



# Word 2011 for Mac: Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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## **Word 2011 for Mac: Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc.**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Mac Office Word 2011. 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:

Creating, Opening & Saving Documents; Saving the Document as a PDF; Using the Ribbon; Setting up the Page; Undo, Redo, and Repeat; Basic Text Editing; Moving and Copying Text; Going to a Page; Moving Quickly to the Next Page, Table, Graphic, Heading, etc.; Using the Sidebar to Navigate; Normal View, Print Layout View, Notebook View, Full Screen View.

Formatting: Changing Font, Size, Enhancements, Paragraph Alignment; Copying Formatting; Line Spacing, Paragraph Spacing, Using the Highlighter.

Inserting a Page Break, Creating and Editing Headers and Footers; No Header or Footer on the First Page.

Checking Spelling, Grammar; AutoCorrect; AutoComplete; User Information; Sending the Document as an E-mail Attachment; Printing Envelopes and Labels; Previewing and Printing; Using the Dictionary and Thesaurus.

Also includes: Lists of Selection and Movement Shortcuts.

This guide is one of two titles available for Word 2011: Word 2011 Introduction and Word 2011 Formatting.

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