



# 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 Jun	7

You're welcome.

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## **Microsoft Office Word Cheat Sheet**

**Peipei Pang** 

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