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Office 365 For Dummies Jones & Bartlett Learning
New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.
Introduction to Computers for Healthcare Professionals
TeachUcomp Inc.
Cisco Press has the only Self-Study Guides Approved by Cisco for the New CCENT Certification. The New Edition of this Best-Selling Flash Cards and Exam Practice Pack is Completely Updated and includes Practice Questions, Flash Cards, and Reference Sheets for all Topics Covered in the New Exams. Are you ready to take the ICND1 exam for the CCENT certification? You've learned the concepts, you have the experience to put them to real-world use, and now you want to practice, practice, practice until exam time. The Cisco CCENT 100-101 Flash Cards and Exam Practice Pack contains more than 700 flash cards, practice questions, and quick reference sheets. Cisco CCENT 100-101 Flash Cards and Exam Practice Pack gives you three methods of proven, late-stage exam preparation in one package. Test Engine The CCENT practice exam engine includes hundreds of exam realistic practice questions, providing you with a realistic practice exam experience. Flash Cards More than 450 flash cards in print and online are available in customizable sets that you can tailor to your study needs. View the flash cards in print or access them on your PC, Mac, tablet, or smartphone from our Cert Flash Cards Online application. Quick Reference Sheets All exam topics are covered for a quick review and refresh in the nearly 100 graphical

quick reference sheets.
QuickBooks Online Quick Reference Training Guide Laminated Cheat Sheet Jones & Bartlett Learning
Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 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: Goal Seek, Saving Views, Defining Scenarios, Hiding Columns, Rows or Sheets, Restricting Cell Entry with Data Validation, Highlighting Invalid Data, Clearing Data Validation Circles, Data Consolidation, Conditional Formatting, Clearing Conditional Formatting, Conditional Formatting Rules Manager, Creating a Workspace With Multiple Workbooks, Protecting/Unprotecting Worksheets, Password Protecting Specific Cells, Keeping Part of a Worksheet Visible: Freeze Panes, Split Panes. Macros: Showing the Developer Tab, Macro Names, Recording a Macro, Running a Macro, Renaming a Macro, Automatic Macro Execution, Relative vs. Absolute Recording, Assigning to the Quick Access Toolbar, Creating a Macro Without Recording, Documenting a Macro, Calling Another Macro, Setting Macro Security, Getting Help on Visual Basic, Saving a Macro Enabled Worksheet, Creating a Custom Ribbon Group, Adding a Macro to the Ribbon, Creating a Function Procedure, Using a Function Procedure. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.
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What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide(Cheat Sheet of New Features and Instructions - Laminated Guide)
Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card Sterling Publishing Company, Inc.
Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2007. The following topics are covered: Reusing Slides from Other, Presentations, Adding Placeholders to a Slide Master, Adding a Customized Layout,

Switching from Color to Black & White, Making Changes to a Template, Using a Theme from Another Office Document, Inserting Tables, WordArt, The Selection and Visibility Pane, Ungrouping Clip Art, Recoloring Pictures, Placing an Excel Object on the Slide, Editing an Excel Object Hiding/Showing Slides, Creating a Button to Jump to Another Slide or File During a Slide Show, Adding Custom Animations, Modifying Previewing the Effect, Annotations during a Slide Show, Self Running Presentations, Setting Timings, Recording Narration, Creating a Photo Slide Show, Saving Different Slide Orders, Packaging Presentations on a CD, Packaging Multiple Presentations on a CD. 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 two titles available for PowerPoint 2007: PowerPoint 2007 Introduction, PowerPoint 2007 Advanced.
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Laminated quick reference guide showing step-by-step instructions and shortcuts for Charts (graphs) and Table features of Microsoft Office Excel 2007. This card is suitable as an accompaniment for Intermediate level Excel training. The following topics are covered: Excel Charts: Inserting a Chart, Resizing and Moving Chart Objects, Changing Chart Type, Charting Non-Adjacent Data, Adjusting Scale, Two-Scaled Charts, Adding, Removing and Formatting: Legend, Gridlines, Data Series, Explanatory Text, Callouts, Arrows and Circles, Data Labels, Adding a Projection or Trendline to a Data Series, Setting the Default Chart, Creating the Default Chart with one Keystroke, Creating Chart Templates, Applying Custom Chart Types, Changing Chart Location (Chart Object vs. Chart Sheet). Excel Tables: Creating an Excel Table, Excel Table vs. Normal Range, Changing the Table Area, Adding New Rows or Columns to the Table, Toggle Total Row, Table Selection Shortcuts, Sorting a List, Multi-Level Sorting, Custom Sort Orders, Subtotals, Filtering a Table: AutoFilter & Advanced Filters, Creating Pivot Tables, Rearranging PivotTables, Adding/Removing PivotTable Fields, Show/Hide the PivotTable Field List, Refreshing a PivotTable, Creating a PivotChart, Changing the Summary Function, Filtering in a PivotTable, Sorting in a PivotTable, Grouping by Dates or

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

Microsoft Excel 2003 Charts and Lists Quick Reference Guide John Wiley & Sons

The Markdown markup language is one of the most popular plain-text formatting languages available. Now you can learn the Markdown syntax with the book that's been called "the best Markdown reference." Designed for both novices and experts, The Markdown Guide is a comprehensive reference manual that has everything you need to get started and master the Markdown syntax.

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide Cisco Press

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.

Nikon D40/D40x For Dummies John Wiley & Sons

The Nikon D40 and the D40x offer exciting new features that will

enable you to take amazing digital photos. These compact cameras pack a big punch at a great price! With Nikon D40/D40x For Dummies, you'll discover what each bell and whistle on your camera does so that you can confidently know when, where, why and how to put each feature to its best use. This friendly full-color guide translates all of those techie words in your Nikon manual into plain English. You'll learn what terms like SLR, resolution, aperture, white balance, and file format really mean and how they effect picture quality. You'll also find out what happens when you press, jiggle, or twist all those serious-looking controls and how to use them to capture the great shots you imagined taking when you became a Nikon owner. Discover how to: Install batteries and memory card Adjust viewfinder to your eyesight Take great pictures automatically Get creative with exposure and lighting Manipulate focus and color Control picture quality and size Download, organize, and archive your photos Print and share your photos Use fast photo-retouching tricks Packed with more than 200 beautiful color photos throughout, Nikon D40/D40x For Dummies is more than an easy-to-use handbook, it's the paperback version of an in-depth photography workshop tailored specifically to help you make the absolute most of your Nikon picture-taking powerhouse.

Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts) Pearson Education

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use charts/graphs and Sparklines features of Microsoft Office Excel 2010. The following topics are covered: Charts: Inserting a Chart, Creating a Chart Sheet Using the Default Chart Type, Changing Type, Resizing a Chart in the Worksheet, Changing Chart Type, Charting Non-Adjacent Data, Selecting Chart Objects, Adjusting Scale, Creating a Chart with Two Scales, Add, Move or Remove the Legend, Adding a Data Series, Removing a Data Series, Using Tables as a Data Source, Switching Rows and Columns, Adding or Removing Gridlines, Exploding a Piece of a Pie Chart, Adding Explanatory Text, Adding Visuals, Adding Data Labels, Move, Format, Edit Data Labels, Adding/Removing a Chart Title, Adding an Axis Title, Moving a Title, Using Styles and Layouts, Moving the Chart to Another Worksheet, Adding a Projection or Trendline to a Data Series, Removing a Trendline, Handling Hidden and Empty Cells, Setting

the Default Chart, Creating a Chart Template, Applying a Custom Chart Type. Sparklines: Creating a Sparkline, Removing Sparklines, Grouping Sparklines, Changing Sparkline Type. Customizing Sparklines: Adding Text, Highlighting Values (Markers). Changing Marker Color, Change Sparklines Color and Weight, Customizing Axis Settings, Handling Hidden and Empty Cells. 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 Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas. **Introduction (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide(Cheat Sheet of New Features and Instructions - Laminated Guide)6-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing changed Office 2003 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features.

PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis. Personal Trainer Quick Reference Card Kit Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Visio 2003. Topics include: Documents, and Stencils: Creating, Opening, Saving, The Pointer Tool, Adding Shapes to a Drawing, Selecting and Editing Shapes, Adding/Editing Text on a Shape, Formatting Shapes, Moving and Resizing Shapes, Aligning, Distributing, Rotating and Flipping Shapes, 1-D vs 2-D, Using a Connector from a Stencil, Adding Shapes to a Stencil, Copying Master Shapes to a Stencil, Using the Connector Tool, Applying Static Glue and Dynamic Glue, Gluing 2-D Shapes, Adding your own Connection Points, Changing Connection Point Types, Creating/Modifying Layers, Assigning Shapes to Layers, Grouping/Ungrouping, Using Guides, Working with Pages, and Printer Paper vs. Drawing Page. Drawing Windows for Quick Editing: Pan and Zoom, Drawing Explorer, Custom Properties, Size and Position. Also includes a list of useful keyboard shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use charts/graphs and Sparklines features of Microsoft Office Excel 2013. The following topics are covered: Charts: Inserting a Chart, Inserting a Recommended

Chart, Understanding Chart Types, Charting Non-Adjacent Data, Creating a Chart Using the Default Chart Type, Using Chart Buttons, Resizing a Chart in the Worksheet, Selecting Chart Objects, Changing Chart Type, Adding/Removing a Data Series, Adding and Adjusting Axis and Chart Titles, Switching Rows and Columns, Using Tables as a Data Source, Adjusting Scale, Creating a Chart with Two Scales, Adjusting the Legend, Using Gridlines, Adding Explanatory Text, Adding Visuals, Adding and Adjusting Data Labels, Exploding a Piece of a Pie Chart, Using Styles and Layouts, Moving a Chart to Another Worksheet, Adding a Projection or Trendline to a Data Series, Handling Hidden and Empty Cells in a Chart, Changing the Default Chart Type, Creating a Custom Chart Template, Applying a Custom Chart Type. Sparklines: Creating a Sparkline, Grouping Sparklines, Changing Sparkline Type, Removing Sparklines, Customizing Sparklines with Text and Markers, Changing Marker Color, Change Sparklines Color and Weight, Customizing Axis Settings, Handling Hidden and Empty Cells in Sparklines.

Histoire d'une section de J.É.C. "O'Reilly Media, Inc."

6-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing changed Office 2003 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document

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Introduction to Computers for Health Care Professionals Cisco Press

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Microsoft Excel 2013 Charts and Sparklines Quick Reference Guide Pearson Education

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in QuickBooks Pro 2014. When you need an answer fast, you will find it right at your fingertips. These easy-to-use quick reference guides are perfect for individuals, businesses and as supplemental training materials. Topics Include: The Chart of Accounts; Customers, Employees, and Vendors; Managing List Items; Sales Tax; Inventory; Other Items; Basic Sales; Price Levels; Billing Statements; Payment Processing; Entering and Paying Bills; Bank Accounts; Reporting; Estimating; Time Tracking; Payroll; Credit Card Accounts; The Loan Manager; Company Management.

Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) John Wiley & Sons

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365

combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you! *CCENT ICND1 100-101 Flash Cards and Exam Practice Pack* TeachUcomp Inc.

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Windows 11 For Dummies

Laminated quick reference card showing step-by-step instructions

and shortcuts for how to use Microsoft Office Publisher 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: Creating a New Publication, Changing Page Size, Creating a Custom Color Scheme, Changing a Publication's Color Scheme, Creating a Custom Font Scheme, Changing a Publication's Font Scheme, Changing a Publication's Template, Creating New Pages, Moving a Page, Deleting a Page, Creating a Business Information Set, Edit/Delete a Business Information Set, Switching Business Information Sets, Inserting Business Information, Creating a Logo from Publisher Objects, Using a Master Page, Suppressing a Master Page, Change the Page Background, Adding Page Numbers, Changing Starting Page Number or Page Number Format; Midway Through a Publication. Inserting a Text Box, Setting Columns in a Text Box, Adding Shapes, Fitting Text into an Object, Flowing Text from Box to Box, Flowing Text into a Shape Fancy Text: WordArt, Dropping the First Capital Letter, Grouping and Ungrouping, Adding Objects from the Design Gallery, Rotating or Flipping an Object, Changing the Object Order, Wrapping Text around an Object, Inserting a Table, Resizing Table Rows and Columns, Turn On/Off Growing Table to Fit Text, Adding a Header or Footer, Saving as PDF. Includes a list of keyboard shortcuts.

Microsoft Visio 2003 Quick Reference Guide

Laminated quick reference guide showing step-by-step instructions and shortcuts for Charts (graphs) and List features of Microsoft Excel 2002 (XP). This card is suitable as an accompaniment for Intermediate level Excel training. The following topics are covered: Charts: Creating a Chart with the Wizard, Resizing and Moving Chart Objects, Changing Chart Type, Charting Non-Adjacent Data, Adjusting Scale, Two-Scaled Charts. Adding, Removing and Formatting: Legend, Gridlines Data Series. Adding Explanatory Text, Callouts, Arrows & Circles, Data Labels, Setting the Default Chart, Creating a Graph with one Keystroke, Adding Custom Chart Types to the List, Changing Chart Location (Chart Object vs. Chart Sheet), Adding a Projection to a Data Series: Lists: Creating a List: Rules, Sorting a list, Custom Sort Orders, The Data Form. Filtering: Autofilter & Advanced Filters, List Subtotals, Using the Outline, Creating & Modifying Pivot Tables. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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