

Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2016 (Windows Version). 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 Word 2016. 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 Different Views of the Document: Read Mode, Print Layout, and Draft View Using the Highlighter Proofreading Using Smart Lookup and the 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 2016 Essentials - Windows Version (ISBN 978-1939791900). This guide is one of multiple titles available for Word 2016 - Windows Version. The other Word titles are: Word 2016 Intermediate (ISBN 978-1939791009); Word 2016 Mail Merge (ISBN 978-1939791023).

Book Information

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Customer Reviews

My last Microsoft Office Suite experience was their 2007 version, and many changes have been made since then. The basics are still the same, but catching up with the highfalutin advancements was next to impossible, and I needed a little help. My WORD use in retirement is limited, so I think this little cheat sheet will provide all I need for just about every function related to my current life.

This was a waste of money for me. I was hoping for a list of keyboard shortcuts, but alas, no. What is given are the long, tedious step by step instructions already given in Word's help section. For instance, I searched in vain on this product for the shortcut to make a hard space and it is not there. I found how to do this in Word's help section, which gives the involved, long, tedious instructions, and at the end they give the keyboard shortcut. For someone who is truly a newbie to Word, it may be helpful, but not to an experienced user. So, I'll go back to creating my own list.

I love these cards & find it much easier than surfing through a 200 page book to find the same info!!! Even though it doesn't always give as much info as a book, I find that I can fill in the blanks once this card points me in the right direction.

This helps me understand quickly some of the basic functions in Word 2016

Great update for someone who's used older versions of Word.

Very helpful highlight of Microsoft Word 2016 shortcuts.

One stop answer sheet. Great for everyone.

Didn't show the shortcuts I had hoped for

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