



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

### Introduction

Thanks to Horizon Systems your working system for innovative technology applications designed to make your business more efficient and effective. This Quick Reference Guide serves as a central but through points of information for all employees, clients, and stakeholders. It aims to offer immediate access to critical information, procedures, and resources you'll need to quickly manage and leverage our products and services.

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- **CTO:** Jane Smith
- **Customer Support Manager:** Alex Lee

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- **Download the Software:** Visit our website to download the installation package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
- **Follow On-Screen Instructions:** Complete the installation by following the on-screen prompts.

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Available in MS Word



# Microsoft Word 2003 Quick Reference Guide

**Nevada Learning Series Inc**



### **Microsoft Word 2003 Quick Reference Guide:**

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*El-Hi Textbooks & Serials in Print, 2003* ,2003      **Microsoft Word 2003 Macros and Templates Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to

use macros and template features of Microsoft Word 2003 The following topics are covered Templates Templates vs Documents Using the Supplied Templates Changing the Normal Template Using Template Wizards Creating New Templates Changing which Template is attached Importing Elements from Other Templates Inserting Fields with Options Sharing Elements with other Templates Making Elements Available in All Documents Using Global Templates and Changing Elements in the Attached Template Macros Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Assigning Macros to Toolbar buttons Shortcut keys and Menu Commands Auto Macros Organizing Macros in Templates Deleting Macros Documenting Macros Setting Macro Security and Getting Help on Visual Basic This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

*Advantage Series: Microsoft Office Word 2003, Complete Edition* Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, 2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage The Writers Directory, 2013

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