



# Microsoft Word 2007 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use formatting features of Microsoft Office Word 2007 at the intermediate level.

The following topics are covered:

Showing the Ruler; Setting, Moving, Removing Tabs; Clearing Tab Settings; Setting Tabs with Leaders; Disabling Automatic Formatting; Using the Indent Markers; Using Easy Indent; Creating Bulleted, Numbered, and Multi-Level Lists.

Paragraph Breaks vs. Line Breaks; Paragraph Spacing; Line Spacing; Clearing Formatting; Changing Default Font; Using Quick Styles; Using Themes to Format the Document; Creating a Text Box.

Inserting a Table; Inserting Rows and Columns within a Table; Changing Column Widths; Merging and Splitting Cells; Centering a Table within the Margins; Changing Text Direction; Moving the Table; Wrapping Text around Tables; Adding Space within a Table; Paragraph/Cell Borders and Shading.

Finding and Replacing Text; and Finding and Replacing Text Attributes.

Also includes: Lists of Table Selection Shortcuts and Formatting Shortcuts.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

This guide is one of several titles available for Word 2007: Word 2007 Introduction, Word 2007 Formatting, Word 2007 Advanced, Word 2007 Mail Merge & Forms, Word 2007 Templates & Macros.

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