



# MICROSOFT WORD CHEAT SHEET

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#### Copy and paste font styles

Put your cursor where you want to steal font/color/size etc.



Move your cursor to another part of your document.



#### No way!? Yes way

You can open PDF's in word and make changes. Right click your PDF > Open With > Microsoft Word.

#### Adding place holder text

In word. Simply type =lorem(5,2) Then hit enter.

#### Making the file size smaller

Select any image > Choose Format from the ribbon > Compress pictures.

#### Selecting words at random

Hold Ctrl + Shift and drag different words or sentences to select them at once.

#### DATE TUNNE LIOCATION ADDRESS, CITY, ST ZIP CODE Disconsplance little principlesholder here! ("much as thin'), just click it We think this bequitiful figure makes a great statement just you'd like to try a lot of contorming to make it your own the colors and limits with but a click. To explore your out

Denign tals of the eliders, shock out the Huester, Colors,

#### Metric vs Imperial conversions

Word is set to imperial measurements. You can simply type 20cm into ANY measurement box and Word instantly converts it for you. Thanks Word!

#### Make a font bigger or smaller

Simply select it.

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Or		)( >
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# **Microsoft Word Cheat Sheet Template**

**Hussin A.Rothana** 

## **Microsoft Word Cheat Sheet Template:**

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DP-420: Designing and Implementing Cloud-Native Applications Using Microsoft Azure Cosmos DB Certification Exam Guide Anand Vemula, The book delves into Azure Cosmos DB exploring its key features and functionalities that empower developers to build scalable globally distributed applications The content covers various Cosmos DB APIs including the SQL API Table API MongoDB API and Gremlin API explaining how each is tailored for different types of data models such as document key value graph and time series data The book emphasizes Cosmos DB s unique ability to support multi region replication offering automatic data synchronization and ensuring high availability and low latency across the globe In depth coverage is provided on topics like consistency levels including strong consistency and bounded staleness and how these levels impact performance Readers learn about Cosmos DB s partitioning strategies role based access control RBAC conflict resolution policies and how the platform ensures data durability and security across multiple regions The book also details the Cosmos DB Emulator which helps developers simulate a local Cosmos DB environment for testing and how to scale applications efficiently using features like throughput control It highlights the use of Cosmos DB for enterprise applications including migrating data from on premises SQL databases using Azure services and offers insights into tools for managing Cosmos DB instances effectively Overall the book serves as a comprehensive guide for developers and architects looking to leverage the full potential of Azure Cosmos DB to build resilient high performance applications in **Word 2002 For Dummies** Dan Gookin, 2001-06-15 Writing on a computer isn t such a big deal anymore In fact the cloud today it s the typewriter that gets the double take Chances are very good that if you re going to write anything you ll be using a computer with word processing software and you ll very likely be using a PC with some variation of Windows and Microsoft Word to help you But Word is such a massive program that does much more than merely process words Do you really need to know all the bells and whistles the command options and the typographical mumbo jumbo Probably not If you re like most Word users all you want to know is a few answers to some tiny questions For this you ve found your book Word 2002 For Dummies will show you the basics of using this dynamic program and have you quickly doing things like Saving your stuff

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