



# Infotech Performance Group

## Software Training with CEU's

### INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

760.716.5868

[infotech4scripps.com](http://infotech4scripps.com)

### BRN

Provider approved by the California  
Board of Registered Nursing, Provider  
#11907,  
for 3.5 Contact Hours

### TUITION REIMBURSEMENT

All courses eligible for reimbursement  
through the Scripps tuition  
reimbursement program

For more information on our courses  
or consulting services please visit us  
on the Web at:

[www.infotech4scripps.com](http://www.infotech4scripps.com)

## Word Macros, Automation, and More!

### Customizing Word

- The Customize dialog box
- Adding shortcut keys for functions
- Adding shortcut keys for symbols
- Customizing the toolbar
- Adding functions to the toolbar
- Adding toolbars
- Understanding Normal.dot

### Headers and Footers

- Setting header/footer defaults: Page Setup
- The headers and footers toolbar
- Switching from header to footer
- AutoText in headers and footers
- Page numbering/formatting page numbering
- Adding file name and path to your footer

### The New Office Clipboard

#### AutoText, Auto Correct

- AutoText vs. AutoCorrect
- Creating AutoText
- Inserting AutoText
- The AutoText Toolbar
- Editing and Deleting AutoText
- Using the Format Painter
- Automatic Borders
- Adding foreign language symbols to text

### Macros

- Recording
- Running Macros
- Assigning Shortcut Keys to Macros
- Adding a Macro Button to a Toolbar
- Some useful Word macros