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Create A Training Manual Template Word 2007

Shelly,Cashman,Vermaat



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Computational Linguistics. Meeting, 2007 *Microsoft Word 2007 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2007 The following topics are covered Templates Templates vs Documents Using Existing Templates Creating New Templates Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Recording a Macro Naming a Macro Renaming a Macro

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