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

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2016 (Windows Version) 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. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Great companion product to Word 2016 (ISBN 978-1939791917), Excel 2016 (ISBN 978-1939791924), and PowerPoint 2016 (ISBN 978-1939791931) Introduction guides-Windows Versions.

The following topics are covered:

The Excel, Word, PowerPoint Start Screen
Signing in to an Online Account
Using the Ribbon
Using the Quick Access Toolbar
Using the File Menu: Creating, Opening, Saving, Previewing & Printing Documents
Using the Status Bar to Zoom and Change Views
Using the Shortcut Menu
Undoing/Redoing/Repeating Actions
Optimizing for Touch
Inserting/Deleting Text
Selecting Text, Shapes, or Cells
Moving or Copying: Cut, Copy Paste; Drag & Drop
Changing Text Font and Size
Enhancing Text: Bold, Italic
Formatting with the Mini Toolbar
Changing AutoCorrect Behavior
Adding Pictures
Adding SmartArt
Working with Windows: Switching between Open Windows, Arranging Multiple Windows
Saving a PDF
Sending a Document as an E-mail Attachment, PDF or Link
File Formats
Getting Answers from Tell Me and Smart Lookup
Compatibility with Previous Versions

Beezix's Quick Reference Guide Also includes a list of keyboard shortcuts common to Word, Excel & PowerPoint.

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