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## Microsoft Word 2013 Cheat Sheet

Word is a word processing program written and distributed by Microsoft as part of their Office productivity suite. The powerful program can help create a variety of print and electronic documents for home, office and/or school projects. Word 2013 is now available for PC and Mac, can be used on tablets and smartphones, and is also available on the Web via Office Online. Word also enables sharing documents via OneDrive or SharePoint. Just send everyone a single link to the same file, along with viewing and editing permission, and everyone will have the latest version of the file. Word also comes with templates in over 40 categories.

This Word 2013 Cheat Sheet from [CustomGuide](#) covers program fundamentals, as well as essential keyboard shortcuts for navigation, editing and formatting that can make your work go even faster. Also be sure to check out the section on drawing, graphs and tables.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- Word 2013 Cheat Sheet.pdf