MS Word 2010 Formatting Documents

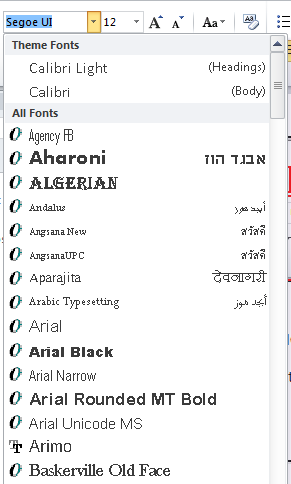
**THE FONT GROUP (Located on the Home Tab)**



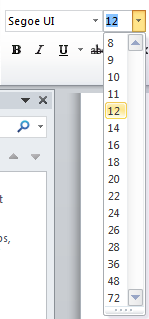
**FONT FORMATTING TOOLS**



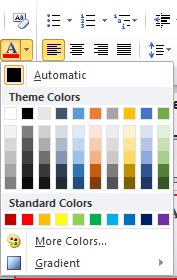
Bold, Italics, Underline, Strikethrough, Subscript, Superscript



Font Style



Font Size



Font Color

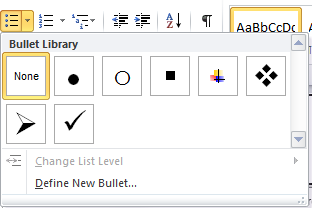
**THE PARAGRAPH GROUP (Located on the Home Tab)**



**PARAGRAPH FORMATTING TOOLS**

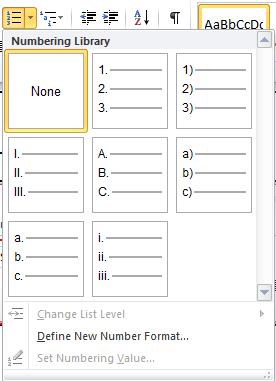
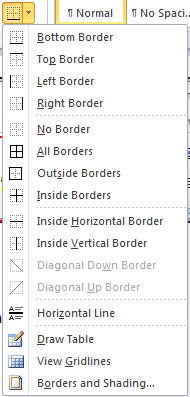


Alignment (Left, Middle, Right or Justify)

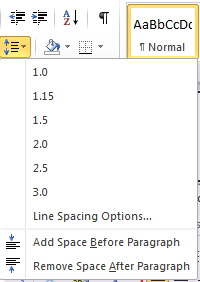


Bullet List

Borders & Shading



Number List



Line Spacing