



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

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use 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:

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.

Recommended companion title covering Office basics: Office 2013 Essentials (ISBN 978-1936220755).

This guide is one of several titles available for Word 2013: Word 2013 Introduction; Word 2013

Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847), and Word 2013 Advanced (ISBN 978-1936220830).

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