

# Microsoft Word - Templates



## Templates & Styles.

Microsoft Word come with a large amount of predefined templates designed for you to use, it is also possible to download additional templates from web sites and create your own templates.

The templates are located in the New Document dialog box under the installed Templates.

It is also possible to base your own custom template on one of the Microsoft built-in templates.

If you modify the original default template and save it into the same location you will have created a new default template.

If you do not wish to overwrite the default template enter a new name for the template when saving the template.

## Using a Built-in Template.

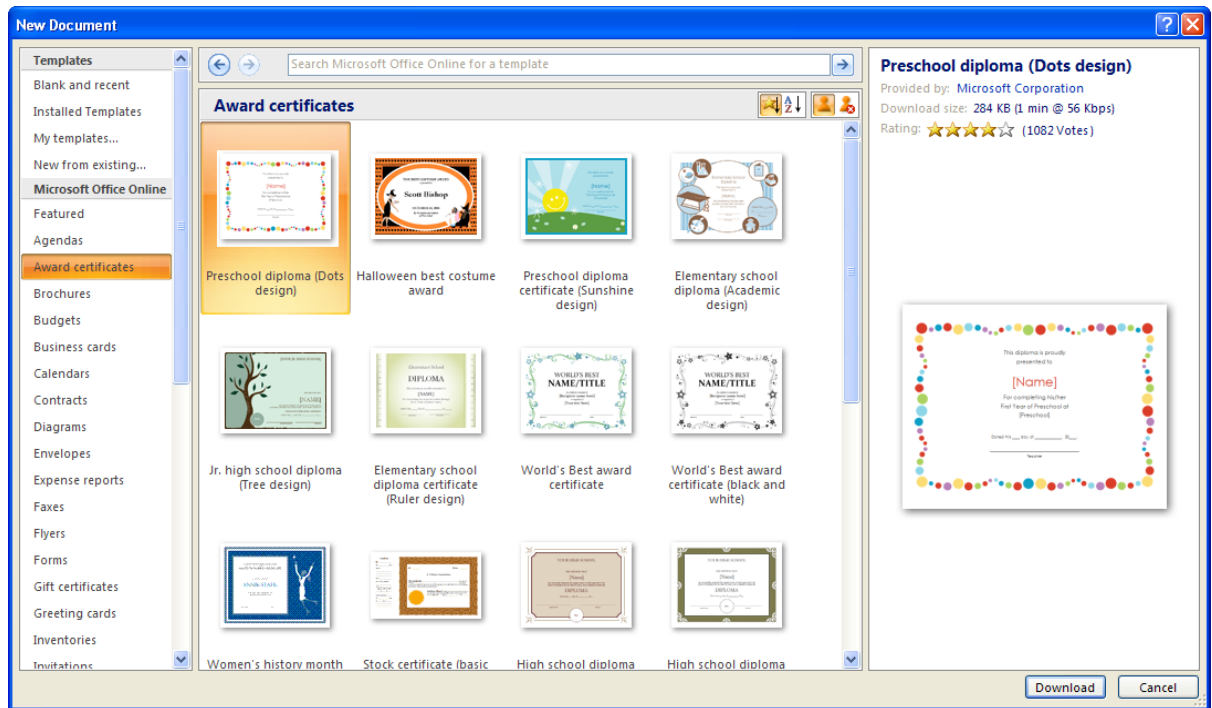
1. Click on the **Office** button.



2. Click **New**.



3. A range of templates will be displayed, select the required template by double clicking on it, some templates will need to be downloaded before you can use them.



4. **Type** your document.

### Modifying a Template.

1. **Click** on the **Office** button.



2. **Click** **New**.



3. **Select** the template that you wish **modify**.

Make the changes to the template.

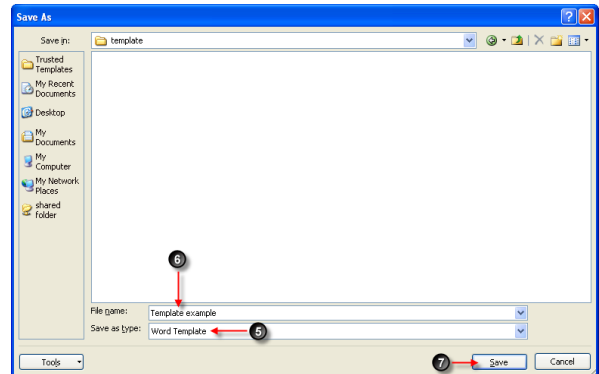
4. **Click** the **Office** button → **Save As**.

5. Click the **Save as Type** list arrow, and then click **Word Template**.

The location should default to the folder for My Templates.

If you require to save the template within the Installed Template, navigate to the following :

c:\Program Files\Microsoft Office\Templates\1033.



6. **Enter** a new name for the customised template otherwise you will replace the default template.
7. Click **Save**, and click **Yes** if necessary to replace the default template.

## Applying a Quick Style.

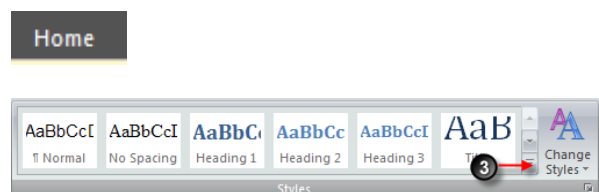
A style is a collection of formatting settings which have been saved with a name in a template or document.

**Style Sets** are a new feature for Word 2007, making it easier to format text.

**Quick style Gallery** allow you to view the wide range of styles available within Word 2007.

To preview what the style would look like before selecting it, highlight your text, point to a thumbnail in the gallery to display a live preview of it in the selected text. If you like it, click the thumbnail to apply it.

1. **Select** the text which you wish to apply the style.
2. **Click** on the **Home** tab.
3. **Click** the scroll **up / down** arrow, or click **More** list arrows in the Quick Styles group to see additional styles



4. **Select** the style that you wish to apply from the gallery.

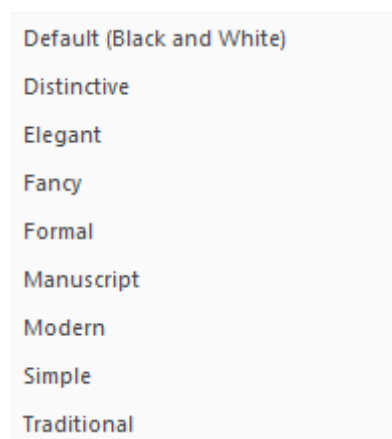


## Style Set Cont.

**Style Sets** in Word are used to quickly change the formatting of a document

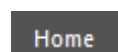
A selection of the built-in style set available.

Each style set consists of a variety of different formatting style combinations, which you can view using the Quick Style gallery.

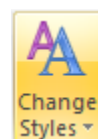


## Changing a Style set.

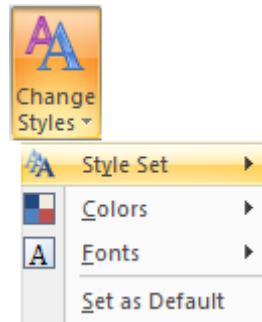
1. **Click** on the **Home** tab.



2. **Click** the **Change Style** button.



- 3 **Point to a Style Set**, and then **select** the style set required.



**Tip:**

*It is possible to reset a document back to document quick Style.*

Select the **Home** tab → **Change Style** button → **Style Set** → **Reset Document Quick Steps**.

Reset Document Quick Styles

*Resetting a document back to document Quick Style from a Template.*

Select the **Home** tab → **Change Style** button → **Style Set** → **Reset to Quick Steps from Template**.

Search and select the template and click Ok.

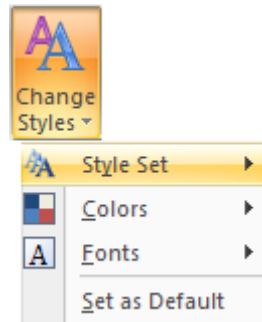
Reset to Quick Styles from Template

## Creating a Style set.

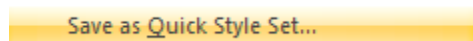
1. Apply formatting to the document with the style that you wish to save.
2. **Click** on the **Home** tab.

Home

3. Click on the **Change Styles** button → Point to **Style Set**.



4. Click **Save as Quick Style Set**.



The **Save Quick** Style set dialog box will be displayed.

**Enter** a file **name** for you style, if required **Click** → **Save as Type** list arrow → **Select Word Template**.

5. Click **Ok**.