

## LTA: Word Processing Features

|                             |                                       |                                   |
|-----------------------------|---------------------------------------|-----------------------------------|
| Align Text: center          | Font: strikethrough                   | Show/Hide ¶                       |
| Align Text: justified       | Font: superscript                     | Show: Navigation Pane             |
| Align Text: left            | Font: underline                       | Show: Ruler                       |
| Align Text: right           | Footnote                              | Spacing: after paragraph          |
| Bookmark                    | Format Painter                        | Spacing: before paragraph         |
| Breaks: Page                | Header & Footer: different first page | Spacing: line spacing             |
| Breaks: Page - Column       | Header & Footer: edit                 | Styles: apply                     |
| Breaks: Section - Next Page | Header & Footer: format page number   | Styles: modify                    |
| Bullets                     | Header & Footer: insert page number   | Styles: update to match selection |
| Columns                     | Header & Footer: link to previous     | Table: autofit                    |
| Comment: delete             | Hyperlink                             | Table: borders                    |
| Comment: delete all         | Indent: decrease                      | Table: delete column              |
| Comment: insert new         | Indent: First line                    | Table: delete row                 |
| Comment: next               | Indent: increase                      | Table: insert column              |
| Comment: previous           | Insert: Shapes                        | Table: insert row                 |
| Compare                     | Insert: Symbol                        | Table: insert table               |
| Copy                        | Insert: Text Box                      | Table: shading                    |
| Create PDF                  | Margins                               | Table: text alignment             |
| Cross-Reference             | Multilevel List                       | Track Changes: accept             |
| Cross-Reference: update     | New Window                            | Track Changes: accept all         |
| Cross-Reference: update all | Numbering                             | Track Changes: next               |
| Cut                         | Orientation                           | Track Changes: on/off             |
| Endnote                     | Pagination: Keep lines together       | Track Changes: other authors      |
| Find                        | Pagination: Keep with next            | Track Changes: previous           |
| Find & Replace              | Paste                                 | Track Changes: reject             |
| Find & Replace All          | Paste: Keep Text Only                 | Track Changes: reject all         |
| Find & Replace: Format      | Paste: Merge Formatting               | Track Changes: show final         |
| Find & Replace: Special     | Permissions                           | Track Changes: show markup        |
| Font                        | Picture: crop                         | Undo                              |
| Font color                  | Picture: insert                       | Views: Draft                      |
| Font size                   | Picture: styles                       | Views: Outline                    |
| Font style                  | Picture: wrap text                    | Views: Print Layout               |
| Font: all caps              | Prepare for Sharing                   | Styles: apply                     |
| Font: bold                  | Redo                                  | Styles: modify                    |
| Font: highlight             | Restrict Editing                      | Styles: update to match selection |
| Font: italics               | Save                                  |                                   |
| Font: small caps            | Save as                               |                                   |

## LTA: Spreadsheet Features

|                              |                    |  |
|------------------------------|--------------------|--|
| Align Text: center           | Formula: subtract  | PivotTable: multiple filters per field |
| Align Text: left             | Freeze Panes       | PivotTable: column labels              |
| Align Text: right            | Function: AVERAGE  | PivotTable: insert                     |
| Align: bottom                | Function: COUNT    | PivotTable: report filter              |
| Align: middle                | Function: COUNTA   | PivotTable: row labels                 |
| Align: top                   | Function: HLOOKUP  | PivotTable: show values as             |
| AutoFill                     | Function: IF       | PivotTable: summarize values by        |
| AutoSum                      | Function: IFERROR  | PivotTable: values                     |
| Borders                      | Function: INDEX    | Prepare for Sharing                    |
| Breaks                       | Function: ISBLANK  | Print Area                             |
| Cells: delete                | Function: ISERROR  | Print Titles                           |
| Cells: format                | Function: ISNUMBER | Protect Workbook                       |
| Cells: insert                | Function: ISTEEXT  | Remove Duplicates                      |
| Charts                       | Function: LEFT     | Rows: autofit                          |
| Clear                        | Function: LOOKUP   | Rows: delete                           |
| Columns: autofit             | Function: MATCH    | Rows: format                           |
| Columns: delete              | Function: MAX      | Rows: hide                             |
| Columns: format              | Function: MIN      | Rows: insert                           |
| Columns: hide                | Function: RANK     | Rows: unhide                           |
| Columns: insert              | Function: RIGHT    | Save                                   |
| Columns: unhide              | Function: ROUND    | Save as                                |
| Conditional Formatting       | Function: SUM      | Scale to Fit                           |
| Copy                         | Function: SUMIF    | Select All                             |
| Copy as a Picture            | Function: VLOOKUP  | Shapes                                 |
| Create PDF                   | Hyperlink          | Size                                   |
| Cut                          | Indent: decrease   | Sort                                   |
| Defined Names                | Indent: increase   | Styles                                 |
| Fill Color                   | Margins            | Table                                  |
| Filter                       | Merge & Center     | Worksheet: delete                      |
| Find & Replace               | Name Box           | Worksheet: hide                        |
| Find & Select                | New Comment        | Worksheet: insert                      |
| Find & Select: go to special | Number Format      | Worksheet: move or copy                |
| Font                         | Orientation        | Worksheet: rename                      |
| Font color                   | Page Break Preview | Worksheet: select all                  |
| Font size                    | Page Layout        | Worksheet: tab color                   |
| Format Painter               | Paste              | Worksheet: unhide                      |
| Formula: add                 | Paste Special      | Wrap text                              |
| Formula: cell references     | Permissions        |  |
| Formula: divide              | Picture            |  |
| Formula: multiply            |                    |  |

## LTA: PDF Features

Advanced Search  
Bates Numbering  
Bookmark: add  
Bookmark: delete  
Bookmark: go to  
Bookmark: rename  
Callout Box  
Create PDF: combine files into a single PDF  
Create PDF: from clipboard  
Create PDF: from file  
Draw  
Encrypt  
Find  
Full Text Index with Catalog  
Header & Footer  
Highlight Text  
Link  
Pages: delete  
Pages: extract  
Pages: insert  
Pages: replace  
Pages: rotate  
Recognize Text (OCR)  
Redact  
Remove All Links  
Remove Hidden Information  
Remove Links  
Snapshot  
Sticky Note  
Text Box  
Text Edit