



# Word 2016 Reference and Cheat Sheet: The unofficial cheat sheet reference for Microsoft Word 2016 and Microsoft Word Online

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**Do you need a quick reference for MS Word 2016?** The four-panel *Word 2016 Reference & Cheat Sheet* contains tips, shortcuts, and an annotated list of the most frequently accessed Word 2016 features. In addition to covering Word 2016 for Windows and Macs, the **reference also covers Word Online**, Microsoft's free Web-based word processor. Almost all of the instructions and examples also apply to Word 2013 as well. Topics include:

- What the various ribbons in Word 2016 do
- Annotated list of the Word 2016 Home ribbon buttons
- Inserting headers, footers, charts, page numbers, and more
- Creating and saving documents
- Working with MS Word Styles and Themes
- How to import and export .rtf, .txt, .doc or other formats
- How to add a footnote, endnote, index, and table of contents to a Word 2016 document
- How to adjust margins or orientation for printing
- Finding and replacing text
- Keyboard shortcuts for both Windows and Mac users

The *Word 2016 Reference and Cheat Sheet* does not cover advanced features of Word 2016, the Microsoft Word mobile apps for tablets and phones, or other Microsoft Office 2016/Office 365 applications. The four-panel reference is printed on **8.5 by 11 inch high-quality card stock**, perfect for desks, walls, and shelves. It has holes for three-ring binders. The *Word 2016 Reference and Cheat Sheet* was created by the publisher of the top-selling guides *Excel Basics In 30 Minutes*, *Google Drive & Docs In 30 Minutes*, and *Dropbox In 30 Minutes*.

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