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# Microsoft Word 2003 Quick Reference Guide

**Nevada Learning Series Inc**

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

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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

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