

MICROSOFT WORD

Macros and Forms

SUITABLE FOR

Delegates who have a good knowledge of using Microsoft Word, and wish to learn about some of the more complex features and uses of Word.

AIM OF THE COURSE

To introduce the more advanced features of Microsoft Word and provide an opportunity to practice working with those features.

COURSE CONTENT

- Brief Recap of Tables, Templates & Shortcuts (Topics Required for this Course)
- Generating User Forms Within Templates
- Using the Developer Tab to Generate Forms & Controls
- Using Macros to Enhance Forms
- Q & A Session on any aspects of Microsoft Word

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.