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# Microsoft 2013 Quick Reference Guide

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Microsoft Office 2003 General Topics Quick Reference Guide  
Microsoft Office 2021 & 365 Basics Quick Reference Guide Laminated Cheat Sheet  
Training Guide  
Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat  
Sheet of Instructions, Tips and Shortcuts - Lamina  
Microsoft Office SharePoint 2010 Quick Reference Guide  
A Quick Reference Guide to Microsoft Office 2000  
Microsoft Lync 2013 Introduction Quick Reference Guide (Cheat Sheet of  
Instructions, Tips and Shortcuts - Laminated Card)  
Microsoft Office 2003 Professional  
Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of  
Instructions, Tips and Shortcuts - Laminated Card)  
Microsoft Manual of Style  
A Quickstudy Laminated Software Reference Guide  
Office and Emergency Room Procedures  
Quick Reference Guide for Microsoft Office for Windows 95  
Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat  
Sheet Focusing on Examples and Context for Intermed  
Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide  
Cheat Sheet (Instructions and Tips)  
Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of  
Instructions, Tips and Shortcuts - Laminated Card)  
What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat  
Sheet of New Features and Instructions - Laminated Ca  
Microsoft Excel 2013 Advanced and Macros Quick Reference Guide  
What's New in Microsoft Office 2003 (from 2002) Quick Reference Guide  
(Cheat Sheet of New Features and Instructions - Laminated Guide)  
Quickpro 2000  
(Cheat Sheet of New Features and Instructions - Laminated Guide)  
Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat  
Sheet of Keyboard Shortcuts- Laminated Card)  
Microsoft Word 2013 Quick Reference Training Card Tutorial Guide Cheat Sheet  
(Instructions and Tips)  
What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide  
Microsoft Word 2013 Templates and Forms Quick Reference Guide (Cheat Sheet of  
Instructions, Tips and Shortcuts - Laminated Card)  
Microsoft Outlook 365 2019  
Microsoft Office Online Essentials Quick Reference Guide (Cheat Sheet of  
Instructions, Tips and Shortcuts - Laminated Card)  
Cheat Sheet of Instructions, Tips and Shortcuts

Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet  
 Office 2010 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)  
 Microsoft Power BI Quick Start Guide  
 The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures  
 What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)  
 What's New in Microsoft Office 2003 (from 2000) Quick Reference Guide  
 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 Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card)  
 Microsoft Project 2013 Quick Reference Guide

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**GALLEGOS CORDOVA**

*Microsoft Office 2003 General Topics Quick Reference Guide* DDC Publishing  
 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 Office 2021 & 365 Basics Quick Reference Guide Laminated Cheat Sheet*

*Training Guide 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); 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. 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  
2013 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 GuideEXCEL Intro  
- QUICK REFERENCE  
GUIDEDesigned 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.What's New in  
Microsoft Office 2013  
(from 2010) Quick  
Reference Guide (Cheat  
Sheet of New Features  
and Instructions)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  
2010. Also includes a  
command reference for  
each product, showing  
changed Office 2010  
commands and their  
Office 2013 equivalents.  
Topics: 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;  
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Apps for Office; Other  
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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: 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 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 Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina* Contexx Incorporated 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. *Microsoft Office SharePoint 2010 Quick Reference Guide* TeachUcomp Inc. Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the

web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

### **A Quick Reference Guide to Microsoft**

**Office 2000** Packt Publishing Ltd

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 Lync 2013*

*Introduction Quick*

*Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* IGI Global

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

### **Microsoft Office 2003 Professional**

TeachUcomp Inc.

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.

*Microsoft Word 2013*

*Introduction Quick*

*Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* 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 Manual of Style** Pearson Education 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

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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. [Office and Emergency Room Procedures](#) Quickstudy Reference Guides 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 Lookup Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word, Excel & PowerPoint. [Quick Reference Guide for Microsoft Office for Windows 95](#) 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.

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

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.

**Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)**

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013 at the intermediate level. The following topics are covered: Indenting or Demoting Tasks, "Outdenting" or Promoting Tasks, Hiding/Displaying Tasks under a Summary, Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing

Relationship Type or Lag, Recurring Tasks, Splitting Tasks Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress.

[Microsoft Excel 2013 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#)

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2013. The following topics are covered: Margins, Orientation, and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar & Touch MiniBar Spacing between Paragraphs Creating Bulleted Lists Changing

Bullet Style Creating  
 Numbered Lists Turning  
 off Bullets or Numbering  
 Paragraph Alignment  
 Copying Formatting  
 Searching using the  
 Navigation Pane Finding  
 and Replacing Text  
 Jumping to Other Pages  
 Resuming Reading Read  
 Mode, Print Layout, and  
 Draft View Using the  
 Highlighter Using the  
 Dictionary and Thesaurus  
 Creating and Inserting  
 Quick Part Building Blocks  
 Inserting a Cover Page  
 Creating and Editing  
 Headers and Footers;  
 Suppress/Change Header  
 or Footer on the First Page  
 Inserting a Page Number  
 Inserting a Text Box:  
 Drawing a Text Box,  
 Moving, Resizing,  
 Formatting, and Deleting  
 a Text Box Inserting a  
 Page Break Checking  
 Spelling, Grammar,  
 AutoCorrect Previewing  
 and Printing Documents  
 Printing Envelopes and  
 Labels. Also includes: Lists  
 of Touch Actions,  
 Selection and Movement  
 Shortcuts, Editing and  
 Formatting Shortcuts.

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

reference guide showing  
 step-by-step instructions  
 and shortcuts for the  
 following topics common  
 to multiple Microsoft  
 Office 2003 products: The  
 Research Task Pane,  
 Restricting Distribution,  
 Smart Tags, Embedding  
 One Office File in Another,  
 Linking to an Office  
 Object, Hyperlinking  
 Between Office Files,  
 Searching for Files,  
 Outlook Items, and Web  
 Pages, Routing &  
 Retrieving Word, Excel  
 and PowerPoint Files,  
 Emailing for Review, Send  
 to Reviewers One at a  
 Time, Sharing Outlook  
 Attachments, Document  
 Workspaces, Save as Web  
 Page, Adding Interactivity  
 to a Web Page, Publish  
 Files, Web Page Preview,  
 and Ensuring Browser  
 Compatibility. This guide  
 is suitable as a training  
 handout, or simply an  
 easy to use reference  
 guide, for any type of  
 user.

**Microsoft Excel 2013  
 Advanced and Macros  
 Quick Reference Guide**  
 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.

**EXCEL Intro - QUICK  
 REFERENCE  
 GUIDED**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.

**What's New in  
 Microsoft Office 2003  
 (from 2002) Quick  
 Reference 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. *(Cheat Sheet of New Features and Instructions - Laminated Guide)* Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office Word 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 covered: Using Styles; Character, Paragraph, Linked Styles; Applying Character and Paragraph Styles; Creating a Style; Displaying the Styles Pane; Changing Styles; Deleting a Style; Selecting All Text with Same Style; Adding Styles to the Default Style List; Showing Formatting as Styles to "Clean Up" a Document; Importing Styles; Using Numbered Lists with Styles; Applying Table Styles. Jumping to a

Specific Element (Page, Section, Comment, etc.)	Replacing Special Characters (Tabs, Spaces, etc.) Options when Pasting Inserting Entire Documents Creating a Table of Contents; Updating a Table of Contents. Creating an Index; Generating an Index; Updating an Index	Going to/Selecting Bookmarked Text; Using Bookmarks to Refer to Pages. Section Breaks: Inserting a Section Break; Changing Page Numbering Mid-Document; Changing Headers and Footers; Changing Page Setup in a Section. Inserting a Footnote/Endnote.
Creating Multilevel Numbered Lists		
Expand/Collapse In Print Layout View Viewing & Structuring your Document Using the Navigation Pane Outlining		
Restricting Formatting	Creating a Bookmark;	
Finding and Replacing		
Formats Finding and		

#### Best Sellers - Books :

- [The Courage To Be Free: Florida's Blueprint For America's Revival By Ron Desantis](#)
- [Little Blue Truck's Springtime: An Easter And Springtime Book For Kids By Alice Schertle](#)
- [Playground](#)
- [The Mountain Is You: Transforming Self-sabotage Into Self-mastery By Brianna Wiest](#)
- [Daisy Jones & The Six: A Novel By Taylor Jenkins Reid](#)
- [I Love You To The Moon And Back By Amelia Hepworth](#)
- [The Democrat Party Hates America By Mark R. Levin](#)
- [The Silent Patient By Alex Michaelides](#)
- [I'm Glad My Mom Died By Jennette McCurdy](#)
- [Icebreaker: A Novel \(the Maple Hills Series\)](#)