

Using Word Document Templates

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How to create custom templates in Word 1. Start with a blank document. 2. Create two columns: The left is 4.5 inches and the right is 2.5 inches, and the space between the columns is about... 3. Add a title. 4. Choose a font (we're choosing Century Gothic), style (sans serif), and color (white), for ...

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Here's how: Open Word, then go to the ribbon and select File . Select New > Blank document . Add any elements you like, such as a business name and address, a logo, and other elements. You can also choose specific... Once you have the document formatted the way you want it, go to the ribbon and ...

How to Create and Use Microsoft Word Templates

Create distinctive documents with free Microsoft Word templates Microsoft offers a wide variety of Word templates for free and with no hassle. Whether you're planning a Christmas party, in charge of the school newsletter or want a matching CV and cover letter combination, you can find templates for Word that fit your needs.

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Use Word templates to create standardized documents Step 1: Create a Word template. From the Settings page. Go to Settings > Templates > Document Templates > New (). Step 2: Enable the Developer tab. Open the Word template file. At this point, the document appears to be blank. To see... Step 3: ...

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Create a document - Word

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Microsoft's Word document templates allow you to quickly create a flyer for your next neighborhood block party or announce an upcoming sale for your business, design a brochure for your restaurant that gets your customers' mouths watering or inform a potential patient about important medical information.

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When you've got the document looking how you want, it's time to save it as a template. Open the "File" menu, and then click the "Save As" command. Select where you want to save your document. After typing a name for your template, open the dropdown menu underneath the name field, and then choose the "Word Template (*.dotx)" option.

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To use content controls, you must convert the document to the Word 2013 file format by clicking File > Info > Convert, and then clicking OK. After you convert the document or template, save it. Before you can add content controls, you need to show the Developer tab. Click File > Options > Customize Ribbon.

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For a basic template, click the template item in the Save as type list. In Word for example, click Word Template. If your document contains macros, click Word Macro-Enabled Template. Office automatically goes to the Custom Office Templates folder.

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How to Find Microsoft Word Templates on Office Online

Word templates are MS Word documents formatted with a specific structure and layout. So, all documents made with the particular template will reflect the exact same structure and layout. Users can make a template their own by adding their specific content to the layout and changing features like colours, fonts and graphics.

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In the new Populate a Microsoft Word Template action, select the SharePoint site (or Group) where you saved your document, the Document Library where you stored the template, and pick the template from the file picker.

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Open the Word document you will apply template to, and click File > Options to open the Word Options dialog box. 2. In the Word Options dialog box, please (1) click Add-ins in the left bar, (2) select Templates from the Manage drop down list, and (3) click the Go button.

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