

Word 2007

Styles, Templates, Forms and Macros

1 Day Course Outline

Session	Content
1	Formatting Documents using Word's Built-in Templates and Styles <ul style="list-style-type: none"> • Using templates • Modify a template • Understanding styles • Viewing styles • Apply character styles • Apply paragraph styles • Modify existing styles
2	Controlling Text <ul style="list-style-type: none"> • Create and Use a Template • Work with AutoText Entries with Building Blocks • Migrate Word 2003 AutoText Entries into Word 2007 • Using AutoText Entries • Create User-defined Styles • Name and Manage Styles
3	Automating Tasks <ul style="list-style-type: none"> • Create and Run Macros • Edit Macros using VB Code • Create a Custom button on the Quick Access Toolbar • Using short cut keys for macros • Editing VB code • Using Built-in macros • Record Automatic Macros
4	Automating Templates and Form Templates <ul style="list-style-type: none"> • Attach a different Template to an existing Document • Use customised Items from other Templates • Locations for Workgroup Templates • Create and modify Forms using various Form Controls • Protect a Form

April 10



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