

# Microsoft Office 2003 Shortcuts Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts- Laminated Card)



Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2003 products Word, Excel, and PowerPoint: Shortcuts: Word - Text Selection Shortcuts, Movement Shortcuts, Special Characters, Switching Views, Formatting Shortcuts, Deleting Words, and Other Shortcuts. Excel - Selection Shortcuts, Movement Shortcuts, Formatting Shortcuts, Date & Time Shortcuts, Copying Shortcuts, Formula Shortcuts, Print Preview Shortcuts, Special Characters, and Other Shortcuts. PowerPoint - Slide Show Shortcuts, Outline View Shortcuts, and Other Shortcuts. Other Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing toolbars. 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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