

*This course covers aspects of Microsoft Word which facilitate the design and construction of templates and the ability to automate Word through the use of macros.*

## Pre-Requisites

It is recommended that students have experience in intermediate features of Word such as character formatting, paragraph formatting, page layout and table skills.

## Duration

1 Day

## Cost

\$300 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Styles

- What is a style?
- Creating styles
- Modifying Styles
- Applying Styles

### Templates

- Why use Templates?
- Using Templates
- Creating Templates
- Modifying Templates
- Template File Locations

### Fields

- Types of Fields
- Inserting Fields
- Managing Field
- Printing Fields

### Forms

- What are Forms?
- Text Form Fields
- Check Box Form Fields
- Drop Down Form Fields
- Protecting Forms

### AutoText

- Creating AutoText Entries
- Inserting AutoText
- Copying AutoText to Other Templates

### Macros

- Recording Macros
- Running Macros
- Editing Macros
- Input Boxes
- Deleting Macros
- Auto Macros
- Copying Macros to Other Templates

### Customising Toolbars and Menus

- Display Toolbars
- Customising Toolbars and Menus
- Creating New Toolbars and Menus
- Copying Toolbars to Other Templates