

# Microsoft® Office

The collage features four reference cards:

- Teams**: Includes sections for 'Program Screen' and 'Keyboard Shortcuts'.
- Excel Advanced**: Contains sections for 'PivotTable Elements', 'PivotTable Layout', 'PivotTables', and 'PivotCharts'.
- Windows 10**: Includes sections for 'Windows Desktop & Start Menu' and 'Keyboard Shortcuts'.
- Keyboard Shortcuts**: A dedicated card listing various shortcuts for desktop, settings, and desktop shortcuts.

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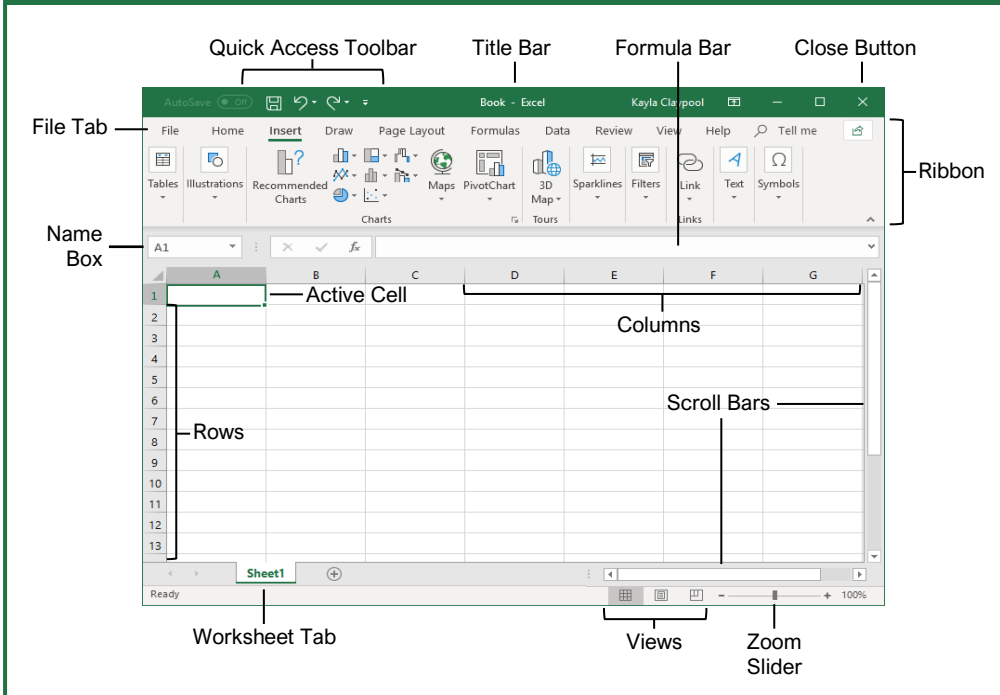
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# Excel Cheat Sheet

## Basic Skills

### The Excel Program Screen



### Keyboard Shortcuts

#### General

- Open a workbook..... **Ctrl + O**
- Create a new workbook..... **Ctrl + N**
- Save a workbook..... **Ctrl + S**
- Print a workbook ..... **Ctrl + P**
- Close a workbook..... **Ctrl + W**
- Help..... **F1**
- Activate Tell Me field..... **Alt + Q**
- Spell check ..... **F7**
- Calculate worksheets ..... **F9**
- Create absolute reference ... **F4**

#### Navigation

- Move between cells..... **↑, ↓, ←, →**
- Right one cell ..... **Tab**
- Left one cell ..... **Shift + Tab**
- Down one cell ..... **Enter**
- Up one cell..... **Shift + Enter**
- Down one screen ..... **Page Down**
- To first cell of active row ..... **Home**
- Enable End mode ..... **End**
- To cell A1..... **Ctrl + Home**
- To last cell..... **Ctrl + End**

#### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo ..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Find ..... **Ctrl + F**
- Replace ..... **Ctrl + H**
- Edit active cell ..... **F2**
- Clear cell contents..... **Delete**

#### Formatting

- Bold..... **Ctrl + B**
- Italics ..... **Ctrl + I**
- Underline ..... **Ctrl + U**
- Open Format Cells dialog box ..... **Ctrl + Shift + F**
- Select All..... **Ctrl + A**
- Select entire row ..... **Shift + Space**
- Select entire column..... **Ctrl + Space**
- Hide selected rows ..... **Ctrl + 9**
- Hide selected columns..... **Ctrl + 0**

### Getting Started

- Home
- New
- Open
- Info
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Export
- Publish
- Close
- Account
- Feedback
- Options

**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

**Open a Workbook:** Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

**Preview and Print a Workbook:** Click the **File** tab and select **Print**.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

**Use Zoom:** Click and drag the zoom slider to the left or right.


**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Cell Address:** Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.




**Jump to a Cell:** Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

**Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.


**Recover an Unsaved Workbook:** Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.


## Edit a Workbook


**Edit a Cell's Contents:** Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key. Or, click the **Clear**  button on the Home tab and select **Clear Contents**.

**Cut or Copy Data:** Select cell(s) and click the **Cut**  or **Copy**  button on the Home tab.


**Paste Data:** Select the cell where you want to paste the data and click the **Paste**  button in the Clipboard group on the Home tab.


**Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste**  button list arrow in the Clipboard group on the Home tab, and hold the mouse over a paste option to preview.


**Paste Special:** Select the destination cell(s), click the **Paste**  button list arrow in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.


**Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Ctrl** key before starting to drag.

**Find and Replace Text:** Click the **Find & Select** button, select **Replace**. Type the text you want to find in the Find what box. Type the replacement text in the Replace with box. Click the **Replace All** or **Replace** button.

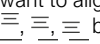

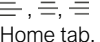

**Check Spelling:** Click the **Review** tab and click the **Spelling**  button. For each result, select a suggestion and click the **Change/Change All** button. Or, click the **Ignore/Ignore All** button.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert**  button on the Home tab.


**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete**  button in the Cells group on the Home tab.


**Hide Rows or Columns:** Select the rows or columns you want to hide, click the **Format**  button on the Home tab, select **Hide & Unhide**, and select **Hide Rows** or **Hide Columns**.


## Basic Formatting


**Change Cell Alignment:** Select the cell(s) you want to align and click a vertical alignment ,  button or a horizontal alignment ,  button in the Alignment group on the Home tab.



## Basic Formatting


**Format Text:** Use the commands in the Font group on the Home tab or click the dialog box launcher  in the Font group to open the dialog box.

**Format Values:** Use the commands in the Number group on the Home tab or click the dialog box launcher  in the Number group to open the Format Cells dialog box.

**Wrap Text in a Cell:** Select the cell(s) that contain text you want to wrap and click the **Wrap Text**  button on the Home tab.

**Merge Cells:** Select the cells you want to merge. Click the **Merge & Center**  button list arrow on the Home tab and select a merge option.


**Cell Borders and Shading:** Select the cell(s) you want to format. Click the **Borders**  button and/or the **Fill Color**  button and select an option to apply to the selected cell.

**Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy. Click the **Format Painter**  button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.


**Adjust Column Width or Row Height:** Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.


## Basic Formulas


**Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

**Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function**  button next to the formula bar.

**Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

**SUM Function:** Click the cell where you want to insert the total and click the **Sum**  button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.



**MIN and MAX Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click the **Sum**  button list arrow on the Home tab and select either **Min** or **Max**. Enter the cell range you want to reference, and press **Enter**.

**COUNT Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the **Sum**  button list arrow on the Home tab and select **Count Numbers**. Enter the cell range you want to reference, and press **Enter**.


## Insert Objects

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.




**Insert an Image:** Click the **Insert** tab on the ribbon, click either the **Pictures**  or **Online Pictures**  button in the Illustrations group, select the image you want to insert, and click **Insert**.

**Insert a Shape:** Click the **Insert** tab on the ribbon, click the **Shapes**  button in the Illustrations group, and select the shape you wish to insert.

**Hyperlink:** Text or Images: Select the text or graphic you want to use as a hyperlink. Click the **Insert** tab, then click the **Link**  button. Choose a type of hyperlink in the left pane of the Insert Hyperlink dialog box. Fill in the necessary informational fields in the right pane, then click **OK**.

**Modify Object Properties and Alternative Text:** Right-click an object. Select **Edit Alt Text** in the menu and make the necessary modifications under the Properties and Alt Text headings.

## View and Manage Worksheets

**Insert a New Worksheet:** Click the **Insert Worksheet**  button next to the sheet tabs below the active sheet. Or, press **Shift + F11**.


**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.


**Hide a Worksheet:** Right-click the sheet tab and select **Hide** from the menu.


**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

**Move or Copy a Worksheet:** Click and drag a worksheet tab left or right to move it to a new location. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.

**Switch Between Excel Windows:** Click the **View** tab, click the **Switch Windows**  button, and select the window you want to make active.

**Freeze Panes:** Activate the cell where you want to freeze the window, click the **View** tab on the ribbon, click the **Freeze Panes**  button in the Window group, and select an option from the list.

**Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the ribbon, click the **Print Area**  button, and select **Set Print Area**.



Microsoft®  
**Excel Cheat Sheet**  
 Intermediate Skills



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## Chart Elements



## Chart Options

### Chart Types

- Column:** Used to compare different values vertically side-by-side. Each value is represented in the chart by a vertical bar.
- Line:** Used to illustrate trends over time (days, months, years). Each value is plotted as a point on the chart and values are connected by a line.
- Pie:** Useful for showing values as a percentage of a whole when all the values add up to 100%. The values for each item are represented by different colors.
- Bar:** Similar to column charts, except they display information in horizontal bars rather than in vertical columns.
- Area:** Similar to line charts, except the areas beneath the lines are filled with color.
- XY (Scatter):** Used to plot clusters of values using single points. Multiple items can be plotted by using different colored points or different point symbols.
- Stock:** Effective for reporting the fluctuation of stock prices, such as the high, low, and closing points for a certain day.
- Surface:** Useful for finding optimum combinations between two sets of data. Colors and patterns indicate values that are in the same range.

### Charts

**Create a Chart:** Select the cell range that contains the data you want to chart. Click the **Insert** tab on the ribbon. Click a chart type button in the Charts group and select the chart you want to insert.

**Move or Resize a Chart:** Select the chart. Place the cursor over the chart's border and, with the 4-headed arrow  $\leftrightarrow$  showing, click and drag to move it. Or, click and drag a sizing handle  $\square$  to resize it.

**Change the Chart Type:** Select the chart and click the **Design** tab. Click the **Change Chart Type** button and select a different chart.

**Filter a Chart:** With the chart you want to filter selected, click the **Filter** button next to it. Deselect the items you want to hide from the chart view and click the **Apply** button.

**Position a Chart's Legend:** Select the chart, click the **Chart Elements** button, click the **Legend** button, and select a position for the legend.

**Show or Hide Chart Elements:** Select the chart and click the **Chart Elements** button. Then, use the check boxes to show or hide each element.

**Insert a Trendline:** Select the chart where you want to add a trendline. Click the **Design** tab on the ribbon and click the **Add Chart Element** button. Select **Trendline** from the menu.

### Charts

**Insert a Sparkline:** Select the cells you want to summarize. Click the **Insert** tab and select the sparkline you want to insert. In the Location Range field, enter the cell or cell range to place the sparkline and click **OK**.

**Create a Dual Axis Chart:** Select the cell range you want to chart, click the **Insert** tab, click the **Combo** button, and select a combo chart type.

### Print and Distribute

**Set the Page Size:** Click the **Page Layout** tab. Click the **Size** button and select a page size.

**Set the Print Area:** Select the cell range you want to print. Click the **Page Layout** tab, click the **Print Area** button, and select **Set Print Area**.

**Print Titles, Gridlines, and Headings:** Click the **Page Layout** tab. Click the **Print Titles** button and set which items you wish to print.

**Add a Header or Footer:** Click the **Insert** tab and click the **Header & Footer** button. Complete the header and footer fields.

**Adjust Margins and Orientation:** Click the **Page Layout** tab. Click the **Margins** button to select from a list of common page margins. Click the **Orientation** button to choose Portrait or Landscape orientation.

### Additional Chart Elements

**Data Labels:** Display values from the cells of the worksheet on the plot area of the chart.

**Data Table:** A table added next to the chart that shows the worksheet data the chart is illustrating.

**Error Bars:** Help you quickly identify standard deviations and error margins.

**Trendline:** Identifies the trend of the current data, not actual values. Can also identify forecasts for future data.



## Intermediate Formulas

**Absolute References:** Absolute references always refer to the same cell, even if the formula is moved. In the formula bar, add dollar signs (\$) to the reference you want to remain absolute (for example, **\$A\$1** makes the column and row remain constant).

**Name a Cell or Range:** Select the cell(s), click the Name box in the Formula bar, type a name for the cell or range, and press **Enter**. Names can be used in formulas instead of cell addresses, for example: **=B4\*Rate**.

**Reference Other Worksheets:** To reference another worksheet in a formula, add an exclamation point '!' after the sheet name in the formula, for example: **=FebruarySales!B4**.

**Reference Other Workbooks:** To reference another workbook in a formula, add brackets '[' ]' around the file name in the formula, for example:  
**=[FebruarySales.xlsx]Sheet1!\$B\$4**.

**Order of Operations:** When calculating a formula, Excel performs operations in the following order: Parentheses, Exponents, Multiplication and Division, and finally Addition and Subtraction (as they appear left to right). Use this mnemonic device to remember them:



<b>Please</b>	Parentheses
<b>Excuse</b>	Exponents
<b>My</b>	Multiplication
<b>Dear</b>	Division
<b>Aunt</b>	Addition
<b>Sally</b>	Subtraction

**Concatenate Text:** Use the CONCAT function **=CONCAT(text1,text2,...)** to join the text from multiple cells into a single cell. Use the arguments within the function to define the text you want to combine as well as any spaces or punctuation.

**Payment Function:** Use the PMT function **=PMT(rate,nper,pv,...)** to calculate a loan amount. Use the arguments within the function to define the loan rate, number of periods, and present value and Excel calculates the payment amount.

**Date Functions:** Date functions are used to add a specific date to a cell. Some common date functions in Excel include:


<b>Date</b>	=DATE(year,month,day)
<b>Today</b>	=TODAY()
<b>Now</b>	=NOW()


**Display Worksheet Formulas:** Click the **Formulas** tab on the ribbon and then click the **Show Formulas**  button. Click the **Show Formulas**  button again to turn off the formula view.

## Manage Data


**Export Data:** Click the **File** tab. At the left, select **Export** and click **Change File Type**. Select the file type you want to export the data to and click **Save As**.

**Import Data:** Click the **Data** tab on the ribbon and click the **Get Data** button. Select the category and data type, and then the file you want to import. Click **Import**, verify the preview, and then click the **Load** button.


**Use the Quick Analysis Tools:** Select the cell range you want to summarize. Click the **Quick Analysis**  button that appears. Select the analysis tool you want to use. Choose from formatting, charts, totals, tables, or sparklines.

**Outline and Subtotal:** Click the **Data** tab on the ribbon and click the **Subtotal**  button. Use the dialog box to define which column you want to subtotal and the calculation you want to use. Click **OK**.


**Use Flash Fill:** Click in the cell to the right of the cell(s) where you want to extract or combine data. Start typing the data in the column. When a pattern is recognized, Excel predicts the remaining values for the column. Press **Enter** to accept the Flash Fill values.


**Create a Data Validation Rule:** Select the cells you want to validate. Click the **Data** tab and click the **Data Validation**  button. Click the **Allow** list arrow and select the data you want to allow. Set additional validation criteria options and click **OK**.


## Tables

**Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table**  button in the Styles group of the Home tab and select a table format from the gallery.


	A	B	C	D
1	Excursion	Jan	Feb	Mar
2	Beijing	6,010	7,010	6,520
3	Las Vegas	35,250	28,125	37,455
4	México DF	20,850	17,200	27,010
5	Paris	33,710	29,175	35,840
6	Tokyo	12,510	14,750	11,490
7	<b>Total</b>	<b>108,330</b>	<b>96,260</b>	<b>118,315</b>


**Sort Data:** Select a cell in the column you want to sort. Click the **Sort & Filter**  button on the Home tab. Select a sort order or select **Custom Sort** to define specific sort criteria.

**Filter Data:** Click the filter arrow  for the column you want to filter. Uncheck the boxes for any data you want to hide. Click **OK**.

**Add Table Rows or Columns:** Select a cell in the row or column next to where you want to add blank cells. Click the **Insert**  button list arrow on the Home tab. Select either **Insert Table Rows Above** or **Insert Table Columns to the Left**.


## Tables


**Remove Duplicate Values:** Click any cell in the table and click the **Data** tab on the ribbon. Click the **Remove Duplicates**  button. Select which columns you want to check for duplicates and click **OK**.


**Insert a Slicer:** With any cell in the table selected, click the **Design** tab on the ribbon. Click the **Insert Slicer**  button. Select the columns you want to use as slicers and click **OK**.

**Table Style Options:** Click any cell in the table. Click the **Design** tab on the ribbon and select an option in the Table Style Options group.


## Intermediate Formatting


**Apply Conditional Formatting:** Select the cells you want to format. On the **Home** tab, click the **Conditional Formatting**  button. Select a conditional formatting category and then the rule you want to use. Specify the format to apply and click **OK**.

**Apply Cell Styles:** Select the cell(s) you want to format. On the Home tab, click the **Cell Styles**  button and select a style from the menu. You can also select **New Cell Style** to define a custom style.


**Apply a Workbook Theme:** Click the **Page Layout** tab on the ribbon. Click the **Themes**  button and select a theme from the menu.

## Collaborate with Excel

**Add a Cell Comment:** Click the cell where you want to add a comment. Click the **Review** tab on the ribbon and click the **New Comment**  button. Type your comment and then click outside of it to save the text.

**Invite People to Collaborate:** Click the **Share**  button on the ribbon. Enter the email addresses of people you want to share the workbook with. Click the permissions button, select a permission level, and click **Apply**. Type a short message and click **Send**.

**Co-author Workbooks:** When another user opens the workbook, click the user's picture or initials on the ribbon, to see what they are editing. Cells being edited by others appear with a colored border or shading.

**Protect a Worksheet:** Before protecting a worksheet, you need to unlock any cells you want to remain editable after the protection is applied. Then, click the **Review** tab on the ribbon and click the **Protect Sheet**  button. Select what you want to remain editable after the sheet is protected.

**Add a Workbook Password:** Click the **File** tab and select **Save As**. Click **Browse** to select a save location. Click the **Tools** button in the dialog box and select **General Options**. Set a password to open and/or modify the workbook. Click **OK**.



# Microsoft® Excel Cheat Sheet

## Advanced Skills

### PivotTable Elements

The screenshot shows an Excel PivotTable with the following data:

Sum of Tickets	Column Labels	Boston	Cancun	Chicago
Jan		8	6	6
Feb		1	7	8
Mar		5	8	9
Grand Total		14	21	23

The PivotTable Fields pane is open, showing the following configuration:

- Filters:** Name
- Columns:** Destination
- Rows:** Months, Date
- Values:** Sum of Tickets

### PivotTable Layout

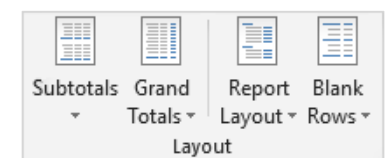
#### PivotTable Fields Pane

The PivotTable Fields pane controls how data is represented in the PivotTable. Click anywhere in the PivotTable to activate the pane. It includes a Search field, a scrolling list of fields (these are the column headings in the data range used to create the PivotTable), and four areas in which fields are placed. These four areas include:

- Filters:** If a field is placed in the Filters area, a menu appears above the PivotTable. Each unique value from the field is an item in the menu, which can be used to filter PivotTable data.
- Column Labels:** The unique values for the fields placed in the Columns area appear as column headings along the top of the PivotTable.
- Row Labels:** The unique values for the fields placed in the Rows area appear as row headings along the left side of the PivotTable.
- Values:** The values are the "meat" of the PivotTable, or the actual data that's calculated for the fields placed in the rows and/or columns area. Values are most often numeric calculations.

Not all PivotTables will have a field in each area, and sometimes there will be multiple fields in a single area.

#### The Layout Group



**Subtotals:** Show or hide subtotals and specify their location in the PivotTable.

**Grand Totals:** Add or remove grand total rows for columns and/or rows.

**Report Layout:** Adjust the report layout to show in compact, outline, or tabular form.

**Blank Rows:** Emphasize groups of data by manually adding blank rows between grouped items.

### PivotTables

**Create a PivotTable:** Select the data range to be used by the PivotTable. Click the **Insert** tab on the ribbon and click the **PivotTable** button in the Tables group. Verify the range and then click **OK**.

**Add Multiple PivotTable Fields:** Click a field in the field list and drag it to one of the four PivotTable areas that contains one or more fields.

**Filter PivotTables:** Click and drag a field from the field list into the Filters area. Click the field's list arrow above the PivotTable and select the value(s) you want to filter.

**Group PivotTable Values:** Select a cell in the PivotTable that contains a value you want to group by. Click the **Analyze** tab on the ribbon and click the **Group Field** button. Specify how the PivotTable should be grouped and then click **OK**.

**Refresh a PivotTable:** With the PivotTable selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

**Format a PivotTable:** With the PivotTable selected, click the **Design** tab. Then, select desired formatting options from the PivotTable Options group and the PivotTable Styles group.

### PivotCharts

**Create a PivotChart:** Click any cell in a PivotTable and click the **Analyze** tab on the ribbon. Click the **PivotChart** button in the Tools group. Select a PivotChart type and click **OK**.

**Modify PivotChart Data:** Drag fields into and out of the field areas in the task pane.

**Refresh a PivotChart:** With the PivotChart selected, click the **Analyze** tab on the ribbon. Click the **Refresh** button in the Data group.

**Modify PivotChart Elements:** With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Add Chart Element** button in the Chart Elements group and select the item(s) you want to add to the chart.

**Apply a PivotChart Style:** Select the PivotChart and click the **Design** tab on the ribbon. Select a style from the gallery in the Chart Styles group.

**Update Chart Type:** With the PivotChart selected, click the **Design** tab on the ribbon. Click the **Change Chart Type** button in the Type group. Select a new chart type and click **OK**.

**Enable PivotChart Drill Down:** Click the **Analyze** tab. Click the **Field Buttons** list arrow in the Show/Hide group and select **Show Expand/Collapse Entire Field Buttons**.

## Macros

**Enable the Developer Tab:** Click the **File** tab and select **Options**. Select **Customize Ribbon** at the left. Check the **Developer** check box and click **OK**.

**Record a Macro:** Click the **Developer** tab on the ribbon and click the **Record Macro** button. Type a name and description then specify where to save it. Click **OK**. Complete the steps to be recorded. Click the **Stop Recording** button on the Developer tab.

**Run a Macro:** Click the **Developer** tab on the ribbon and click the **Macros** button. Select the macro and click **Run**.

**Edit a Macro:** Click the **Developer** tab on the ribbon and click the **Macros** button. Select a macro and click the **Edit** button. Make the necessary changes to the Visual Basic code and click the **Save** button.

**Delete a Macro:** Click the **Developer** tab on the ribbon and click the **Macros** button. Select a macro and click the **Delete** button.

**Macro Security:** Click the **Developer** tab on the ribbon and click the **Macro Security** button. Select a security level and click **OK**.

## Troubleshoot Formulas

### Common Formula Errors:

- ##### - The column isn't wide enough to display all cell data.
- #NAME? - The text in the formula isn't recognized.
- #VALUE! - There is an error with one or more formula arguments.
- #DIV/0 - The formula is trying to divide a value by 0.
- #REF! - The formula references a cell that no longer exists.

**Trace Precedents:** Click the cell containing the value you want to trace and click the **Formulas** tab on the ribbon. Click the **Trace Precedents** button to see which cells affect the value in the selected cell.

Jan	Feb	Total
6,010	7,010	13,020

**Error Checking:** Select a cell containing an error. Click the **Formulas** tab on the ribbon and click the **Error Checking** button in the Formula Auditing group. Use the dialog to locate and fix the error.

**The Watch Window:** Select the cell you want to watch. Click the **Formulas** tab on the ribbon and click the **Watch Window** button. Click the **Add Watch** button. Ensure the correct cell is identified and click **Add**.

**Evaluate a Formula:** Select a cell with a formula. Click the **Formulas** tab on the ribbon and click the **Evaluate Formula** button.

## Advanced Formatting

**Customize Conditional Formatting:** Click the **Conditional Formatting** button on the Home tab and select **New Rule**. Select a rule type, then edit the styles and values. Click **OK**.

**Edit a Conditional Formatting Rule:** Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to edit and click **Edit Rule**. Make your changes to the rule. Click **OK**.

**Change the Order of Conditional Formatting Rules:** Click the **Conditional Formatting** button on the Home tab and select **Manage Rules**. Select the rule you want to re-sequence. Click the **Move Up** or **Move Down** arrow until the rule is positioned correctly. Click **OK**.

## Analyze Data

**Goal Seek:** Click the **Data** tab on the ribbon. Click the **What-If Analysis** button and select **Goal Seek**. Specify the desired value for the given cell and which cell can be changed to reach the desired result. Click **OK**.

## Advanced Formulas

**Nested Functions:** A nested function is when one function is tucked inside another function as one of its arguments, like this:

**=IF(D2>AVERAGE(B2:B10),1,0)**

**Initial Function**      **Nested Function**

**IF:** Performs a logical test to return one value for a true result, and another for a false result.

**=IF(B2>69,"True","False")**

**logical\_test** that can be evaluated as true or false      **value\_if\_true** value to return when the test is true      **value\_if\_false** value to return when the test is false

**AND, OR, NOT:** Often used with IF to support multiple conditions.

- AND** requires multiple conditions.
- OR** accepts several different conditions.
- NOT** returns the opposite of the condition.

**=OR(B5="MN",B5="WI")**

**logical1** the first condition to evaluate      **logical2** the second condition to evaluate

**SUMIF and AVERAGEIF:** Calculates cells that meet a condition.

- SUMIF** finds the total.
- AVERAGEIF** finds the average.

**=SUMIF(C6:C10,"MN",D6:D10)**

**range** of cells you want to apply criteria against      **criteria** used to determine what cells to sum or average      **calc\_range** to calculate, if different than the range

## Advanced Formulas

**VLOOKUP:** Looks for and retrieves data from a specific column in a table.

	A	B	C	D	E
1				Agent Sales	
2				5	7367
3					
4	Agent ID	First	Last	Packages	Sales
5	1	Joel	Nelson	6	6,602
6	2	Louis	Hay	7	8,246
7	3	Anton	Baril	11	13,683
8	4	Caroline	Jolie	12	14,108
9	5	Daniel	Ruiz		7,367

**=VLOOKUP(D2,A4:E10,5)**

**value** to look for in the first column of the table      **table** from which to retrieve a value      **col\_index** the column number in the table from which to retrieve a value

**HLOOKUP:** Looks for and retrieves data from a specific row in a table.

**=HLOOKUP(B5,B2:I3,3)**

**value** to look for in the first row of the table      **table** from which to retrieve a value      **row\_index** the row number in the table from which to retrieve a value

**UPPER, LOWER, and PROPER:** Changes how text is capitalized.

**UPPER** Case | **lower** case | **Proper** Case

**=UPPER(B4)**

**text** to change case or capitalization

**LEFT and RIGHT:** Extracts a given number of characters from the left or right.

**=LEFT(B5,3)**

**text** from which to extract characters      **num\_chars** to extract from the left or right side of the text

**MID:** Extracts a given number of characters from the middle of text; the example below would return "day".

**=MID("Sunday",4,3)**

**text** from which to extract characters      **start\_num** location of the first character to extract      **num\_chars** the number of characters to extract

**MATCH:** Locates the position of a lookup value in a row or column.

**=MATCH("Dog",B2:B10)**

**lookup\_value** to match in the lookup\_array      **lookup\_array** range of cells

**INDEX:** Returns a value or the reference to a value from within a range.

**=INDEX(A1:B5,2,2)**

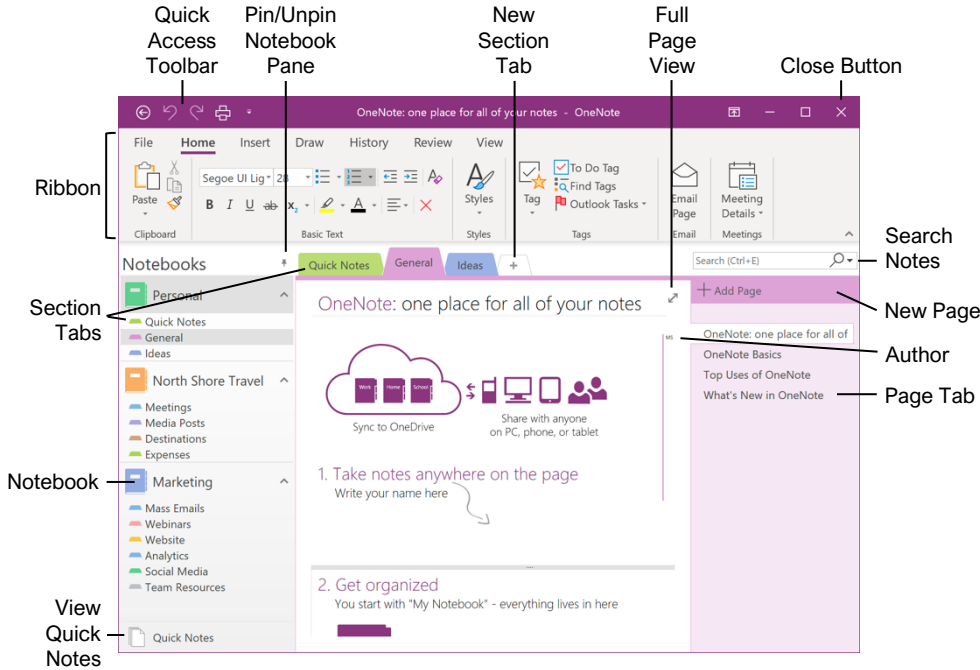
**array** a range of cells      **row\_num** the row position      **col\_num** the column position (optional)



# Microsoft® OneNote

## Quick Reference Guide

### The OneNote Program Screen



### Keyboard Shortcuts

General	
Create an item.....	<b>Alt + N</b>
Open a section.....	<b>Ctrl + O</b>
Create new page.....	<b>Ctrl + N</b>
Create new subpage.....	<b>Ctrl + Shift + Alt + N</b>
Print page.....	<b>Ctrl + P</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Help.....	<b>F1</b>
Full page view.....	<b>F11</b>
Task pane.....	<b>Ctrl + F1</b>
Create an Outlook task.....	<b>Ctrl + Shift + 5</b>
Insert a link.....	<b>Ctrl + K</b>
Email page.....	<b>Ctrl + Shift + E</b>
Select page.....	<b>Ctrl + Shift + A</b>
Sync shared notebooks.....	<b>F9</b>

Navigating	
Next section.....	<b>Ctrl + Tab</b>
Previous section.....	<b>Ctrl + Shift + Tab</b>
Open new window.....	<b>Ctrl + M</b>
Open Side Note window.....	<b>Ctrl + Shift + M</b>

Editing	
Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Bold.....	<b>Ctrl + B</b>
Italic.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Highlight.....	<b>Ctrl + Shift + H</b>
Font Task pane.....	<b>Ctrl + D</b>
Check spelling.....	<b>F7</b>

Tags	
To Do.....	<b>Ctrl + 1</b>
Important.....	<b>Ctrl + 2</b>
Question.....	<b>Ctrl + 3</b>
Remember for later.....	<b>Ctrl + 4</b>
Definition.....	<b>Ctrl + 5</b>
Remove all note tags.....	<b>Ctrl + 0</b>

### Getting Started

**Open an Existing Notebook:** Click the **File** tab, click **Open**, select a save location, and click the notebook.

**Create a New Notebook:** Click the **File** tab, click **New**, and select a save location. Type a name in the **Notebook Name** field and click **Create**.

**Close a Notebook:** Click the **File** tab, click the **Settings** button next to the notebook you want to close, and select **Close**.

**Add a Section:** Click the **Create New Section** + button to the right of existing sections, type a section name, and click outside the tab.

**Move a Section:** Click a section tab and drag it to a new location.

**Delete a Section:** Right-click a section tab and select **Delete** X.

**Add a Section Group:** Right-click in the blank space next to the existing sections, select **New Section Group**, and type a new name for the group.

**Add Sections to a Section Group:** Click a section tab and drag it over the section group.

**Add a Page:** Click the **Add Page** + button above existing page tabs and type a page name.

**Move a Page:** Click a page tab and drag it to a new location.

**Create a Subpage:** Select one or more page tabs, right-click the selected page tab(s), and select **Make Subpage** →.

**Delete a Page:** Right-click a page or page tab and select **Delete** X.

**Change a Notebook's Name:** Click the **File** tab, click the **Settings** button, and select **Properties** [P]. Click in the **Display name** field, type a name, and click **OK**.

**Change a Notebook's Color:** Click the **File** tab, click the **Settings** button, and select **Properties** [P]. Click the **Color** list arrow, select a new color, and click **OK**.

**Restore Deleted Items:** Click the **History** tab and click the **Notebook Recycle Bin** [R] button. Click the current notebook's list arrow and click the **Pin Notebook Pane to Side** ⇨ button. Expand the notebook's sections. Click and drag deleted pages or sections to an open notebook.





## Add Notebook Content

**Type Notes:** Select the page where you want to add notes, click anywhere on the page, and type your notes.




**Move Notes:** Click the top bar of a note box and drag it to a new location.


**Resize Notes:** Click and drag the edge of a note.




**Delete Notes:** Select a note and click **Delete** .


**Write Notes:** Click the **Draw** tab and click the **Color & Thickness**  button. Select a thickness, select a color, and click **OK**. Write your notes or sketch an image.


**Delete Writing:** Click the **Draw** tab and select the **Type**  or **Lasso Select**  tool. Click an item to remove and press the **Delete** key.



**Convert Writing to Text:** Click the **Type**  or **Lasso Select**  tool, select the writing you want to convert, and click **Ink to Text** .


**Add a Tag:** Click in the paragraph you want to tag, click the **Tag**  button on the Home tab, and select a tag.

**Create a Quick Note:** Click the **Show hidden icons**  icon on the Windows System tray, select **New quick note** , type a note, and click the **Close**  button.


**Open a Quick Note:** Click the current notebook's name, click **Quick Notes** , and select a page tab.

**Capture a Screen Clipping:** Click the **Insert** tab, click **Screen Clipping** , and click and drag over a region of the screen.


**Link to Content within OneNote:** Right-click in the text you want to link to and select **Copy Link to Paragraph** . Navigate to and click where you want to place the link and click **Paste**  on the Home tab.

**Link to External Content:** Select the text you want to link, click the **Insert** tab, and click the **Link**  button. Enter the content's address in the **Address** field and click **OK**.

**Insert an Image:** Click the **Insert** tab, click **Pictures**  or **Online Pictures** , locate an image to insert, and click **Open**.

**Add a Table:** Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns.


## Format Notebooks

**Apply a Style:** Select the text, click the **Styles**  button and select a style.


**Change the Font:** Select the text, click the **Font** list arrow, and select a new font.



**Change the Font Size:** Select the text, click the **Font Size** list arrow, and select a font size.

## Format Notebooks


**Change the Font Color:** Select the text, click the **Font Color**  list arrow, and select a new color.

**Apply Bold, Italic, or an Underline:** Select the text and click **Bold** **B**, **Italic** **I**, or **Underline** **U** from the Home menu.



**Copy Formatting with the Format Painter:** Select the formatted text you want to copy. Click the **Format Painter**  button on the Home tab. Then, select the text you want to apply the copied formatting to.


**Create a List:** Select the text you want to make into a list and click the **Numbering**  or **Bullets**  button.


**Add a Date or Time Stamp:** Click where you want the stamp, click the **Insert** tab, and click the **Date**  or **Time**  button.

**Spell Check:** Click the **Review** tab and click the **Spelling**  button. For each possible error, click **Ignore**, **Add**, or **Change**. Then, click **OK**.


## Templates


**Use an Existing Template:** Click the **Insert** tab and click the **Page Templates**  button. Click a template category, select a template, and click the Templates pane's **Close**  button.


**Save a Custom Template:** Create a notebook page with the desired text and formatting. Click the **Insert** tab and click the **Page Templates**  button. Click **Save current page as a template**, type a template name, and click **Save**.




**Use a Custom Template:** Click the **My Templates** expansion arrow, select the custom template, and click the Templates pane's **Close**  button.


## Using OneNote with Office

**Send Notes to Word:** Navigate to the page you want to send, click the **File** tab, click **Send**, and then click **Send to Word** .



**Add a File Attachment:** Click the **Insert** tab, click the **File Attachment**  button, select a file to attach, and click **Insert**.


**Add a File Printout:** Click the **Insert** tab, click the **File Printout**  button, select a file, and click **Insert**.


**Add Outlook Meeting Details:** Click where you want to add the details, click **Meeting Details**  on the Home tab, and select **Choose a Meeting from Another Day** . Click the **calendar**  icon, select a date, select a meeting, and click **Insert Details**.

**Create Outlook Task from a Note:** Select a note, click the **Outlook Tasks**  button, and select a task due date.




## Using OneNote with Office


**Send Notes as Attachment:** Click the **File** tab, click **Send**, and select **Send as Attachment** . Add a recipient to the **To** field and click **Send** .

**Embed a Spreadsheet:** Click the **Insert** tab, click the **Spreadsheet**  button, and select **Existing Excel Spreadsheet**. Select a file and click **Insert**.


**Convert a Table to a Spreadsheet:** Click the table, click the **Layout** tab, and click **Convert to Excel Spreadsheet** .

## Share and Collaborate

**Export a Page, Section, or Notebook:** Click the **File** tab, click **Export**, and select **Page** , **Section** , or **Notebook** . Select an export format, click **Export**, select a save location, and click **Save**.

**Create a New Shared Notebook:** Click the **File** tab, click **New** and double-click **OneDrive** . Type a name in the **Notebook Name** field and click **Create**.


**Share an Existing Notebook:** Click the **File** tab, click **Share**, and select a shared location. Type a name in the **Notebook Name** field and click **Move**.


**Invite People to a Shared Notebook:** Click the **File** tab, click **Share**, type people's names or email addresses in the recipient field. Click in the message field, type a message, and click **Share** .



**Create a Sharing Link:** Click the **File** tab, click **Share**, and click **Get a Sharing Link** . Click **Create a view link** or **Create an edit link**.

**Sync Changes:** Click the **File** tab, click **View Sync Status** , click **Sync Now**, and click **Close**.

**View Edits by Author:** Click the **History** tab, click **Find by Author** , select a name to see their changes, and click a change to jump to it.

**View Recent Edits:** Click the **History** tab, click **Recent Edits** , select a date range, and select a page in the Search Results pane.

**Add a Password:** Click the **Review** tab, click the **Password**  button, and click **Set Password**. Type a password, click in the **Confirm Password** field, retype the password, and click **OK**.

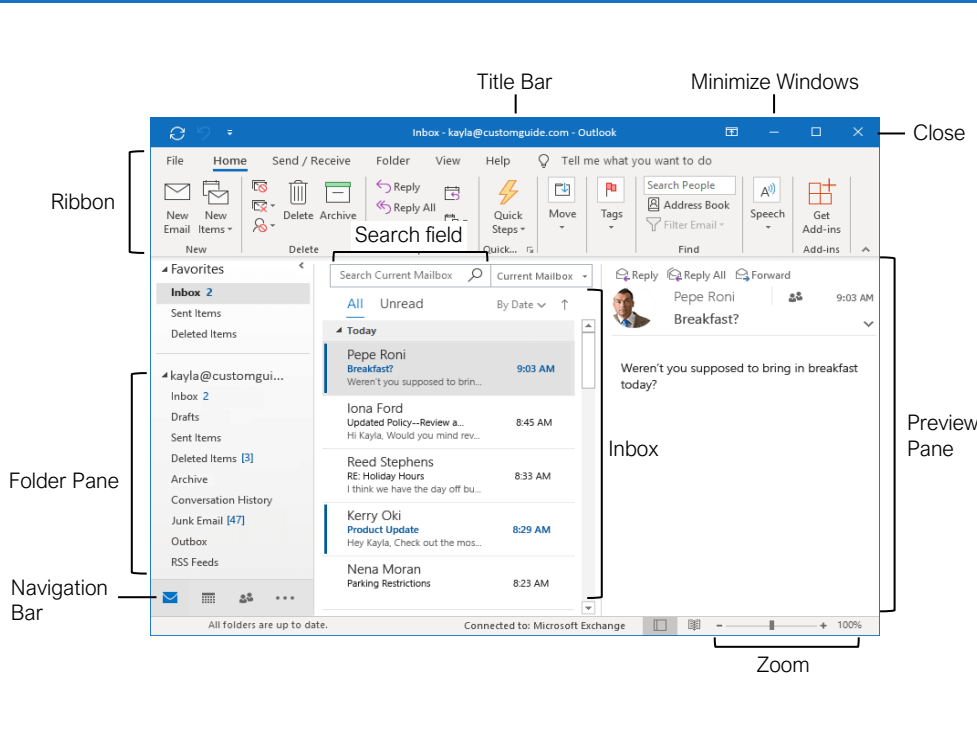
**Restore a Previous Page Version:** Click the **History** tab, click the **Page Versions**  button, and select an earlier version. Click the yellow notification above the page and select **Restore Version**. Click the **Page Versions**  button again to hide the other versions.



# Microsoft® Outlook Quick Reference

## Basic Skills

### The Outlook Program Screen



### Keyboard Shortcuts

General	
Print.....	<b>Ctrl + P</b>
Undo.....	<b>Ctrl + Z</b>
Copy.....	<b>Ctrl + C</b>
Cut.....	<b>Ctrl + X</b>
Paste.....	<b>Ctrl + V</b>
New Item.....	<b>Ctrl + N</b>
Delete selected item.....	<b>Delete</b>
Help.....	<b>F1</b>
Find an item.....	<b>F3</b>
Spell Check.....	<b>F7</b>

Navigation	
Mail view.....	<b>Ctrl + 1</b>
Calendar view.....	<b>Ctrl + 2</b>
Contacts view.....	<b>Ctrl + 3</b>
Tasks view.....	<b>Ctrl + 4</b>
Notes.....	<b>Ctrl + 5</b>

Mail	
New Message.....	<b>Ctrl + Shift + M</b>
Reply.....	<b>Ctrl + R</b>
Reply All.....	<b>Ctrl + Shift + R</b>
Forward.....	<b>Ctrl + F</b>
Save message as a draft...	<b>Ctrl + S</b>
Send.....	<b>Alt + S</b>
Find and replace text.....	<b>Ctrl + H</b>
Check for New Messages.	<b>Ctrl + M</b>
Mark as Read.....	<b>Ctrl + Q</b>
Mark as Unread.....	<b>Ctrl + U</b>

Calendar	
New Appointment.....	<b>Ctrl + Shift + A</b>
Go to Today.....	<b>Ctrl + T</b>
Go to a Date.....	<b>Ctrl + G</b>
Go to Previous Appointment.....	<b>Ctrl + ,</b>
Go to Next Appointment...	<b>Ctrl + .</b>
Day view.....	<b>Ctrl + Alt + 1</b>
Work Week view.....	<b>Ctrl + Alt + 2</b>
Week view.....	<b>Ctrl + Alt + 3</b>
Month view.....	<b>Ctrl + Alt + 4</b>

Contacts	
New Contact.....	<b>Ctrl + Shift + C</b>
New Contact Group.....	<b>Ctrl + Shift + L</b>
Open the Address Book....	<b>Ctrl + Shift + B</b>

### The Fundamentals

**Navigate Outlook:** Click the icon (or label) for the view you want to open.

- Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

**Use the Folder Pane:** Click a folder in the Folder pane to display that folder's contents.

**Delete an Item:** Select an email, contact, appointment, or task, then click the **Delete** button on the Home tab of the ribbon.

**Restore a Deleted Item:** Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.

**Change Views:** Click the **View** tab on the ribbon, then click the **Change View** button and select a view.


### Search

**Search:** Click in the **Search** field at the top of the inbox and begin typing your search.

**Refine Search Results:** While searching, use the options in the Scope group on the Search tab.

- Current Mailbox** searches all folders within the selected mailbox.
- Current Folder** only searches within the current folder.
- Subfolders** expands the search to include all the current folder's subfolders.
- All Outlook Items** searches everything.
- From** lets you filter messages from specific senders.
- Subject** lets you filter by words in the subject line.
- Has Attachments** lets you filter results by whether they have attachments.
- Categorized** filters by categories.
- This Week** displays only items from the current week.
- Unread** searches only unread messages.
- Flagged** searches only flagged items.
- Important** only displays items set to high importance.
- More** lets you apply advanced criteria.

## Mail


**Compose Email:** Click the **New Email**  button on the Home tab. Enter recipients, a subject, and a message body, then click **Send**.


**Types of Recipients:** When composing a new email, enter email addresses in the address fields.


- **To** contains the primary recipients, whom the message is directed to.
- **Cc (Carbon Copy)** sends a copy of the message. While not the primary audience, these recipients may want to see the information presented. The Cc field is visible to all recipients.
- **Bcc (Blind Carbon Copy)** sends a copy of the message, while keeping the Bcc field secret to other recipients.


**View an Email in the Reading Pane:** Select an email from the inbox to display it.


**Open an Email in a New Window:** Double-click an email in the inbox.


**Mark an Email Read or Unread:** Opening an email, or displaying it in the Reading pane, will automatically mark an unread email as read. Click the **Unread/Read**  button on the Home tab to toggle an email read or unread.


**Reply to an Email:** Select an email in the inbox (or open an email in its own window) and click the **Reply**  button on the ribbon.


**Reply to All Recipients of an Email:** Select an email in the inbox (or open an email in its own window) and click the **Reply All**  button on the ribbon.


**Forward an Email:** Select an email in the inbox (or open an email in its own window) and click the **Forward**  button on the ribbon.

**Create a Signature:** While composing an email, click the **Signature**  button on the Message tab and select **Signatures**. Click the **New** button, enter a name for the signature, and click **OK**. Create the signature in the Edit signature section and click **OK**.

**Insert a Signature:** While composing an email, click the **Signature**  button on the Message tab and select a signature.


**Attach a File:** While composing an email, click the **Attach File**  button on the Message tab. Select a file, then click **Insert**.

**Insert a Picture:** While composing an email, click the **Insert** tab, click the **Pictures**  button, select a picture, and click **Insert**.



**Send Out-of-Office Replies:** Click the **File** tab, click the **Automatic Replies** button on the Info tab, then click the **Send Automatic Replies**  button. Set the start and end dates for the auto reply, enter a message, and click **OK**.


**Set Message Priority:** While composing an email, click the **High Importance**  or **Low Importance**  button on the Message tab.



## Mail


**Insert a Link:** While composing an email, click the **Insert** tab, click the **Link**  button, select a type of link, fill in where the link will lead, and click **OK**.

## People


**Add a New Contact:** Click the **New Contact**  button on the Home tab. Fill in the fields with the information that you have, then click the **Save & Close**  button.




**View the Address Book:** Click the **Address Book**  button on the Home tab. Double-click a contact to open it and see more information.



**Add a Contact from the Address Book:** Click the **Address Book**  button on the Home tab, double-click a contact, click the **Add to Contacts** button, enter any additional information you have, then click the **Save & Close**  button.


**Edit a Contact:** Double-click a contact to open it in a new window, fill in the information fields with any additional information you have, then click the **Save & Close**  button.

**Import Contacts:** Click the **File** tab, click **Open & Export**, and click **Import/Export**. Select **Import from Another Program or File**, then click **Next**. Select a type of file to import, then click **Next**. Click **Browse**, select a file, click **OK**, then click **Next**. Select your **Contacts** folder, click **Next**, then click **Finish**.



**Share a Single Contact:** Select a contact, click the **Forward Contact**  button on the Home tab, and select a sharing format. Address and compose the resulting email, then click **Send**.


**Create a Contact Group:** Click the **New Contact Group**  button on the Home tab, give the contact group a name, and click the **Add Members**  button. Select a source for a contact and double-click a contact to add it. Add as many contacts as you would like, click **OK**, then click the **Save & Close**  button.

**Add Members to a Contact Group:** Double-click a contact group to open it, click the **Add Members**  button, select a source, and double-click a contact to add it. Click **OK**, then click the **Save & Close**  button.

**Remove Members from a Contact Group:** Double-click a contact group to open it, select a contact from the list, and click the **Remove Member**  button.

## Calendar

**Create an Appointment:** From the Calendar view, click the **New Appointment**  button on the Home tab. Enter the appointment's details, subject, location, and start and end time. Click the **Save & Close**  button.

**Edit an Appointment:** Double-click an appointment to open it, edit the appointment details, then click the **Save & Close**  button.

## Calendar



**Reschedule an Appointment:** Click and drag an appointment on the calendar to move it to a different day (in Month view) or time (in Day, Week, and Work Week view).


**Create an All-Day Event:** While creating or editing an appointment, check the **All-day event** check box.

**Set a Reminder:** While creating or editing an appointment, click the **Reminder** list arrow and select how long before the event you'd like to be reminded.


**Change Availability:** While creating or editing an appointment, click the **Show As** list arrow and select an availability:


- **Free** shows that you're available.
- **Working Elsewhere** indicates that you're working from another location.
- **Tentative** shows that you have tentative plans and may or may not be available.
- **Busy** indicates that you're busy and not available.
- **Out of Office** shows that you're out of the office and not available.


**Set Priority:** While creating or editing an appointment, click the **High Importance**  or **Low Importance**  button on the Appointment tab.







**Create a Meeting:** While viewing the calendar, click the **New Meeting**  button on the Home tab. Click **To...** and double-click the contacts you want to invite to the meeting, then click **OK**. Enter the meeting subject, location, date and time, and a message, then click **Send**.

**Track Meeting Responses:** Select a meeting in your calendar and click the **Tracking**  button on the Meeting tab.

**Create a Recurring Appointment:** While creating or editing an appointment, click the **Recurrence**  button on the Meeting tab. Choose a recurrence pattern, set a time range for the recurrence, then click **OK**.

**Edit a Recurring Appointment:** Double-click a recurring appointment to open it, then choose whether to edit **Just this one** appointment or **The entire series**. Edit the appointment or the recurrence settings, then click the **Save & Close**  button.

**Delete a Recurring Appointment:** Select a recurring appointment in the calendar, click the **Delete**  button on the Home tab, and select **Delete Occurrence** (to delete a single instance of the appointment) or **Delete Series** (to delete the entire series).

**Respond to an Invitation:** Select an invitation in your inbox, click the **Accept**  button, **Tentative**  button, or **Decline**  button in the preview pane. Or, select an invited event in your calendar and click the **Accept**  button, **Tentative**  button, or **Decline**  button on the Meeting Series tab. Select whether to send a response and whether to edit it.



# Microsoft® Outlook Quick Reference Intermediate Skills

## Outlook Calendar View

## Advanced Calendar

**Calendar Tab (in overlay mode)**

**Meeting / Appointment**

**Schedule Meeting Rooms:** In a new meeting window, click the **Rooms** button, select a meeting room from the address book, click the **Rooms** button, and click **OK**.

**Forward a Calendar Item:** Open a calendar item, click the **Forward** button on the Meeting tab, enter a contact in the To: field, then click **Send**.

**Send Calendar Information:** Click and drag a meeting or an appointment and drop it on the Mail Navigation Bar option. In the message window that opens, add a recipient in the To field and click the **Send** button.

**Access a Shared Calendar:** Expand the Manage Calendars group. Click the **Add Calendar** button, select **Open Shared Calendar**, enter another user's name (or click **Name** and select a user from the address book), then click **OK**.

**Send a Calendar Sharing Invitation:** Expand the Manage Calendars group. Click the **Share Calendar** button and select the calendar you want to share from the list. To share the calendar, click the **Add** button, select a contact, and click **OK**.

**Send your Calendar in an Email:** Click the **Email Calendar** button on the Home tab, select a calendar and date range, and click **OK**.

**Add New Calendars:** Expand the Manage Calendars group. Click the **Add Calendar** button and select **Create New Blank Calendar**, give the calendar a name, and click **OK**.

**View Multiple Calendars:** Check or uncheck a calendar's check box in the Folder pane to toggle it on and off.

**Overlay Calendars:** While viewing multiple calendars, click the **Overlay** arrow on a calendar tab.

**Delete a Calendar:** Right-click a calendar tab (or a calendar in the Folder pane) and select **Delete Calendar**.

**Configure Calendar Settings:** Click the **File** tab and select **Options** at the left. In the Outlook Options dialog box that appears, select **Calendar**. Customize the calendar settings and click **OK**.

## Tasks and Notes

**Flag a Message:** In Mail view, select an item, click the **Follow Up** button on the Home tab, then select a flag; or, right-click a message, select **Follow Up**, and select a flag.

**Change a Flag:** In Mail view, select a flagged item, click the **Follow Up** button on the Home tab, then select a new flag.

**Add a Reminder:** In Mail view, select an item, click the **Follow Up** button on the Home tab, and select **Add Reminder**. Choose a date, time, and sound in the Reminder section of the Custom dialog box, then click **OK**.

**Remove a Flag:** In Mail view, select a flagged item, click the **Follow Up** button on the Home tab, and select **Clear Flag**.

**Add a Task:** Switch to Task view by clicking **Tasks** on the Navigation bar, then click the **New Task** button on the Home tab (or click the **New Items** button on the Home tab, then select **New Task**). Enter a subject, start date, due date, and other options, then click **Save & Close**.

**Mark a Task Complete:** In Task view, check a task's check box; or, select a task and click the **Mark Complete** button on the Home tab.

**View Tasks in the To-Do Bar:** Click the **View** tab on the ribbon, click the **To-Do Bar** button, and select **Tasks**.

**Change Task Views:** In Task view, click the **Change View** button on the Home tab (or, if available, select a view from the Views gallery).

**Create a Recurring Task:** When creating a new task, click the **Recurrence** button on the Task tab. Specify a recurrence pattern, then set the recurrence pattern's date range. Click **OK**.

- **Daily** tasks recur every day, every set number of days, or every weekday.
- **Weekly** tasks recur on the same day of the week every week, or every certain number of weeks.
- **Monthly** tasks recur on the same day of the month (the 10<sup>th</sup>), or the same day of a specified week of the month (the third Friday).
- **Yearly** tasks recur annually on the same day of a month every year (July 8<sup>th</sup>), or the same weekday in a specified week and month (the second Tuesday of April).

**Remove Recurrence:** After opening a task with recurrence, click the **Recurrence** button on the Task tab and click **Remove Recurrence**.



## Tasks and Notes

**Assign a Task:** When creating a task, click the **Assign Task** button on the Task tab. Enter an email address in the To: field, then click **Send**.

**Accept or Decline an Assigned Task:** Select a task assignment request in your Mail inbox, then click either **Accept** or **Decline** in the message preview. Choose whether to edit the message response or not, and click **OK**.

**View Notes:** Click the **More (...)** button in the Navigation bar and select **Notes**. Double-click a note to open it.

**Create a Note:** While in Notes view, click the **New Note** button on the Home tab. Start typing within the note window, then click outside the note window to save it.

## Advanced Mail

**Run a Quick Step:** Click a Quick Step in the Quick Steps gallery, or click the **More** button and select a Quick Step.

**Add a New Quick Step:** Click the **More** button in the Quick Steps gallery, then select **Create New**. Give the new Quick Step a name, then customize the actions that the Quick Step will take. Click **Finish**.

**Edit a Quick Step:** Click the **More** button in the Quick Steps gallery, then select **Manage Quick Steps**. Select a Quick Step, then click **Edit**. Update the Quick Step's actions, then click **Save**.

**Create a Quick Part:** Select the text or graphics you want to use as a Quick Part, click the **Insert** tab, click the **Quick Parts** button, and select **Save Selection to Quick Parts Gallery**. Give the Quick Part a name, category, and description, then click **OK**.

**Use a Quick Part:** While composing a message, click the **Insert** tab, click the **Quick Parts** button, and select a Quick Part.

**Redirect Replies:** While composing a message, click the **Options** tab, and click the **Direct Replies To** button. Click **Select Names**, select names from the address book, and click **OK**. Click **Close**.

**Recall a Message:** Click the **Sent Items** folder in the Folder pane, open a message, click the **Actions** button on the Message tab, and select **Recall this Message**. Select whether to just delete the message or to replace it with a new message, then click **OK**.

**Send a Poll:** In a new message window, click the **Options** tab, click the **Use Voting Options** button, and select a poll option (or select **Custom**, specify your own poll options, then click **Close**).

**Track Votes:** Click the **Sent Items** folder, open a message with a poll, and click the **Tracking** button on the Message tab.

## Advanced Mail

**Create a Rule Based on an Email:** Select a message, click the **Rules** button on the Home tab, and select **Create Rule**. Select the conditions for the rule, then select the actions for the rule to carry out. Click **OK**.

**Create a Rule from Scratch:** Click the **Rules** button on the Home tab and select **Manage Rules & Alerts**. Click **New Rule** and use the Rules Wizard to set conditions, actions, and exceptions. Give the rule a name, select how you want it to run, and click **Finish**.

**Edit a Rule:** Click the **Rules** button on the Home tab and select **Manage Rules & Alerts**. Select a rule, click **Change Rule**, and select **Edit Rule Settings**. Use the Rules Wizard to edit the rule's conditions, actions, and exceptions, then click **Finish**.

**Delete a Rule:** Click the **Rules** button on the Home tab, select **Manage Rules & Alerts**, select a rule, click **Delete**, and click **Yes**.

**Save an Email in Another Format:** Double-click an email to open it, then click the **File** tab and select **Save As**. Select where you want to save the email, then click the **Save as type** list arrow and select a file type. Click **Save**.

**Delegate Mail Folders:** Click the **File** tab, click **Account Settings**, and select **Delegate Access**. Click **Add**, select a contact from the address book, click **Add**, then click **OK**. Select the permissions for the delegated user, then click **OK**. Click **OK** again.

- **Reviewer** permissions allow the user to read items and files, but not create or edit them.
- **Author** permissions allow the user to create and read items and files, and to modify and delete items they've created.
- **Editor** permissions allow the user to create, read, modify, and delete all items and files.

**Access a Shared Folder:** Click the **File** tab, click **Open & Export**, click **Other User's Folder**, enter another user's name (or click **Name** and select a user), then click **OK**.

**Create an Email Using a Theme or Stationery:** Click the **New Items** button on the Home tab, select **Email Message Using**, and select **More Stationery**. Select a theme or stationery in the dialog box, then click **OK**.

**Add Additional Accounts:** Click the **File** tab and click the **Add Account** button. Fill in the account information and click **Connect**. Click **Done**.

**Specify Which Account Email is Sent From:** While composing an email, click the **From** field list arrow and select an email account.

## Manage Information

**Categorize an Item:** Select an item, click the **Categorize** button on the Home tab, and select a category.

## Manage Information

**Edit a Category:** Click the **Categorize** button on the Home tab, select **All Categories**, and select a category. Click **Rename**, give the category a new name, and click **OK**. Click the **Color** list arrow and select a new color. Click **OK**.

**Create a New Category:** Click the **Categorize** button on the Home tab, select **All Categories**, and click **New**. Enter a name, select a color, and click **OK**.

**Delete a Category:** Click the **Categorize** button on the Home tab, select **All Categories**, select a category, click **Delete**, and click **OK**.

**Sort Inbox by Category:** Click the **sort by** list arrow above the Inbox and select **Categories**.

**Create a Folder:** Click the Folder tab, click the **New Folder** button, enter a name, select a type of content, select a location, and click **OK**.

**Rename a Folder:** Select a folder in the Folder pane, click the **Folder** tab, and click the **Rename Folder** button. Enter a new folder name and press **Enter**.

**Move a Folder:** Select a folder in the Folder pane, click the **Folder** tab, and click the **Move Folder** button. Select a new location, then click **OK**.

**Delete a Folder:** Select a folder in the Folder pane, click the **Folder** tab, and click the **Delete Folder** button. Click **Yes** to confirm.

**Create a Search Folder:** Click the **Folder** tab and click the **New Search Folder** button. Select **Create a Custom Search Folder**, click **Choose**, and select criteria for the search folder. Click **OK** in the three open dialog boxes.

**Clean Up a Conversation:** Select a conversation in the Inbox, click the **Clean Up** button on the Home tab, select **Clean Up Conversation**, then click **Clean Up**.

**Clean Up a Folder:** Select a folder, click the **Clean Up** button on the Home tab, select **Clean Up Folder**, then click **Clean Up Folder**.

**Export Outlook Data:** Click the **File** tab, click **Open & Export**, and click **Import/Export**. Select **Export to a file** and click **Next**. Select a file type and click **Next**. Select a folder to export data from and click **Next**. Specify where you want to save the exported file, and how you'd like to deal with duplicate items, and click **Finish**. Add an optional password and click **OK**.

**Import Data into Outlook:** Click the **File** tab, click **Open & Export**, and click **Import/Export**. Select **Import from another program or file** and click **Next**. Select a file type to import and click **Next**. Click **Browse** and specify a file, choose how to handle duplicate items, and click **Next**. If necessary, select a folder from the file to import, and click **Finish**.





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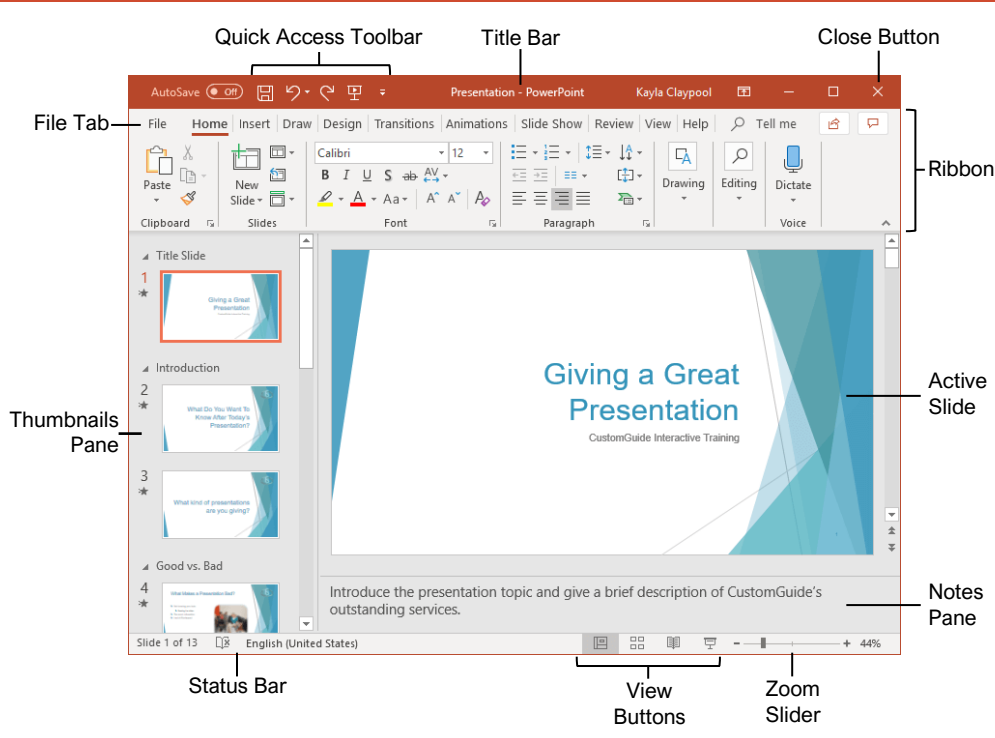
# PowerPoint Quick Reference

## Basic Skills



Free Cheat Sheets  
Visit [ref.customguide.com](http://ref.customguide.com)

### The PowerPoint Program Screen



### Keyboard Shortcuts

#### General

- Open a presentation ..... **Ctrl + O**
- Create a new presentation... **Ctrl + N**
- Save a presentation..... **Ctrl + S**
- Print a presentation..... **Ctrl + P**
- Insert a new slide..... **Ctrl + M**
- Toggle the Notes pane ..... **Ctrl + Shift + H**
- Close a presentation..... **Ctrl + W**
- Exit PowerPoint ..... **Ctrl + Q**
- Help..... **F1**

#### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Group ..... **Ctrl + G**
- Find ..... **Ctrl + F**
- Replace..... **Ctrl + H**
- Select All..... **Ctrl + A**

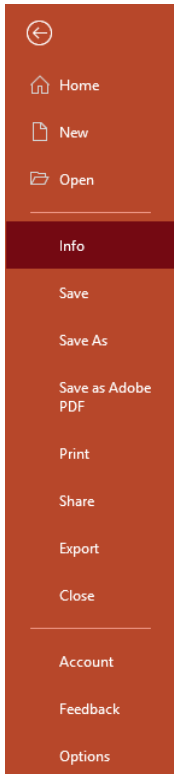
#### Formatting

- Bold ..... **Ctrl + B**
- Italics ..... **Ctrl + I**
- Underline ..... **Ctrl + U**
- Align Left..... **Ctrl + L**
- Align Right..... **Ctrl + R**
- Center..... **Ctrl + E**
- Justify ..... **Ctrl + J**

#### Slide Show Delivery

- Begin slide show..... **F5**
- Resume slide show ..... **Shift + F5**
- End slide show ..... **Esc**
- Go to next slide ..... **Page Down**
- Go to previous slide..... **Page Up**
- Go to first slide ..... **Home**
- Go to last slide..... **End**
- Jump to slide ..... **[Slide #] + Enter**
- Toggle screen black ..... **B**
- Toggle screen white..... **W**
- Pause show..... **S**
- Change arrow to pen ..... **Ctrl + P**
- Change pen to arrow ..... **Ctrl + A**

### Getting Started



The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

**Create a New Presentation:** Click the **File** tab, select **New**, and click **Blank Presentation**. Or, press **Ctrl + N**.

**Open a Presentation:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Preview and Print:** Click the **File** tab, select **Print**, specify print settings, and click **Print**.

**Close a Presentation:** Click the **File** tab and select **Close**, or press **Ctrl + W**.

**Close PowerPoint:** Click the **Close** **X** button in the upper-right corner.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

**Change Presentation Views:** Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

**Normal View**

**Outline View**

**Slide Sorter View**


**Reading View**

**Get Help:** Press **F1** to open the Help pane. Type your topic or question and press **Enter**.

**Use Zoom:** Click and drag the zoom slider to the left or right.

## Work with Presentations

**Insert a New Slide:** Click the **Home** tab and click the **New Slide**  button in the Slides group, or press **Ctrl + M**.

**Change the Slide Layout:** Click the **Home** tab, click the **Layout**  button in the Slides group, and select a layout.



**Title Slide**



**Title and Content**



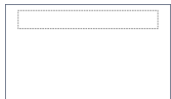
**Section Header**



**Two Content**



**Comparison**



**Title Only**




**Blank**






**Content with Caption**





**Picture with Caption**


**Add Slides from Another Presentation:** Click the **New Slide**  list arrow on the Home tab and select **Reuse Slides**. Click **Browse** and locate the file with slides you want to add. Click a slide in the Reuse Slides pane to add it to the current presentation.


**Duplicate Slides:** Select the slide you want to duplicate. Click the **New Slide**  list arrow on the Home tab and select **Duplicate Selected Slides**.


**Copy and Paste:** Select the text you want to copy and click the **Copy**  button on the Home tab. Then click where you want to paste the text and click the **Paste**  button.


**Cut and Paste:** Select the text you want to cut and click the **Cut**  button on the Home tab. Then click where you want to paste the text and click the **Paste**  button.


## Work with Presentations


**Add Slide Notes:** Click the **View** tab on the ribbon and click the **Notes**  button in the Show group to turn on the Notes pane. Enter a slide note to use during the presentation or for slide handouts.

**Add a Comment:** Click the slide where you want to add a comment. Click the **Review** tab on the ribbon and click the **New Comment**  button. Type your comment and click outside the Comments pane to save it.

**Compare Two Presentations:** Open the first presentation you want to compare. Click the **Review** tab on the ribbon and click the **Compare**  button. Navigate to and select the second presentation you want to compare. Click the **Merge** button.

**Check Spelling and Grammar:** Click the **Review** tab and click the **Spelling**  button.


**Find Text:** Click the **Find**  button on the Home tab, enter the word you want to find in the **Find what** field, and click the **Find Next** button to locate the word in the presentation.


**Replace Text:** Click the **Replace**  button on the **Home** tab. Enter the word you want to find in the **Find what** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace All**. Click **OK** when finished.


**Edit Document Properties:** Click the **File** tab and ensure **Info** is selected. The right column contains properties for the presentation such as file size, number of slides, hidden slides, and author, among others. Click in a field to edit it.


**Password Protect a Presentation:** Click the **File** tab, click the **Info** tab, click the **Protect Presentation** button and select **Encrypt with Password**. Enter a password to protect the presentation and click **OK**. Reenter the password and click **OK**.

## Organize a Presentation

**Add a Section:** Select the slide where you want the section to start. Click the **Section**  button on the Home tab and select **Add Section** from the menu.


**Rename Sections:** Click any section heading in the Thumbnails pane to select it. Click the **Section**  button on the Home tab and select **Rename Section**. Type a new name for the section and click **Rename**.

**Outline View:** The Outline view allows you to focus on just the slide text without seeing any pictures or graphics. Click the **View** tab on the ribbon and click the **Outline View**  button.




**Slide Sorter View:** The Slide Sorter view is the easiest way to rearrange and organize slides after a presentation is created. Click the **View** tab on the ribbon and click the **Slide Sorter**  button.


## Organize a Presentation


**Move a Slide:** Click a slide in the Thumbnails pane and drag it to a new location.

**Hide or Unhide a Slide:** Select a slide in the Thumbnails pane in Normal view. Click the **Slide Show** tab on the ribbon and click the **Hide Slide**  button in the Set Up group to toggle the slide visibility.

## Deliver a Slide Show

**Start a Slide Show:** Click the **Slide Show** tab on the ribbon and click either the **From Beginning**  or **From Current Slide**  button. Or, click the **Slide Show**  button on the status bar, or press **F5**.

**End a Slide Show:** While presenting a slide show, click the **Options**  button in the toolbar at the bottom left and select **End Show**. Or, press the **Esc** key.


**Advance to the Next Slide:** Click the **Next Slide**  button, press the **Spacebar**, click the left mouse button, or press the **Page Down** key.


**Go Back to the Previous Slide:** Click the **Previous Slide**  button, press **Backspace** key, or press the **Page Up** key.

**Use the Laser Pointer:** In Slide Show view, press and hold down the **Ctrl** key while clicking and holding the left mouse button.


**Use the Pen:** In Slide Show view, press **Ctrl + P** and then draw on the screen. Press **Ctrl + A** to switch back to the arrow pointer. Press **E** to erase your annotations.

**Hide a Presentation Slide:** In Slide Show view, temporarily hide the current slide. Press the **B** key to make the screen black or the **W** key to make it all white. Press the **Esc** key to make the slide visible once again.

**Slide Zoom:** In Slide Show view, click the **Zoom**  button in the slide show toolbar. Click an area of the slide to zoom in. Right-click or press the **Esc** key to zoom out and view the entire slide.

**Start Presenter View:** While presenting, click the **Options**  button in the slide show toolbar and select **Show Presenter View**.

**End Presenter View:** While in Presenter view, click the **Options**  button in the slide show toolbar and select **Hide Presenter View**.

**Create a Custom Slide Show:** Click the **Slide Show** tab on the ribbon. Click the **Custom Slide Show**  button and select **Custom Shows**. Click the **New** button. Select the slides you want to add to the custom show and click the **Add** button. Click **OK** to save the custom show.

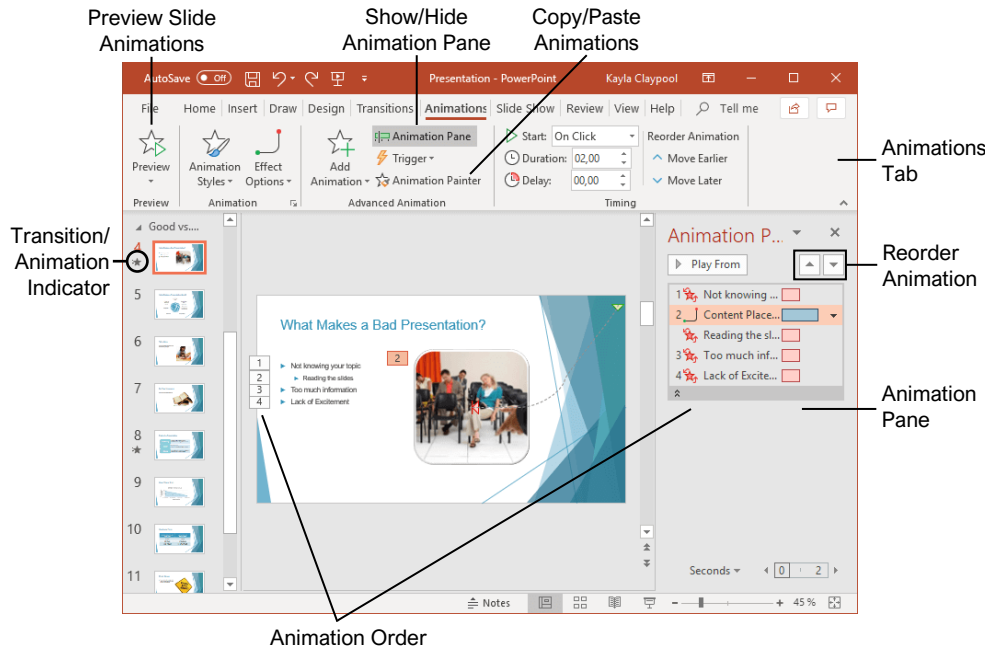
**Convert Presentations to Video:** Click the **File** tab on the ribbon and select **Export** at the left. Click **Create a Video**. Adjust the video settings and click **Create Video**.



# PowerPoint Quick Reference Intermediate Skills



## Animations Tab & Pane



## Styles

### Animation Styles

- Appear** Text or object appears on the slide.
- Fade** Text or object fades into view.
- Fly In** Text or object flies in from the specified direction.
- Float In** Text or object floats in from a specified direction and becomes visible.
- Split** Text or object becomes whole as its halves unite from a specified direction.
- Wipe** Text or object is wiped from a specified direction.
- Shape** Text or object fills in from the edges of a specified shape and appears.
- Wheel** Text or object rotates around a central hub and gradually comes into view.

## Transitions and Animations

**Apply a Slide Transition:** Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

**Modify a Transition:** Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

**Apply an Animation:** Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

**Modify an Animation:** Click the **Animations** tab on the ribbon and click the **Effect Options** button. Select an option for the applied animation.

**Copy Animations:** Select an object with an animation applied. Click the **Animations** tab and click the **Animation Painter** button. Select the object you want the animation applied to.

**Display the Animation Pane:** Click the **Animations** tab on the ribbon and click the **Animation Pane** button. View and edit the timeline for animations on the current slide.

## Formatting and Themes

**Change the Font:** Select the text you want to change, click the **Font** list arrow on the Home tab, and select a new font.

**Change the Font Size:** Select the text you want to change, click the **Font Size** list arrow on the Home tab, and select a new font size.

**Change the Font Color:** Select the text you want to change, click the **Font Color** list arrow, and select a new color.

**Modify the Slide Background:** Click the **Design** tab on the ribbon and click the **Format Background** button. Make the desired changes in the Format Background pane.

**Apply a Presentation Theme:** Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

**Modify Theme Elements:** Click the **Design** tab, then, in the Variants group, click **Colors, Fonts,** or **Effects** to expand the menu and select a new style that coordinates with the current theme.

**Change the Slide Size:** Click the **Design** tab, click the **Slide Size** button in the Customize group, and select a slide size.

**Use a Presentation Template:** Click the **File** tab on the ribbon and select **New**. Select a template in the list and click **Create**.



## Transition Styles



- Fade** The previous slide fades away, revealing the current slide.
- Push** The previous slide pushes the current slide into view.
- Wipe** The previous slide disappears quickly as the current slide rolls over it.
- Split** The previous slide divides at a center point and disappears, revealing the current slide.
- Cut** The previous slide disappears almost instantly and the current slide pops into view.
- Uncover** The previous slide moves out of the way quickly, revealing the current slide.
- Flash** The previous slide disappears in a bright flash and the current slide eases into view.
- Morph** Move things on the previous slide to their new locations on the current slide.





## Pictures


### [Insert a Picture Using Content Placeholders:](#)



Click a content slide's **Pictures**  or **Online Pictures**  button. Navigate to the picture you want to use and select it, then click **Insert**.




[Insert from the Ribbon:](#) Click the **Insert** tab on the ribbon. Click the **Pictures**  or **Online Pictures**  button. Navigate to the picture you want to use and select it, then click **Insert**.


[Resize a Picture:](#) Select a picture. Click and drag a resize handle around the outer edge to make the picture larger or smaller.

[Crop a Picture:](#) Select the picture you want to crop. Click the Picture Tools **Format** tab on the ribbon and click the **Crop**  button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop**  button again.

[Insert a Screenshot:](#) Click the **Insert** tab on the ribbon and click the **Screenshot**  button. Choose an open window to capture, or select Screen Clipping.


[Remove a Picture's Background:](#) Select a picture, click the Picture Tools **Format** tab on the ribbon, and click the **Remove Background**  button. Resize the bounding box around what you want to keep. If needed, use the Refine group to mark specific areas to remove or keep, then click the **Keep Changes**  button.


[Apply Picture Adjustments:](#) Select a picture, then click the Picture Tools **Format** tab on the ribbon. In the Adjust group, click the **Corrections** , **Color** , and/or **Artistic Effects**  button and select an adjustment from the menu.


[Reset Picture Formatting:](#) Select a picture. Click the Picture Tools **Format** tab on the ribbon and click the **Reset Picture**  button.

[Apply a Picture Style:](#) Select a picture, then click the Picture Tools **Format** tab on the ribbon. Select a style in the Picture Styles gallery.

## Graphics


[Insert a Text Box:](#) Click the **Insert** tab on the ribbon and click the **Text Box**  button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

[Insert a Shape:](#) Click the **Insert** tab on the ribbon and click the **Shapes**  button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.


[Merge Shapes:](#) Select two or more shapes to merge. Click the Drawing Tools **Format** tab on the ribbon and click the **Merge Shapes**  button. Select a merge option in the menu.


[Apply a Shape Style:](#) Select a shape, then click the Drawing Tools **Format** tab on the ribbon and select a style in the Shape Styles gallery.



## Graphics



[Insert WordArt:](#) Click the **Insert** tab on the ribbon and click the **WordArt**  button in the Text group. Select a WordArt style in the menu and replace the placeholder text.

[Insert an Icon:](#) Click the **Insert** tab on the ribbon and click the **Icons**  button. Select an icon and click **Insert**.


[Create a Drawing:](#) Click the **Draw** tab on the ribbon and click the **Draw with Touch**  button. Draw a shape using the mouse or touchscreen.

[Insert SmartArt:](#) Click the **Insert** tab on the ribbon and click the **SmartArt**  button in the Illustrations group. Select a graphic in the dialog box and click **OK**.


[Insert a Chart:](#) Click the **Insert Chart**  button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Chart**  button. Select a chart type and click **OK**.


[Insert a Table:](#) Click the **Insert Table**  button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Table**  button. Specify the number of rows and columns for the table and click **OK**.




## Self-Run Presentations


[Insert a Video:](#) Click the **Insert** tab and click the **Video**  button in the Media group. Select either **Online Video** or **Video on My PC**. Locate and select the video and click the **Insert** button.

[Modify Video Playback Options:](#) Select a video and click the Video Tools **Playback** tab on the ribbon. Use the options on this tab to perform tasks such as trimming the video, adding a fade in and out, and controlling how the video behaves in a live presentation.

[Insert an Audio Clip:](#) Click the **Insert** tab and click the **Audio**  button in the Media group. Select **Audio on My PC** to locate an existing audio clip, or **Record Audio** to create a custom clip right within PowerPoint.

[Insert Action Buttons:](#) Click the **Insert** tab and click the **Shapes**  button. In the menu, select a button in the Action Buttons category. Click and drag the cursor on the slide to place the button in the desired location. In the dialog box that appears, leave the default settings or modify how the button behaves, then click **OK**.


[Record Narration and Timing:](#) Click the **Slide Show** tab and click the **Record Slide Show**  button. Click the **Record**  button. The presentation starts, recording narration and timing for each slide as you move through the presentation. Click the **Stop**  button.


[Set up a Slide Show:](#) Click the **Slide Show** tab on the ribbon and click the **Set Up Slide Show**  button. Modify the options in the dialog box to specify how you want the slide show to run and click **OK**.


## Slide Masters

[Open Slide Master View:](#) Click the **View** tab on the ribbon and click the **Slide Master**  button.


[Edit a Slide Master Layout:](#) While in Slide Master view, select the layout you want to edit in the Thumbnails pane at the left. Modify existing placeholders, or add new ones using the Master Layout group on the Slide Master tab of the ribbon.


[Close Slide Master View:](#) While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Close Master View**  button.


[Create a Custom Slide Layout:](#) While in Slide Master view, click in between two existing slide layouts in the Thumbnails pane. Click the **Insert Layout**  button on the Slide Master tab of the ribbon. Insert and format the desired slide placeholders.

[Add a Master Footer:](#) While in Slide Master view, select the slide layout where you want to add a footer. Click the **Insert** tab on the ribbon and click the **Header & Footer**  button. Modify the footer options and click **Apply**.



[Modify a Master or Layout Background:](#) While in Slide Master view, select a slide master or layout to edit. Right-click the thumbnail and select **Format Background**. Modify the options in the Format Background pane at the right, then close the pane when you're finished making changes.



[Apply a Master Theme:](#) While in Slide Master view, select a slide master. Click the **Themes**  button on the Slide Master tab and select a theme to apply to the selected master and all its layouts.

[Insert an Additional Slide Master:](#) While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Insert Slide Master**  button.

[Rename a Slide Master or Layout:](#) While in Slide Master view, select a slide master or layout to rename. Click the **Rename**  button on the Slide Master tab of the ribbon. Type a new name and click the **Rename** button.

[Delete a Slide Master or Layout:](#) While in Slide Master view, select a slide master or layout to delete. Right-click the thumbnail and select **Delete Master** or **Delete Layout**.

[Edit the Handout Master:](#) Click the **View** tab on the ribbon and click the **Handout Master**  button. Modify the handout master using the options on the Handout Master tab of the ribbon, then click the **Close Master View**  button.

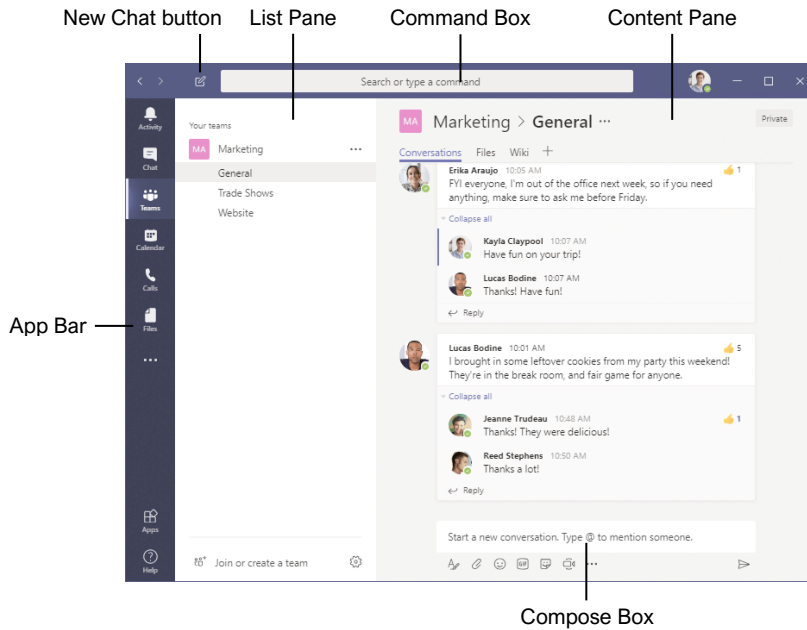
[Edit the Notes Master:](#) Click the **View** tab on the ribbon and click the **Notes Master**  button. Modify the notes master using the options on the Notes Master tab of the ribbon, then click the **Close Master View**  button.



# Microsoft Teams

## Cheat Sheet

### The Teams Program Screen



### Keyboard Shortcuts

General	
Go to Search.....	<b>Ctrl + E</b>
Start a New Chat.....	<b>Ctrl + N</b>
Show Commands.....	<b>Ctrl + /</b>
Show Keyboard Shortcuts.....	<b>Ctrl + .</b>
Goto.....	<b>Ctrl + G</b>
Help.....	<b>F1</b>
Settings.....	<b>Ctrl + ,</b>
Zoom In.....	<b>Ctrl + =</b>
Zoom Out.....	<b>Ctrl + -</b>

Navigation	
Activity.....	<b>Ctrl + 1</b>
Chat.....	<b>Ctrl + 2</b>
Teams.....	<b>Ctrl + 3</b>
Calendar.....	<b>Ctrl + 4</b>
Calls.....	<b>Ctrl + 5</b>
Files.....	<b>Ctrl + 6</b>

Messaging	
Go to Compose box.....	<b>C</b>
Expand Compose box.....	<b>Ctrl + Shift + X</b>
Send from Expanded Compose Box.....	<b>Ctrl + Enter</b>
Attach file.....	<b>Ctrl + O</b>
New Line.....	<b>Shift + Enter</b>

Meetings and Calls	
Accept Video Call.....	<b>Ctrl + Shift + A</b>
Accept Audio Call.....	<b>Ctrl + Shift + S</b>
Decline Call.....	<b>Ctrl + Shift + D</b>
Start Audio Call.....	<b>Ctrl + Shift + C</b>
Start Video Call.....	<b>Ctrl + Shift + U</b>
Toggle Mute.....	<b>Ctrl + Shift + M</b>
Toggle Video.....	<b>Ctrl + Shift + O</b>
Toggle Fullscreen.....	<b>Ctrl + Shift + F</b>
Toggle Background Blur.....	<b>Ctrl + Shift + P</b>

Calendar	
Schedule a Meeting.....	<b>Alt + Shift + N</b>
Go to Current Time.....	<b>Alt + .</b>
Previous Day/Week.....	<b>Ctrl + Alt + ←</b>
Next Day/Week.....	<b>Ctrl + Alt + →</b>
View Day.....	<b>Ctrl + Alt + 1</b>
View Workweek.....	<b>Ctrl + Alt + 2</b>
View Week.....	<b>Ctrl + Alt + 3</b>

### Getting Started

**Sign In:** Enter your email address in the Sign In field, then click **Sign In**. Enter your password in the Password field, then click **Sign In**.

**Sign Out:** Click your account icon in the upper-right, then select **Sign Out**.

**Set Your Status:** Click your account icon in the upper-right, click your current status, then select a new status from the menu.

- Available Online and available
- Busy On a call, in a meeting, or otherwise busy
- Do Not Disturb Online, but does not want to be disturbed
- ⌚ Be Right Back Will return shortly
- ⌚ Appear Away Currently away from computer or idle

**Set a Status Message:** Click your account icon in the upper-right, then select **Set Status Message**. Enter a message into the text field, then click the **Clear status message after** list arrow and select when the message should expire. Click **Done**.

### Chats

**Start a New Chat:** Click the **New Chat** button at the top of the Teams window. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click **Send**.

**Resume a Recent Chat:** Click the **Chat** button on the App bar. Click the **Recent** tab at the top of the List pane, then select a contact from the Recent list.



**Start a Chat with a Contact:** Click the **Chat** button on the App bar. Click the **Contacts** tab at the top of the List pane, then select a contact from the Contacts list.


**Start a Group Chat:** Click the **New Chat** button at the top of the Teams window. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

**Format Text:** Click the **Format** button below the Compose box. Select the text you want to format, then use the formatting options available. Click the **More Options** button to access additional formatting options.


## Chats


[Send Important and Urgent Messages:](#) Click the **Set Delivery Options** button, then select **Important** or **Urgent**.



- **Important** messages will be marked with a  symbol.
- **Urgent** messages will be marked with a  symbol and will repeatedly notify the recipient until the message is read.



[Insert an Emoji:](#) Click the **Emoji**  button and select an emoji from the menu.


[Insert a GIF:](#) Click the **GIF**  button, then search for a GIF. Select a GIF from the search results.

[Insert a Sticker:](#) Click the **Sticker**  button, select a sticker category or search for a sticker, then click a sticker.


[Invite People to a Group Chat:](#) Click the **Add People**  button at the top of a chat screen. Start typing a person's name, then select their name from the search results. Choose how much of the conversation they'll be allowed to see, then click the **Add** button.


[Pin a Chat to the Top of the List Pane:](#) Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Pin**.

[Mute a Chat's Notifications:](#) Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Mute**.


[Share a File:](#) Click the **Attach File**  button below the Compose box, select a file source, select a file, click **Open**, then click **Send**.



## Teams

[Join a Team:](#) Click the **Teams** button on the App bar, then click  **Join or create a team**. Select a public team, search for a team, or enter a team code in the **Enter code** field. Click a team's **Join Team** button.

[Create a Team:](#) Click the **Teams** button on the App bar, then click  **Join or create a team**. Click the **Create Team** button, then click **Build a team from scratch**. Select a privacy level, enter a team name and description, then click **Create**. Add team members by searching for their names and selecting them from the search results, click **Add**, then click **Close**.



[View a Team Channel:](#) Click the **Teams** button on the App bar, then click a team channel in the List pane.


[Start a Channel Conversation:](#) Enter a message in the Team channel's Compose box, then click **Send** .



[Reply to a Channel Conversation:](#) Click a conversation's  **Reply** button, then enter a message and click **Send** .

## Teams


[React to a Message:](#) Hover your mouse over a message in a team channel, then click a reaction from the menu that appears.

[Save a Message:](#) Hover your mouse over a message in a team channel, click the **More Options**  button, then select  **Save this message**.


[View Saved Messages:](#) Click your account icon in the upper-right, then select  **Saved**. Click a saved message to view it.

[Create a New Channel:](#) Hover your mouse over a team in the List pane, click the **More Options**  button, then select  **Add channel**. Give the channel a name and description, then click **Add**.

[View a Channel File Library:](#) While viewing a team channel, click the **Files** tab.

[Upload a File to a Library:](#) While viewing a file library, click the  **Upload** button, select a file, then click **Open**.

[Create a New File in a Library:](#) While viewing a file library, click the  **New** button, select a file type, then enter a file name and click **Create**.


[Share a Link to a Library:](#) While viewing a file library, click the  **Get Link** button, select whether you want a **Teams** link or a **SharePoint** link, then click the **Copy** button.


## Meetings


[Schedule a Meeting:](#) Click the **Calendar** button on the App bar, then click the **New meeting** button. Enter a meeting's name, date, and time, then choose a location or team channel. Click **Schedule**.

[Join a Meeting from a Channel:](#) View the team channel the meeting is taking place in, locate the meeting in the Content pane, then click a meeting's **Join Now** button. Or, click the meeting to view its details and then click the **Join** button.

[Join a Meeting from the Calendar:](#) Click the **Calendar** button on the App bar, click a meeting, then click the **Join** button.

[View a Meeting Conversation:](#) While in a meeting, click the **Show Conversation**  button on the controls toolbar.



[Show Meeting Participants:](#) While in a meeting, click the **Show Participants**  button on the controls toolbar to display the People pane.

[Mute a Meeting Participant:](#) While the meeting's People pane is displayed, click a participant's **More Options**  button and select **Mute Participant**.


[Take Meeting Notes:](#) While in a meeting, click the **More Actions**  button on the controls toolbar and select **Show Meeting Notes**.


## Meetings


[View Meeting Notes:](#) View the team channel that a meeting took place in, then click the **Meeting Notes** tab.


[Record a Meeting:](#) While in a meeting, click the **More Actions**  button on the controls toolbar and select **Start Recording**. Click the **More Actions**  button again and select **Stop Recording** when you're finished.



[View a Meeting Recording:](#) View the team channel that a meeting took place in, locate the meeting in the Content pane, then click the recording.

[Toggle Camera in a Meeting:](#) While in a meeting, click the **Camera**  button on the controls toolbar to turn it on or off.



[Toggle Microphone in a Meeting:](#) While in a meeting, click the **Microphone**  button on the controls toolbar to turn it on or off.

[Blur the Camera Background:](#) While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Blur My Background**.




[Change Audio and Video Devices:](#) While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Show Device Settings**. Click the list arrows for audio devices and the camera to select from available devices.


[Share Your Screen:](#) While in a meeting or call, click the **Share Screen**  button on the controls toolbar. Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane. Click the **Stop Sharing**  button when you're done.


## Calls

[Make a Call:](#) Click the **Calls** button on the App bar. Use the number pad (if your organization supports it) to dial a number, then click the **Call**  button; or click **Contacts** in the List pane and click a contact's **Call**  button.

[Answer a Call:](#) When someone calls you, a notification will appear.

- Click  to answer as a video call.
- Click  to answer as an audio call.
- Click  to decline the call.

[Place a Call on Hold:](#) While on a call, click the **More Actions**  button on the controls toolbar and select **Hold**. Click the **Resume** button when you can return to the call.

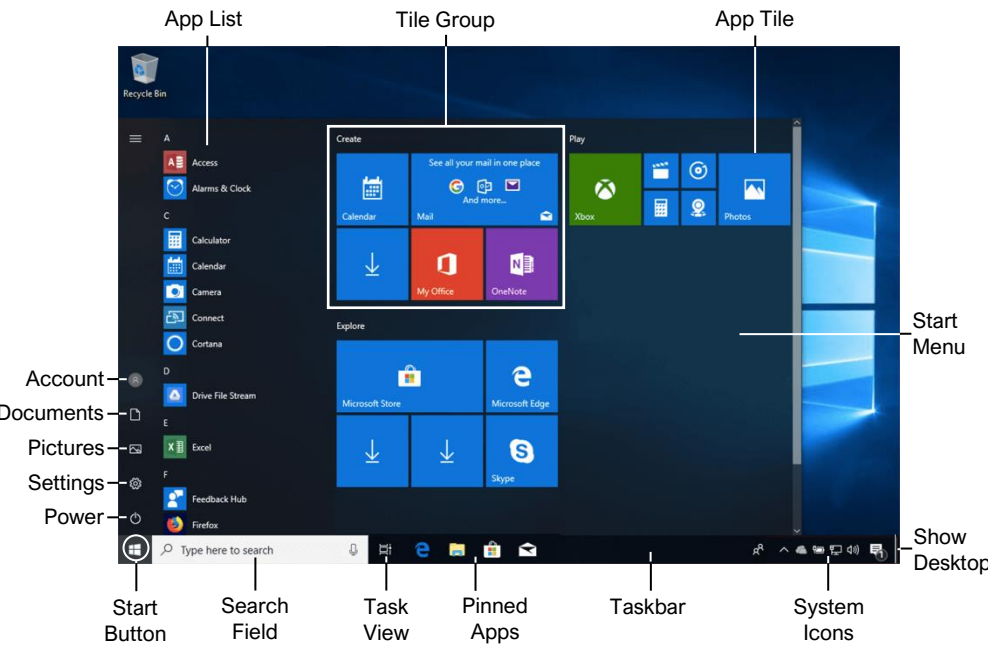
[Transfer a Call:](#) While on a call, click the **More Actions**  button on the controls toolbar and select **Transfer**. Start typing the name of who you want to transfer the call to, then select their name from the search results and click **Transfer**.

[Check Your Voicemail:](#) Click the **Calls** button on the App bar and click **Voicemail** in the List pane. Click a voicemail message to play it.



# Microsoft® Windows 10 Quick Reference Guide

## Windows Desktop and Start Menu



## Keyboard Shortcuts

### General

Start menu .....	
Copy a file or folder .....	<b>Ctrl + C</b>
Cut a file or folder .....	<b>Ctrl + X</b>
Paste a file or folder .....	<b>Ctrl + V</b>
Action Center .....	+ <b>A</b>
Task view .....	+ <b>Tab</b>
Close an app .....	<b>Alt + F4</b>
Lock computer .....	+ <b>L</b>
Print .....	<b>Ctrl + P</b>
File Explorer .....	+ <b>E</b>
Run dialog box .....	+ <b>R</b>
Ease of Access Center .....	+ <b>U</b>
Task Manager .....	<b>Ctrl + Shift Esc</b>
Capture screenshot .....	+ <b>PrtScn</b>
Open Search .....	+ <b>S</b>
Open Narrator .....	+ <b>Enter</b>

### Settings Shortcuts

Windows settings .....	+ <b>I</b>
Connect pane .....	+ <b>K</b>
Sharing pane .....	+ <b>H</b>
Display options for second screen .....	+ <b>P</b>
Quick Link menu .....	+ <b>X</b>

### Desktop Shortcuts

Show/hide desktop .....	+ <b>D</b>
Maximize window .....	+ <b>↑</b>
Minimize/Restore window .....	+ <b>↓</b>
Minimize all windows .....	+ <b>M</b>
Snap window to left .....	+ <b>←</b>
Snap window to right .....	+ <b>→</b>
View open apps .....	<b>Ctrl + Alt + Tab</b>
Switch between apps .....	<b>Alt + Tab</b>
New desktop .....	+ <b>Ctrl + D</b>
Switch desktops .....	+ <b>Ctrl + ← / →</b>
Close active desktop .....	+ <b>Ctrl + F4</b>
Peek at desktop .....	+ <b>,</b>
Minimize all but the active window .....	+ <b>Home</b>
Refresh active window .....	<b>F5</b>

### Start Menu

**Open the Start Menu:** Click the **Start** button on the taskbar, or, press the key.

**Resize an App Tile in the Start Menu:** Right-click a tile, select **Resize**, and select a size.

**Rearrange Tiles:** Click and drag a tile to a new location in a group. Or, drag a tile between groups to start a new group.

**Remove a Tile from the Start Menu:** Right-click a tile and select **Unpin from Start**.

**Add a Tile to the Start Menu:** Right-click an app and select **Pin to Start**.

**Turn off an App's Live Tile:** Right-click a tile, select **More**, and select **Turn Live Tile off**.

**Rename Tile Groups:** Click a tile group's name, type a new name, and click outside the name field to save the changes.

**Lock Your Computer:** Click the **Account** button and select **Lock**.

**Sign Out of Windows:** Click the **Account** button and select **Sign Out**.

**Shut Down or Restart Your PC:** Click the **Power** button and select either **Shut down** or **Restart**.

### Apps & Taskbar

**Launch an App:** Click the app's tile in the Start menu. Or, scroll through the list of apps at the left of the Start menu and select the app you want to open.

**Install an App:** Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

**Update an App:** Click the **Microsoft Store** icon on the taskbar and click the **See more ...** button at the top-right of the window. Select **Downloads and updates** and click the **Get updates** button at the top of the window.

**Uninstall an App:** Click the **Start** button and click the **Settings** button at the left of the Start menu. Click the **Apps** category and select **Apps & features** at the left. Select the app you want to remove and click the **Uninstall** button.

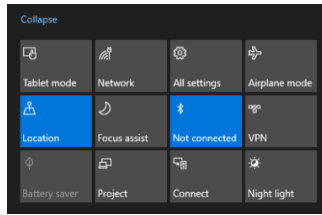
**Hide the Taskbar:** Right-click an empty space on the taskbar, choose **Taskbar settings**, then toggle **Automatically hide the taskbar in desktop mode**.

**Windows 10 Tablet Mode:** Swipe in from the right side of the screen and click the **Tablet Mode** button.



## New Features

**The Action Center:** Gathers recent notifications. Click the **Action Center** icon on the taskbar or slide your finger in from the right side of the screen on a touchscreen device to view it. It also includes some helpful quick commands:



**Edge:** Microsoft's faster, more secure web browser. While Internet Explorer is still available in Windows 10, Edge is the preferred browser. Click the **Edge** icon on the taskbar to start browsing.

**Task View:** Allows you to add and switch between multiple desktops. Click the **Task View** button on the taskbar, then click the **New Desktop** button for each additional desktop you'd like to add. Click a desktop's thumbnail in Task view to switch to it.



**Tablet Mode:** A mode in Windows, optimized for touch, that automatically engages when a touchscreen device or hybrid computer is in use. Manually turn Tablet mode on or off in the Action Center.

**The Settings App:** An application that includes a number of options to control how your Windows 10 operating system behaves. Click the **Start** button, then click the **Settings** icon to open and modify the system settings.

**Quick Access:** A customizable view in File Explorer that includes a few pinned folders, as well as some other folders and files that you've used the most. Click the **File Explorer** icon on the taskbar to see the Quick Access screen.

**Windows Ink:** Used for touch screen devices with a stylus, Windows Ink allows you to write on your screen or create sticky notes and drawings. Click the **Windows Ink Workspace** icon on the taskbar to enable drawing with a stylus.

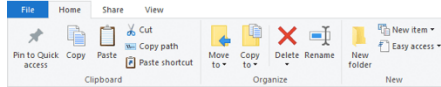


**Windows Hello:** A secure sign in feature that allows you to sign into Windows 10 using facial recognition or a fingerprint. Click the **Start** button and click the **Settings** icon. Then click **Accounts** and select **Sign-in options** at the left. Under Windows Hello, select **Set up**. **Note:** Windows Hello is not available for use on every device.

## Folders and Files

**Open File Explorer:** Click the **File Explorer** icon on the taskbar. Double-click a file or folder to open it.

**The File Explorer Ribbon:** Contains options you'll need to work with your files. Click a ribbon tab (i.e. Home, Share, View) to see related commands.



**Move or Copy Files and Folders:** Select the file or folder you want to move, then click the **Home** tab on the ribbon. Click the **Move To** or the **Copy To** button and select the destination folder.

**Rename Files and Folders:** Select the file or folder you want to rename in File Explorer and click the **Home** tab on the ribbon. Click **Rename** in the Organize group. Type a new name for the file or folder, then press **Enter**.

**Delete Files or Folders:** Select a file or folder to delete in File Explorer. Click the **Home** tab on the ribbon and click the **Delete** button list arrow. Select **Recycle** to move it to the recycle bin or **Permanently Delete** to completely remove the file or folder from your computer.

**Search File Explorer:** Click in the **Search** field in the upper-right corner of the File Explorer window. Type your search term(s). Use the options in the Location group of the Search tab to change the search location.

**File Explorer Views:** Click the **View** tab in the File Explorer window. Use the options here to change how your files are viewed and organized.

**Compress Files or Folders:** Select the files or folders you want to compress and click the **Share** tab on the ribbon. Click the **Zip** button and type a name for the compressed folder, then press **Enter**.

**Create a Desktop Shortcut:** Right-click a file, folder, or program, then select **Send To**. Select **Desktop (Create Shortcut)** in the menu.

**Sort Desktop Icons:** Right-click the desktop and select **Sort by** in the menu. Select a sort option.

## Personalize Windows

**Change the Desktop Background:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then use the options in the Background category to select a new background color or image.

**Pin a Program to the Taskbar:** With the program running, right-click its icon on the taskbar and select **Pin to taskbar**.

## Personalize Windows

**Customize System Icons:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then click **Taskbar** at the left. If needed, scroll down and click **Turn system icons on or off**. Toggle a system icon on or off.

**Move the Taskbar:** Right-click the taskbar, if **Lock the taskbar** has a check mark next to it, click it to unlock the taskbar. Click and drag the taskbar to the top, bottom, or side of the screen.

**Customize the Lock Screen:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then click **Lock screen** at the left. Here, select the desired background, app status icons, and settings.

**Customize Account Settings:** Click the **Start** button and click the **Settings** icon. Click **Accounts** and then click **Sign-in options** at the left. Modify your account settings here.

## Maintain Your Computer

**Check for Windows Updates:** Click the **Start** button and click the **Settings** icon. Click **Update & Security** and then click the **Check for updates** button.

**Open the Task Manager:** Right-click the **Start** button and select **Task Manager**. Or, press **Ctrl + Shift + Esc**. If an open task is no longer responding, select it here and click the **End task** button.

**Improve Battery Life:** Click the **Battery status** icon in the system tray and click **Battery settings**. Adjust the settings here to improve the battery life of your computer.

**Secure Windows:** Click the **Security Center** icon in the system tray. A few options for ensuring Windows is secure include:

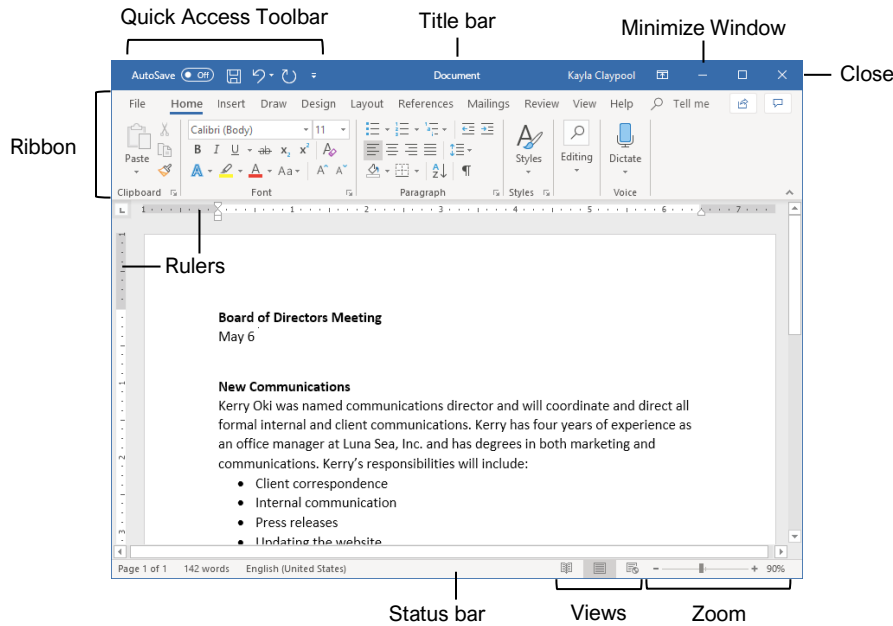
- **Virus & threat protection** periodically checks your computer for viruses and other malicious files.
- **Account protection** provides security for your account and sign-in.
- **Firewall & network protection** configures network firewalls for private and public networks to keep your computer safe from network attacks.
- **App & browser control** is where you configure warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.
- **Family options** lets you set up parental controls for this computer, as well as connected devices.



# Microsoft® Word Quick Reference

## Basic Skills

### The Word Program Screen



### Keyboard Shortcuts

#### General

- Open a document..... **Ctrl + O**
- Create a new document..... **Ctrl + N**
- Save a document ..... **Ctrl + S**
- Print a document ..... **Ctrl + P**
- Close a document ..... **Ctrl + W**

#### Navigation

- Move the text cursor..... **↑, ↓, ←, →**
- Up one screen..... **Page Up**
- Down one screen ..... **Page Down**
- Beginning of a line ..... **Home**
- End of a line ..... **End**
- Beginning of a document .... **Ctrl + Home**
- End of a document ..... **Ctrl + End**
- Open Go To dialog box..... **Ctrl + G**

#### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Find ..... **Ctrl + F**
- Replace..... **Ctrl + H**
- Select All..... **Ctrl + A**
- Check Spelling and Grammar ..... **F7**

#### Formatting

- Bold ..... **Ctrl + B**
- Italics ..... **Ctrl + I**
- Underline ..... **Ctrl + U**
- Align Left..... **Ctrl + L**
- Align Center ..... **Ctrl + E**
- Align Right..... **Ctrl + R**
- Justify ..... **Ctrl + J**
- Indent a paragraph ..... **Ctrl + M**
- Remove an indent..... **Ctrl + Shift + M**
- Increase font size..... **Ctrl + Shift + >**
- Decrease font size ..... **Ctrl + Shift + <**
- Increase font size 1pt..... **Ctrl + ]**
- Decrease font size 1pt..... **Ctrl + [**
- Copy formatting..... **Ctrl + Shift + C**
- Paste formatting ..... **Ctrl + Shift + V**
- Show/Hide Formatting Marks ..... **Ctrl + Shift + \***

### Word Fundamentals

**Create a Blank Document:** Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

**Open a Document:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Recover an Unsaved Document:** Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

**Change Document Views:** Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

- Reading View**
- Print Layout View**
- Web Layout View**

**Print:** Click the **File** tab, select **Print**, specify print settings, and click **Print**.

### Select and Edit Text

**Select a Block of Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Select a Sentence:** Press the **Ctrl** key and click in a sentence.

**Select a Line of Text:** Click in the left margin for the line you want to select.

**Select a Paragraph:** Double-click in the left margin for the paragraph you want to select.

**Select Everything:** Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

**Edit Text:** Select the text you want to replace and type new text.

**Cut, Copy and Paste:** Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

## Select and Edit Text

[Spelling and Grammar Errors](#): Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

[Correct a Spelling or Grammar Error](#): Manually make the correction, or right-click the error and select a suggestion you want to use.

[Ignore a Spelling or Grammar Error](#): Right-click the error and select **Ignore All**.

[Check Spelling and Grammar](#): Click the **Review** tab and click the **Spelling & Grammar** button.

[Find the Word Count](#): Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

[Use the Thesaurus](#): Click the word you want to replace, click the **Thesaurus** button on the Review tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

[Find Text](#): Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

[Replace Text](#): Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

[Insert a Symbol](#): Click where you want to insert the symbol. Click the **Insert** tab and click the **Symbol** button. Either select a symbol from the menu or select **More Symbols**, select a symbol, and click **Insert**.

[Insert Text from Another File](#): Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

## Format Text and Paragraphs

[Change the Font](#): Select the text you want to change, click the **Font** list arrow, and select a new font.

[Change the Font Size](#): Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

[Change the Font Color](#): Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

[Apply Bold, Italic, or an Underline](#): Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.

[Clear Formatting](#): Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

## Format Text and Paragraphs


[Create a Bulleted List](#): Select the text you want to make into a bulleted list, and click the **Bullets** button.

[Change a Bulleted List Style](#): Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.


[Create a Numbered List](#): Select the text you want to make into a numbered list, and click the **Numbering** button.

[Change a Numbered List Style](#): Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

[Align a Paragraph](#): Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

 Left aligned

 Center aligned

 Right aligned

[Add a Border](#): Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

[Add Shading](#): Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

[Change Line Spacing](#): Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

[Change Paragraph Spacing](#): Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

[Copy Formatting](#): Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

[Indent Paragraphs](#): Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.


[Set Custom Indents](#): Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.


[Enable the Ruler](#): Click the **View** tab, then check the **Ruler** check box.


[Set a Tab Stop](#): Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

## Format Text and Paragraphs

[Types of Tab Stops](#): Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.

 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.

[Remove a Tab Stop](#): Click and drag a tab stop off of the ruler.

## Format the Page

[Choose a Margin Size](#): Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

[Change Paper Size](#): Click the **Layout** tab, click the **Size** button, and select the size you want to use.

[Change Paper Orientation](#): Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

[Use a Header or Footer](#): Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

[Add Page Numbers](#): Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

[Format Columns](#): Click the **Layout** tab, click the **Columns** button, and select a column option.

[Insert Column Breaks](#): Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

[Insert Page Breaks](#): Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

[Add a Watermark](#): Click the **Design** tab, click the **Watermark** button, and select a watermark style.

[Add Page Color](#): Click the **Design** tab, click the **Page Color** button, and select a page color.

[Add Page Borders](#): Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.



# Microsoft® Word Quick Reference

## Intermediate Skills

### Elements of a Table

Header Row	Location	Excursion Length	Packages	Sales
	Las Vegas	3-day	8	\$8,000
	Paris	3-day	2	\$4,000
	Beijing	3-day	0	\$0
	Las Vegas	5-day	6	\$10,200
Selected Cell	Paris	5-day	8	\$27,200
	Beijing	5-day	4	\$20,000
	Las Vegas	7-day	0	\$0
Row	Paris	7-day	4	\$20,000
	Beijing	7-day	6	\$42,000
Total Row			38	\$131,400

### Navigating a Table

#### Navigating a Table

- Next cell ..... **Tab**
- Previous cell ..... **Shift + Tab**
- Next row ..... ↓
- Previous row ..... ↑
- First cell in a row ..... **Alt + Home**
- Last cell in a row ..... **Alt + End**
- First cell in a column ..... **Alt + Page Up**
- Last cell in a column ..... **Alt + Page Down**

#### Selecting Cells in a Table

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ↘; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select**, and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow ↓; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Column**.

**Select an Entire Table:** Click the table selector button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Table**.

#### Table Style Options

**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

### Tables

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit** button, and select an option.

**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells** button.

**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells** button, enter the number of rows and columns, and then click **OK**.

**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows** button to distribute the rows evenly, or click the **Distribute Columns** button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders** button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading** button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table** button.



## Graphics

**Insert a Picture:** Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

**Remove a Picture's Background:** Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

**Insert a Text Box:** Click the **Insert** tab, click the **Text Box** button, and select a text box style.

**Insert a Shape:** Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

**Insert a Drawing:** Click the **Draw** tab, click the **Draw with Touch** button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the **Draw with Touch** button again when you're done drawing.

**Format a Shape:** Select a shape, then click the **Format** tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape's fill color.
- Click the **Shape Outline** button and select a color and weight for the shape's outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery's **More** button to see more presets.

**Insert WordArt:** Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

**Insert a Chart:** Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

**Resize an Object:** Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.

**Move an Object:** Select an object, then click and drag it to a new location.

**Rotate an Object:** Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

**Delete an Object:** Select an object, then press the **Delete** key.

## Graphics

**Flip an Object:** Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Move an Object Up or Down One Layer:** Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

**Group Objects:** Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

**Ungroup Objects:** Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

**Align Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

**Distribute Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select **Distribute Horizontally** or **Distribute Vertically**.

## Styles, Themes, and Templates

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

**Display the Styles Pane:** Click the dialog box launcher in the **Styles** group on the Home tab.

**Create a Style:** Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More** button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.

**Modify a Style:** Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select **Update \_\_\_ to Match Selection**.

**Apply a Theme:** Click the **Design** tab, click the **Themes** button, and select a theme.

**Use a Document Template:** Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

**Create a Document Template:** Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

## Long Documents

**Use Outline View:** Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

**Demote Items:** While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

**Promote Items:** While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading 1** button).

**Navigate Long Documents:** Click the **View** tab, check the **Navigation Pane** check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

**Add a Bookmark:** Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the Links group, give the bookmark a name, and click **Add**.

**Insert a Section Break:** Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

**Insert a Link:** Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

**Create Footnotes and Endnotes:** Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** (or **Insert Endnote**) button, and type your footnote / endnote.

**Insert a Table of Contents:** Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

**Insert an Index Entry:** Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

**Insert an Index:** Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index's options, then click **OK**.

**Create a Citation:** Click the **References** tab, click the **Insert Citation** button, and select **Add New Source**. Enter the source's information, then click **OK**.

**Insert a Citation:** Click the **References** tab, click the **Insert Citation** button, and select a citation from the menu.

**Insert a Bibliography:** Click the **References** tab, click the **Bibliography** button, then select a bibliography style.



# Microsoft® Word Quick Reference

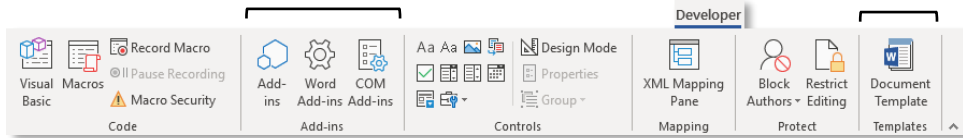
## Advanced Skills

### The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML

The **Templates** group lets you switch document templates and other add-ins.



The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

### Forms

#### Add Forms to a Document

**Enable the Developer Tab:** Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

**Add a Form Control:** Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

**Finalize a Form:** Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Yes, Start Enforcing Protections** button, enter a password (optional), and click **OK**.

#### Types of Form Controls

**Form Controls:** You can add different types of form controls that allow a user to enter different types of data into a form.

- **Rich Text** **Aa** allows users to enter text that can be formatted with different fonts and font styles.
- **Plain Text** **Aa** allows users to enter text, but not to format that text.
- **Picture** allows the user to add a picture from their computer or an online location to the form.
- **Check Box**  places a form with a check box that the user can check or uncheck.
- **Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- **Drop-Down List** adds a list with several options that a user can choose from.
- **Date Picker** lets the user choose a date from a calendar.
- **Repeating Section** contains other types of content controls and repeats as many times as you need it.
- **Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

### Collaborate in Word

**Share a Document:** Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the Invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

**Highlight Text:** Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

**Insert a Comment:** Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

**Delete a Comment:** Click a comment to select it, click the **Review** tab, and click the **Delete** button.

**Reply to a Comment:** Click a comment to select it, and click the **Reply** button in the comment. Type your response, then click outside the comment field when you're finished.

**Show / Hide Comments:** Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

**Toggle Track Changes:** Click the **Review** tab and click the **Track Changes** button in the Tracking group.

**View Markup:** Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

**Review Revisions:** Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

**Compare Two Documents:** Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

**Add Line Numbers:** Click the **Layout** tab, click the **Line Numbers** button, and select an option.

## Collaborate in Word

**Customize Line Numbers:** Click the **Layout** tab, click the **Line Numbers** button, and select **Line Numbering Options**. Click the **Line Numbers** button. Customize where the line numbers start, how far they appear from the text, and how often they appear. Click **OK**, then click **OK** again.

**Protect a Document:** Click the **File** tab, click the **Protect Document** button, and select **Mark as Final**. Click **OK** in both the confirmation dialog boxes.

**Password Protect a Document:** Click the **File** tab, click the **Protect Document** button, and select **Encrypt with Password**. Enter a password, click **OK**, then enter that password again to confirm it, and click **OK** again.

**Remove a Password:** Click the **File** tab, click the **Protect Document** button, select **Encrypt with Password**, remove the password from the text field and click **OK**.

**Inspect a Document:** Click the **File** tab, click the **Check for Issues** button, and select **Inspect Document**. Select the types of content you want to check for, then click **Inspect**. After inspection, click **Remove All** for any content that you want to remove, then click **Close**.

## Macros

**Enable the Developer Tab:** Before adding macros, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

**Record a Macro:** Click the **Developer** tab, click the **Record Macro** button, and give the macro a name. Click either **Button** or **Keyboard** to assign a button or keyboard shortcut to the new macro (optional). Click **OK**. Perform the tasks you want to record, then click the **Stop Recording** button.

**Run a Macro:** Place the text cursor where you want the macro to run. Click the **Developer** tab, click the **Macros** button, select a macro, and click **Run**.

**Edit a Macro:** Click the **Developer** tab, click the **Macros** button, select a macro, and click **Edit**. Modify the macro using the Visual Basic editor, then close Visual Basic.

## Advanced Documents

**Customize Word's Options:** Click the **File** tab and click **Options**. Select a category on the left, and then customize options on the right. Click **OK** when you're finished.

**Customize the Ribbon:** Click the **File** tab, click **Options**, then click the **Customize Ribbon** tab. Select and expand a ribbon tab, then select and expand a group. Select a command from the left column, then click **Add** to add it, or select a command from the right column and click **Remove** to remove it from the ribbon.

## Advanced Documents

**Change Word's Default Font:** Start in a new, blank document. Open the Font dialog box by clicking the **Font** group's dialog box launcher. Choose the new default font or font style, then click the **Set as Default** button. Select **All documents based on the Normal template**, then click **OK**.

**Create a Building Block:** Select the text or objects you want to use as a building block. Then, click the **Insert** tab, click the **Explore Quick Parts** button, and select **Save Selection to Quick Part Gallery**.

**Insert a Building Block:** Place the text cursor where you want a building block placed. Click the **Insert** tab, click the **Explore Quick Parts** button, and either select a building block from the menu, or select **Building Blocks Organizer**. Select a building block, and then click **Insert**.

**Find and Replace Using Wildcards:** Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. Check the **Use Wildcards** check box, then while entering a search phrase in the **Find What** field, click the **Special** button and select a wildcard.

### Wildcard Examples

- ? any single character
- \* any number of characters
- [ ] one of these characters
- [ - ] one of these characters in a range
- [! ] none of the specified characters
- < beginning of a word
- > end of a word
- @ one or more instances of a character
- {n} exactly *n* instances of a character
- {n, } at least *n* instances of a character
- {n, m} between *n* and *m* instances of a character

**Find and Replace Special Characters:** Click the **Find** button list arrow, select **Advanced Find**, and expand the dialog box by clicking the **More** button. While entering a search phrase in the **Find What** field, click the **Special** button and select a special character.

**Edit a Document in Multiple Languages:** Select the text in another language, click the **Review** tab, click the **Language** button, and select **Set Proofing Language**. Select a language and click **OK**.

**Add Additional Editing Languages:** Click the **Review** tab, click the **Language** button, and select **Language Preferences**. Click the **Add additional editing languages** list arrow and select a language. Click **Add**, then click **OK**.

**Insert a Date and Time Field:** Click the **Insert** tab, click the **Date and Time** button, select a date format, check the **Update Automatically** check box, and click **OK**.

## Advanced Documents

**Insert a Field:** Click the **Insert** tab, click the **Explore Quick Parts** button, and select **Field**. Select a field category, then a field. Click **OK**.

**View Field Codes:** Right-click a field and select **Toggle Field Codes**.

## Mail Merge

**1 – Start the Mail Merge Wizard:** Click the **Mailings** tab, click the **Start Mail Merge** button, and select **Step-by-Step Mail Merge Wizard**.

**2 – Choose a Document Type:** In the Mail Merge pane, select a document type, then click **Next**.

**3 – Select a Document:** In the Mail Merge pane, select whether to use the current document, start a new document from a template, or use another existing file, then click **Next**.

**4 – Select Recipients:** In the Mail Merge pane, select whether to use an existing list, select contacts from Outlook, or type a new list.

If using an existing list, click the **Browse** button, select a file with a list of recipients, and click **Open**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If selecting contacts from Outlook, click the **Choose Contacts Folder** button, select a contacts folder to import, and click **OK**. Select which contacts in the list you want to use by checking or unchecking them, then click **OK**.

If typing a new list, click the **Create** button, then fill out the fields for each address. Click **OK** when finished.

Click **Next**.

**5 – Write Your Letter:** Place the text cursor where you want an element, then click the button for the element you want to add (such as an **Address Block** or a **Greeting Line**), choose an element's options, then click **OK**. Or, click the **More Items** button, select a specific field to insert, click **Insert**, and then click **Close**. When you've added all the fields you need, click **Next**.

**6 – Preview Your Letter:** In the Mail Merge pane, click the << and >> buttons to preview the placeholders filled in with a recipient's data. When you're finished previewing, click **Next**.

**7 – Complete the Merge:** In the Mail Merge pane, click **Print** to print the finished mail merged documents, or click **Edit individual letters** to create a new document for all or some of the records.

Close the Mail Merge pane when you're finished with the merge.

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