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Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Templates and Forms features of Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:

Templates: Templates vs Documents; Templates and Macros; Using a Template; Creating a New Template; Editing a Template; Showing Macro and Form Controls; Adding a Workgroup Template Folder; Changing Which Template is Attached; Changing Defaults in the Attached Template; Changing Elements in the Attached Template; Using Global Templates; Organizing Macros and Styles in Templates and Documents; Inserting Fields with Options; Using Building Blocks: Creating a Custom Building Block; Including Building Blocks in a Template; Copying and Moving Building Blocks Between Templates; Creating Building Block Libraries; Creating and Using Forms:

Inserting Content Controls: Turning On/Off Design Mode; Inserting a Repeating Section; Setting Content Control Properties: Adding a Title, Format Contents Using a Style, Self Destruct, Allow Multiple Paragraphs for Plain Text, Choose a Gallery for Building Block Gallery, Adding Items to Select From in Combo Box and Drop-Down Lists, Changing a Check Box Symbol, Changing Options for Date Picker; Changing Placeholder Text; Protecting a Form from Changes; Unprotecting a Form; Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Preventing Editing Parts of a Document, Preventing Deletions; Accessing the Form to Fill it Out.

This guide is one of several titles available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms; and Word 2013 Advanced (ISBN 978-1936220830).

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Customer Reviews

I purchased a new computer and had my programs transferred to it. I had formerly been using Word 2003. It worked fine until I upgraded my computer and then some of the functions did not produce the results I was looking for. I bought Word 2013 and at once found myself in a very different environment. I realized I would have to "go back to school here at my desk" if I expected to use my new program. I have found this quick reference guide to be a lifesaver.

Very helpful in figuring out Microsoft Word 2013, especially since I don't have one of those genius young people to help, i.e. my grandchildren or your grandchildren.

Templates make all the difference when using word for more than just shopping lists - if you try them, I'm sure you will be pleasantly surprised

This template was very helpful to me. I am not very high tech savvy and this helped me tremendously

Hard to find cheat sheets like this. Well worth the price to have on hand. Get the whole series for a product. Really nice placemat too. Strong lamination. Available for all versions of word.

Contains all of the information that you will ever need. Cliff notes of MS Office 2013.

Just what a "newby" to the new Office suite needs! Very quick delivery too!!

I am visual so having something to refer to when you get stuck work great for me.

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