



## Synopsis

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.

## Book Information

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## Customer Reviews

I've purchased many different Beezix cheatsheets for my employees as well as myself. They have

ALWAYS been helpful and well worth the costs. From experience, I highly recommend their products.

I've fallen in love with these cards!!! Although they might not give the detailed info a 200 page book might give, they give me enough concise info to get the job done!!! Even better, they are inexpensive!!!

Easy to use and very helpful.

It covers a lot of the same things covered in the Excel and Word 2016 Quick References.

poor format for teaching

It's what I expected.

A quick refresher to use when needing one of the less-used Office 2016 features. Nicely organized and compact to store in a handy desk cubicle.

Handy cheat sheet

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