



QuinStreet ●●● 10400 Linn Station Road, Suite 100 ●●● Louisville, KY 40223

Microsoft Word 2016 Quick Reference Card

Word is a word processing program written and distributed by Microsoft as part of their Office productivity suite. With this powerful program, you can create a variety of print and electronic documents for home, office and/or school projects. Word 2016 was designed to reduce the difficulties in co-creation, making it easier to share documents, work together and use co-authoring, IM, voice and video to get things done. The program is accessible across all your devices – from your PC or Mac to your Windows, Apple or Android phones and tablets – with full viewing and editing capability.

This Word 2016 Quick Reference Card 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 2016 Quick Reference Card.pdf