



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

By Beezix Inc

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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).

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Editorial Review

About the Author

Beezix has been publishing quick reference computer guides for trainers, training companies, corporations, and individuals across the US and Canada for the past 20 years. Founded by trainers, extensive industry experience made us aware of the need for a line of high-quality guides that were clear, accurate and concise. Our cards are designed for casual computer users right through to trainers and help desk staff.

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