

## Agenda CPD 407: Mastering Microsoft Word – Part 4

*Part 4 covers the 7<sup>th</sup> and 8<sup>th</sup> hour of the 8-hour Mastering Microsoft Word series.*

### Seventh Hour

#### **Macros & Mail Merge – Automate Your Documents and Tasks in Word**

In this class, you will learn how to:

1. **Record Macros And Assign Them to Buttons and/or Speedkeys:** How to record macros and use them to automate annoying tasks in Word; how to assign macros to buttons on the toolbar and/or shortcut keys of your choice
2. **Automate Document Generation With Word's Mail Merge Function:** How to automate the generation of complex documents using what Word has always been capable of – we'll cover how to fill in blanks, calculate text like verb conjugation and pronouns, and how to make text conditionally appear based upon your fact pattern

#### **Problems Solved:**

- Work faster by using macros to automate tedious tasks in Word
- Answer a client's name once and have it automatically show up everywhere else you need it
- Generate complex documents much faster by learning how to use Word's built-in document automation functionality

### Eighth Hour

#### **One Function to Rule Them All – Styles – Mastery of Word Requires Mastery of Styles So Here's What You Need to Know**

In this class, you will learn how to:

1. **Differentiate Between Direct Formatting and Styles Formatting:** We will demonstrate why styles formatting is clearly superior.
2. **Make Styles Easier To Use:** We'll show you how to open and configure the styles pane so they're much easier to apply and modify.
3. **Control Styles:**
  - A. Why you can't avoid using them and why you must learn to control them
  - B. How to customize the styles provided
  - C. The Normal style and why it's the most important thing in Word

- D. How to identify what style is affecting your text and modify it
  - E. How to hide irrelevant styles in your document (prevents user confusion)
  - F. What happens to styles when you delete all of the text in a document
4. **Use The Navigation Pane:** We'll explain what it is, how to use it, and what shows up in it. It is one of the best features in Word and you've likely never used it at all.
  5. **Generate Automatic Tables of Contents:** You'll see a preview of how they're generated from the Styles in your document. More detailed coverage of this topic will occur in class 11.
  6. **Import Styles Into The Document You're Editing:** Never rebuild a set of styles since you can copy them into any subsequent document you touch. We'll show you how.

**Problems Solved:**

- Control your formatting in any document by learning to control styles
- Fix Word's default formatting in new documents
- Navigate even the longest documents easily and quickly