



TAB 2 – MICROSOFT WORD #2

Tips and Shortcuts

Holiday Word Templates

If you're in a bind with getting all your holiday mailings out, then Word and Microsoft's Office Online Web site can help. You can find tons of holiday-oriented document templates in the Christmas section of their Template Gallery — everything from Christmas gift labels, Christmas newsletters, and CD labels for your Christmas musical compilations to Christmas party invitations, event flyers, and recipe cards. Just download a template to your computer and open it in Word.

Oh, and if you click around just a little bit in the Template Gallery, you can find many other templates for all occasions.

Using the Find Command

Word can quickly locate any tidbit of text anywhere in your document, from a bombastic oratory down to the tiniest iota of plot. The command used to find text is called, surprisingly enough, the Find command. This command dwells in the Edit menu. Follow these steps to use the Find command and locate text.

Think of some text you want to find.

Choose Edit, Find (or press Ctrl+F)

Creating a Template

It's easy to create a Word template. You just create the document as you would normally and then use a special procedure to save the document as a template. You can include any of the following in a template: any text that all documents should include (company name, document title, address, date code, and so on); any graphic image that all documents should include (company logo, for example); formatting for the existing text and other elements such as the page margins, layout, border, and so on; styles; macros; and other customized options.

To create a template, follow these steps:

Open a new, blank document.

Type the text you want and format the template document as you want.

Click File, Save As.

Display the "Save as type" drop-down list and click Document Template as the type.

Select the folder where you want to place this template.

Type a name for the template and click the Save button.