



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

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- **CTO:** Jane Smith
- **Customer Support Manager:** Alex Lee

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# Microsoft Office Templates Reference Guide

**Mark L. Chambers**



## **Microsoft Office Templates Reference Guide:**

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**End-user computing book 2 ,      End-user computing book 1 ,      Introduction to Computers for Healthcare Professionals** Irene Joos, Ramona Nelson, Marjorie J. Smith, 2013-08-21. An ideal resource for introductory computer courses for healthcare professionals, the text provides a comprehensive approach to digital literacy with the incorporation of social media tools. The Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office 2010 and Windows 7 updates, as well as computer-assisted communication. Back cover

**Microsoft Word 2013 Templates and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, 2013-10-17. Laminated quick reference card showing step by step instructions and shortcuts for how to use Templates and Forms features of Microsoft Office Word 2013. The following topics are covered: Templates; Templates vs Documents; Templates and Macros; Using a Template; Creating a New Template; Editing a Template; Showing Macro and Form Controls; Adding a Workgroup Template; Folder Changing; Which Template is Attached; Changing Defaults in the Attached Template; Changing Elements in the Attached Template; Using Global Templates; Organizing Macros and Styles in Templates and Documents; Inserting Fields with Options; Using Building Blocks; Creating a Custom Building Block; Including Building Blocks in a Template; Copying and Moving Building Blocks Between Templates; Creating Building Block Libraries; Creating and Using Forms; Inserting Content Controls; Turning On/Off Design Mode; Inserting a Repeating Section; Setting Content Control Properties; Adding a Title Format; Contents Using a Style; Self-Destruct; Allow Multiple Paragraphs for Plain Text; Choose a Gallery for Building Block Gallery; Adding Items to Select From in Combo Box and Drop Down Lists; Changing a Check Box Symbol; Changing Options for Date Picker; Changing Placeholder Text; Protecting a Form from Changes; Unprotecting a Form.

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