



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

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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.

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