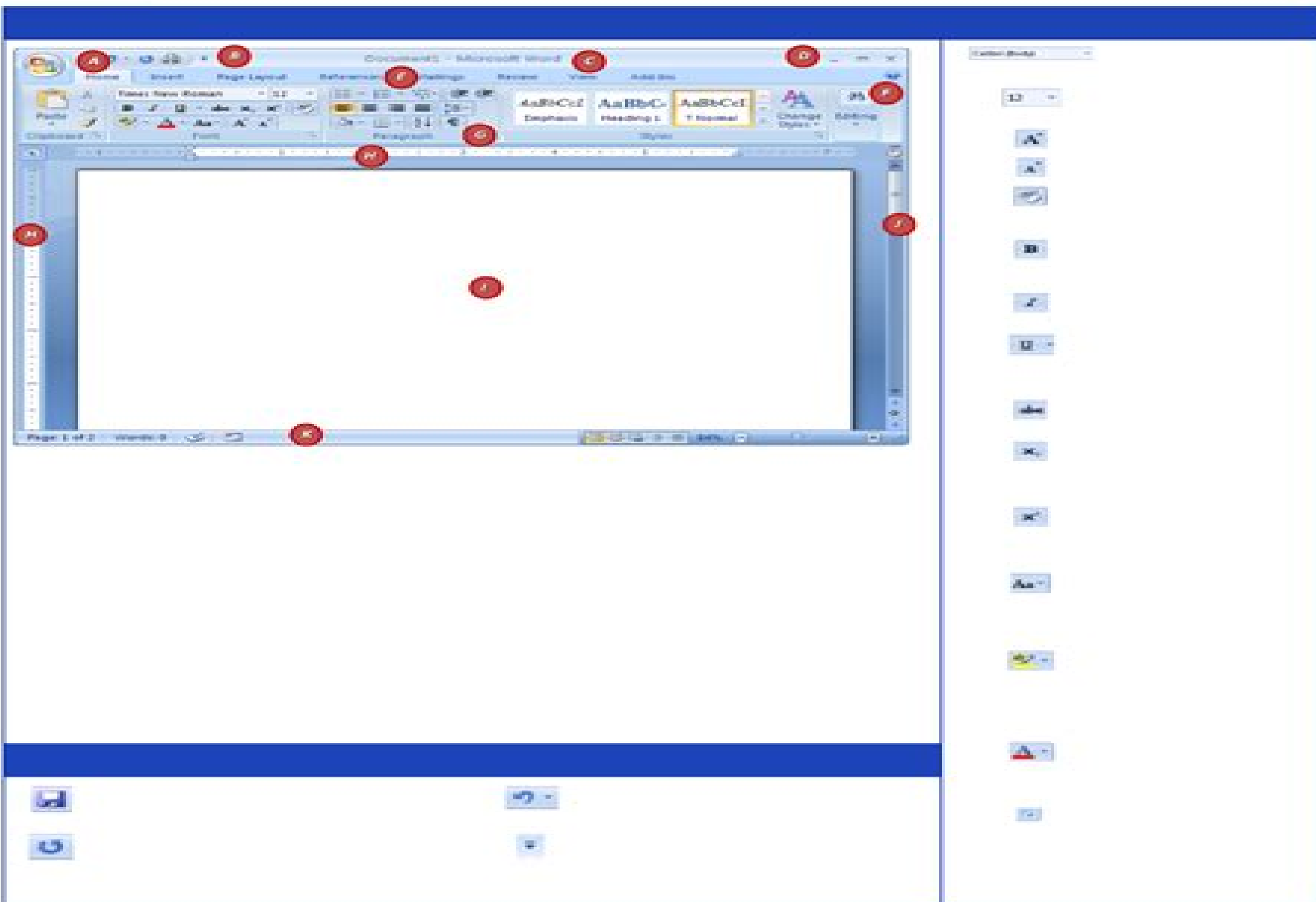




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Quick Reference Guide



Microsoft Office 2007 Quick Reference Guide

Beezix, Inc Staff



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and Linked Styles Applying a Style Creating a Style Displaying the Styles Pane Modifying Styles Deleting a Style or Formatting Selecting All Text with Same Style Turning Off On Showing Formatting as Styles Importing Styles Adding Styles to the Default Style List Heading Numbering Creating Index Marking Index Entries Manually and with a Word List Footnotes and Endnotes Embedding Excel Objects Section Breaks Changing Page Setup in a Section Changing Starting Page Number Changing Headers Comparing Documents Side by Side Creating and Using Bookmarks Referring to the Page a Bookmark is On Templates Restricting Formatting This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Office PowerPoint 2007 on Demand* Steve Johnson, 2007 Core PowerPoint elements such as new ribbon interface graphics and diagramming capabilities plus theme and style galleries are the highlights of this full color task oriented guide A companion Web site offers tips tricks keyboard shortcuts and other goodies from the author

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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 Organizing Macros in Templates and Documents Deleting Macros Setting Macro Security Getting Help on Visual Basic 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 2007 Word 2007 Introduction Word 2007 Formatting Word 2007 Advanced Word 2007 Mail Merge Forms Word 2007 Templates Macros **Microsoft What's New in Office 2007** Nevada Learning Series Inc,2007 **2007 Microsoft Office System** Margaret L. Niess,John Lee,2008-11-24 The 2007 Office release is more than just a businessperson's tool Its suite of integrated applications can be a powerful tool for teachers both to teach computer skills and to augment the learning experience in many subject areas whose usefulness go far beyond the office This book familiarizes you with the software and shows you new ways to utilize the technology in your classroom Book Jacket *Microsoft Office 2007 QuickSteps* Marty Matthews,Carole Matthews,2008-10-15 Microsoft Office has an estimated 400 million users worldwide Communication Technology Update and Fundamentals August E. Grant,J Rion McKissick Professor of Journalism August E Grant,Jennifer H. Meadows,2008-06-24 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company 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 **Microsoft Exchange Server 2007: The Complete Reference** Richard Lockett,William Lefkovics,Bharat Suneja,2007-09-22 Exchange Server has the largest installed base of any messaging system **Microsoft Office SharePoint 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated C** Beezix, Inc Staff,2007-09-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2007 The following topics are covered Accessing a SharePoint site Signing Out Navigating to a Top Level Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Setting an Automatic Expiry for Announcements

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