



Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

[Download now](#)

[Click here](#) if your download doesn't start automatically

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

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.

 [Download Microsoft Word 2010 Templates & Macros Quick Refer ...pdf](#)

 [Read Online Microsoft Word 2010 Templates & Macros Quick Ref ...pdf](#)

Download and Read Free Online Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

From reader reviews:

Jose Anderson:

This Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) book is just not ordinary book, you have it then the world is in your hands. The benefit you receive by reading this book is actually information inside this guide incredible fresh, you will get facts which is getting deeper you actually read a lot of information you will get. This kind of Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) without we know teach the one who studying it become critical in imagining and analyzing. Don't possibly be worry Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can bring if you are and not make your case space or bookshelves' grow to be full because you can have it with your lovely laptop even cell phone. This Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) having excellent arrangement in word in addition to layout, so you will not feel uninterested in reading.

Martin Phair:

The publication untitled Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) is the publication that recommended to you you just read. You can see the quality of the reserve content that will be shown to you actually. The language that publisher use to explained their ideas are easily to understand. The writer was did a lot of study when write the book, therefore the information that they share to your account is absolutely accurate. You also might get the e-book of Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) from the publisher to make you considerably more enjoy free time.

Belinda Bedard:

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can be one of your nice books that are good idea. We recommend that straight away because this e-book has good vocabulary that may increase your knowledge in vocab, easy to understand, bit entertaining but delivering the information. The writer giving his/her effort to set every word into satisfaction arrangement in writing Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) yet doesn't forget the main point, giving the reader the hottest and based confirm resource information that maybe you can be one of it. This great information can certainly drawn you into fresh stage of crucial contemplating.

Jesus Geist:

Are you kind of busy person, only have 10 or perhaps 15 minute in your moment to upgrading your mind skill or thinking skill perhaps analytical thinking? Then you have problem with the book compared to can

satisfy your small amount of time to read it because all of this time you only find e-book that need more time to be examine. Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can be your answer because it can be read by a person who have those short spare time problems.

Download and Read Online Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc #F52ZR9BKT60

Read Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc for online ebook

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc books to read online.

Online Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc ebook PDF download

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Doc

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Mobipocket

Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc EPub