

# Word 2003

## Automated Word Templates

### Course Description

This course is designed for people who are experienced users. Automated Word templates increase the productivity of users who regularly create standard documents. Automated documents can also reduce time taken to complete complicated long documents. This course will be activity based to learn the practical application of the word tools.

### Automating with Field Codes

- Using Fill-in field codes
- Using Ask field codes
- Working with field codes options
- Using Form Fields check boxes, dropdown fields

### AutoText Entries

- Using AutoText entries to store data in an automated template
- Creating and Inserting AutoText Entries
- Managing AutoText Entries

### Bookmarks

- Working with bookmarks
- Creating/ Viewing bookmarks
- Navigating with bookmarks
- Bookmarks and cross references
- Deleting a bookmark

### Macros

- Recording a Macro
- Editing a Macro
- Macro Security
- Adding Digital Signatures

### Understanding VBA

- Working in the VBA environment
- Understanding the code syntax
- Objects, Properties & Methods
- Collections

### Dialog Boxes/User Forms

- Creating Dialog box forms
- Form controls
  - Labels and Text Boxes
  - Check boxes
  - Option buttons
  - Images
  - Combo and List boxes
  - Command buttons
- Aligning Controls
- Formatting Controls
- Setting Control Properties
- Displaying a custom dialog box
- Auto run macros

### Automating Common Tasks

- Selecting text
- Applying text formatting
- Inserting text
- Collapsing a selection
- Extending a selection
- Copying text

### Decision Making

- If ... Else
- If ... Elself
- Select Case structures

### Loops

- Where and when to use loops
- Types of loops
  - For Next loops
  - For Each loop
  - Do While loop
  - Do Until loop

### Working with Word Objects

- Documents object
- Document properties
- Managing documents objects
- Working with files and directories

### Finishing Touches

- Creating Custom Menus
- Custom Toolbars
- Setting up a Global Template
- Using text files for user information.

*Several templates will be completed and automated throughout this course --- to take with you.*

### Duration:

2-Day

### Audience:

The course has been designed for users who need to create and manage automated templates.

### Pre-requisites:

Participants must have a solid knowledge of Word. Please see the Word Intermediate level for prerequisite knowledge.

### Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support