

Word – Templates, AutoText Entries and Macros

Prerequisite

A good working knowledge of Microsoft Word

Course Description

This course is designed for the student that feels quite comfortable with the basics of Microsoft Word. It will explore many functions that can save time. Students will learn to create their own user-defined templates. A template determines the basic structure for a document and contains document settings. Students will learn to create AutoText Entries, which offers a way to store and quickly insert text and graphics. Students will also learn how to create a macro which is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically.

Objectives

Templates

- Use Word's Built-in Templates
- Customize a Template
- Use a Wizard Template

AutoText Entries

- Create AutoText Entries
- Modify AutoText Entries
- Print AutoText Entries
- Delete AutoText Entries
- Use AutoCorrect

Macros

- Create a Macro
- Run a Macro
- Edit a Macro
- Create a Toolbar Button for a Macro
- Delete a Macro
- Delete the Toolbar Button for the Macro

Class Length

90 minutes
Instructor lead, hands-on course