

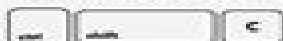


# MICROSOFT WORD CHEAT SHEET

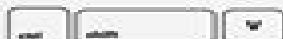
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Move your cursor to another part of your document.



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In word. Simply type  
=lorem(5,2) Then hit enter.

## Making the file size smaller

Select any image > Choose Format from the ribbon > Compress pictures.

## Selecting words at random

Hold Ctrl + Shift and drag different words or sentences to select them at once.

### DATE

### TIME

LOCATION  
Address, City, ST ZIP CODE

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Word is set to imperial measurements. You can simply type 20cm into ANY measurement box and Word instantly converts it for you. Thanks Word!

## Make a font bigger or smaller

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# Microsoft Word Cheat Sheet Template

**Beezix, Inc Staff**



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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 Word 2002 For Dummies Dan Gookin, 2001-06-15 Writing on a computer isn't such a big deal anymore. In fact, today it's the typewriter that gets the double take. Chances are very good that if you're going to write anything, you'll be using a computer with word processing software and you'll very likely be using a PC with some variation of Windows and Microsoft Word to help you. But Word is such a massive program that does much more than merely process words. Do you really need to know all the bells and whistles, the command options and the typographical mumbo jumbo? Probably not. If you're like most Word users, all you want to know is a few answers to some tiny questions. For this, you've found your book. Word 2002 For Dummies will show you the basics of using this dynamic program and have you quickly doing things like Saving your stuff, Cutting and pasting a block of text, Quickly finding your place in a large document, Aligning paragraphs, Throwing together a quick yet elegant table, Using a document template. Remember, there's nothing scary about Word. Nothing dangerous. It just may be unfamiliar to you. This guide makes it familiar, providing you with critical information such as The bare essentials of Word including moving the cursor, editing text, searching and replacing, marking blocks and spell checking, Formatting text, characters, lines, paragraphs, pages and entire documents, Sprucing up your document with borders, shading, tables, columns and other interesting goobers, Creating stuff from letters and envelopes to greeting cards and labels. You don't need to be a technogeek to master the workings of Microsoft Word. But you do need some guidance. Let our informative yet not too serious computer guru, Dan Gookin, author of the very first For Dummies book and 80 other computer titles, show you the way. **Peter Norton's Complete Guide to Microsoft Office 2000** Peter Norton, Jill T. Freeze, Wayne S. Freeze, 1999 Ready to use building blocks for integrated circuit design? Why start coding from scratch when you can work from this library of pre-tested routines created by an HDL expert? There are plenty of introductory texts to describe the basics of Verilog, but Verilog Designer's Library is the only book that offers real reusable routines that you can put to work right away. Verilog Designer's Library organizes Verilog routines according to functionality, making it easy to locate the material you need. Each function is described by a behavioral model to use for simulation, followed by the RTL code you'll use to synthesize the gate-level implementation. Extensive test code is included for each function to assist you with your own verification efforts. Coverage includes Essential Verilog coding techniques, Basic building blocks of successful routines, State machines and memories, Practical debugging guidelines. Although Verilog Designer's Library assumes a basic familiarity with Verilog structure and syntax, it does not require a background in programming.

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