the clip art to insert it.

To resize clip art, select the clip art you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.
- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.
- To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.

## Insert a picture from a Web page

1. Open the document.
2. From the Web page, drag the picture that you want into the Word document.

Make sure the picture that you choose is not a link to another Web page. If you drag a picture that is linked, it will be inserted in your document as a link instead of an image.

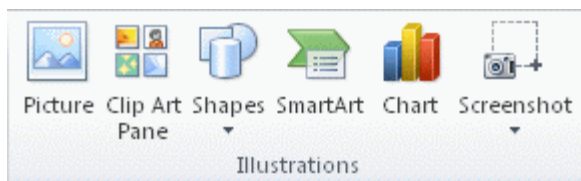
## Insert a picture that includes a hyperlink from a Web page

1. Open the Word document.
2. On the Web page, right-click the picture you want, and then click **Copy**.
3. In the Word document, right-click where you want to insert the picture, and then click **Paste**.

## Insert a picture from a file

To insert a picture from your scanner or camera, use the software that came with your scanner or camera to transfer the picture to your computer. Save the picture, and then insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.



**NOTE** Some commands shown are not available in Word Starter.

3. Locate the picture that you want to insert. For example, you might have a picture file located in **My Documents**.
4. Double-click the picture that you want to insert.

**NOTE** By default, Microsoft Word [embeds](#) pictures in a document. You can reduce the size of a file by [linking](#) to a picture. In the **Insert Picture** dialog box, click the arrow next to **Insert**, and then click **Link to File**.

To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.
- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.
- To both maintain the object's proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.

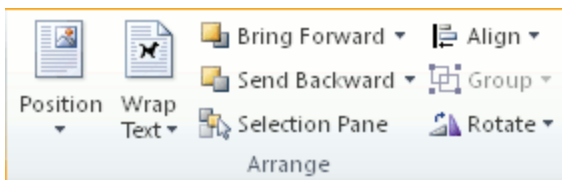
# Keep a picture next to the text that goes with it or at a spot on the page

An inline picture keeps its position relative to a portion of the text. Pictures are inserted as inline pictures by default in Word.

A floating picture keeps its position relative to the page, and floats in that position as text flows around it. For example, if you position the picture halfway down on the left side of the page, and then you add two paragraphs at the top of the page, the picture will stay halfway down on the left side of the page.

To make sure that the picture stays with text that references it — for example, a description above the picture, position the picture as an inline picture. If you add two paragraphs above the description, the picture will move down the page together with the description.

1. If the picture is not on a [drawing canvas](#), select the picture. If the picture is on a drawing canvas, select the canvas.
2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Position**.



If you don't see **Position**, click **Arrange**, and then click **Position**.

3. Do one of the following:
  - To change an [inline](#) picture to a [floating](#) picture, select any one of the **With Text Wrapping** page position options.
  - To change a floating picture to an inline picture, select **In Line with Text**.

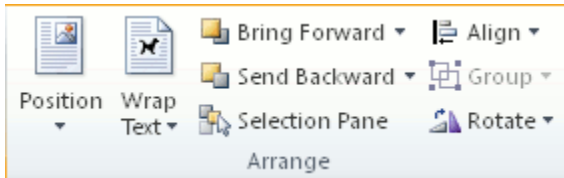
# Keep a picture with a callout or a text box

An inline picture keeps its position relative to a portion of the text. Pictures are inserted as inline pictures by default in Word. To make sure that the picture stays with text that references it — for example, a description above the picture, position the picture as an inline picture. If you add two paragraphs above the description, the picture will move down the page together with the description.

A floating picture keeps its position relative to the page, and floats in that position as text flows around it. For example, if you position the picture halfway down on the left side of the page, and then you add two paragraphs at the top of the page, the picture will stay halfway down on the left side of the page.

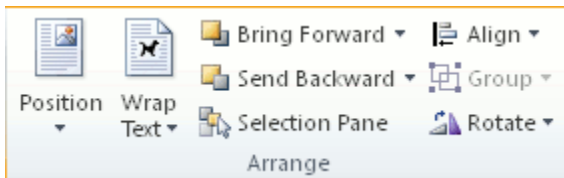
**NOTE** To keep a callout or text box with a picture, you must make the picture and the text box or shape floating, and group the picture with the callout or other shape.

1. If the picture is not on a [drawing canvas](#), select the picture. If the picture is on a drawing canvas, select the canvas.
2. On the **Format** tab, in the **Arrange** group, click **Position**.



If you don't see **Position**, click **Arrange**, and then click **Position**.

3. To change an [inline](#) picture to a [floating](#) picture, select any one of the **With Text Wrapping** page position options, such as **Tight**.
4. On the **Insert** tab, in the **Text** group, click **Text Box**, and then click **Draw Text Box**.
5. Click where you want the caption for the picture and draw the text box to size.
6. Type a caption in the text box.
7. Select the text box.
8. On the **Format** tab, in the **Arrange** group, click **Position**.



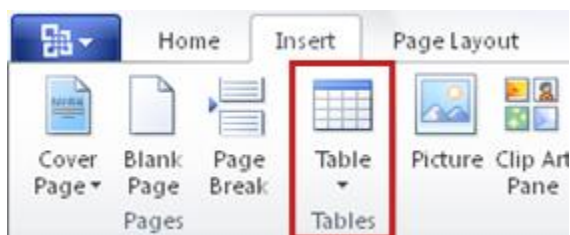
If you don't see **Position**, click **Arrange**, and then click **Position**.

9. To change an [inline](#) text box to a [floating](#) text box, select any one of the **With Text Wrapping** page position options, such as **Tight**.
10. Select the picture and the caption, and then on the **Format** tab, in the **Arrange** group, click **Group**.

If you want to move the group you created with the text, select the group, and then on the **Format** tab, in the **Arrange** group, click **Wrap Text**, and then click **In Line with Text**.

## Insert a table, convert text to a table, or draw a table

The quickest way to add a table is to select the size you think you want on the **Table** grid.



1. Click the **Insert** tab, click **Table**, and then move the cursor over the grid until you highlight the right numbers of rows and columns.
2. Click, and the table appears in the document.

The **Table Tools Design** and **Layout** tabs also appear, with options for choosing different colors, table styles, and borders.

## Other ways to add a table

The grid inserts a basic table. If you need to do something different, you have three ways to make a table.

For more control over the table size, click the **Insert** tab, click **Table**, and then click **Insert Table**. Then you can set the exact number of rows and columns and use the AutoFit behavior options to adjust the table's size.

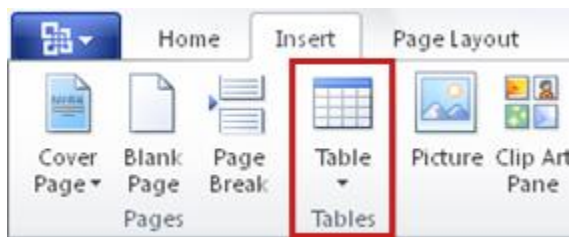
If you have some text that will look better in a table, Word can change it into a table.

And if the information is too complicated to fit in a basic grid, the Draw Table tool helps you draw exactly the table you want.

## Convert text to a table

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

1. In the text that you want to convert, insert a tab or a comma each place you want to start a new column.
2. Insert a paragraph mark each place you want to start a new row.
3. Select the text.
4. Click the **Insert** tab, click **Table**, and then click **Convert Text to Table**.



5. In the **Convert Text to Table** dialog box, under **Separate text at**, click **Tab** or **Comma**.

## Draw a table

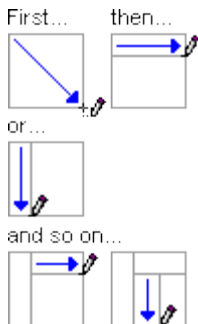
If you want a table with rows and columns in different sizes, you can use the cursor to draw it. Here's how:

1. Click where you want to create the table.
2. Click the **Insert** tab, click **Table**, and then click **Draw Table**.



The pointer changes to a pencil.

3. Draw a rectangle to make the table's borders. Then draw lines for columns and row inside the rectangle.



4. To erase a line, click the **Table Tools Design** tab, click **Eraser**, and then click the line that you want to erase.

## Add or delete a table column or row

To add or delete columns and rows, right-click a row or column, and then click the command you want.

You can also quickly add a row by clicking in the lower-right cell of the table and pressing the Tab key.

Here are more detailed instructions.

## Add a row above or below

1. Right-click in a cell above or below where you want to add a row.

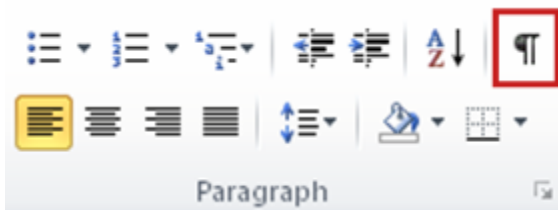
2. On the shortcut menu, point to **Insert**, and then click **Insert Rows Above** or **Insert Rows Below**.

## Add a column to the left or right

1. Right-click in a cell to the left or to the right of where you want to add a column.
2. On the shortcut menu, point to **Insert**, and then click **Insert Columns to the Left** or **Insert Columns to the Right**.

## Delete a row

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



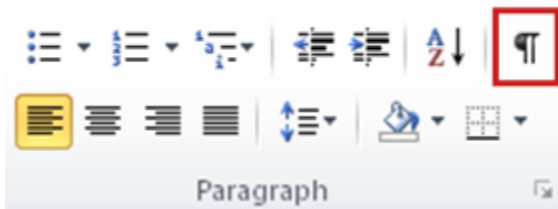
2. Select the row that you want to delete by clicking to the left of the row.



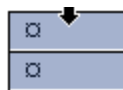
3. Right-click, and then click **Delete Rows** on the shortcut menu.

## Delete a column

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



2. Select the column that you want to delete by clicking the column's top gridline or border.



3. Right-click, and then click **Delete Columns** on the shortcut menu.

# Add or remove headers, footers, and page numbers

Add page numbers and headers and footers by using the gallery, or create a custom page number, header, or footer.

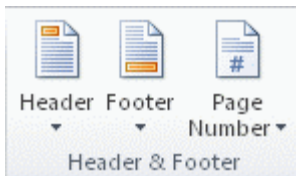
For best results, decide first whether you want only a page number or whether you want information plus a page number in the header or footer. If you want a page number and no other information, [add a page number](#). If you want a page number plus other information, or if you just want the other information, [add a header or footer](#).

## Add a page number without any other information

If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery, or you can create a custom page number or a [custom page number that includes the total number of pages](#) (page X of Y pages). See the section below for instructions.

### Add a page number from the gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.



2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



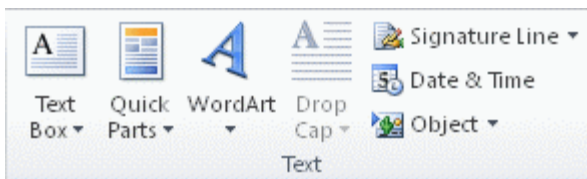
**NOTE** The Page Number gallery includes page X of Y pages formats, in which Y is the total number of pages in your document.

## Add a custom page number

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
  - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
  - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.



4. In the **Field names** list, click **Page**, and then click **OK**.
5. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



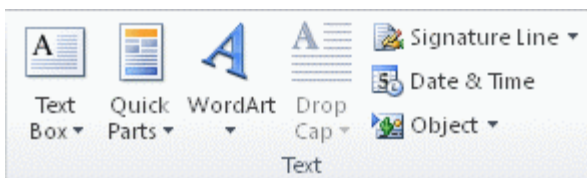
## Add a custom page number that includes the total number of pages

The gallery includes some page numbers that include the total page numbers (page X of Y pages). However, if you want to create a custom page number, do the following:

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
  - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
  - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Type **page** and a space.
4. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.



5. In the **Field names** list, click **Page**, and then click **OK**.
6. After the page number, type a space, type **of**, and then type another space.
7. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.



8. In the **Field names** list, click **NumPages**, and then click **OK**.

9. After the total number of pages, type a space, and then type **pages**.
10. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
11. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



## Add a header or footer that includes a page number

If you want to add a graphic or text at the top or the bottom of your document, you need to add a header or a footer. You can quickly add a header or a footer from the galleries, or you can add a custom header or footer.

You can use these same steps to add a header or footer without page numbers.

## Add a header or footer from the gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



2. Click the header or footer that you want to add to your document.
3. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



## Add a custom header or footer

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place information in the center or on the right side of the page, do any of the following:
  - To place information in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
  - To place information on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Do one of the following:
  - Type the information that you want in your header.
  - Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the field you want in the **Field names** list.

Examples of information that you can add by using fields include Page (for page number), NumPages (for the total number of pages in your document), and FileName (you can include the file path).

4. If you add a Page field, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format Page Numbers**.
5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



# Start numbering with 1 on a different page

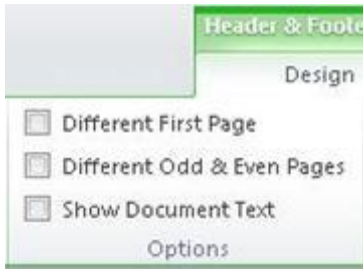
You can start numbering on the second page of your document, or you can start numbering on a different page.

## Start numbering on the second page

1. Double-click the page number.

This opens the **Design** tab under **Header & Footer Tools**.

2. On the **Design** tab, in the **Options** group, select the **Different First Page** check box.



3. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter **1**.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



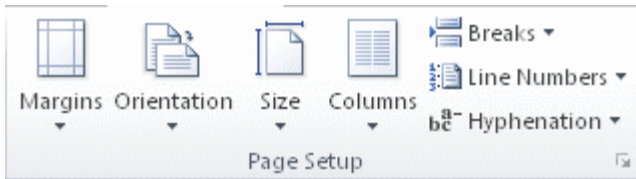
## Start numbering on a different page

To start numbering on a different page, instead of on the first page of the document, you need to add a section break before the page where you want to begin numbering.

1. Click at the beginning of the page where you want to begin numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

5. On the **Header & Footer Tools**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Follow the instructions for [adding a page number](#) or for [adding a header and footer with a page number](#).
7. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter **1**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



## Add different headers and footers or page numbers in different parts of the document

You can add page numbers to only part of your document. You can also use different numbering formats in different parts of your document.

For example, maybe you want i, ii, iii numbering for the table of contents and introduction, and you want 1, 2, 3 numbering for the rest of the document, and then no page numbers for the index.

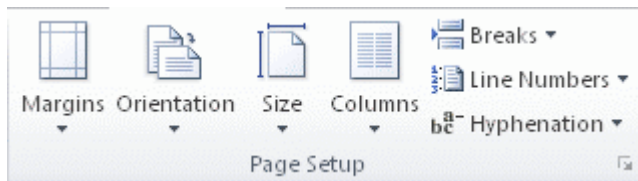
You can also have different headers or footers on odd and even pages.

## Add different headers and footers or page numbers in different parts

1. Click at the beginning of the page where you want to start, stop, or change the header, footer, or page numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

5. On the **Design**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Do one of the following:
  - Follow the instructions for [adding a page number](#) or for [adding a header and footer with a page number](#).
  - Select the header or footer and press DELETE.
7. To choose a numbering format or the starting number, click **Page Number** in the **Header & Footer** group, click **Format Page Numbers**, click the format that you want and the **Start at** number that you want to use, and then click **OK**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

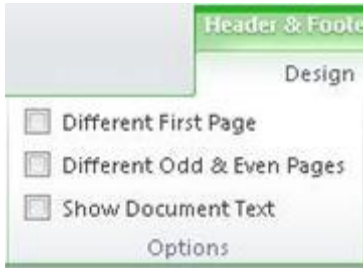


## Add different headers and footers or page numbers on odd and even pages

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

2. On the **Header & Footer Tools** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.



3. On one of the odd pages, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

## Remove page numbers, headers, and footers

1. Double-click the header, footer, or page number.
2. Select the header, footer, or page number.
3. Press DELETE.
4. Repeat steps 1-3 in each section that has a different header, footer, or page number.

## Create a table of contents or update a table of contents

You create a table of contents by applying heading styles — for example, Heading 1, Heading 2, and Heading 3 — to the text that you want to include in the table of contents. Microsoft Word searches for those headings and then inserts the table of contents into your document.

When you create a table of contents this way, you can automatically update it if you make changes in your document.

Microsoft Word 2010 provides a gallery of automatic table of contents styles. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options.

You can also create a custom table of contents with the options you choose and any custom styles that you've applied by using the **Table of Contents** dialog box.

Or you can manually type a table of contents.

**NOTE** This article explains how to add a table of contents. It does not cover tables of authorities or tables of figures.

## Type a table of contents manually

You can type table of contents entries and use tabs to get the dotted lines, or dot leaders, between each entry and its page number. For a faster way to create a table of contents, see [Create a table of contents automatically](#).

1. Type the first entry.
2. Press TAB and then type the page number for the first entry.
3. Select the tab stop character.

**NOTE** If you can't see the tab stop character, click the **Home** tab, and then click **Show/Hide** in the **Paragraph** group.

4. On the **Page Layout** tab, click the **Paragraph Dialog Box** launcher.
5. Click **Tabs**.
6. Under **Tab stop position**, type where you want the page number to be.

**NOTE** To view the ruler so that you can type the right-margin location, click the **View Ruler** button at the top of the vertical scrollbar.

7. Under **Alignment**, click **Right**.
8. Under **Leader**, click the option that you want, and then click **OK**.
9. Press ENTER, and then type your next entry.
10. Press TAB, and then type the page number for your second entry.
11. Repeat until your table of contents is complete.

**IMPORTANT** If you make changes to headings or pages in your document, you need to update the table of contents manually.

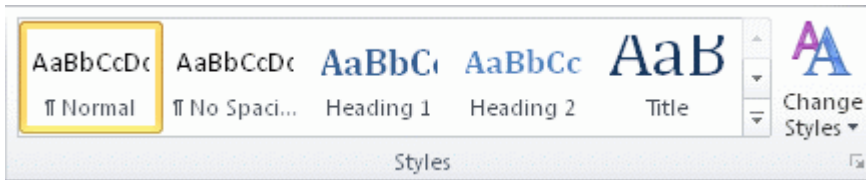
## Create a table of contents automatically

The easiest way to create a table of contents is to use the built-in [heading styles](#). You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

### Mark entries by using built-in heading styles

1. Select the text that you want to appear in the table of contents.

2. On the **Home** tab, in the **Styles** group, click the style that you want.



For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the Quick Style gallery.

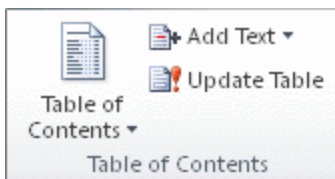
#### NOTES

- If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

## Create a table of contents from the gallery

After you mark the entries for your table of contents, you are ready to build it.

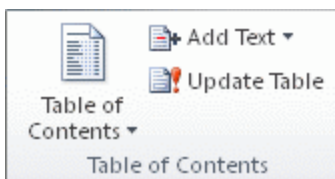
1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



**NOTE** If you want to specify more options — for example, how many heading levels to show — click **Insert Table of Contents** to open the **Table of Contents** dialog box. To find out more about the different options, see [Format a table of contents](#) below.

## Create a custom table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.



1. In the **Table of Contents** dialog box, do any of the following:
  - To change how many heading levels are displayed in the table of contents, enter the number that you want in the box next to **Show levels**, under **General**.
  - To change the overall look of your table of contents, click a different format in the **Formats** list. You can see what your choice looks like in the **Print Preview** and **Web Preview** areas.
  - To change the type of line that appears between the entry text and the page number, click an option in the **Tab leader** list.
  - To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that you want to change, and then click **Modify**. In the **Modify Style** dialog box, you can change the font, the size, and the amount of indentation.
2. To use custom styles in the table of contents, click **Options**, and then do the following:

1. Under **Available styles**, find the style that you applied to the headings in your document.
2. Under **TOC level**, next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.

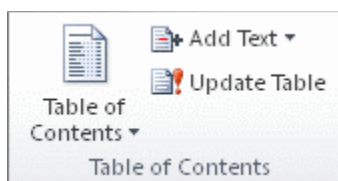
**NOTE** If you want to use only custom styles, delete the TOC level numbers for the built-in styles, such as Heading 1.

3. Repeat step 1 and step 2 for each heading style that you want to include in the table of contents.
  4. Click **OK**.
3. Choose a table of contents to fit the document type:
    - **Printed document** If you are creating a document that readers will read on a printed page, create a table of contents in which each entry lists both the heading and the page number where the heading appears. Readers can turn to the page that they want.
    - **Online document** For a document that readers will read online in Word, you can format the entries in the table of contents as hyperlinks, so that readers can go to a heading by clicking its entry in the table of contents.

## Update the table of contents

If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

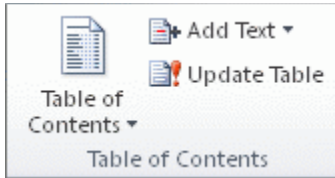
1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.



1. Click **Update page numbers only** or **Update entire table**.

## Delete a table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.



2. Click **Remove Table of Contents**.

## Format a table of contents

When you add a table of contents in Word, you can customize the way it appears. For example, you can select how many heading levels to show and whether to show dotted lines between the entries and the page numbers.

You can also change the text formatting of your table of contents, and it will keep that formatting no matter how many times you update your table of contents.

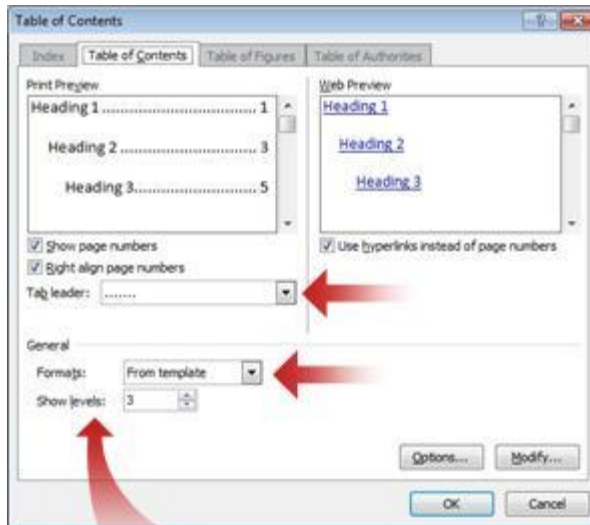
## Insert a custom table of contents

If your document already includes a table of contents, this procedure will replace it with your customizations.

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.



The **Table of Contents** dialog box opens.



2. Do any of the following:

- To add a dot leader, or dotted line, between each entry and its page number, click the **Tab leader** list and then click the dotted line.

You can also choose a dash leader.

- To change the overall appearance of your table of contents, click the **Formats** list, and then click the format that you want.

You can see what the different formats will look like in the **Print Preview** box.

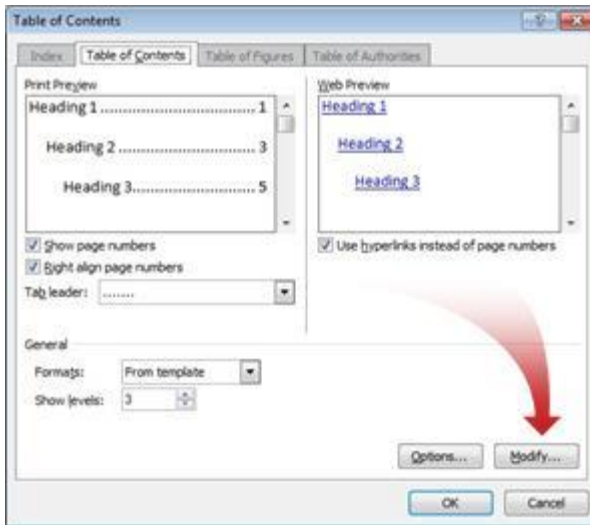
- To change the number of levels that are displayed in your table of contents, click **Show levels**, and then click the number of levels that you want to show.

## Format the text in your table of contents

To change the formatting of the table of contents that Word generates, you need to change the style for each level in the table of contents. This is separate from the styles that you applied to the headings in your document.

After you make the changes you want to the style, Word uses that style each time it updates the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
2. In the **Table of Contents** dialog box, click **Modify**.



3. In the **Styles** list, click the level that you want to change, and then click **Modify**.



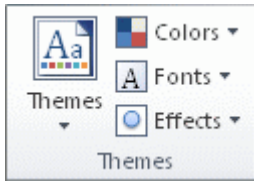
4. In the **Modify Style** dialog box, make the formatting changes that you want, and then click **OK**.
5. Repeat steps 3 and 4 for all the levels that you want to display in your table of contents.

## Apply themes to Word documents

You can quickly and easily give your document a professional look by applying a document theme. A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

**IMPORTANT** Document themes that you apply affect the [styles](#) that you can use in your document.

1. On the **Page Layout** tab, in the **Themes** group, click **Themes**.



2. Click the document theme that you want to use.

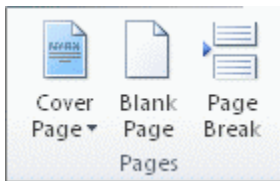
#### NOTES

- If a document theme that you want to use is not listed, click **Browse for Themes** to find it on your computer or network.
- To automatically download new themes, click **Enable Content Updates from Office.com**.

## Add a cover page

Microsoft Word offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.



2. Click a cover page layout from the gallery of options.

After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.

#### NOTES

- If you insert another cover page in the document, the new cover page will replace the first cover page you inserted.
- To replace a cover page created in an earlier version of Word, you must delete the first cover page manually, and then add a cover page with a design from the Word gallery.
- To delete a cover page inserted with Word, click the **Insert** tab, click **Cover pages** in the **Pages** group, and then click **Remove Current Cover Page**.