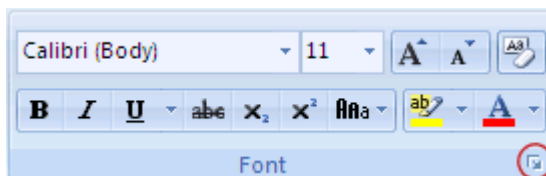# WORD 2010 – Intermediate

- **Customize the [Quick Access Toolbar](#)**

- **[Set the Default font](#)**

1. If your document already contains text that is formatted with the properties that you want to use, select that text.

    If you are starting from a blank document, go to step 2.

2. On the Home **tab, click the** Font **Dialog Box Launcher, and then click the** Font **tab.**

3. **Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.**

4. **Click** Default**, and then click** Yes**.**

- **[Quick Parts](#) – save text that is reusable**
- **[Creating Columns](#)**
- **[Page Numbers, Headers and Footers](#)**
    - **[Setting up page numbering in Word sections](#)**
- **[Styles](#)**
- **How to turn off the the Mini Toolbar Auto-Appear**

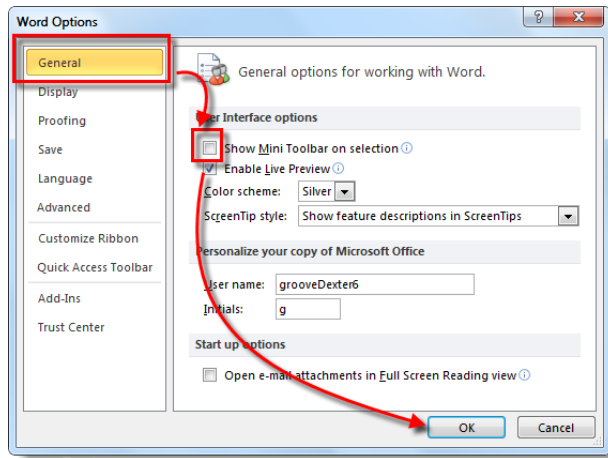- BY AUSTIN KRAUSE ON OCTOBER 28, 2010IN MICROSOFT
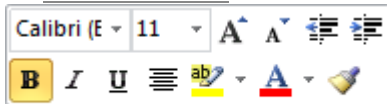
- groovyPost.com

Step 1

- *Click* the File ribbon and then *Click* Options.

Step 2

- In the options window, *Click* the General tab and then *Uncheck* the Show <u>M</u>ini Toolbar on selection box. *Click* OK to save changes and exit.

- **<u>Tables</u>**
     - **<u>More in-depth on using Tables</u>**
- **<u>Charts</u>**
- **<u>Track Changes</u>**
- **<u>Creating forms</u>**
     - **<u>Creating Fillable Forms in Word 2010</u>**
- **<u>Saving a Word document as a template</u>**
- **<u>Hyperlinks</u>**
- **<u>Mail Merge</u>**
- **<u>Bookmarks</u>**
- **<u>Saving documents</u>**
- **<u>Equations</u>**

- **Where to get help (upper right hand corner)**

TECH TIP OF THE DAY: "The Power of Right Click"