



Automating Repetitive Tasks With Word 2016

Macros

Course ID #: 7000-541-ZZ-Z

Hours: 2

Course Content

Course Description:

Adding images to your document can enhance its usefulness and visual appeal. In this course, you will add and adjust images in your Microsoft Word document.

Target Student:

This course is intended for students who are experienced Word users and who want to use advanced capabilities in Word.

Topics:

Lesson 1: Automating Repetitive Tasks with Macros

Topic A: Automate Tasks by Using Macros

- Macros
- The Macros Dialog Box
- How to Automate Tasks Using Macros
- Automating Tasks by Using Macros
- Sources of Word Macros
- Macro Security
- Macro Security Components
- File Validation
- Trust Center
- Identifying Word Macro Uses and Concerns

Topic B: Create a Macro

- The Developer Tab for Macros
- VBA
- Macro Project Components
- How to View a VBA Macro Project
- Viewing the Code for an Existing Macro
- Macro Creation
- The Record Macro Dialog Box
- How to Create a Macro
- Recording a Macro
- Adding Custom Code to a Recorded Macro