Microsoft Word 2013 Intermediate Quick Reference: Paragraphs, Tabs, Columns, Tables & Pictures (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Paragraphs, Tabs, Indents, Columns, Tables & Pictures features of Microsoft Office Word 2013. 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:Displaying the RulerDisplaying Paragraph Marks, Tabs, etc.Paragraphs: Paragraph Breaks vs. Line Breaks; Changing Paragraph and Line Spacing; Clearing Formatting; The Indent Markers; Changing Indents; Formatting Paragraphs Using the Style Gallery.Setting Tabs:Moving, Removing Tabs; Clearing Tab Settings; Setting Tabs with Leaders. Using Format Painter to Fix Tabs.Layout Using Columns:Adding a Line Between Columns.When to Use Tabs, Tables or ColumnsSorting Paragraphs, Tabbed Columns, or TablesWorking with Tables: Inserting a Table; Moving a Table; Inserting Rows and Columns within a Table; Adding a Row at the End of a Table; Deleting Cells, Rows, Columns, or the Entire Table; Changing Column Widths; Changing Row Height; Evenly Resizing Rows/Columns; Repeating Header Rows on Every Page; Merging and Splitting Cells; Centering a Table within the Margins; Changing Text Direction; Wrapping Text around Tables.Adding Paragraph/Cell Borders and Shading: Using the Border Painter; Copying Border Style (Border Sampler).Quickly Formatting a TableInserting an Excel TableAdding Objects such as Pictures, Shapes, and SmartArt: In Line with Text vs. Text Wrapping; Using an Object's Anchor; Quickly Positioning Objects on a Page.Also includes: Lists of Table Selection and Movement Shortcuts, and Formatting Shortcuts.This guide is one of multiple titles available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate; Word 2013 Templates & Forms (ISBN 978-1936220847), and Word 2013 Advanced (ISBN 978-1936220830).

Book Information

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Customer Reviews

Great for beginners and intermediate users.Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

Use these "Cheat Sheets" when in a crunch and need the info NOW! Super easy to use .. especially when you need to "get it done right now"! I have for all of the Microsoft Office Programs. Great "Quick Study"! Easy to use laminated sheets that stay looking good and can be quickly wiped with a sponge or towel without sustaining damage.

I believe that I am an advanced Word user, but this Intermediate quick reference guide has been useful for me. I keep it beside my pc next to the User Manual. I would like a larger font, but I can make 'do' with this aid. I have learned some tips from it.

Excellent. Given the dirt cheap price, it is excellent as a set of reminders or cheat sheet, once you have already learned the function or technique in question, and just need a quick reminder of how it works, where to find it, etc. Very well done.

Buy the whole series for a product. Get the version you are working with. Don't forget to play with the product to learn without the pressure of having to produce a perfect document. I learn so much that way.

It's ok. I was hoping it would be easier to read for my husband as he isn't office savvy. A little more difficult for the not so intermediate. A lot of information in a small package.

Excellent if you want more advanced options and just can't quit figure out exactly what to do. Everyone should actually own these or at least make their own.

I can keep this sheet of information right beside the computer and access it immediately if I run into a problem. It's great

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