



# Shortcuts for Microsoft Office 2013, 2010 & 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)

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## Shortcuts for Microsoft Office 2013, 2010 & 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix Inc.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013, 2010 and 2007 products Word, Excel, and PowerPoint. See topics below.

### Shortcuts for the following topics:

**Word:** Text Selection Shortcuts; Movement Shortcuts; Special Characters; Switching Views; Formatting Shortcuts; Deleting Words and Other Shortcuts.

**PowerPoint:** Slide Show Shortcuts; Media Shortcuts; Rehearsing Shortcuts; Outline View Shortcuts, and Other Shortcuts.

**Excel:** Selection Shortcuts; Movement Shortcuts; Formatting Shortcuts; Copying Shortcuts; Formula Shortcuts; Print Preview Shortcuts; Special Characters and Other Shortcuts.

### Common Shortcuts for Word, Excel and PowerPoint.

Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

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