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Word 2011 for Mac: Formatting (Intermediate) 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 formatting features of Microsoft Word 2011 for Mac at the intermediate level. 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:
Setting Default Font, Tabs vs. Tables vs. Columns, Setting Tabs, Moving Tab Positions, Removing Tab Markers from the Ruler, Tab Tips, Setting Tab with Leaders, Identifying Indent Markers, Changing Indents, Creating Bulleted Lists, Changing Bullet Style, Creating Numbered Lists, Changing Number Style, Turning off Bullets or Numbering, Creating a Multilevel Numbered List, Inserting a Line Break, Adding Paragraph Borders, Shading, Inserting an Image, Inserting a Table, Inserting Rows within a Table, Inserting Columns within a Table, Adding a Row at the End of a Table, Changing Column Widths, Merging Cells in a Table, Splitting Cells in a Table, Adding a Paragraph above a Table, Centering a Table within the Margins, Changing Text Direction in a Table, Aligning Text within a Table Cell, Increasing Spacing within a Table, Shading Cells, Changing Cell Borders, Moving a Table, Wrapping Text Around Tables, Creating a Text Box, Turning Off Automatic Formatting, Creating Columns, Finding and Replacing Text, Finding and Replacing Formats, Finding and Replacing Special Characters (Tabs, Spaces etc.).

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

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