



Office 2011 for Mac: Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Mac Office 2011 that are common to Word, Excel, PowerPoint & Outlook. Great companion product to Word, Excel & PowerPoint Introduction guides. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

- Using the Ribbon
- Opening a Recently Used File
- Customizing Toolbars
- Copying Formatting
- Quick Access to Paste Options
- Using Themes to Format a Document
- Adding SmartArt
- Using Shape Styles
- File Formats
- Compatibility with Previous Versions
- Working Anywhere (Office Web Apps)
- Co-Authoring (Word/PowerPoint)
- The Reference Tools Panel
- Creating an Embedded Object from Another Office File
- Linking to an Office Object
- Creating a Hyperlink
- Inserting Comments
- Deleting Comments
- Removing Personal Information
- Saving as PDF
- E-Mailing a PDF
- Restricting Distribution
- Using the Media Browser
- Reducing the File Size
- Showing Macro and Form Controls
- Using the Scrapbook
- Working with Multiple Windows.

Also includes a list of keyboard shortcuts common to Word, Excel, PowerPoint, and Outlook.

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