

[Saving time while working with Word 2007](#)

Using templates and creating macros can save you time. Learn how

Tutorials	Description	Level
Save time with templates	How to create documents by using existing templates on Microsoft Office Online, and how to turn your own documents into templates	Beginner

Videos	Description	Level
Record, edit and run a macro	How to get rid of all those time consuming repetitive tasks by creating a macro that completes them for you	Advanced