

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.

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