



Word – Styles, templates and macros

Description

Styles, templates, and macros are powerful tools that will enable you to format your documents consistently, create professional documents, and simplify repetitive tasks. Throughout this training, we will delve into these three essential aspects of Microsoft Word in detail.

Niveau

Expert

Course Content

Module 1: Macros

- Activating the Developer Tab
- Running recorded macros
- Recording and running macros

Module 2: Creating Styles

- Creating your own style templates (characters and paragraphs)
- Adding styles to galleries
- Applying a style
- Modifying a style
- Updating a style
- Organising styles
- Collapse or expand parts of a document
- Importing styles from another document

Module 3: Creating document templates

- Creating and saving a template
- Starting a document with the Office predefined templates
- Using a template
- Modifying a template
- Changing the template attached to the active document
- Importing a document template via Office Online

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone who has to standardize the presentation of his documents

Prerequisites

- To know how to create a Word document
- To master the layout tools

Objectives

- Create and run macros
- Use styles to create documents with harmonized titles
- Create templates for corporate documents

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOW-33