

# A FAST WAY TO LOCK IN WHAT MATTERS

# QUICK REVIEW

# STUDY GUIDE

This guide is designed to help you quickly review the key points from any lesson, chapter, or topic. It focuses on high-impact information: definitions, summaries, connections, and key takeaways.

Use it before exams, quizzes, or presentations to refresh your memory in under 10 minutes. You can print it out, or use it digitally. Aim for clarity and speed — this is not about perfection, it's about quick recall.



## BIG IDEA

**What's the core message of this topic?**

Summarize the central idea in 2-3 sentences. Imagine you're explaining it to a friend who missed the lesson.



## KEY TERMS

**What words or concepts do you need to remember?**

List 5-7 terms with short definitions or descriptions. Keep it simple and memorable.



## MAIN EVENTS OR DEVELOPMENTS

**What happened and why does it matter?**

Note 3-5 major moments, turning points, or developments. Write 1 sentence per item.



# Microsoft Word 2015 Review Question Study Guide

**Ying Liu**



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