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# **Microsoft Word 2010 Templates & Macros 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 macros and template features of Microsoft Office Word 2010. 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, Using a Template, Creating a New Template, Editing a Template, Adding a Workgroup Template Folder, Changing which Template is Attached, Changing Defaults in the Attached Template, Changing Elements in the Attached Template, Changing the Normal Template.Making Elements Available in All Documents: Using Global Templates, Removing a Global Template, Organizing Macros and Styles in Templates and Documents, Inserting Fields with Options, Including Building Blocks in a Template, Copying Building Blocks Between Templates, Moving Building Blocks Between Templates, Creating a Custom Building Block, Creating Building Block Libraries.Macros: Showing the Developer Tab, Recording a Macro, Naming a Macro, Renaming a Macro, Creating a Macro without Recording, Editing Macros, Running Macros, Documenting Macros, Assigning Macros to the Quick Access Toolbar and Shortcut keys, Auto Macros, Calling Another Macro, Deleting Macros, Setting Macro Security, Getting Help on Visual Basic.This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

## **Book Information**

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## **Customer Reviews**

Easy to read sheets in nice heavy lamination. I used a three hole punch and inserted them into a three ring binder to make a handy reference guide that won't tear, wrinkle or be ruined if I spill coffee on it!!

Keyboard shortcuts are the best part of these templates. Many of the things noted were things I already knew, but the 3 or 4 nuggets that I stumbled across that I didn't know existed.....made it completely worth the money!

The same thing i wrote on the other cheat sheets1. i chose this rating as i consider these sheets are simple and efficient in gaining information2. My only problem is personal and can't be fixed by you as my eyesight is not good and if printing was larger not enough information would fit on sheets.2, I would recommend these products to anyone who wants information quickly and easily.

As the President of a Computer Club in a 55 and over community, I am responsible for planning the lessons and our meetings for the coming year. In looking for material to use in the classes, I found a wealth of information on laminated sheets for a wide variety of subjects dealing with computer programs on . I needed well written material that was easy to follow, in a concise format, and not too large. That is exactly what these laminated sheets have proven to be. In addition, they don't tear like paper and they are easy to keep clean. Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

These are helpful aids for looking procedures for both me and my grandchildren. I would like them to have loose-leaf holes in them so that they could be put in a loose-leaf binder for easy storage and access.

All of it is good when you are first learning an updated version of a new software which is totally different from you are used to. I was still using Word 2007. Now 2010 - mind blowing but I'm okay with these hurtful cheat sheets.

I am very happy with this purchase >Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) I recommend it to my family and friends.

Put this into a notebook, just open and find the answers. No lugging a heavy manual around. Can put on my desk in front of computer.

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