



Your Short Cut to Knowledge

Microsoft® Office Word® 2007

Quick Reference Guide

Greg Perry



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Based on Microsoft Office Beta 2 Technical Refresh

This Digital Short Cut is an adaptation of the
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Microsoft Office 2007 Quick Reference Guide

**Beezix Software Services, Beezix, Inc
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Formatting Font Size Enhancements Alignment Copying Formatting Using the Mini Toolbar Highlighter Creating and Editing Headers and Footers No Header or Footer on the First Page Spelling Grammar AutoCorrect Quick Parts Page Breaks Printing Envelopes and Labels Previewing and Printing Sending the Document as an E mail Attachment Saving as PDF and E mailing a PDF Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user [What's New in Microsoft Office 2010 \(from 2003\) Quick Reference Guide \(Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user \[What's New in Microsoft Office 2007 \\(from 2003\\) Quick Reference Guide \\(Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff,2007-01-31 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word Excel and PowerPoint Also includes a command reference for each product showing Office 2003 commands and their 2007 equivalents Topics include Office The Ribbon The Office Button The Quick Access Toolbar Status Bar Mini Toolbar Using Themes to Format a Document SmartArt Shape Styles Showing the Developer Tab Saving as PDF Emailing a PDF Compatibility with\]\(#\)](#)

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