



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

By Beezix Inc

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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
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Adding Pictures
Adding SmartArt
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Compatibility with Previous Versions

Also includes a list of keyboard shortcuts common to Word, Excel & PowerPoint.

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Changing AutoCorrect Behavior
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Adding SmartArt
Working with Windows: Switching between Open Windows, Arranging Multiple Windows
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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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