



Microsoft Word Automating Word

Aim:	Learn to use Microsoft Word to automate Tasks.
Pre-requisite:	Windows Introduction and Microsoft Word Intermediate or equivalent knowledge.
Duration:	3 hours

Course Content

Automating Tasks

- Run a Macro
- Record a Macro
- Edit a Macro
- Add Toolbar Buttons
- Create Custom Menus

Creating an Auto prompting Template

- Introduction to Fields
- Use the Macrobutton Field
- Ask Vs Fill-in
- AutoNew Macro

Visual Basic

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