

Harness the Power of Microsoft Word Templates

Session Length: 2 hours

What is a Template?

A **Template** is a starting point for documents. A template is a type of document that already contains content such as text, styles and formatting; page layout, such as margins and line spacing; and design elements, such as special colors, borders, and accents, typical of a Word theme. If, for example, you have weekly work meetings and have to create the same meeting agenda over and over but with slightly different details every time, starting out with a lot of information already in place in a template will vastly speed up your work.

When to use

If you're going to use a document over and over again, it makes sense to turn that document into a template. A template in word processing terms is a document with some settings already in place.

Who should attend

This course is designed for those who want to speed up document creation.

Prerequisites

Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Overview

Tap into template power

- Use an already made fax cover sheet
- Use an already prepared agenda
- Find installed templates
- Find Office Online templates
- A template's special power
- Templates and documents: two distinct file types

Practice

Test yourself

Create your own templates

- Advantages of creating a template
- Prepare the content for the template
- Save a file as a template
- Create a document based on the template
- Edit the template

Practice

Test yourself

