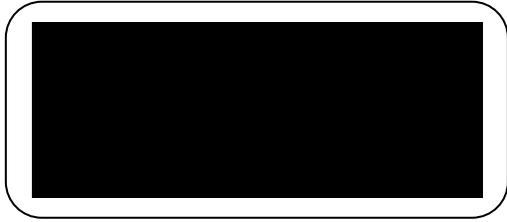


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Office

Office



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Office

Word

.PowerPoint

Access

Excel

Linking and Embedding

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Embedding

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Word

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Word

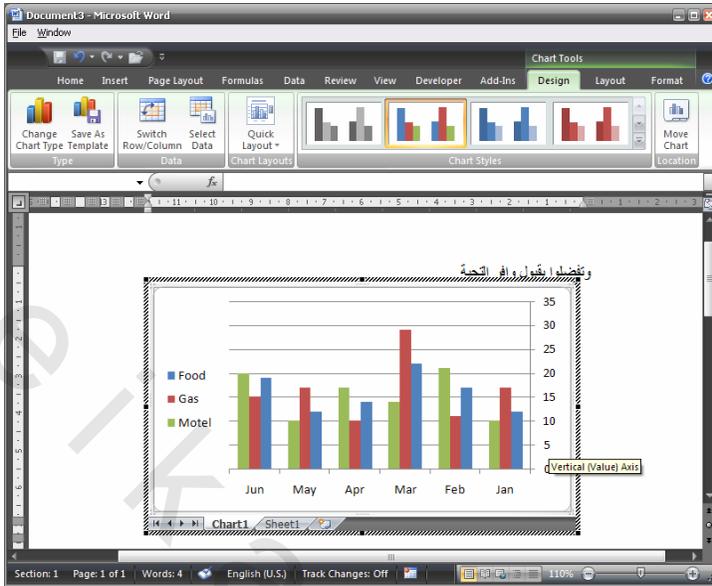
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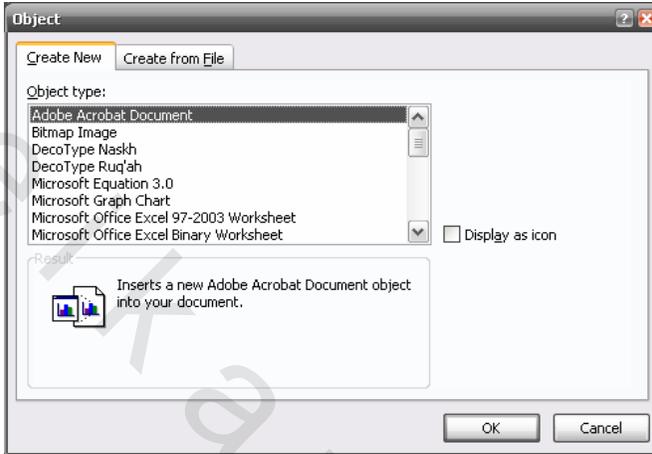
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Object

Text

Insert

.( - ) Object



Object

Create New

.Ok

.Word

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Word

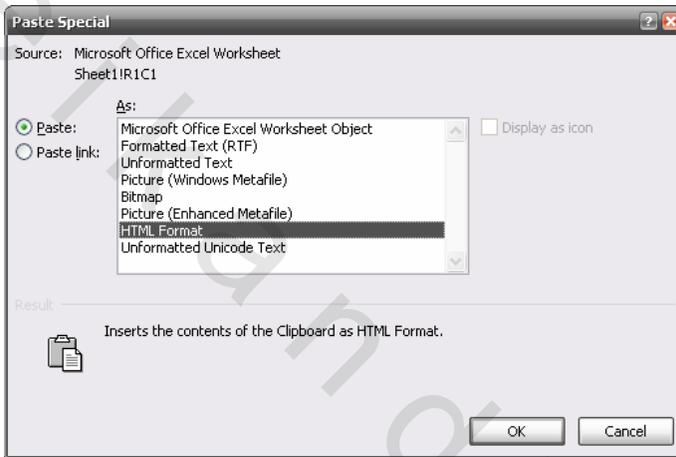
Paste

Home

Paste

Paste Special

( - ) .Special



Paste Special

Ok

Paste

As

Object

Object

Text

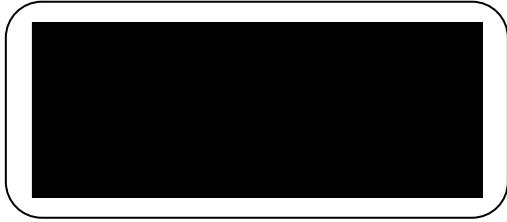
Insert

.Object

Create From file



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*VBA*



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VBA Procedure

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Ctrl+↑

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.Home

Borders

" " All borders

.Paragraph

Shading

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Visual Basic For VBA

Application

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Word

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Office

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VBA

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Word

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Macro

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.Record Macro

Code

Developer

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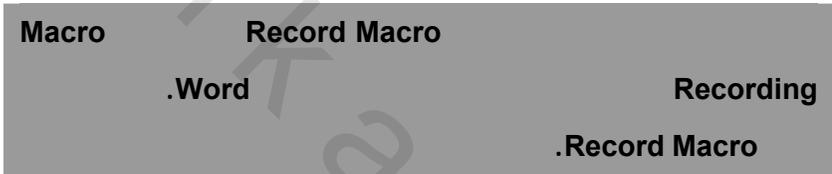
( -

) Record Macro

" "

.Word

.Quick Access Toolbar



" " Macro name " " .  
" " " " " " .  
Store Macro in " " " All Document  
) Macro\_ed.docx  
("Normal.dotm"  
" " " Description  
" " " " .  
Assign macro to " " .



:        **bold**        font

```
Sub usingFontdilog()  
  Using FontDilog  
  With Selection.font  
    .Name = "Courier "  
    .Size = 10  
    .Bold = True  
    .Italic = False  
    .Underline = wdUnderlineNone  
    .UnderlineColor = wdColorAutomatic  
    .StrikeThrough = False  
    .DoubleStrikeThrough = False  
    .Outline = False  
    .Emboss = False  
    .Shadow = False  
    .Hidden = False  
    .SmallCaps = False  
    .AllCaps = False  
    .Color = wdColorAutomatic  
    .Engrave = False  
    .Superscript = False  
    .Subscript = False  
    .Spacing = 0  
    .Scaling = 100  
    .Position = 0  
    .Kerning = 0  
    .Animation = wdAnimationNone  
  End With  
End Sub  
    Font
```

UsingBoldButton

:        **Ctrl+B**

```
Sub usingBoldButton()  
  UsingBoldButton Macro  
    SelecTion . Font.Bold = wdToggle  
End Sub
```

Word

Word

Home

Ctrl+↑

Ctrl+Shift+↓

Borders

Paragraph

Home

All Borders

.Shading

Paragraph

Home

Stop

Code

Developer

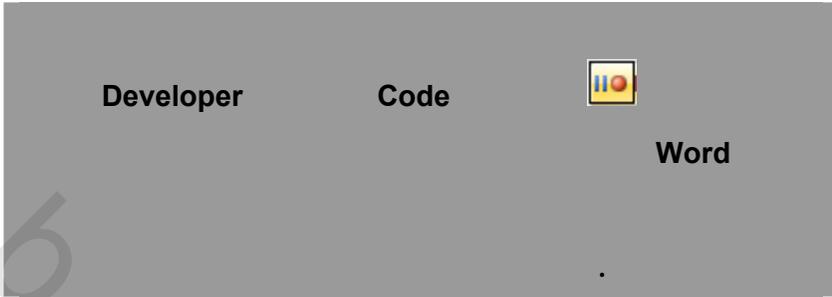
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Recording



Quick

Quick Access toolbar

.Word Option

.Office



Office

.Word Options

.Customize

Choose Commands From

Macros

.Access

: " "



..Add

**Quick Access Toolbar**

Word Options

Ok

**Quick Access**

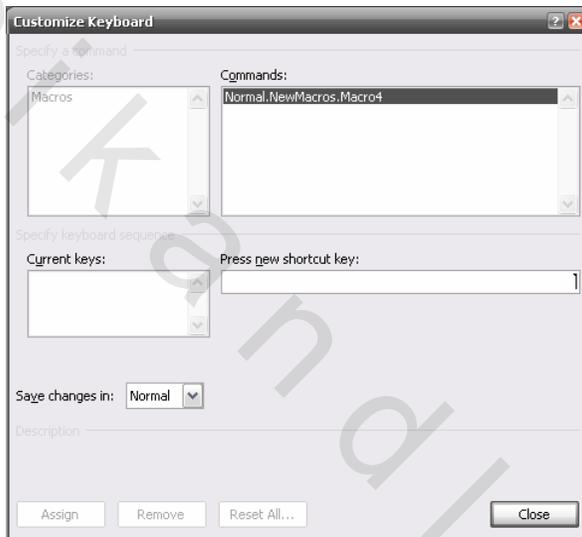


**Record**

**Keyboard**

**Macro**

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Office  
Word Options  
Customize  
Word Options  
Customize Keyboard



Customize Keyboard

Macros

Categories

Current Key

Press new Shortcut Key

(Alt+M )

" Press new Shortcut key



Press

Customize Keyboard

new Shortcut key

Current Keys

Assign

Ok

Word

Close

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Word Ctrl+M

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Tab

Quick

Access

Macros

Code

Developer

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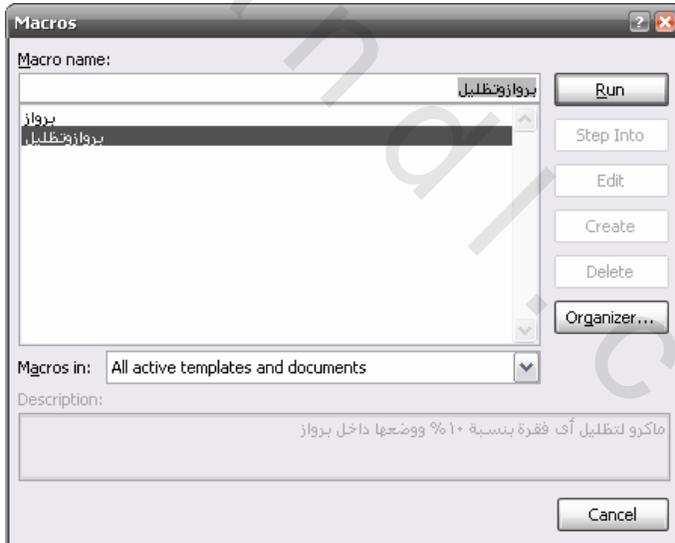
Macro Name

Macros

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Macro Name



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Word

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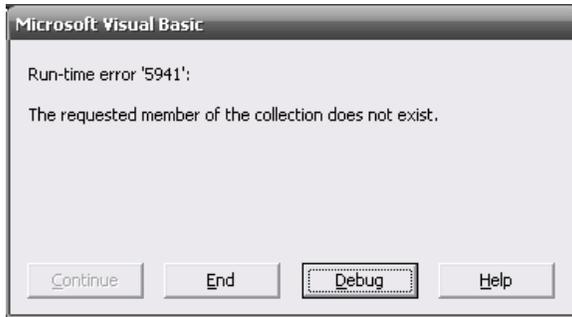


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<b>WordBasic</b>	<b>Edit</b>
	<b>Delete</b>
	<b>Organizer</b>
	<b>Create</b>



VBA



VBA

VBA

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End

VBA

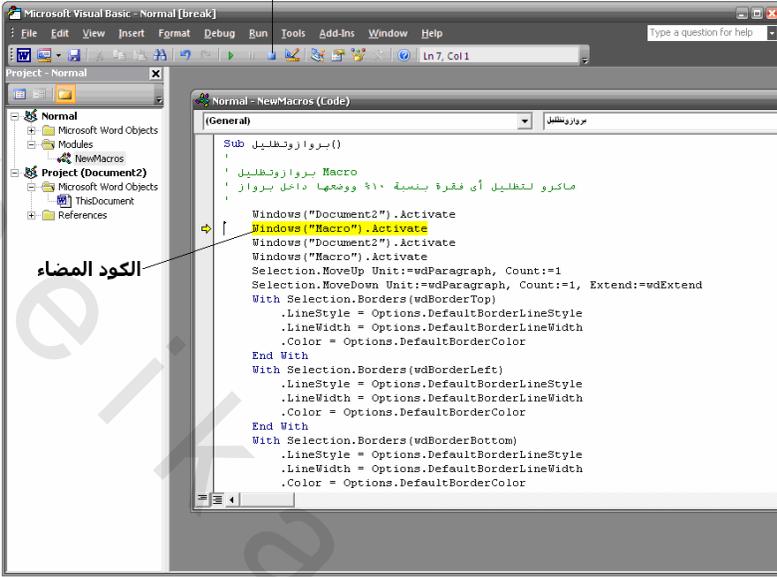
Debug

(VBA) Visual Basic Editor

VBA Word

VBA

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Word

Reset 

. Run

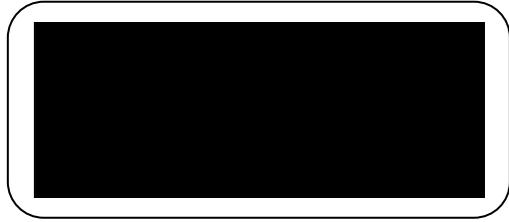
Reset

Reset

VBA



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Word 2007 .

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Word

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**Save As**

**Office**

**.Save As**

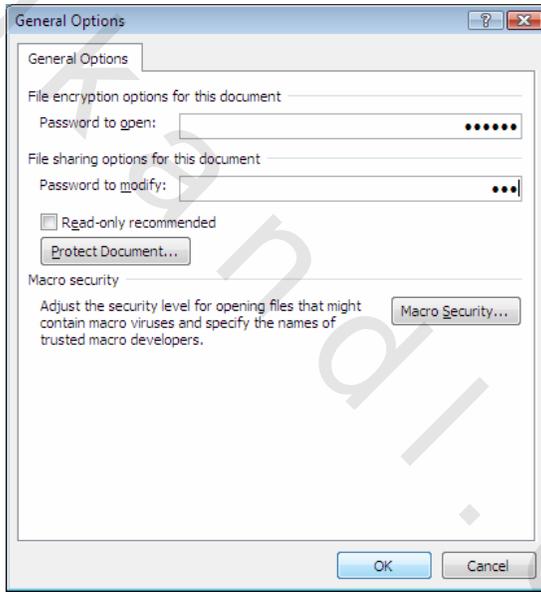
**General**

**Tools**

**Save As**

**.General Options**

**Options**



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**Password To Open**

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**.Password to Modify**

**Ok**

.ok

Save

Save As

.Save As

Save As

Office

General

Tools

Save As

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Options

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.(Delete

.Ok

Save

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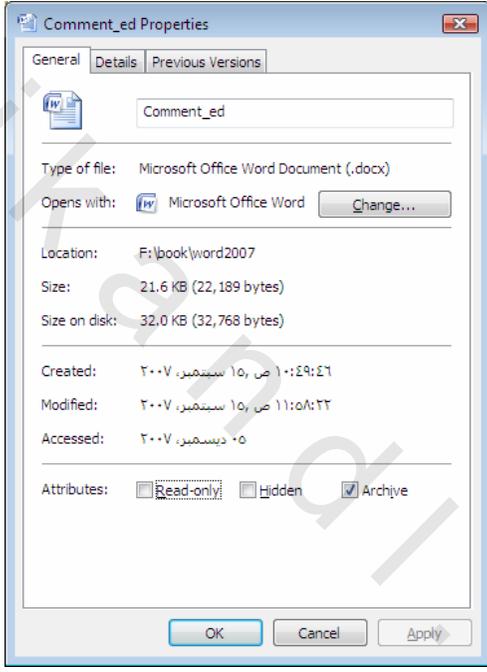


Save Open .

" " Properties .Properties

Read " " Attributes General .

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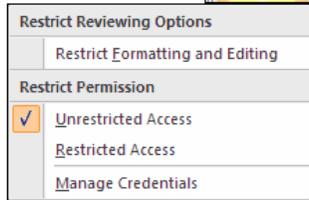
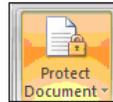
.Ok

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Protect Document

Protect

Review

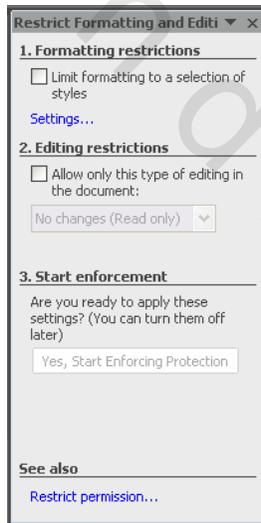


Restrict

Restrict Formatting and Editing

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) Formatting and Editing



Restrict Formatting and editing

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Restrict Formatting and Editing

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Formatting Restrictions :

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## Formatting Restrictions

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Formatting Restrictions

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" yes,start Enforcing protection

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start Enforcing protection



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**Editing Restrions :**

**Word**

**Stop protection**

**Word**

**Restrict Formatting and editing**

E-Mail

. Word

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Prepare



Mark as Final

Word .Ok

Word

Word

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Word 2007

Word

Word 2007

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Prepare

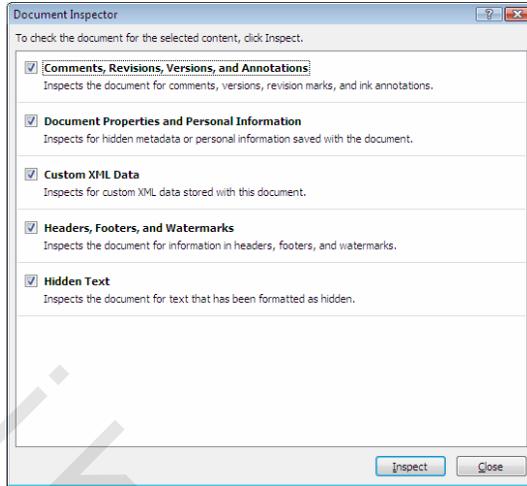
office

Yes

Inspect Document

Document Inspector

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**Remove All**

**Inspect**

**Close**



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