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# Microsoft 2013 Quick Reference Guide

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Microsoft Word 2013 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

What's New in Microsoft Office 2010 (from 2007) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca

Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Quick Reference Guide for Microsoft Office for Windows 95

A Quick Reference Guide to Microsoft Office 2000

Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

Microsoft Power BI Quick Start Guide

Microsoft Office SharePoint 2010 Quick Reference Guide

A Quick Reference Guide to Microsoft Office 97

(Cheat Sheet of New Features and Instructions - Laminated Guide)

Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed

Microsoft Lync 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card)

Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card)

Microsoft Office 2019 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide

Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

What's New in Microsoft Office 2003 (from 2002) Quick Reference Guide

Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)

Microsoft Excel 2013 Advanced and Macros Quick Reference Guide

A Quickstudy Laminated Software Reference Guide

Microsoft Manual of Style

(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card): Managing Complexity

Microsoft Office 2021 & 365 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide

(Cheat Sheet of New Features and Instructions - Laminated Guide)

Microsoft Office 2003 Professional

The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures

Microsoft Office XP Quick Reference Guide

QuickPro 97

Microsoft Office Online Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Microsoft Office 2003 General Topics Quick Reference Guide

Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina

What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide

Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card)

Build dashboards and visualizations to make your data come to life

Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions,

Tips and Shortcuts - Laminated Card)

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide

Microsoft Project 2013 Quick Reference Guide

**Microsoft 2013 Quick  
Reference Guide**

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Microsoft Word 2013 Quick Reference  
Training Card Tutorial Guide Cheat Sheet  
(Instructions and Tips) TeachUcomp Inc.

Laminated quick reference card showing  
step-by-step instructions and shortcuts  
for how to use Templates and Forms  
features of Microsoft Office Word 2013.

The following topics are covered:

Templates: Templates vs Documents,  
Templates and Macros, Using a  
Template; Creating a New Template,  
Editing a Template, Showing Macro and

Form Controls, Adding a Workgroup  
Template Folder, Changing Which  
Template is Attached, Changing Defaults  
in the Attached Template, Changing  
Elements in the Attached Template,  
Using Global Templates, Organizing  
Macros and Styles in Templates and  
Documents, Inserting Fields with  
Options, Using Building Blocks: Creating  
a Custom Building Block; Including  
Building Blocks in a Template; Copying  
and Moving Building Blocks Between  
Templates; Creating Building Block  
Libraries. Creating and Using Forms:  
Inserting Content Controls, Turning  
On/Off Design Mode, Inserting a

Repeating Section, Setting Content Control Properties: Adding a Title, Format Contents Using a Style, Self Destruct, Allow Multiple Paragraphs for Plain Text, Choose a Gallery for Building Block Gallery, Adding Items to Select From in Combo Box and Drop-Down Lists, Changing a Check Box Symbol, Changing Options for Date Picker. Changing Placeholder Text, Protecting a Form from Changes, Unprotecting a Form, Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Preventing Editing Parts of a Document, Preventing Deletions. Accessing the Form to Fill it Out. What's New in Microsoft Office 2010 (from 2007) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca DDC

## Publishing

DDC's original quick reference format now comes with a hard cover. This unique hardcover with a spiral binding blends high quality with efficiency, allowing pages to lay flat. No narration or exposition; just illustrated keystrokes and mouse commands give you the answers you need in seconds instead of minutes. Free color template on back cover.

*Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet* Quickstudy Reference Guides Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Word 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft Word 2013

Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

*Quick Reference Guide for Microsoft Office for Windows 95* TeachUcomp Inc. Microsoft Power BI is a cloud-based service that helps you easily visualize and share insights from your organization's data. This book will get you started with Business Intelligence using the Power BI tool, covering essential concepts like installation, building basic dashboards and visualizations to make your data come to life.

*A Quick Reference Guide to Microsoft Office 2000* Packt Publishing Ltd

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Word 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

**Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office

2013 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference for each product, showing changed Office 2007 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Customizing the Ribbon; Backstage View (The File Menu); Changes to Templates; Using Touch in Office 2013; Opening and Saving; Exiting All Open Windows; New or Changed Picture Features: Cropping a Picture; Integration with Online Services: Switching Online Accounts, Adding a Service Such as Flickr, YouTube, SkyDrive, Office 365 SharePoint; Inviting People to Collaborate; Using Apps for

Office; Recovering Unsaved Versions; Other New or Changed Features. Word: Resumed Reading; Read Mode; Quickly Inserting Tables Rows/Columns; Navigate and Organize Using Headings; Search Using the Navigation Pane; Using the Border Painter; Tracking Changes: Locking Track Changes On; Marking Comments as Done; Other New or Changed Features. PowerPoint: Zoom and Pan While Presenting; Jumping to a Slide While Presenting; Smart Guides and Fixed Guides; Merging/Comparing Presentations; Organizing Slides with Sections; Changes to Animations; Video Improvements: Linking to a Web Video, Syncing Animation/Text Overlays With Audio/Video, Fading In/Out and Trimming Audio/Video, Create a Video File of a Presentation; Other New or Changed

Features; Features No Longer Available. Word & PowerPoint: Presenting Online; Communicating with a Commenter; Replying to a Comment. Excel: Excel Windows; Using Flash Fill; Using Quick Analysis; Inserting a Chart in a Cell (Sparklines); Filtering with Slicers; New Functions; Using Chart Recommendations; Combining Chart Types; Changes to Chart Data Labels; PivotTable and PivotChart Changes: Adding a Timeline, Using a Timeline, Creating a PivotChart with or without a PivotTable; Other New or Changed Features; Features No Longer Available. For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent.

**Microsoft Power BI Quick Start Guide** Contextx Incorporated

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2013. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version. Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts.

**Microsoft Office SharePoint 2010**

**Quick Reference Guide** Pearson Education

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office SharePoint 2010. The following topics are covered: Accessing a SharePoint Site, Signing Out, Navigating to a Parent Site, to a Subsite, and within a Site; Creating a New List Item, Editing a List Item, Deleting a List Item, Assigning a Task, Liking, Tagging, and Adding Notes; Viewing Tags and Notes, Searching for Documents, Searching for People, Creating a Subsite, Creating a Meeting Workspace, Using Document Libraries, Adding an Existing File to a Document Library, Creating a Document Workspace, Checking Files Out/In. List and Library Functions: Sorting, Filtering,

Changing View, Accessing SharePoint Lists and Libraries in Outlook, Using Email Alerts, Using Datasheet View, Creating a List or Library, Deleting a List or Library. Using the Recycle Bin. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

**A Quick Reference Guide to**

**Microsoft Office 97** Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card) New to Microsoft Office? Upgrading from a previous version? Designed with the busy professional in mind, this two-page laminated quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will

find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version. Topics Include: Interface Basics, File Management, Working with Text, Shapes, SmartArt, Formatting, Reviewing and Correcting, and Printing and Sharing. Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card) Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Word 2013. When you need an answer fast, you will find it right at your

fingertips with this Microsoft Word 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts. What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Guide) 4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference for each product, showing changed Office 2007 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to

use reference guide, for any type of user. Topics include: Office: The Start Screen; Customizing the Ribbon; Backstage View (The File Menu); Chagnes to Templates; Using Touch in Office 2013; Opening and Saving; Exiting All Open Windows; New or Changed Picture Features: Cropping a Picture; Integration with Online Services: Switching Online Accounts, Adding a Service Such as Flickr, YouTube, SkyDrive, Office 365 SharePoint; Inviting People to Collaborate; Using Apps for Office; Recovering Unsaved Versions; Other New or Changed Features. Word: Resumed Reading; Read Mode; Quickly Inserting Tables Rows/Columns; Navigate and Organize Using Headings; Search Using the Navigation Pane; Using the Border Painter; Tracking Changes:

Locking Track Changes On; Marking Comments as Done; Other New or Changed Features. PowerPoint: Zoom and Pan While Presenting; Jumping to a Slide While Presenting; Smart Guides and Fixed Guides; Merging/Comparing Presentations; Organizing Slides with Sections; Changes to Animations; Video Improvements: Linking to a Web Video, Syncing Animation/Text Overlays With Audio/Video, Fading In/Out and Trimming Audio/Video, Create a Video File of a Presentation; Other New or Changed Features; Features No Longer Available. Word & PowerPoint: Presenting Online; Communicating with a Commenter; Replying to a Comment. Excel: Excel Windows; Using Flash Fill; Using Quick Analysis; Inserting a Chart in a Cell (Sparklines); Filtering with Slicers; New

Functions; Using Chart Recommendations; Combining Chart Types; Changes to Chart Data Labels; PivotTable and PivotChart Changes: Adding a Timeline, Using a Timeline, Creating a PivotChart with or without a PivotTable; Other New or Changed Features; Features No Longer Available. For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent. What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Guide) 6-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also

includes a command reference for each product, showing changed Office 2003 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object

Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New

Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data

Analysis.Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013, 2010 and 2007 products Word, Excel, and PowerPoint. See topics below.Shortcuts for the following topics:Word: Text Selection Shortcuts; Movement Shortcuts; Special Characters; Switching Views; Formatting Shortcuts; Deleting Words and Other Shortcuts.PowerPoint: Slide Show Shortcuts; Media Shortcuts; Rehearsing Shortcuts; Outline View Shortcuts, and Other Shortcuts.Excel: Selection Shortcuts; Movement Shortcuts; Formatting Shortcuts; Copying Shortcuts; Formula Shortcuts; Print

Preview Shortcuts; Special Characters and Other Shortcuts.Common Shortcuts for Word, Excel and PowerPoint.Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.Microsoft Office 2019 Basics Quick Reference Guide Laminated Cheat Sheet Training GuideNew to Microsoft Office? Upgrading from a previous version? Designed with the busy professional in mind, this two-page laminated quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is

ideal for someone new to Microsoft Office or upgrading from a previous version. Topics Include: Interface Basics, File Management, Working with Text, Shapes, SmartArt, Formatting, Reviewing and Correcting, and Printing and Sharing. Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide EXCEL Intro - QUICK REFERENCE GUIDE Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2013. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59

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Other New or Changed Features;  
Features No Longer Available. Excel:  
Excel Windows; Using Flash Fill; Using  
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New Data Label Formatting; Using Quick  
Analysis; Filtering Tables with Slicers;  
Using PivotTable Recommendations;  
PivotTable and PivotChart Changes:  
Adding and Using a Timeline, Creating a  
PivotChart with or without a Table, Using  
a PivotTable to Analyze Multiple Data  
Sources; Advanced Data Analysis:  
Creating a Power View Sheet, Adding a  
Visualization to Power View; New  
Functions; Other New or Changed  
Features; Features No Longer  
Available. What's New in Microsoft Office  
2010 (from 2007) Quick Reference Guide

(Cheat Sheet of New Features and  
Instructions - Laminated CaLaminated  
quick reference guide showing  
instructions for the new and changed  
features of Microsoft Office 2010 for  
Word, Excel, and PowerPoint for users  
upgrading from Office 2007. Also  
includes a command reference, showing  
Office 2007 commands and their Office  
2010 equivalents. The following topics  
are covered: Office: Customizing the  
Ribbon, Backstage View (The File Menu),  
Protected View, Recovering Unsaved  
Versions, Pasting with Live Preview,  
Inserting a Screenshot, Saving to  
Sharepoint or Windows Live SkyDrive,  
Work Anywhere (Office Web Apps), Co-  
authoring (Word/PowerPoint), Removing  
a Picture's Background, Cropping a  
Picture, Other New or Changed Picture

Features, Other New or Changed Features, Features No Longer Available. Word: Navigating and Reorganizing Using Headings, Searching Using the Navigation Pane, Other New or Changed Features, Features No Longer Available. Excel: Renamed Functions, Filtering Pivot Tables and Charts with Slicers, Inserting a Chart in a Cell (Sparklines), Filter Improvements, Conditional Formatting Changes, Other New or Changed Features. PowerPoint: Organizing Slides with Sections, Using the Animation Painter, Video Improvements, Linking to a Web Video, Syncing Animation/Text Overlays with Audio/Video, Creating a Video File, Broadcasting Using the Internet, Merging/Comparing Presentations, Other New or Changed Features, Features No

Longer Available. Also included is a command reference showing the Office 2007 command and the 2010 equivalent. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures Office and Emergency Room Procedures 4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word, Excel, and PowerPoint. Also includes a command reference for each product, showing Office 2003 commands and their 2007 equivalents. Topics include: Office: The Ribbon; The Office Button; The Quick Access Toolbar; Status Bar; Mini Toolbar; Using Themes

to Format a Document; SmartArt; Shape Styles; Showing the Developer Tab; Saving as PDF; Emailing a PDF; Compatibility with Previous Versions; New File Formats; Features No Longer Available. Word: Spacing between Paragraphs; Showing the Ruler; Contextual Spelling; Creating and Using Quick Styles; Displaying the Styles Pane; Using the Apply Styles Window; The Style Inspector; Mail Merge; Building Blocks; Creating a Quick Part Building Block; Inserting a Quick Part; Using Cover Page Building Blocks; Adding a Watermark Building Block; The Reviewing Pane; Tracking Moved Text; Improved Compare and Combine; Features No Longer Available; New Word File Types. Excel: Limit Changes; Resizing the Formula Bar; Formula

AutoComplete; Improvements to Named Ranges; Inserting a Sheet; Page Layout View; Showing Invalid Data; Changes to Excel Tables (Lists); Enhanced Filtering; Structured References in Excel Tables; New Conditional Formatting; Conditional Formatting Rules Manager; Sorting by Icon, Cell Color, or Font Color; Changes to PivotTables; New Excel File Types. PowerPoint: The Selection and Visibility Pane; Converting to SmartArt; Adding Placeholders to a Slide Master; Resetting Placeholders; Adding a Customized Layout; Converting a Shape to Freeform; Improvements to Gradients; Background Styles; New or Changed Text Features: Text Wrapping, Text Direction, Columns, Selecting Separate Areas of Text, Indents & Tabs by Paragraph, and more; New PowerPoint File Types; Features No

Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

(Cheat Sheet of New Features and Instructions - Laminated Guide) IGI

Global

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word, Excel & PowerPoint. Great companion product to Word, Excel & PowerPoint Introduction guides. The following topics are covered: Using the Ribbon, Using The File Menu (Backstage View), Using the Quick Access Toolbar, Using the Status Bar, File Formats, Compatibility with Previous Versions, Formatting with the Mini Toolbar, Using Themes to

Format a Document, Adding SmartArt, Using Shape Styles, The Research Task Pane, Creating an Embedded Object from Another Office File, Creating an Embedded Object from Another Office File, Creating a Hyperlink, Showing Macro and Form Controls, Inserting Comments, Deleting Comments, Removing Personal Information, Mark as Final, Saving as PDF, E-mailing a PDF, Restricting Distribution, Digital Signatures, Adding a Signature Line (Word, Excel), Signing a Signature Line, Viewing Digital Signatures, Working with Multiple Windows. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

**Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-**

**Page Cheat Sheet Focusing on Examples and Context for Intermed**  
TeachUcomp Inc.

Quick and easy answers to the essentials of Outlook, handy enough to keep you working without Internet searches or long videos. Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that include the Microsoft Office suite. Also a LinkedIn Learning video author (formerly Lynda.com) and a Microsoft author, the ability to choose what is covered in this reference comes from a vast experience of training material creation. This expertise is streamlined through clear and succinct answers provided to help accomplish tasks. Also includes labeled screen grabs and icons in a color-coded

design. Durable and portable, this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast. Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee's workspace to improve productivity and reduce support calls. 6 page laminated guide includes: Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to & Processing Messages Creating Contact

Records Displaying Contact Images  
 Editing Business Cards Accessing  
 Organizational Contact Information  
 Personalizing Outlook Getting Help  
**Microsoft Lync 2013 Introduction  
 Quick Reference Guide (Cheat Sheet  
 of Instructions, Tips and Shortcuts -  
 Laminated Card)**

Laminated quick reference guide showing instructions for the new features of Microsoft Office 2003 for Word, Excel, PowerPoint, Outlook, as well as features common to all the Office products, for users upgrading from Office 2002 (XP). The following topics are covered: Word: Reading Layout, Thumbnails, Formatting and Editing Restrictions and Comparing Documents Side-by-Side. Excel: Many New List Features, Compare Side-by-Side,

Paragraph Borders and Shading, Line Breaks, Line Spacing, Paragraph Spacing, Changing the Default Font and Tables. PowerPoint: Package for CD, Photo Album, Smart Tag Support, and Meeting Minder Removed. Outlook: Reading Pane, Arrange By Conversation, Desktop Alerts, Favorite Folders, Search Folders, Quick Flags, Downloading Remote HTML Content, Viewing Multiple Calendars, and Shared Attachments. Office: The Research Task Pane, Permissions, and Shared Document Workspaces. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

*Microsoft Outlook 2013 Introductory  
 Quick Reference Guide Laminated Cheat  
 Sheet Training Guide*

New to Microsoft Office? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

**What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca**

Laminated quick reference card showing

instructions for the new features of Microsoft Office 2003 for Word, Excel, and PowerPoint, as well as features common to all the Office products, for users upgrading from Office 2000. The following topics are covered: Word, Excel & PowerPoint: Task Panes, The Research Task Pane, Improved Copy and Paste, Improved AutoCorrect, Improved Clip Art, Using Templates, Hyperlinks, Creating Org Charts, Searching for Files and Web Pages, Smart Tags, and Compare and Merge. Word: Reading Layout, Thumbnails, Formatting and Editing Restrictions, Selecting Non-Contiguous Areas, Hide Space in Print Layout View, Comparing Documents Side-by-Side, The Styles and Formatting Task Pane, Improved Mail Merge, Improved Change Tracking, and Notable

Menu Command Changes. Excel: Improved AutoSum Tool, Improved Paste Tool, and Many New List Features.

PowerPoint: Different Startup, Package for CD, Photo Album, Meeting Minder Removed, Improved Print Preview, Improved Grid, Change to Title Master, and Notable Menu Command Changes.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card)

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in OneNote 2013. When you need an answer fast, you will find it right

at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

### **Microsoft Office 2019 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Lync 2013. 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 included: Signing In/Out, Show/Hide the Menu Bar, Using Presence Status, Status Indicators, Changing Status Manually, Using Location Status,

Adding a Note to Your Status, Viewing Other User's Notes Adding Contacts, Deleting Contacts, Emailing a Contact, Using the Favorites Group, Viewing Contact Cards, Monitoring a Contact's Status, Controlling Presence Privacy Creating and Using Groups Starting a Conversation; Sending an Instant Message; Inviting Additional Participants to Your Conversation; Sending a File; Receiving a File; Working with Multiple Conversations; Conversation Window On Top; Sharing Your Desktop or a Program; Sharing PowerPoint, Whiteboard, or Polls Scheduling an Online Meeting; Joining an Online Meeting; Using Meet Now; Ending an Online Meeting. Viewing Presence Information in Outlook; Responding to an Email with an Instant Message; Responding to an Email with a Call Also

includes a list of keyboard shortcuts.

**Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Laminated quick reference guide showing instructions for essential features of Microsoft Office Online, the web-based version of Microsoft's Office suite. If you are an Office 365 user or have a Microsoft account you will have seen the online versions of Word, Excel, PowerPoint, and Outlook. How do they work? What are the benefits of using these versus their desktop cousins? Guided by this reference card you can confidently dip your toes into the online/cloud waters. 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 Online. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

What's New in Microsoft Office 2003 (from 2002) Quick Reference Guide

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2013. This guide is suitable as a training handout, or as an easy to use reference guide, for any type of user. The following topics are covered: Organizing with Grouping: Hiding Columns, Rows or Sheets, Consolidating Data, Freezing or Splitting Rows/Columns, Using the Selection Pane, Conditional Formatting,

Goal Seek, Scenarios, Converting Text to Data, Intercepting Entry Errors With Data Validation, Preventing Changes (Protecting Data), Quick Analysis. Macros: Recording Workbook Actions, Running a Macro, Executing Macros Automatically, Saving a Macro, Showing the Developer Tab, Setting Macro Security, Assigning to a Worksheet Button, Assigning to the Quick Access Toolbar, Editing a Macro, Visual Basic for Applications, Debugging VBA Code, Documenting VBA Code, VBA Examples to Enhance Productivity: Subroutines, Function Macros, Macro Name Rules.

*Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)*

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); PowerPoint 2016 (ISBN 978-1939791931), Introduction Guides. 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 LookupCompatibility with Previous VersionsAlso includes a list of keyboard shortcuts common to Word, Excel & PowerPoint.

**What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)**

New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference

guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

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