



# Microsoft Word 2010 Collaboration Features Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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## **Microsoft Word 2010 Collaboration Features Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc.**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Turning On/Off Track Changes, Tracking Table Changes, Show/Hide the Reviewing Pane, Accepting/Rejecting Changes.

Inserting Comments, Reviewing Comments, Show/Hide Comments, Deleting Comments, Changing What is Shown, Showing Deletions and Moves in Balloons, Hiding Formatting Changes, Turning Off/On Tracking Formatting.

Hide/Show Specific Authors, Changing Author, Forcing Landscape Printing, Comparing Two Documents: Combining Multiple Documents, Comparing with Previous Versions, Comparing Documents Side by Side.

Protecting your Document, Removing Personal or Hidden Information from a Document, Restricting Editing, Blocking Others from Editing Part of a Document Stored on SharePoint, Unblocking.

Sharing a Document on OneDrive, Sending a Link to a OneDrive Folder, Sharing a Document on a SharePoint, Co-Authoring, Using the Navigation Pane While Co-Authoring, Resolving Conflicts.

This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

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