

Word Wizards, Macros and Templates

Students will become familiar with various Wizards in Word including the Agenda Wizard, Calendar Wizard, Letter Wizard, and Postcard Wizard. Students will explore the formats and options available with the Wizard templates. This session will also discuss the use of templates and macros to increase productivity on the job. You will learn the basics of creating macros and custom-made templates for the repetitious tasks that are associated with your job