# Word – Styles, templates and macros

## Description

Styles, templates, and macros are powerful tools that will enable you to format your documents consistently, create professional documents, and simplify repetitive tasks. Throughout this training, we will delve into these three essential aspects of Microsoft Word in detail.

**Course Content**

**Module 1: Macros**

- Activating the Developer Tab
- Running recorded macros
- Recording and running macros

**Module 2: Creating Styles**

- Creating your own style templates (characters and paragraphs)
- Adding styles to galleries
- Applying a style
- Modifying a style
- Updating a style
- Organising styles
- Collapse or expand parts of a document
- Importing styles from another document

**Module 3: Creating document templates**

- Creating and saving a template
- Starting a document with the Office predefined templates
- Using a template
- Modifying a template
- Changing the template attached to the active document
- Importing a document template via Office Online

**Lab / Exercises**

- Practice exercises will be given at the end of each module

**Documentation**

- Digital course material included

**Participant profiles**

- Anyone who has to standardize the presentation of his documents

**Prerequisites**

- To know how to create a Word document
- To master the layout tools

**Objectives**

- Create and run macros
- Use styles to create documents with harmonized titles
- Create templates for corporate documents

**Niveau**
Expert
**Classroom Registration Price (CHF)**
400
**Virtual Classroom Registration Price (CHF)**
375
**Duration (in Days)**
0.5
**Reference**
MOW-33