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### A Quick Beginner's Guide to Microsoft Publisher

Reference a Cell in a Formula: Type the cell reference (for example, B5) in the formula or click the cell you want to reference. SUM Function: Click the cell where you want to insert the total and click the .Sum. button in the Editing group on the Home tab. Enter the cells you want to total, and press . Enter. MIN and MAX Functions: Click the ...

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### Microsoft Publisher Tutorial for Beginners

Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Publisher 2016. 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:

### Microsoft Publisher 2016 Quick Reference Guide ...

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### Microsoft 365: A cheat sheet - TechRepublic

Outlook 2016's Mail Home Tab. The Mail Home tab on Outlook 2016's Ribbon contains all the tools you need for daily email tasks as well as for managing the messages you accumulate and retain for reference. The following image shows you what each of Outlook 2016's Mail Home tab buttons can help you do.