

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 following under NEW TEMPLATES, or MICROSOFT OFFICE (DEFAULT), then a template. Choose MY TEMPLATES for templates created by yourself or your organization.
Or, to find a template online, type a keyword in the text search bar (e.g., business plan), then (CLICK) .
 3. (CLICK) CREATE.
- After creating a blank document, either 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 NAME OF NEW WORD TEMPLATE.
4. Type the name for the template.
5. To have the template appear in your My Templates area, (CLICK) MY TEMPLATES (OFFICEDOT) on the left of the START ribbon bar. Or, for Windows Vista (CLICK) MY TEMPLATES in the FAVORITES (PINS) 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) MY TEMPLATES, then select a template you wish to base your new template on.
3. Change the CREATING 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, ribbon tabs, styles, Quick Parts, and Quick Access toolbar customizations stored in the newly attached template.

1. Choose (CLICK) FILE, then (CLICK) MY 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 template is changed.
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 (CLICK) then (CLICK) in the FONT group.
For paragraph, choose HOME, then (CLICK) in the PARAGRAPH group.
For page setup, choose PAGE LAYOUT, then (CLICK) 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, ribbon customizations, Quick Access toolbar customizations, and macros you created and updated in the attached template usually Normal default file details.
- 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 (Right Click) on a Quick Style, or (CLICK) 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.dotx), default template, 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) MY TEMPLATES on the left of the OPEN dialog box. Or, for Windows Vista, (CLICK) MY TEMPLATES in the FAVORITES (PINS) section.
3. Select Normal.dotx 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, ribbon tabs, Quick Parts, and Quick Access toolbar customizations available for all your files, starting a Word session, add a Global Template.

1. Choose (CLICK) FILE, then (CLICK) MY TEMPLATES.
2. (CLICK) ADD.
3. Locate and select the template.
4. (CLICK) OK. The template appears in the GLOBAL TEMPLATE (GLOBAL.DOTX) list.
5. Repeat steps 1 to 5 to add other templates to the list.

Removing a Global Template

1. Choose (CLICK) FILE, then (CLICK) MY TEMPLATES.
 2. Select the template to remove.
 3. (CLICK) REMOVE.
- Usually, deleting, but not renaming the template, removes it.
4. (CLICK) OK.

Organizing Macros and Styles in Templates and Documents

1. Choose (CLICK) FILE, then (CLICK) in DOCUMENT TEMPLATES.
2. (CLICK) ORGANIZER.
3. Select the STYLES or MACRO PROJECT FOLDER tab.
4. On the left side, select the source template or document. To open another file, (CLICK) LOCATE FILE, then (CLICK) OPEN FILE.
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 and REMOVE to change a style or module name (e.g., if the same name is already being used in the destination file).
9. (CLICK) COPY 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 (CLICK) then (CLICK) FIELDS, then (CLICK) .
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 (CLICK) then (CLICK) OK.

Note: To manually add a field, place your cursor in the field area, press (CLICK) F10 to display the field codes. When you are done, press (CLICK) F10 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 (CLICK) then (CLICK) FIELDS, then (CLICK) BUILDING BLOCKS ORGANIZER.
3. Select the Building Block to move, then (CLICK) COPY PROPERTIES.
4. Change NAME Block for your new template file. Note: Your template will only appear in the START ribbon 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) CANCEL when done.

Copying Building Blocks Between Templates

1. Insert the Building Block into a document at least.
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 (CLICK) then (CLICK) FIELDS, then (CLICK) BUILDING BLOCKS ORGANIZER, then (CLICK) BUILDING BLOCKS ORGANIZER.
6. Fill in the details of the Building Block. Change NAME Block to be the destination template file.
7. (CLICK) OK.

Microsoft Word 2007 Instruction Manual

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Microsoft Word 2007 Instruction Manual:

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** 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: 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 **Microsoft Word 2019 Training Manual Classroom in a Book**

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