

## Concepts Review

### True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. The file extension for a Word template is .tmp.
- T F 2. You can open the New Document dialog box by pressing **Ctrl+N**.
- T F 3. After a template is assigned to a document, it cannot be changed.
- T F 4. A Word template can contain placeholder text that you replace with your own information.
- T F 5. When styles are copied to a template, if the style names do not match the existing styles, they are added to the style sheet.
- T F 6. Existing templates cannot be modified.
- T F 7. If you do not specify a template when you create a new document, the document is created without one.
- T F 8. You can use the Organizer to copy styles between templates or documents.

### Short Answer Questions

Write the correct answer in the space provided.

1. What is the file extension assigned to a template filename?

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2. When you choose **New** from the Microsoft Office Button menu, what happens?

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3. Which commands would you use to open the dialog box to attach a different template to a document?

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4. How can you create a new template by using an existing document?

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5. How can you change the styles in a template to match the styles in another template or document?

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6. What is the procedure to download a template from Microsoft Office Online?

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7. What is the procedure to save a template?

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8. How do you change a template theme?

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## Critical Thinking

**Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.**

1. Review Word's templates for letters, memos, and reports. How do they compare with the standard business format for these documents as described in *The Gregg Reference Manual* (or a similar handbook)?
2. Many businesses create templates that are used by all employees for internal and external correspondence. Why would a business take this approach? What advantages does it offer to a business?

## Skills Review

### Exercise 13-7

**Use an existing Word template to create a letter.**

1. Create a letter based on a template from Microsoft Office Online by following these steps:
  - a. Click the **Microsoft Office Button** and click **New**.
  - b. Click **Letters** under **Microsoft Office Online**, and click **Community**. Locate and click the **Congratulations on appointment to city council** icon. Click **Download**. Click **Continue**.
2. At the top of the document, click the placeholder text for [Your Name] and key **Campbell's Confections**. Key the following address in the appropriate placeholders.

**25 Main Street**  
**Grove City, PA 16127**
3. Modify the Sender Address style to 14-point bold and small caps.

4. Replace or edit the placeholder text in the document with the text shown in Figure 13-11. Delete the paragraph that begins “We encourage.” Click or select each placeholder before entering the appropriate text. You might want to increase the zoom when keying the last two lines.

**Figure 13-11**

Ms. Ann Foster  
Vice President  
Foster Travel  
600 Broad Street  
Grove City, PA 16127  
Dear Ms. Foster:  
Thank you for your willingness to participate in our local government. This recent appointment will enable you to continue your longstanding commitment to the community and our civic projects.  
Thomas Campbell  
President

5. At the blank paragraph mark below the closing, add your reference initials.
6. Modify the Normal style to the font Cambria. (This changes all the styles used below the company name, which are based on the Normal style.)
7. Change the paragraph spacing for the Date style to 24 points before and 36 points after.
8. Save the document as *[your initials]13-7* in your Lesson 13 folder.
9. Submit and close the document.

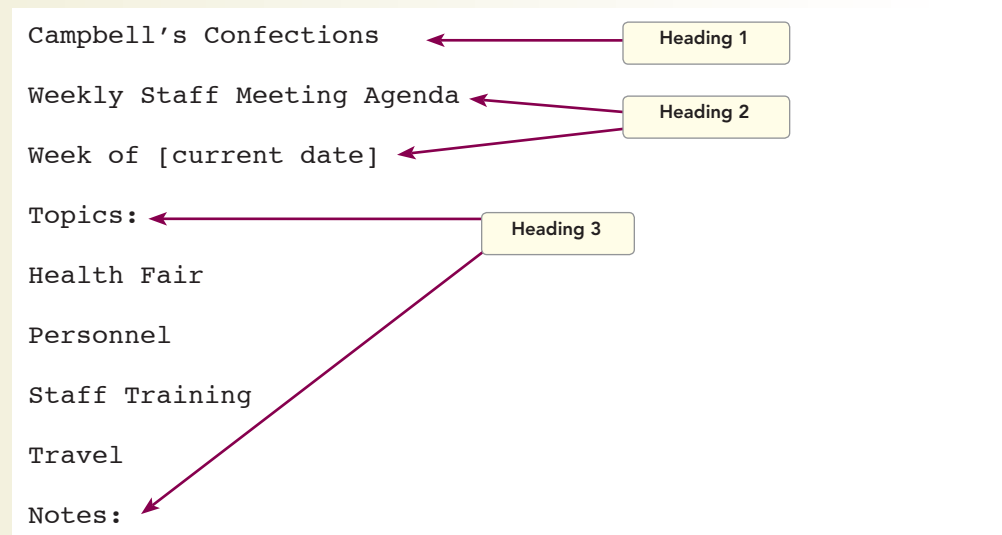
## Exercise 13-8


**Create a new template, attach it to another document, and modify a template.**

1. Create a new template by following these steps:
  - a. Open the **File** menu, and click **New**.
  - b. Click **My templates**, and click the icon for the **Blank Document** template.
  - c. Under **Create New**, click **Template** and click **OK**.
2. Modify the Normal style to be 11-point Arial.

3. Modify the Heading 1 style so the paragraph formatting is center-aligned and the font size is 18 points.
4. Modify the Heading 2 style so the paragraph formatting is center-aligned with bold and italic formatting.
5. Modify the Heading 3 style to include small caps format. (If necessary click **Options** at the bottom of the Styles task pane and click the arrow for **Select styles to show** and select **All styles**.)
6. Save the template as *[your initials]Agenda* in your Lesson 13 folder or in the default Templates folder on the hard disk, whichever your instructor told you to use. Close the template.
7. Start a new document based on the Normal template by clicking the **Microsoft Office Button** and clicking **New**. Click the Blank Document icon and click **Create**.
8. Key the text shown in Figure 13-12. Use single spacing. Apply the heading styles to the paragraphs indicated.




Figure 13-12

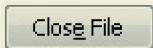


9. Attach the template you created, and automatically update the styles by following these steps:
  - a. Click the **Developer** tab, and click the Document Template button .
  - b. Click **Attach**.
  - c. Locate *[your initials]Agenda* and click **Open**.
  - d. Check the **Automatically update document styles** check box, and click **OK**.
10. Save the document as *[your initials]13-8* in your Lesson 13 folder.
11. Submit and close the document.

## Exercise 13-9

Use the Organizer to copy styles.

1. Open the **New Document** dialog box, and click **Installed Templates**. Locate and click the icon for **Equity Report**. Click **Create**.
2. Save the document template as **[your initials]EquityReport** in your Lesson 13 folder. Close the template.
3. Open the file **Company - 2**.
4. Apply the Heading 1 style to the first line (the company name). Apply the Heading 2 style to the bold side headings.
5. Display all styles by following these steps:
  - a. Click **Options** in the Styles task pane.
  - b. Click the arrow to display the drop-down list for **Select styles to show**.
  - c. Click **All styles**. Click **OK**.
6. Use the Organizer to copy styles from another template by following these steps:
  - a. Click the **Developer** tab and click the Document Template button . Click **Organizer**.
  - b. Click the **Styles** tab. Click the Close File button  on the right side of the dialog box (under **Normal.dotm**).
  - c. Click the Open File button  on the right side of the dialog box.
  - d. Locate the folder that contains the **[your initials]EquityReport** template, and click **Open**.
  - e. Click **Normal** in the list on the right side of the dialog box (under **EquityReport**), and then click **Copy**. Click **Yes** to overwrite the existing style entry.
  - f. Repeat the previous step to copy the Footer, Heading 1, Heading 2, and Heading 3 styles from the EquityReport template on the right to the **Company - 2** document on the left. To copy the styles simultaneously, hold down **[Ctrl]** while selecting each of the styles to copy. When prompted, overwrite the existing style entries in the **Company - 2** document.
  - g. Click the **Close** button to close the Organizer dialog box.
7. Insert page numbers at the bottom right of the document, starting with 2 on page 2.
8. Modify the paragraph spacing for the Heading 1 style to 72 points before and 24 points after.
9. Save the document as **[your initials]13-9** in your Lesson 13 folder.
10. Submit and close the document.



## Exercise 13-10

Use an online template to create a new template.

1. Open the **New Document** dialog box, and click **Gift certificates** under **Microsoft Office Online**.
2. Click **Employee gift certificate**, and download the template. Save the template as *[your initials]Gift* in your Lesson 13 folder or in the default Templates folder on the hard disk, whichever your instructor told you to use.
3. Key **Campbell's Confections** in the **[Company Name or Logo]** placeholder for each gift certificate.
4. Key **\$25 Gift Certificate** in the **[Gift Name]** placeholder for the first gift certificate. Key **\$50 Gift Certificate** for the second certificate and **\$75 Gift Certificate** for the third certificate.
5. Modify the Heading 1 style by changing the font color to black and applying bold and small caps formatting.
6. Modify the giftname style by changing the font color to black and applying small caps.
7. Change Group to **Store**. Change Department/Account to **Certificate Number**.
8. Save the template.
9. Submit and close the template.

## Lesson Applications

### Exercise 13-11

Use a template to create a document.

1. Create a document based on the template you created: *[your initials]*Letterhead.
2. Key the following information for the inside address:

**Ms. Barbara Scott**  
**National Fitness Center**  
**1237 West Main Street**  
**Grove City, PA 16127**

3. Key **Dear Ms. Scott** for the salutation.
4. Open the file **Fitness**. Copy all the text and paste it into the letter.
5. Add as a closing paragraph.

**Thank you for your assistance. I will call for an appointment to discuss a formal agreement.**

6. Key an appropriate complimentary closing and the following signature name and title:

**Garland Miller**  
**Human Resources**

7. On the next line, key your reference initials followed by an enclosure notation. Review the document to verify correct business letter format.
8. Modify the Normal style by changing the font to Cambria.
9. Spell-check the document, and save it as *[your initials]*13-11 in your Lesson 13 folder.
10. Submit the document. Close both open documents.

### Exercise 13-12

Use a template and copy styles by using the Organizer.

1. Start a new document based on the template you created: *[your initials]*Memo.
2. The memo is to “All Employees” from Garland Miller. The subject is “Fitness Center Membership.”

3. Two blank lines below the subject line, key the text from Figure 13-13

**Figure 13-13**

Campbell's Confections is contacting area fitness centers to negotiate a contract to provide lower membership fees for our employees.

Please complete the attached survey so that we can determine which programs you prefer as well as your preferences for hours of operation, types of membership, and payment plans.

Please return the completed survey by Friday.

4. Open the Organizer dialog box by displaying the Developer tab, and clicking Document Template. Click Organizer. On the right side of the dialog box, close the Normal template file and open *[your initials]ProMemo* template.
5. Copy the styles Company Name, Normal, Message Header First, Message Header Label, and Message Header Last to the current document, replacing the Normal style entry when prompted. Close the Organizer dialog box.
6. Insert a new paragraph mark above the "TO:" line. At the new paragraph mark, key **Campbell's Confections** and apply the Company Name style.
7. Modify the Company Name style by changing the font size to 24 points and adding 24 points spacing after. Change the line spacing to At least 12 pt. Change the top margin to 1 inch.
8. Key your reference initials at the end of the document.
9. Modify the Normal style by increasing the font size to 12 points.
10. Save the document as *[your initials]13-12* in your Lesson 13 folder.
11. Submit and close the document.

## Exercise 13-13

### Modify a template and attach a template.

1. Open the template you created: *[your initials]Letterhead*. (Use the Open dialog box—do not create a document based on this template.)
2. Modify the Normal style to a 12-point font of your choice.
3. Save the template as *[your initials]Letterhead2* in the folder where you saved the other templates. Close the template.
4. Open the file **Hernandez**.

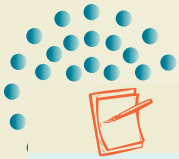


5. Attach the template *[your initials]letterhead2*, updating document styles automatically.
6. Key the date at the top of the document followed by three blank lines.
7. Add your reference initials and an enclosure notation.
8. Set a 2-inch top margin. Add blank lines between paragraphs to format the document as a business letter.
9. Save the document as *[your initials]13-13* in your Lesson 13 folder.
10. Submit and close the document.

## Exercise 13-14 ♦ Challenge Yourself

### Copy and apply styles.

1. Open the template file **Equity Fax** (Installed Templates).
2. Use the Organizer dialog box to copy all styles from the Origin Fax template (Installed Templates) to the Equity Fax template. (Remember: to select all styles, click the first file, scroll to the last file, press **Shift** and click.)
3. Click **Yes** to overwrite the styles, and close the dialog box.
4. Open the Styles task pane.
5. Select “To:” in the heading, and apply the Message Header style.
6. Apply the Message Header style to all headings in the Equity Fax template.
7. Save the template as *[your initials]13-14* in your Lesson 13 folder.
8. Submit and close the document.



#### NOTE

To locate the Origin Fax template, change to the folder that contains the installed Word Templates (Program Files\Microsoft Office\Templates\1033\Fax).

## On Your Own

**In these exercises you work on your own, as you would in a real-life business environment. Use the skills you’ve learned to accomplish the task—and be creative.**

### Exercise 13-15

Use a résumé template to create your résumé. Include as much detail about yourself as possible. Modify the formatting as needed. Save the document as *[your initials]13-15* and submit it.

### Exercise 13-16

Create a cover letter for your résumé, using a matching template style. Address the cover letter to a prospective employer. Create an envelope for the letter. Save the document as *[your initials]13-16* and submit it.

### Exercise 13-17

Using the New Document dialog box, go to Microsoft Office Online and choose a template from any category. Preview and download the template, and then edit it in Word, using your own information. Save the document as *[your initials]13-17* and submit it.