

Word 2007 Templates & Macros

Templates

Templates versus Documents

Word documents ("docs" or ".doc" files) are based on document templates ("dot" files or ".dot" files). Defaults, text, formatting, and graphics can be stored in templates, making it easy to quickly generate new documents based on standardized content and layout. Each time a template is used to create a new document, a new doc file is created.

Using Existing Templates

1. Click  then **NEW**.
 2. Select one of the **RECENTLY USED TEMPLATES**. Or, select a category under **MY FAVORITES**, or **RECOMMENDED CATEGORIES**, then a template. Choose **MY FAVORITES** for templates created by yourself or your organization. Or, to find a template online, type a keyword in the **Web Search** bar (e.g., business plans), then **CLICK** .
 3. **CLICK** **CREATE**.
- After creating a blank document based on a document based on the Normal template (Normal.docx).

Creating New Templates

...Using an Existing Document

- Any existing document can be saved as a template.
1. Close an open document to use as a template.
 2. Choose  then **SAVE AS WORD TEMPLATE**.
 3. If necessary, change **SAVE AS FILE NAME** to **TEMPLATE**.
 4. Type the name for the template.
 5. To have the template appear in your **My Templates** area, **CLICK** **RECENTLY USED** (placed on the left of the **MY FAVORITES** display bar). Or, for **Windows Vista**, **CLICK** **RECENT** in the **FAVORITES** (PANE) section.
 6. **CLICK** **SAVE**.

...Using an Existing Template

Any existing document template can be used to create a new template.

1. **CLICK**  then **NEW**.
2. **CLICK** **RECENT TEMPLATES**, then select a template you wish to base your new template on.
3. Change the **CLICK** to **RIGHT** option to **TEMPLATE**. **CLICK** **OK**. The template you selected will be used to create a new template.
4. Make the desired changes to your new template file.
5. Save and close the template file.

Changing which Template is Attached

Attaching a different template to a document makes available macros, custom keys, styles, Quick Parts, and Quick Access toolbar customizations stored in the newly attached template.

1. Choose **FILE** > **OPTIONS**, then **ADVANCED** (bottom)  for **Showing the Developer Tab** if it is not visible.
2. Note the number under **DOCUMENT TEMPLATES**, to attach a different template.
3. **CLICK** **ATTACH**.
4. Select and select the desired template. **CLICK** **OPEN**.
5. Check **AUTOMATICALLY UPDATE DOCUMENT STYLES** to use the styles from the newly attached template. Note: Changes to the styles in the attached template will change the document when the document is opened.
6. **CLICK** **OK**.

Changing Defaults in the Attached Template

To change the defaults for font, paragraph, and page settings in the current document's attached template, usually the Normal template:

1. For font, choose **HOME**, then **STYLES**  in the **FONT** group. For paragraph, choose **HOME**, then **STYLES**  in the **PARAGRAPH** group. For page setup, choose **LAYOUT** (tab), then **STYLES**  in the **PAGE SETUP** group.
2. Select the desired font, paragraph, or page initial attributes.
3. **CLICK** the **DEFAULT...** button, then **CLICK** **YES**.

Changing Elements in the Attached Template

- Quick Parts, text element attributes, Quick Access toolbar customizations, and custom key-codes and updates in the attached template usually Normal default file defaults.
- To change default font, paragraph, and page settings, open a document based on the normal template (a new blank document will usually create), then follow the steps in **Changing Defaults in the Attached Template**.
- To change styles, follow these steps:
 1. Choose **HOME**, then **STYLES** (tab) on a Quick Start, or **CLICK**  in the **STYLES** group, then **RIGHT** (tab) on a style.
 2. Select **MODIFY**.
 3. Select **NEW DOCUMENTS BASED ON THIS TEMPLATE**, **CLICK** **OK**.

Changing the Normal Template

Many elements of a document's attached template, including the Normal template (Normal.docx), can be changed from within the document. For instructions, see **Changing Elements in the Attached Template**. To directly change the Normal template, follow these steps:

1. **CLICK**  then **OPEN**.
2. **CLICK** **RECENT TEMPLATES** on the left of the **OPEN** dialog box. Or, for **Windows Vista**, **CLICK** **RECENT** in the **FAVORITES** (PANE) section.
3. Select **Normal.dotm** and **CLICK** **OPEN**.
4. Make desired changes.
5. Save and close the file.

Making Elements Available in All Documents: Using Global Templates

To have macros, custom keys, styles, Quick Parts, and Quick Access toolbar customizations available for all your files, starting a Word session, add a Global Template.

1. Choose **FILE** > **OPTIONS**, then **DOCUMENT TEMPLATES** .
2. **CLICK** **ADD**.
3. Locate and select the template.
4. **CLICK** **OK**. The template appears in the **GLOBAL TEMPLATES** (LAYOUT) bar list.
5. Repeat steps 1 to 5 to add other templates to the list.

Removing a Global Template

1. Choose **FILE** > **OPTIONS**, then **DOCUMENT TEMPLATES** .
 2. Select the template to remove.
 3. **CLICK** **REMOVE**.
- Usually, deleting, but not removing the template, removes it.
4. **CLICK** **OK**.

Organizing Macros and Styles in Templates and Documents

1. Choose **DEVELOPER**, then **MACROS**  in **DOCUMENT TEMPLATES** .
2. **CLICK** **ORGANIZER**.
3. Select the **STYLES** or **MACRO PROJECT** pane tab.
4. On the left side, select the source template or document. To open another file, **CLICK** **LOCATE FILE**, then **CLICK** **OPEN** (tab).
5. On the right side, select the destination file in the same way.
6. Select the style or the module that contains the macros to be copied. **CLICK** **COPY**.
7. If you then want to remove the original style or module in the source file, **CLICK** **DELETE**, then **YES** to confirm.
8. To customize an **EXCLUDED** to change a style or module name (e.g., if the same name is already being used in the destination file).
9. **CLICK** **DELETE** when finished.

Inserting Fields with Options

Fields play a powerful part in templates. They allow for the automation of such things as page numbering, calculations and lists.

1. Place your cursor where the field information is to go.
2. Choose **INSERT**, then **CLICK** **FIELD**  then **FIELD**.
3. Select a category and a field name within that category.
4. Change **FIELD PROPERTIES AND FIELD OPTIONS** as necessary. For more detailed options, **CLICK** **FIELD** **OPTIONS**, then **OPTIONS**. **CLICK** **OK**.

Note: To manually add a field, place your cursor in the field area, press **CTRL-F9** to display the field codes. When you are done, press **CTRL-F9** to toggle the field back.

Including Building Blocks in a Template

Building Blocks are already stored in "Building Blocks.docx". Building Blocks stored in your Building Blocks zone are not accessible to other users' documents, including when the file is stored by email. To move a Building Block to your template file for use by others:

1. Open the template file. If creating a new template file, save the file before continuing.
2. Choose **INSERT**, then **CLICK** **FIELD**  then **BUILDING BLOCKS ORGANIZER**.
3. Select the Building Block to move, then **CLICK** **EDIT PROPERTIES**.
4. Change **SAVE** to be your new template file name. Your template will only appear in the **SAVE** list if it has already been saved as a template.
5. **CLICK** **OK**, then **CLICK** **YES**.
6. Repeat steps 1 to 5 to move additional Building Blocks. **CLICK** **CLOSE** when done.

Copying Building Blocks Between Templates

1. Insert the Building Block into a document as usual.
2. Select the inserted text and graphics.
3. Copy, then Paste into the destination template file.
4. Select the copied text and graphics.
5. Choose **INSERT**, then **CLICK** **FIELD**  then **FIELD** **CHOICES TO QUICK PART GALLERY**.
6. Hit in the details of the Building Block. Change **SAVE** to be the destination template file.
7. **CLICK** **OK**.

Microsoft Word 2007 Instruction Manual

Yan Bai



Microsoft Word 2007 Instruction Manual:

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Table of Contents Microsoft Word 2007 Instruction Manual

1. Understanding the eBook Microsoft Word 2007 Instruction Manual
 - The Rise of Digital Reading Microsoft Word 2007 Instruction Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2007 Instruction Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2007 Instruction Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2007 Instruction Manual
 - Personalized Recommendations
 - Microsoft Word 2007 Instruction Manual User Reviews and Ratings

- Microsoft Word 2007 Instruction Manual and Bestseller Lists
- 5. Accessing Microsoft Word 2007 Instruction Manual Free and Paid eBooks
 - Microsoft Word 2007 Instruction Manual Public Domain eBooks
 - Microsoft Word 2007 Instruction Manual eBook Subscription Services
 - Microsoft Word 2007 Instruction Manual Budget-Friendly Options
- 6. Navigating Microsoft Word 2007 Instruction Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2007 Instruction Manual Compatibility with Devices
 - Microsoft Word 2007 Instruction Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2007 Instruction Manual
 - Highlighting and Note-Taking Microsoft Word 2007 Instruction Manual
 - Interactive Elements Microsoft Word 2007 Instruction Manual
- 8. Staying Engaged with Microsoft Word 2007 Instruction Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2007 Instruction Manual
- 9. Balancing eBooks and Physical Books Microsoft Word 2007 Instruction Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2007 Instruction Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2007 Instruction Manual
 - Setting Reading Goals Microsoft Word 2007 Instruction Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2007 Instruction Manual
 - Fact-Checking eBook Content of Microsoft Word 2007 Instruction Manual
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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