**Microsoft Word Services | Experts in MS Office Design**

# **Word Experts Consulting Services**

## **Corporate Global Template Solution**

## **Corporate Identity**

## **Word Document / Template Creation**

## **VBA and Macro Development**

## **Government Departments**

## **Companies and Organisations**

## **Remove Repetition and Increase Productivity**

## **Quick Parts**

## **Popup Forms**

### **Document Design and Development for Microsoft Word**

### **Corporate Global Template**

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### **Word Docs / Templates**

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### **Quick Parts**

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### **Fill In Forms**

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### **Upgrading Word To 2016**

### **Upgrading Word To 2016**

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### **Online Solutions**

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### **Convert Adobe To Word**

### **Convert Adobe To Word**

### **Custom Toolbars and Ribbons**

### **Custom Toolbars and Ribbons**

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We specialise in custom development, databases, integration, support, data manipulation and so much more. Located in Sydney, Melbourne, Brisbane, Canberra, Perth, Gold Coast, Darwin, Central Coast and Northern NSW our consultants deliver a prompt, quality service with competitive pricing.

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• Our advanced Corporate Word Template Solution enables users to efficiently create corporate documents in a controlled environment within your branding guidelines.

• Corporate identity protection

• Let users concentrate on content, not design

• Corporate styles ensure consistent formatting across all document pages

• Let us take the stress out of your company templates. We create easy to use templates for all of your organisation’s documents with your branding, a consistent look and a professional feel.

• Need an experienced VBA expert to help automate tasks or extend the functionality of Word?

• Automatic Report Generation.

• Data Integration.

• Create accessible templates and documents

• Users can create sub templates from master templates

• Protect branding

• Create reports inhouse

• Protect and control Corporate Identity

• Save $$ by creating Reports and all documents inhouse in a controlled environment

• Users cannot stray from the Corporate Identity

• Let users focus on content, not design

• Users add prebuilt elements with one click

• Enter key information once and auto populate it throughout the content

• Increase productivity and reduce repetition

• With Quick Parts and Building Blocks we can pre-design page layouts, content, image placements and more for easy insertion by users

• With easy to use popup forms your staff can enter data efficiently with validated and protected document integrity.

• Step-by-step fill in forms for easy data entry by your staff or clients.

• Drop selection lists and check boxes.

• Protect content from editing.

• Pagination issues solved.

• Table issues solved.

• Image issues solved.

• Macro issues solved.

• Need your Office document(s) online or connected to a database?

• Need help with Office 365 or SharePoint?

• Templates created to Accessibility Guidelines.

• Ensure your Corporate or Government documentation adheres to Accessibility Guidelines.

• InDesign, Illustrator, PDF or other documents and layouts created in professional, easy to use Word documents and templates.

• Automate features that you use daily.

• Buttons for Landscape pages, A3 pages, Covers & Chapter Breaks, paragraphs of common text.

• We can train your staff to use Word efficiently.

• On call support via screen sharing – don’t waste time pulling your hair out, get the answers fast (fees apply).

• Video and PDF tutorials.

## **Links**

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