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Microsoft Word 2010 Advanced 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 advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.The following topics are covered:Using Styles, Character, Paragraph, Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering Mid-Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote/Endnote, Editing a Footnote/Endnote, Deleting a Footnote/Endnote, Creating a Bookmark, Going to/Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template.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.

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Customer Reviews

I've been using Microsoft Word for many years, but thought there might be a few tips I could pick up from this reference guide. However, that is not the case. I'll be passing it on to a friend who is more advanced than I. It's not really fair to downgrade the product because I can't use it, but I'd also like to save someone from making the same mistake.This reference guide covers Using Styles, Restricting Formatting, Creating a Table of Contents, Creating an Index, Inserting Excel Spread Sheets, Outlining, etc.I like the concept, and I'm sure my friend will be happy with it.

I went right from Word 2003 to 2010 in my new job. I figured it wasn't THAT different but this handy little advanced features sheet helped a lot so I could start producing good documents right away without flailing around trying to figure things out; or buying a book I don't need.

I'm a computer consult. I purchased a set of these to see if it would help in training my clients. They love them. Will be purchasing more of them.

Easy to read sheets in nice heavy lamination. I used a three hole punch and inserted them into a three ring binder to make a handy reference guide that wonâ ™t tear, wrinkle or be ruined if I spill coffee on it!!

Carry this and other reference cards with me to work in my briefcase. They are very helpful to those who are familiar with the program but occasionally need a command reminder. I have these reference guides for all programs I deal with.

Computers are always changing. Microsoft Word 2010 may have changes you might not know about because you are used to Microsoft 2007. This is great to have as a quick reference. If for example your toolbars are different and you need to update any information, it's great to have a quick reference guide!

I got several different ones of these for different programs. Some are quite basic and some are more advanced. I have not used them a lot so far, but intend to. I would say they are worth the price just to save you the frustration and time of looking up how to do something on the program......SHALOM.........Brother Randahl

Awesome value. Very durable and handy to have. The organization is great and the text formatting is clear and easy to read. It will take some time to get used to where the tips are but I figure at the same time as memorizing where the tips are one would begin to place the tips into long term memory for use.

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