

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)

Cell Formatting

Format as Currency

Ctrl + Shift + \$

Navigation & Selection

Go to Last Cell with Data

Ctrl + End

Average

=AVERAGE(A1:A10)

Format as Percentage

Ctrl + Shift + %

Select Entire Row

Shift + Space

2007 Microsoft Office Suite Cheat Sheet

Beezix, Inc Staff

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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

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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

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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 APPENDICES 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

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