



QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

Introduction

Thanks to Horizon Systems your working system for innovative technology applications designed to make your business more efficient and effective. This Quick Reference Guide serves as a central but through points of information for all employees, clients, and stakeholders. It aims to offer immediate access to critical information, procedures, and resources you'll need to quickly manage and leverage our products and services.

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Key Personnel

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

Software Installation

- **Download the Software:** Visit our website to download the installation package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
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Ideal for both businesses and individual use, it simplifies complex information into digestible formats.



Available in MS Word



Microsoft Office 2013 Quick Reference Guide

David Baud



Microsoft Office 2013 Quick Reference Guide:

Office 2013 On Demand Steve Johnson, Perspection Inc., 2013-01-17 Normal 0 false false false MicrosoftInternetExplorer4
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Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, Inc., 2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

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Office 2013 For Dummies Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office. Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access. Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more. Demonstrates navigating and editing an Excel spreadsheet, creating formulas and charting and analyzing Excel data. Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures and videos. Explores Outlook including configuring e-mail, storing contacts, organizing tasks, scheduling your time and setting appointments. Delves into designing Access databases including editing, modifying, searching, sorting and querying; also covers viewing and printing reports and more. The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient.

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SharePoint 2013 User's Guide Anthony Smith, Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management, sharing and collaboration solutions.

Excel 2013 On Demand Steve Johnson, Perspection Inc.,2013-03-27 Excel 2013 On Demand is built from the ground up for today's beginning to intermediate-level Excel user. Like every book in the On Demand Series, it teaches visually using an easy, friendly, full-color format designed to show you how instead of telling you how. But that's not all. This book combines step-by-step training with quick-reference material users can rely on long after they've mastered the core skills they need. Provides easy-to-follow task-based coverage of the techniques you'll use most often, presenting most tasks in just one or two pages. Offers in-depth coverage of all new MOS Microsoft Office Specialist exam objectives so you can use it as a study guide to enhance your job.

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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 Customizing the Ribbon Backstage View The File Menu Chagnes to Templates Using Touch in Office 2013 Opening and Saving Exiting All Open Windows New or Changed Picture Features Cropping a Picture Integration with Online Services Switching Online Accounts Adding a Service Such as Flickr YouTube SkyDrive Office 365 SharePoint Inviting People to Collaborate Using Apps for Office Recovering Unsaved Versions Other New or Changed Features Word Resumed Reading Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes Locking Track Changes On Marking Comments as Done Other New or Changed Features PowerPoint Zoom and Pan While Presenting Jumping to a Slide While Presenting Smart Guides and Fixed Guides Merging Comparing Presentations Organizing Slides with Sections Changes to Animations Video Improvements Linking to a Web Video Syncing Animation Text Overlays With Audio Video Fading In Out and Trimming Audio Video Create a Video File of a Presentation Other New or Changed Features Features No Longer Available Word Communicating with a Commenter Replying to a Comment Excel Excel Windows Using Flash Fill Using Quick Analysis Inserting a Chart in a Cell Sparklines Filtering with Slicers New Functions Using Chart Recommendations Combining Chart Types Changes to Chart Data Labels PivotTable and PivotChart Changes Adding a Timeline Using a Timeline Creating a PivotChart with or without a PivotTable Other New or Changed Features Features No Longer Available For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent

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