



Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Download now

[Click here](#) if your download doesn't start automatically

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2007. The following topics are covered:

Creating, Opening & Saving Documents; Setting up the Page; Text Editing; Spacing between Paragraphs; Undo, Redo, and Repeat; Moving and Copying Text; Going to a Page; Going to the Next Table or Heading; Draft, Print Layout & Reading Views; Using Thumbnails; Using the Document Map.

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.

This guide is one of several titles available for Word 2007: Word 2007 Introduction, Word 2007 Formatting, Word 2007 Advanced, Word 2007 Mail Merge & Forms, Word 2007 Templates & Macros.



[Download Microsoft Word 2007 Introduction Quick Reference G ...pdf](#)



[Read Online Microsoft Word 2007 Introduction Quick Reference ...pdf](#)

Download and Read Free Online Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

From reader reviews:

Donna Lacher:

Do you have favorite book? If you have, what is your favorite's book? Book is very important thing for us to find out everything in the world. Each e-book has different aim or goal; it means that reserve has different type. Some people feel enjoy to spend their time to read a book. They may be reading whatever they consider because their hobby will be reading a book. Why not the person who don't like looking at a book? Sometime, particular person feel need book when they found difficult problem or exercise. Well, probably you should have this Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card).

Lisa Buffington:

This book untitled Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) to be one of several books in which best seller in this year, that is because when you read this book you can get a lot of benefit onto it. You will easily to buy this specific book in the book retail store or you can order it through online. The publisher on this book sells the e-book too. It makes you quicker to read this book, since you can read this book in your Smart phone. So there is no reason for you to past this guide from your list.

Omar Carter:

A lot of people always spent their own free time to vacation as well as go to the outside with them loved ones or their friend. Did you know? Many a lot of people spent they will free time just watching TV, or perhaps playing video games all day long. If you want to try to find a new activity here is look different you can read a new book. It is really fun in your case. If you enjoy the book that you simply read you can spent all day every day to reading a publication. The book Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) it is very good to read. There are a lot of individuals who recommended this book. These folks were enjoying reading this book. When you did not have enough space to develop this book you can buy the particular e-book. You can m0ore quickly to read this book through your smart phone. The price is not too costly but this book possesses high quality.

Richard Moyer:

Beside that Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) in your phone, it could possibly give you a way to get closer to the new knowledge or facts. The information and the knowledge you are going to got here is fresh from the oven so don't be worry if you feel like an previous people live in narrow village. It is good thing to have Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) because this book offers for your requirements readable information. Do you occasionally have book but you would not get what it's exactly about. Oh come on, that wil happen if you have this within your hand.

The Enjoyable blend here cannot be questionable, just like treasuring beautiful island. Use you still want to miss this? Find this book and also read it from today!

Download and Read Online Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc #XER8CUOSY1J

Read Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc for online ebook

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc books to read online.

Online Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc ebook PDF download

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Doc

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc MobiPocket

Microsoft Word 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc EPub