

Microsoft Word Essentials

Formatting Text

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Increase Font Size	Ctrl + ]
Decrease Font Size	Ctrl + [
Change Font	Ctrl + Shift + F

Document Navigation

Go to Beginning of Line	Home
Go to End of Line	End
Go to Beginning of Document	Ctrl + Home
Go to End of Document	Ctrl + End
Page Up	Page Up
Page Down	Page Down

Editing & Reviewing

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Spelling & Grammar	F7

Microsoft Excel Essentials

Basic Formulas

Sum	=SUM(A1:A10)
Average	=AVERAGE(A1:A10)

Cell Formatting

Format as Currency	Ctrl + Shift + \$
Format as Percentage	Ctrl + Shift + %

Navigation & Selection

Go to Last Cell with Data	Ctrl + End
Select Entire Row	Shift + Space

# 2007 Microsoft Office Suite Cheat Sheet

**Beezix, Inc Staff**



## **2007 Microsoft Office Suite Cheat Sheet:**

**Visio 2007 For Dummies** John Paul Mueller,Debbie Walkowski,2011-02-09 Reveal your inner business artist with Visio Turn your ideas into diagrams and drawings with Visio s stencils and templates If you have an idea you want to get down on electronic paper Visio 2007 is for you and so is this book They re both flexible and user friendly Here s how to use Visio to capture ideas from simple to intricate update data in a drawing with a single click add and manipulate text work with connectors and more Discover how to Create business engineering software or network diagrams Format an entire drawing using themes Analyze what if scenarios with PivotDiagrams Produce layered multipage drawings Save drawings to publish on the Web

**Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

**Microsoft® Office SharePoint® Server 2007: A Beginner's Guide** Ron Gilster,2007-09-11 Microsoft Office SharePoint Server 2007 A Beginner s Guide helps you get up and running quickly on the new version of this versatile collaboration tool by providing vital application and implementation strategies You will learn to centrally store documents and Web content simplify information sharing create custom dashboards and enable team collaboration

**DOS Cheat Sheet** Jennifer Fulton,1995 Each section is broken into task based lessons which cover the basic steps first followed by more in depth information Essential steps are highlighted in a second color for ease of use and handwritten tips are in the margin The first page of each lesson is a cheat sheet of the basic steps covered in that lesson for a handy reference

*American Book Publishing Record* ,2007      *Subject Guide to Books in Print* ,1975      Mac OS 8 For Dummies Bob LeVitus,1997-09-10 Free Mac OS 8 Cheat Sheet Inside Discover the Techniques the Gurus Use to Squeeze Every Ounce of Performance from the New Mac OS 8 Mac OS 8 For Dummies is the fun and easy way to figure out the latest version of the Macintosh operating system Whether you re brand new to the Macintosh environment or upgrading from older system software bestselling author Bob LeVitus takes you on an information packed tour of Mac OS 8 This easy to use

reference explains how everything works in the simplest of terms so that you get the most out of your Mac Let These Icons Guide You Points you to shortcuts and insights that save you time and trouble Highlights nerdy technical discussions you can skip if you want to Warns you of an irreverent sometimes passionate outburst by the author Ask for IDG Books For Dummies Books the Fun and Easy Way to Find Out About Computers Also look for IDG Books Mac Programming For Dummies 2nd Edition the fun and easy way to program with your Mac and more Macs For Dummies 2nd Edition for even more information about your Mac Inside find helpful advice on how to Tweak your control panels to customize the look and feel of Mac OS 8 Get your Mac up and running on the Internet in no time Save RAM and hard disk space with Bob's guide to What Can Stay and What Can Go Manage your files and folders to keep your Mac's system neat and organized Automate your everyday tasks with a fun introduction to AppleScript Resolve extension and control panel conflicts with ease Master networking file sharing and printing Discover the difference between real and virtual memory

**Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix Software Services, 2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar *Microsoft Word 2007 Basic Cheat Sheet* One-on-One Learning Centre, 2009 **Indian National Bibliography** B. S. Kesavan, 2000 Microsoft Excel 2007 Basic Cheat Sheet Chris Le Roy, 2009 The Linguist, 2006 **Forthcoming Books** Rose Arny, 2000 Microsoft Word 2007 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2007 The following topics are covered Templates Templates vs Documents Using Existing Templates Creating New Templates Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to Toolbars Shortcut keys and Menu Commands Auto Macros Calling Another Macro

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Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index     Tricks of the Microsoft Office 2007 Gurus Paul McFedries,2007-05-16 Paul McFedries an Office insider that will help you learn the Office applications inside and out Designed to bridge the gap between your expectation and reality you will go beyond the basics and learn newly discovered techniques shortcuts and best practices Through real world examples that showcase how the tips and tricks can be used in everyday business tasks Tricks of the Microsoft Office 2007 Gurus will help you get the most out of Office 2007 Part I MICROSOFT WORD TRICKS Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks III MICROSOFT POWERPOINT TRICKS Chapter 9 Slide and Presentation Tricks Chapter 10 Animation Tricks Chapter 11 Slide Show Tricks IV MICROSOFT OUTLOOK TRICKS Chapter 12 Email Tricks Chapter 13 Calendar and Contacts Tricks V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks APPENDIXES Author Bio Paul McFedries is well known as a teacher of Office Windows and programming particularly VBA He is the president of Logophilia Limited a technical writing company Paul has been writing programs for PCs for more than 25 years and has been developing VBA applications since Microsoft first added VBA to the Office suite in 1994 Now primarily a writer Paul has written more than 50 books that have sold more than three million copies worldwide These books include Access 2007 Forms Reports and Queries Que 2007 Formulas and Functions with Excel 2007 Que 2007 VBA for the 2007 Microsoft Office System Que 2007 and Windows Vista Unleashed Sams 2006     **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 Previous Versions New File Formats Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Creating and Using Quick Styles Displaying the Styles Pane Using the Apply Styles Window The Style Inspector Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part Using Cover Page Building Blocks Adding a Watermark Building Block The Reviewing Pane Tracking Moved Text Improved Compare and Combine Features No Longer Available New Word File Types Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Changes to Excel Tables Lists Enhanced Filtering Structured References in Excel Tables New Conditional Formatting Conditional

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