

Lecture Plan: Microsoft Office 2010

Microsoft Word 2010

Lesson 6: Word Templates

Learning Goals

The goal of this lesson is for the students to successfully create and work with templates. The student will create a new document using a Word Template, modify template elements, create a custom template and work with a custom template.

Learning Objectives

On completion of this lesson, students will be able to do the following:

- Understanding templates
- Create a new document from a template
- Working with template elements
- Create a custom template
- Using a custom template

Lesson Notes

To effectively teach students how to use Microsoft Office Word 2010, show examples of the following documents that incorporate the tasks discussed in the lesson.

- Memos
- Faxes
- Letters
- Charts
- Newsletters

Lesson Introduction

Give examples of a situation where the use a template would save time and be more productive. Point out that a template may also be referred to as a boiler plate in other literature. A template should be thought of as a pattern for a series of similar documents. Explain that some templates are available in Word 2010 and custom templates may be saved in the templates folder.

Microsoft Word 2010 Lessons Study Guide Answers

Peipei Pang



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