

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** (e.g., **CHARTS**), 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 **GO** .
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 or open the document to use as a template.
2. Choose then **SAVE AS > WORD TEMPLATE**.
3. If necessary, change **SAVE AS FILE > WORD 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 **NEW TEMPLATES**, then select a template you wish to base your new template on.
3. Change the **FILE > NAME** 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 > OPEN**, then **DOCUMENT TEMPLATES** for **Showing the Developer Tab** if it is not visible.
2. Note the name 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 closed.
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** then **STYLES** in the **PAGE SETUP** group.
2. Select the desired font, paragraph, or page initial attributes.
3. Click the **DEFAULT...** button, then **OK** .

Changing Elements in the Attached Template

- Quick Parts, text-based elements, Quick Access Toolbar customizations, and custom key-based and updates in the attached template (usually Normal.docx) by default.
- 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** (click on a Quick Style), or **STYLES** in the **STYLES** group, then **RIGHT CLICK** 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** display bar. 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, Quick Parts, and Quick Access Toolbar customizations available for all your files, starting a Word session, add a Global Template.

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

Removing a Global Template

1. Choose **FILE > OPEN**, 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** .
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 **EXISTS** to change a style or module name (e.g., if the same name is already being used in the destination file).
9. Click **GO TO** when finished.

Inserting Fields with Options

Fields, plus 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 **DEVELOPER** 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 and 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.docx 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 **DEVELOPER** 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 **CLICK** **OK** 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 **DEVELOPER** then **SAVE** **BUILDING BLOCK TO GLOBAL PART GALLERY**.
6. Fill in the details of the Building Block. Change **SAVE** to be the destination template file.
7. Click **OK**.

Microsoft Word 2007 Instruction Manual

Anthony S. Fauci



Microsoft Word 2007 Instruction Manual:

Word 2007 Connie Morrison, 2007-05-02 If you're familiar with Word but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time *Word 2007 for Starters* Chris Grover, 2007 Clear explanations step by step instructions and lots of illustrations guide you through Microsoft Word's most useful features Word 2007 for Starters: The Missing Manual Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word's most useful features to create documents format and edit text share the results and more you'll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there's more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word's cluttered menus and even the pros can't find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft's documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word's redesigned user interface and gives you exactly what you need to create unique attractive and effective documents Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to

the paperless office we've been promised for years. This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment. **Microsoft Word 2019 Training Manual Classroom in a Book** TeachUcomp, 2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics. Includes practice exercises and keyboard shortcuts. You will learn document creation, editing, proofing, formatting, styles, themes, tables, mailings, and much more. Topics Covered: CHAPTER 1 Getting Acquainted with Word 1.1 About Word 1.2 The Word Environment 1.3 The Title Bar 1.4 The Ribbon 1.5 The File Tab and Backstage View 1.6 The Quick Access Toolbar 1.7 Touch Mode 1.8 The Ruler 1.9 The Scroll Bars 1.10 The Document View Buttons 1.11 The Zoom Slider 1.12 The Status Bar 1.13 The Mini Toolbar 1.14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2.1 Opening Documents 2.2 Closing Documents 2.3 Creating New Documents 2.4 Saving Documents 2.5 Recovering Unsaved Documents 2.6 Entering Text 2.7 Moving through Text 2.8 Selecting Text 2.9 Non Printing Characters 2.10 Working with Word File Formats 2.11 AutoSave Online Documents CHAPTER 3 Document views 3.1 Changing Document Views 3.2 Showing and Hiding the Ruler 3.3 Showing and Hiding Gridlines 3.4 Using the Navigation Pane 3.5 Zooming the Document 3.6 Opening a Copy of a Document in a New Window 3.7 Arranging Open Document Windows 3.8 Split Window 3.9 Comparing Open Documents 3.10 Switching Open Documents 3.11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4.1 Deleting Text 4.2 Cutting, Copying and Pasting 4.3 Undoing and Redoing Actions 4.4 Finding and Replacing Text 4.5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5.1 The Spelling and Grammar Tool 5.2 Setting Default Proofing Options 5.3 Using the Thesaurus 5.4 Finding the Word Count 5.5 Translating Documents 5.6 Read Aloud in Word CHAPTER 6 FONT Formatting 6.1 Formatting Fonts 6.2 The Font Dialog Box 6.3 The Format Painter 6.4 Applying Styles to Text 6.5 Removing Styles from Text CHAPTER 7 Formatting Paragraphs 7.1 Aligning Paragraphs 7.2 Indenting Paragraphs 7.3 Line Spacing and Paragraph Spacing CHAPTER 8 Document Layout 8.1 About Documents and Sections 8.2 Setting Page and Section Breaks 8.3 Creating Columns in a Document 8.4 Creating Column Breaks 8.5 Using Headers and Footers 8.6 The Page Setup Dialog Box 8.7 Setting Margins 8.8 Paper Settings 8.9 Layout Settings 8.10 Adding Line Numbers 8.11 Hyphenation Settings CHAPTER 9 Using Templates 9.1 Using Templates 9.2 Creating Personal Templates CHAPTER 10 Printing Documents 10.1 Previewing and Printing Documents CHAPTER 11 Helping Yourself 11.1 The Tell Me Bar and Microsoft Search 11.2 Using Word Help 11.3 Smart Lookup CHAPTER 12 Working with Tabs 12.1 Using Tab Stops 12.2 Using the Tabs Dialog Box CHAPTER 13 Pictures and Media 13.1 Inserting Online Pictures 13.2 Inserting Your Own Pictures 13.3 Using Picture Tools 13.4 Using the Format Picture Task Pane 13.5 Fill Line Settings 13.6 Effects Settings 13.7 Alt Text 13.8 Picture Settings 13.9 Inserting Screenshots 13.10 Inserting Screen Clippings 13.11 Inserting Online Video 13.12 Inserting Icons 13.13 Inserting 3D Models 13.14 Formatting 3D Models CHAPTER 14 DRAWING OBJECTS 14.1 Inserting

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Microsoft Office Word 2007 Essential Reference for Power Users Matthew Strawbridge, 2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it is available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007 Word 2007 E. N. I. Publishing, ENI Publishing, France, 2008-01-07 This practical guide to Microsoft Word 2007 will enable you to make full use of the new version of this popular word processing programme After becoming familiar with the new environment of the 2007 version you will learn how to create and save your documents how to enter and edit text and how to format and print your documents The following sections teach you how to format text character paragraph and page formatting To be able to take full advantage of Word's formatting possibilities you will then learn how to apply a theme to a document and create styles and templates You will then go to the next step of text management by learning how to use the Find and Replace feature the automatic spell check the synonym dictionary and the translation feature Section 8 discusses working with lengthy documents and teaches you how to create a note or a bookmark an outline a table of contents an index a bibliography or a master document As a Word document can contain much more than just text you will also learn how to work with tables graphic objects and pictures The last part teaches you how to create forms mail merges macro commands and how multiple users can work on a single document by using the Track Changes feature *Microsoft Project 2007: The Missing Manual* Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to

You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Windows 7 David Pogue,2010 In early reviews geeks raved about Windows 7 But if you re an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue s Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista s most painful shortcomings It s speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces

Word 2007 In Simple Steps Kogent Solutions Inc,2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book

Word 2007 Chris Grover,2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond

Altova® StyleVision® 2012 User & Reference Manual ,

Altova® StyleVision® 2013 User & Reference Manual , Word 2007: The Missing Manual Chris Grover,2006-12-21 Microsoft Word has grown considerably in power sophistication and capability over the past decade but one thing that hasn t changed since the early 90s is its user interface The simple toolbar in version 2 0 has been packed with so many features since then that few users know where to find them all Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents enter and edit text format print and fax You will will also learn how to create sophisticated page layouts insert forms and tables use graphics and create book length documents with outlines and Master Documents Coverage also includes how to share documents with other people and programs create web pages automate

documents with fields and automate tasks with macros and the Visual Basic scripting language This book shows you how to do it all *Altova® StyleVision® 2010 User & Reference Manual* , *Microsoft Outlook 2019 Training Manual Classroom in a Book* TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling

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Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

Windows 7 and Introduction to Computers Yolandie Mostert,2014-01-14 An introduction to Computers and exploring Windows 7 This book is designed for beginners that has never worked on a computer before and also for those that want to learn Windows 7 The book includes how to create user accounts and set parental controls so that you can restrict your employees or children from accessing certain games or access the PC at certain times You will learn how to browse using the Explorer how to create files and folders how to search for certain files and learn what system files you should not delete to ensure that your computer keeps on working You will also learn how to speak to your computer and give it voice instructions instead of just clicking on the PC

Computers Helping People with Special Needs, Part II Klaus Miesenberger,Joachim Klaus,Wolfgang Zagler,Arthur Karshmer,2010-06-29 Welcome to the Proceedings of ICCHP 2010 We were proud to welcome participants from more than 40 countries from all over the world to this year s ICCHP Since the late 1980s it has been ICCHP s mission to support and reflect development in the field of Assistive Technologies eAccessibility and eInclusion With a focus on scientific quality ICCHP has become an important reference in our field The 2010 conference and this collection of papers once again fulfilled this mission The International Programme Committee comprising 106 experts from all over the world selected 147 full and 44 short papers out of 328 abstracts submitted to ICCHP This acceptance ratio of about half of the submissions demonstrates our strict pursuit of scientific quality both of the programme and in particular of the proceedings in your hands An impressive number of experts agreed to organize Special Thematic Sessions STS for ICCHP 2010 These STS help to bring the meeting into sharper focus in several key areas In turn this deeper level of focus helps to collate a state of the art and mainstream technical social cultural and political developments

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