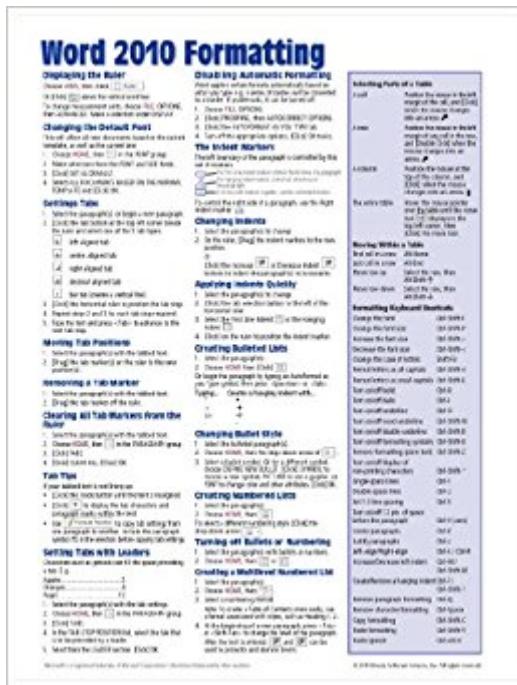


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# Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)



## **Synopsis**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use formatting features of Microsoft Office Word 2010 at the intermediate level. The following topics are covered: Displaying the Ruler, Changing the Default Font, Settings Tabs, Moving Tab Positions, Removing a Tab Marker, Clearing All Tab Markers from the Ruler, Tab Tips, Setting Tabs with Leaders, Disabling Automatic Formatting, The Indent Markers, Changing Indents, Applying Indents Quickly, Creating Bulleted Lists, Changing Bullet Style, Creating Numbered Lists, Turning off Bullets or Numbering, Creating Multilevel Numbered List. Paragraph Breaks vs. Line Breaks, Changing Paragraph Spacing, Changing Line Spacing, Clearing Formatting, Using Quick Styles, Using Themes to Format the Document. Inserting a Table, Moving a Table, Inserting Rows within a Table, Adding a Row at the End of a Table, Inserting Columns within a Table, Changing Column Widths, Merging Table Cells, Splitting Cells of a Table, Centering a Table within the Margins, Changing Text Direction, Wrapping Text around Tables, Adding Space to Table Rows, Adding Paragraph/ Cell Borders and Shading, Inserting a Pre-Formatted Text Box, Drawing a Text Box, Formatting a Text Box. Finding and Replacing Text, Finding and Replacing Formats, Finding and Replacing Special Characters (Tabs, Spaces, etc.). Also includes: Lists of Table Selection Shortcuts and Formatting 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 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

## **Book Information**

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## Customer Reviews

This card is two sided, laminated and is titled Word 2010 Introduction. And that it is...if you've used Word 2010 or 2007 for over twenty minutes, you no longer need this card. I decided to look up something simple on it--how to change from single space to double space. It's not on there. So, I thought, let me see a subject that actually might help me: how do you use Master Documents, and headers and styles. No way, Jose. Not even a hint. So, take the cost of this product and put it towards a simple book on MS Word and you'll be ahead, from what I can see. Maybe I'll give this card to some first grader that is using Word for the very first time in his little life.

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat different. Even if you have basic knowledge of Microsoft Office, this is a handy reference lamanated sheet to have available.

Not worth the price unless you are a complete newbee. Laminated sheet and does cover some hot key shortcuts but not anywhere near all of them.

Great for beginners who have had no training and also helpful because my firm is changing from 2003, so it has be great.

I purchased this "cheat sheet" as a middle-aged adult returning to college after having graduated from college almost 20 yrs ago. Very useful guide/summary of the key functions of Word 2010 in a well-organized fashion and encased neatly in a sturdy laminated protector at an unbelievably low price. Saves me a great deal of time and frustration. I use this reference sheet often and would highly recommend this to consumers with any level of computer literacy. So now go on and cheat. With a clear conscious.

While this sheet is more basic than I had hoped, it did contain some helpful hints for me and the sheet is well made--should last the life of the software. Topics are easy to find on the sheet and the hints are easy to follow.

This has been very helpful when working with Microsoft's Word 2010. Office 2010 is so different than the earlier versions and this little cheat sheet has been incredibly helpful with things that used to be so obvious. Nice information and the lamination means it will last for quite sometime to come. It beats dragging out the book and looking up the process you are trying to accomplish only to be run around in circles until you finally find the answer. Highly recommend to anyone having trouble with Microsoft's Word 2010.

We had to upgrade from 2002 because of the death of the XP that we ran MS programs on. We thought we would need a guide to take us through the changes over the past 10 years. Well, there haven't been any significant changes to Excel or Word, and anyone who has ever used these programs in the past won't need this Reference Guide. In fact, this reminds me of guides that we used to get in the 90s when we didn't know "justification" from "font size." I wouldn't be surprised if my 7 year old grandkid doesn't know most of the stuff on this card. No great loss, but I would recommend that you go out and buy a double scoop ice cream cone instead. The memory will linger longer than any knowledge you gain from this guide. EW

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