

Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version Cheat Sheet of Instructions Tips & Shortcuts - Laminated Card



BOOK DETAILS

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BOOK SYNOPSIS

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2016 for Mac that are common to Word, Excel & PowerPoint. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Office 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting Word/Excel/PowerPoint; Using the Ribbon; Creating, Opening & Saving Documents; Using the Status Bar: Zoom, Document Views. Changing Text Font & Size; Enhancing Text: Bold, Italic, etc.; Undo, Redo, and Repeat; Inserting/Deleting Text; Selecting Text; Selecting Shapes or Excel Cells; Moving and Copying: Cut Copy Paste, Paste Options, Drag and Drop; Copying Formatting; Using Themes to Format a Document; Adding SmartArt; Inserting and Formatting a Shape; Shape Styles; Insert Pictures, Audio, or Video; Using Smart Lookup; Using the Thesaurus. Sharing a Document: Sending the Document via E-mail; Collaboration Features; Saving as PDF; Working with Multiple Windows; File Formats; Compatibility with Previous Versions. Also includes a list of Common Keyboard Shortcuts.

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