

Create A Quick Reference Guide

6 Sample Layouts in Word® & PowerPoint®



Quick Reference Guide Editing Tips

Creating visual step-by-step instruction guides in Microsoft® Word® or PowerPoint® is fun and easy!

The following list of real-life example templates are included in this package. Use these as a jump-off to create your own customized **Quick Reference Guides**.



1. **Horizontal 1-Page Layout** – Great for a high-level overview
2. **Horizontal Multi-Page Layout** – Great for processes with lots of steps
3. **Vertical Layout with Grid** – Great for step-by-step instructions
4. **Vertical Layout with No Grid** – Great for technical user guide documentation



5. A **4-step** and a **6-step** visual guide template is included
 - Great for guides that include images or pictures
 - PowerPoint file includes instructions and tips
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- 4 Sample Layouts in Word®
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