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Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use styles and other features useful for long documents in 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:

Using Styles; Character, Paragraph, Linked Styles; Applying Character and Paragraph Styles; Creating a Style; Displaying the Styles Pane; Changing Styles; Deleting a Style; Selecting All Text with Same Style; Adding Styles to the Default Style List; Showing Formatting as Styles to "Clean Up" a Document; Importing Styles; Using Numbered Lists with Styles; Applying Table Styles

Jumping to a Specific Element (Page, Section, Comment, etc.)
Creating Multilevel Numbered Lists
Expand/Collapse In Print Layout View
Viewing & Structuring your Document Using the Navigation Pane
Outlining
Restricting Formatting
Finding and Replacing Formats
Finding and Replacing Special Characters (Tabs, Spaces, etc.)
Options when Pasting
Inserting Entire Documents
Creating a Table of Contents; Updating a Table of Contents
Creating an Index; Generating an Index; Updating an Index
Creating a Bookmark; Going to/Selecting Bookmarked Text; Using Bookmarks to Refer to Pages
Section Breaks: Inserting a Section Break; Changing Page Numbering Mid-Document; Changing Headers and Footers; Changing Page Setup in a Section
Inserting a Footnote/Endnote

This guide is one of several available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847); and Word 2013 Advanced.

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