

23 Word Templates

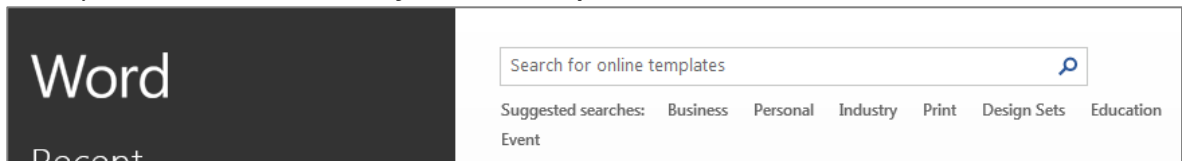
Introduction

A **template** is a predesigned document you can use to **create documents quickly** without having to think about **formatting**. With a template, many of the larger document design decisions such as margin size, font style and size, and spacing are predetermined. In this lesson, you will learn how to **create new documents with a template** and **insert text** into it.

Exercise 23a - Labels

Follow the directions below to complete the exercises.

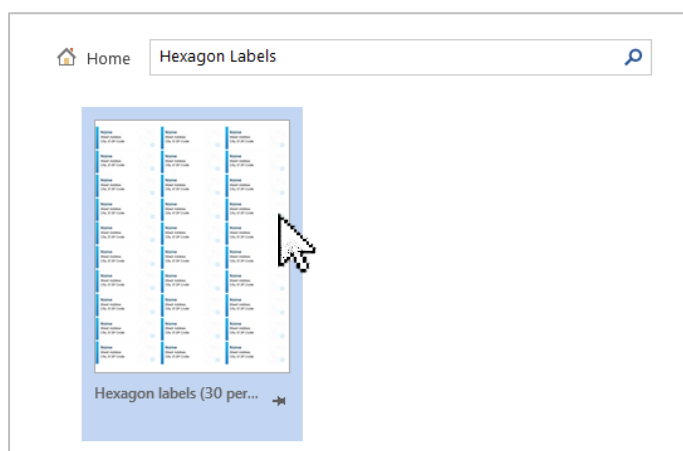
- Open Word 2013 by clicking the  **Word Icon on the Task Bar.**
- Click your cursor In the **Search for online templates** box.



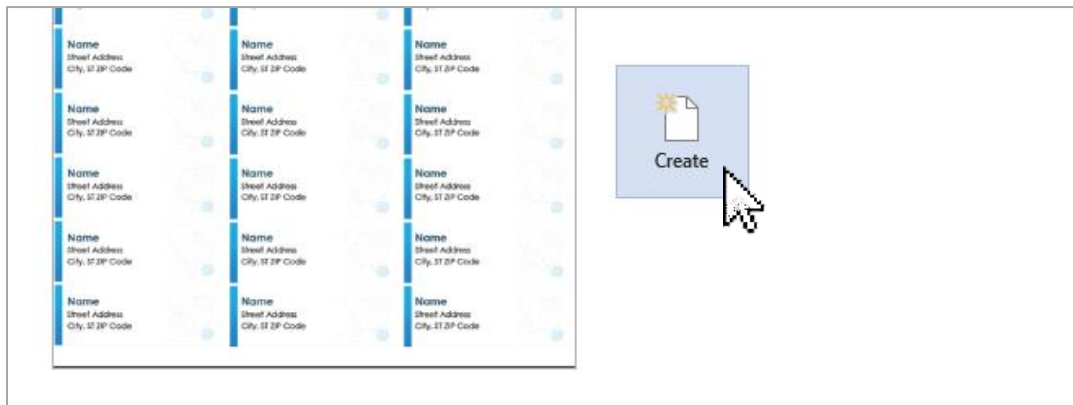
- Type, **hexagon label** in the search box **OR** if you would like to choose a different label sheet, type **labels** in the search box and press **Enter**.



- Click the template thumbnail or, if you did a general search for labels, scroll through the thumbnails and choose one.



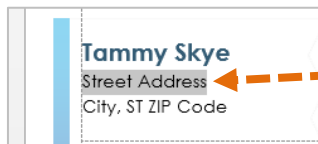
- Click the **Create** icon.



- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 23a YourFirstNameLastInitial TEMPLATES
Save as type: Word Document
Click **Save**

Read:
Important information about Templates

When working in templates, text is pre-formatted for you.
To add your information, simply click on a word or sentence and begin typing.



Click and type text without pressing the Enter Key.
To go to the next line (City etc.) just click it and begin typing.

When you finish typing a single word or line of text, **don't press the enter key** as it may alter the position of the template text below it.

Instead, just click on the next text template line and type your information.

The only time you would press the enter key is when you click template text and two or more lines in the template are selected at the same time as shown below.



On templates where there are multiple copies on one page (like the label template you just saved), **you will typically only have to enter the information on the first copy on the page.** The information should automatically update on the other copies on the page when you click your mouse after you enter the text.

Fill in your label template:

- If your name does not automatically fill in on the template, **click the word name on the first label** and type your name without **pressing the enter key**. Instead, just click on the next text line (street address) and type a street name.



- Continue **clicking on each line of text** and type your information to replace the template text.



- Check your document** – do all the labels have the same information?

- Save** and **close** your document.

Exercise 23b – Business Cards

- Open the** Word application. If you already have Word open, go to **File > New**
- Click your cursor In the ***Search for online templates*** box.
- Search for a business card template that includes a spot for a picture or logo.

The card used as an example in the exercise is called:

Business Cards Timeless Design

You may also search for:

Business Cards 10 per page

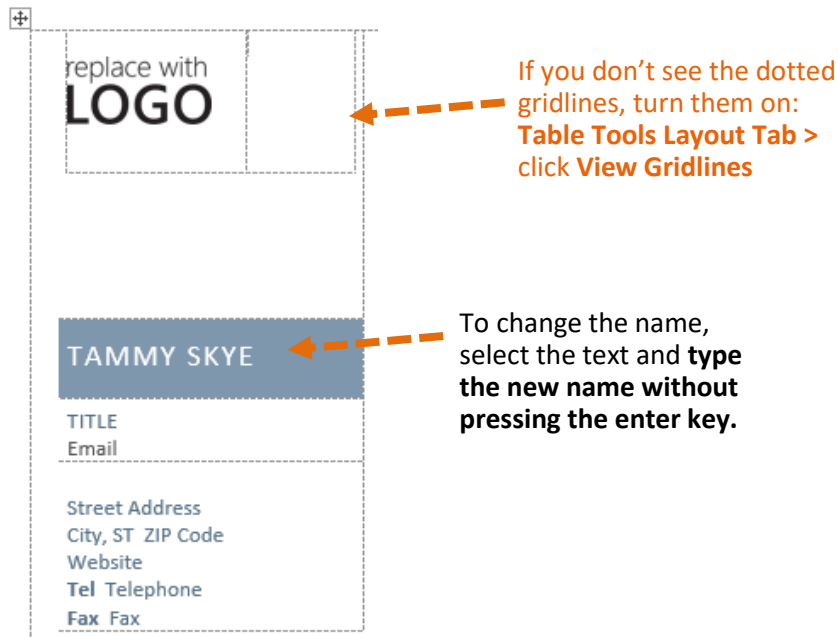
for other designs



- When you have selected your design, click the **Create** icon.
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 23b YourFirstNameLastInitial TEMPLATES
Save as type: Word Document
Click **Save**

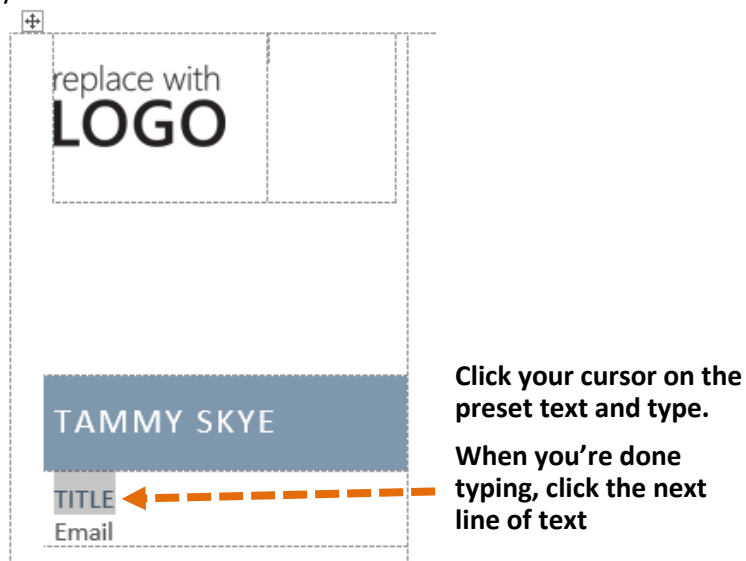
You will notice some templates may auto fill your name. You may alter the name on the card by clicking on the text and typing over it.

You may use your own information or make it up.



Use the following tips to complete your business card template.

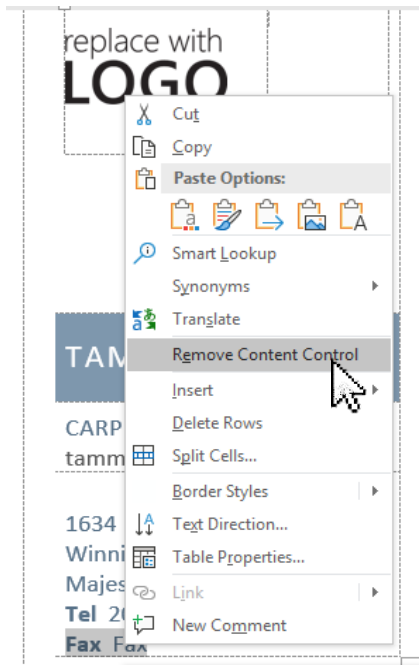
- Click on a word or line of text in your template and type your text without pressing Enter. Click the next template line and type in your information.



- If there is a line of text set up in a template that you would like to delete, first try deleting it using the delete key on the keyboard. If the text does not delete, **right click** on the text and **click Remove Content Control**.

In the example below, I've deleted the fax number.

- You will have to do this step for every card on the page.



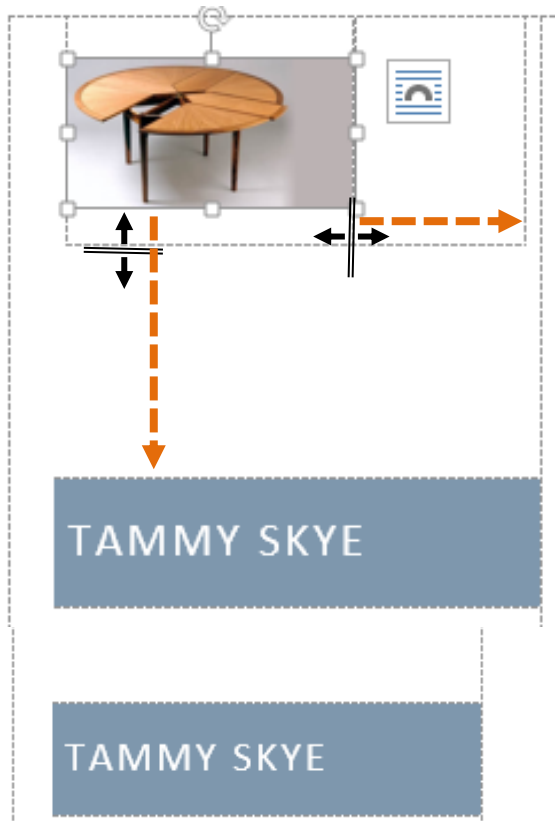
When all your text is filled in, you will insert a picture. How you insert a picture or graphic may vary from template to template.

- To insert a picture in the template example below, **click on the *replace with LOGO* box and press the delete key**. Delete this box on every card on the page.

You are deleting this text box because it is just showing us the picture placement position.

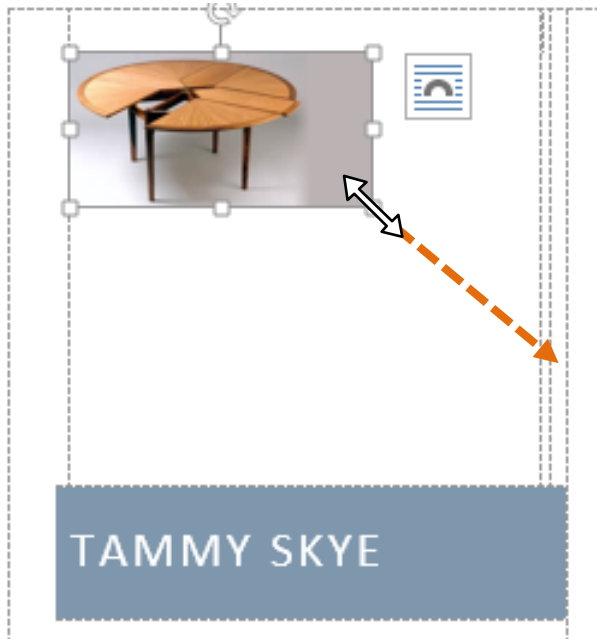


- Click your cursor in the picture box
- Insert a picture** from online pictures or from a picture you've saved on your computer.
- To increase the size of the picture or graphic**, first, extend the size of the picture box by clicking on the bottom border and dragging your mouse as shown below. Repeat for the right border.

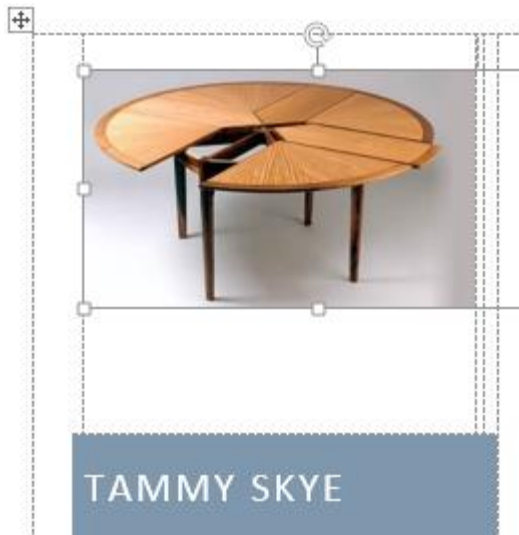


- Extend the size of the box **on every card on the page.**

- To increase the size of the picture, **click and drag one of the corner handles.**



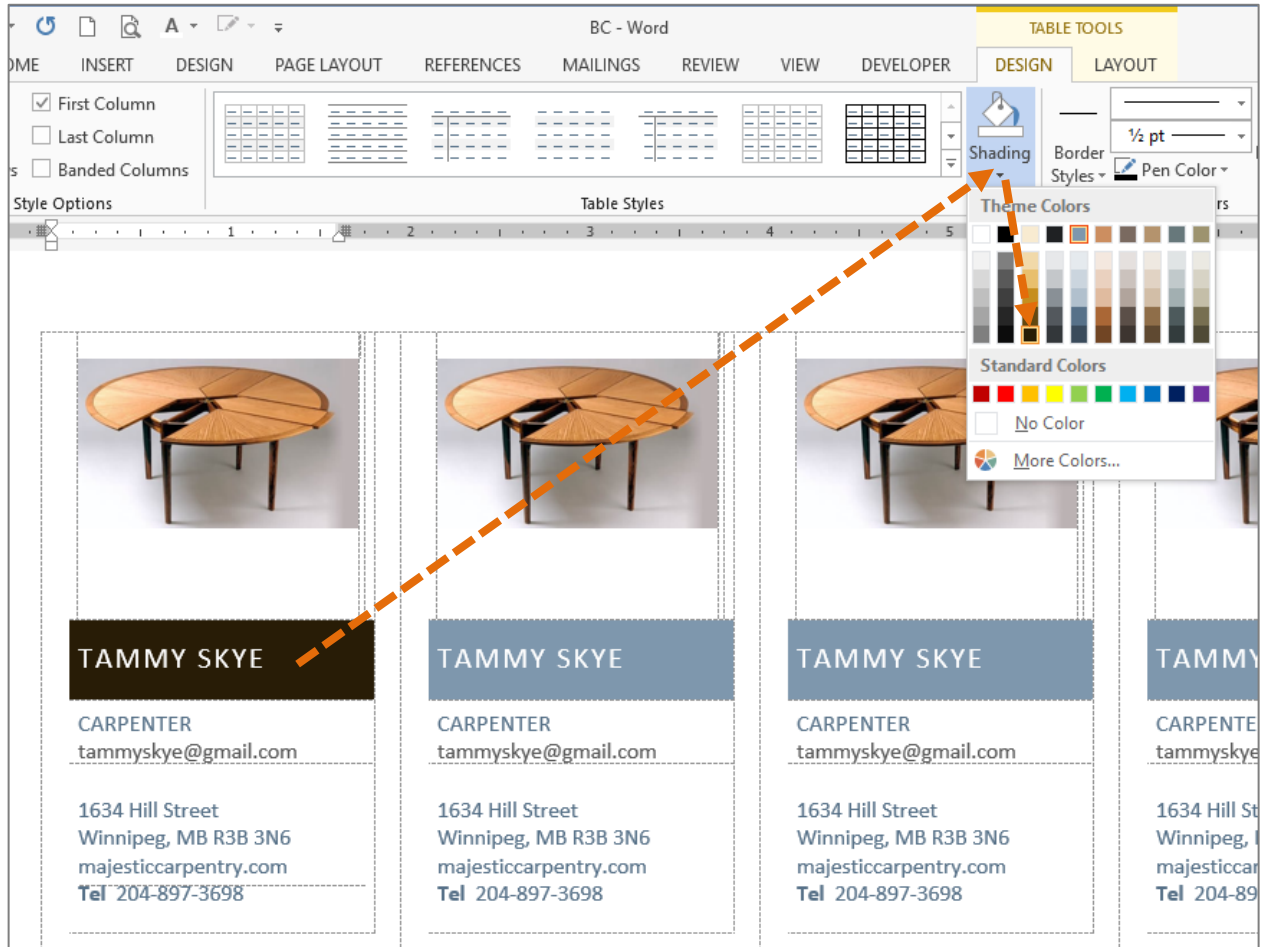
- To duplicate the picture on each of the cards on the page, **first copy the picture.**



- Click the picture box in the **second card** and **paste**.
Click the picture box in the **third card** and **paste**.
Continue to paste your picture in all of the cards.



- To change a colour in the template, click on the item you would like to change. Below, the name background was clicked > Table Tools Design Tab > Shading > Choose a colour.



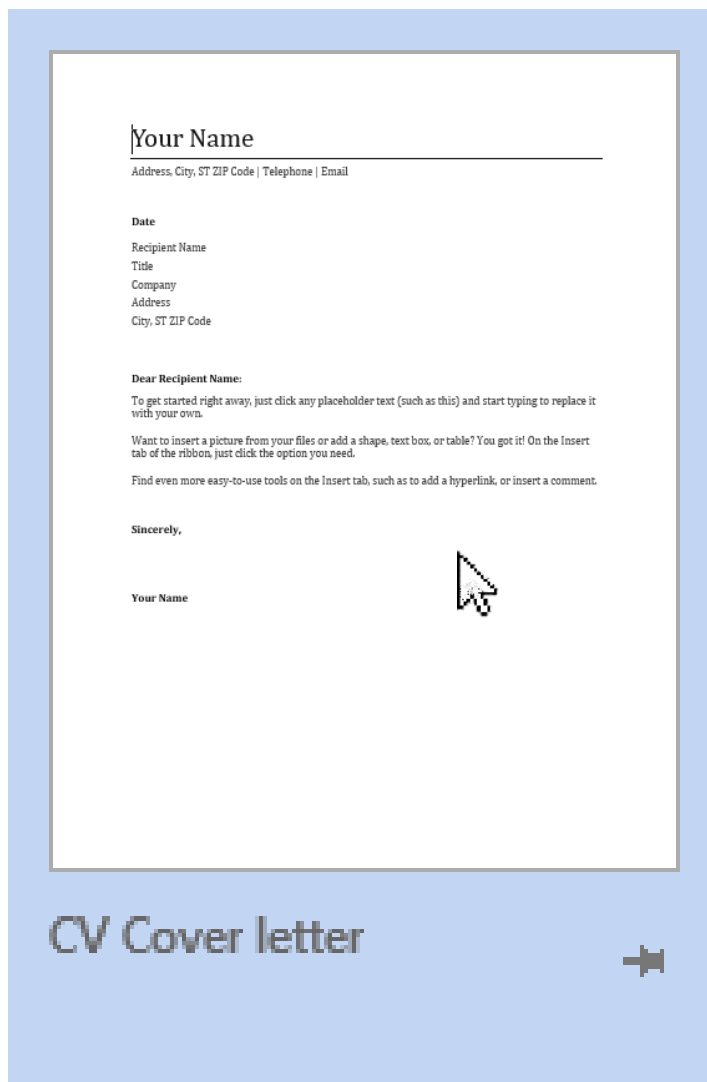
- You will have to change the colour on every card.
- Save** and **close** your document.

Exercise 23c

- Open** Word 2013 or, if you already have Word open, go to **File > New**
- Click your cursor In the ***Search for online templates*** box.
- Type, ***CV cover letter*** in the search box and press enter.



- Scroll down the page until you find the template as shown below. Click the **CV cover letter** thumbnail.
- Click the **Create** icon.
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 23c YourFirstNameLastInitial TEMPLATES



Save as type: Word Document

Click **Save**

This template is for a **cover letter**.

- Content:** The content (text) of the letter is shown in below in green
Format: Follow the format of the template

Use your own name as the sender.

Your First, Last Name

123 Summit Avenue,
Winnipeg, MB R3B 0T4
204-123-4567
Your Email Address

Month Day, Year
(current date)

Amber Wynn
Human Resources Manager
Hill Valley High
9458 Quaint Place
Winnipeg, MB R2C 0D9

William Fisher

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name
Title
Company
Address
City, ST ZIP Code

Click the section you want to fill then type your own text into the template.

- Click on *Dear Recipient Name***

Dear Recipient Name:

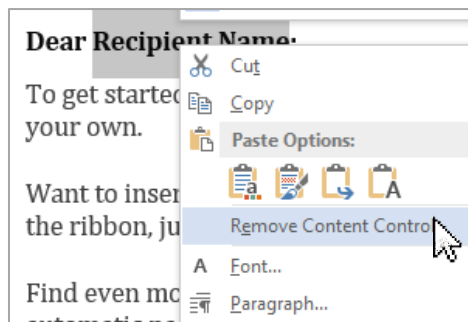
You will notice the text changes automatically to *Dear Amber Wynn*.

Dear Amber Wynn:

It changes because the line of text is linked to duplicate the recipient name in the previous paragraph.

Addressing a letter as *Dear Amber Wynn* is awkward therefore, we will remove the content control which will allow us to alter the text.

- Right click** on Recipient Name and click *Remove Content Control*.



The line of text no longer has any text or formatting controls.

- Select** the text *Amber Wynn* and replace it with *Ms. Wynn*,

It will now read:

Dear Ms. Wynn,

- When typing the paragraphs of the letter, **select** the 3 paragraphs in the template then start **typing** the 3 paragraphs of the letter below (in green). The text you type will automatically replace the sample text in the template.
- Press the enter key only once** after each paragraph.

I would like to submit my application for the Lead Singer position for the school dance, job reference number 46781, which appeared in the Hill Valley Telegraph on the 15th of February. (press enter key)

I am very interested in the advertised position and as you will see in my resume, I have extensive experience. I am a singer, songwriter and band leader, having performed regularly throughout the city. I am a skilled musician who is committed to creating an energetic atmosphere while also maintaining professionalism. I am confident that we will give a solid and loud performance that the students will enjoy. (press enter key)

I would welcome the opportunity to meet with you to discuss the opportunity. (press enter key)

- After the word *Sincerely*, click the text *your name* and type your first and Last name.

Your-Name

- Save** and **close** your document.

Exercise 23d

- Open** Word 2013 or, if you already have Word open, go to **File > New**
- Click your cursor in the ***Search for online templates*** box.
- Choose a template of your own choice** e.g.: Invitation, flyer, announcement, card
- Click the ***Create*** icon.
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 23d YourFirstNameLastInitial TEMPLATES
Save as type: Word Document
- Click **Save**
- Fill in** the template with your own text.
- Email all 4 documents to your instructor.**