

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 tab 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 file name?

2. When you choose New from the File tab, what happens?

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

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

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

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

7. What is the procedure to save a template?

8. How do you change a template theme?

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 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 12-7

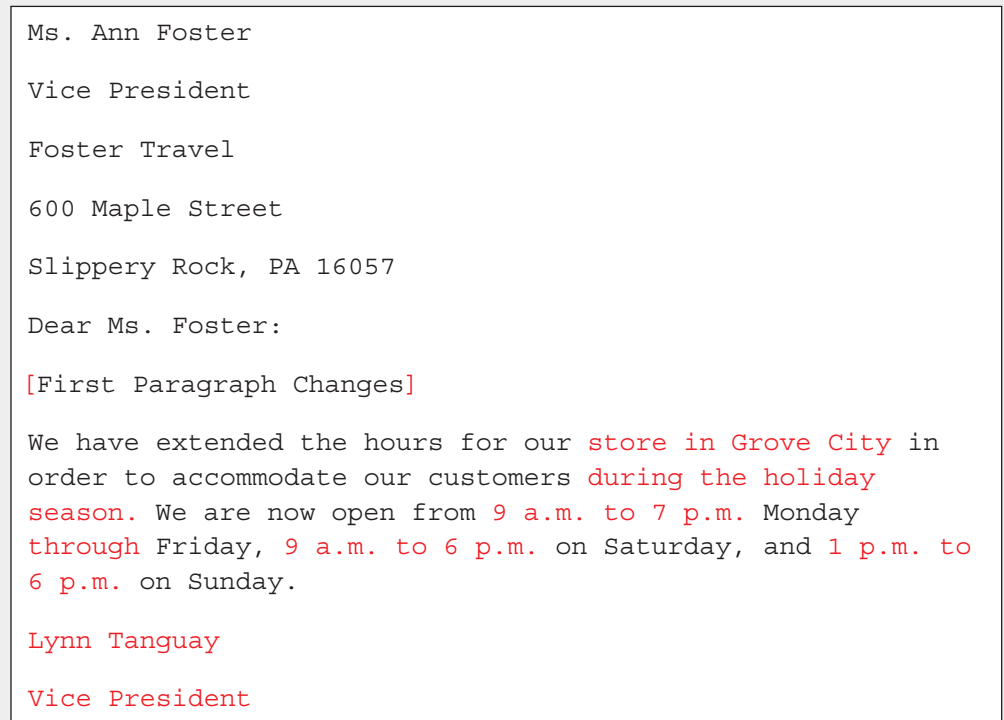
Use an existing Word template to create a letter.

1. Create a letter based on a template from Office.com by following these steps:
 - a. Click the **File** tab, and click **New**.
 - b. Click the **Letters** icon under Office.com Templates, and click the **Business** folder. Click the **Announcements** folder, and click the **Announcement of extended store hours** template. Click **Download**.
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. Display the Styles task pane. 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 12-11. Click or select each placeholder before entering the appropriate text. You might want to increase the zoom when keying the last two lines.

Figure 12-11



5. 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]12-7* in your Lesson 12 folder.
9. Submit and close the document.

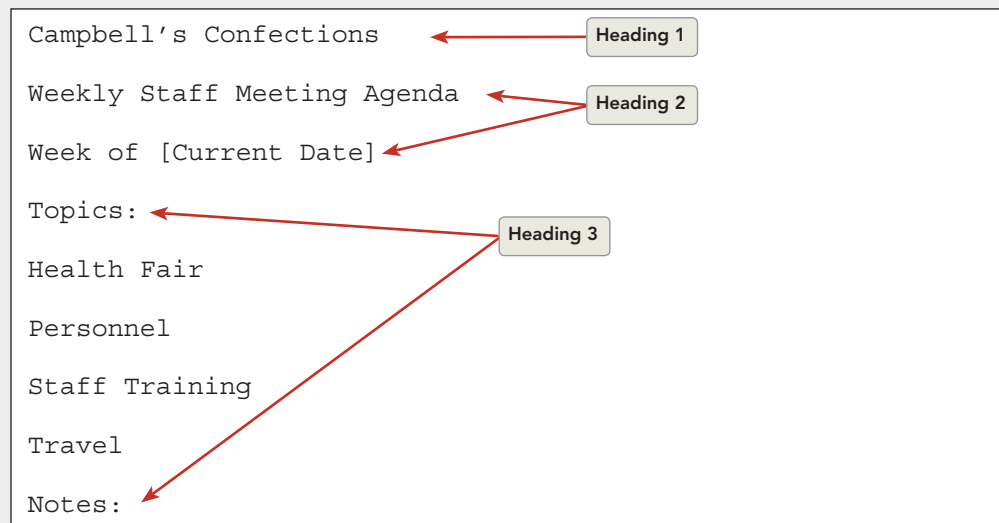
Exercise 12-8


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** tab, 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 12 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 **File** tab, and clicking **New**. Click the **Blank Document** icon, and click **Create**.
8. Key the text shown in Figure 12-12. Use single spacing. Apply the heading styles to the paragraphs indicated.


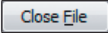

Figure 12-12



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]12-8* in your Lesson 12 folder.
11. Submit and close the document.

Exercise 12-9

Use the Organizer to copy styles.

1. Open the **New** tab, and click **Sample Templates**. Locate and click the icon for **Equity Report**. Click **Template** and click **Create**.
2. Save the document template as *[your initials]EquityReport* in your Lesson 12 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 Equity Report 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]12-9* in your Lesson 12 folder.
10. Submit and close the document.

Exercise 12-10

Use an online template to create a new template.

1. Open the **New** tab, and click **Agendas** under **Office.com Templates**.
2. Click **Agenda (Capsules design)**, and download the template. Save the document as a template named **[your initials]MeetingAgenda** in your Lesson 12 folder. Close the template, and create a new document based on the Meeting Agenda template.
3. Select the text in the **[Meeting Name]** placeholder, and key **Quarterly Meeting**.
4. Select “Date” and key today’s date. Select “Time” and key **1 p.m.** Select “Place of Meeting” and key **Conference Room**.
5. Locate “Monthly status” and change the text to **Quarterly status**. Select “Dues Update,” and key **Managers’ Reports**. Select the first item under “Old Business,” and change the text to **Fitness Membership Plan**. Select the second item under “Old Business,” and change the text to **Employee Recognition Banquet**.
6. Locate “New Business,” and change the text for the first item to **Holiday Confections**. Change the text for the second item to **Chocolate Festival**.
7. Save the document as **[your initials]12-10**.
8. Submit and close the document.

Lesson Applications

Exercise 12-11

Use a template to create a document.

1. Create a document based on the **Letterhead** template located in the Lesson 12 student data folder.
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.
8. Modify the Normal style by changing the font to Cambria.
9. Spell-check the document, and save it as *[your initials]12-11* in your Lesson 12 folder.
10. Submit the document. Close both open documents.

Exercise 12-12

Use a template and copy styles by using the Organizer.


1. Start a new document based on the template **Memo.dotx**.
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 12-13.

Figure 12-13

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 the Document Template button . Click **Organizer**. On the right side of the dialog box, close the Normal template file and open the **CreditMemo** template.
5. Copy the Normal style to the current document, replacing the Normal style entry when prompted. Close the Organizer dialog box.
6. Insert a blank paragraph mark above the "To:" line. At the new paragraph mark, key **Campbell's Confections** and apply the Heading 1 style.
7. Modify the Heading 1 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. Add a bottom border to the Heading 1 style.
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]12-12* in your Lesson 12 folder.
11. Submit and close the document.

Exercise 12-13

Modify a template and attach a template.

1. Open the template **Letterhead.dotx**. (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.

UNIT 3 Page Formatting

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]12-13* in your Lesson 12 folder.
10. Submit and close the document.

Exercise 12-14 ♦ Challenge Yourself

Copy and apply styles.

1. Open the sample template file **Equity Fax** by changing to the folder that contains the installed Word Templates (Program Files\Microsoft Office\Templates\1033\Fax). Save the template as *[your initials] EquityFax* in your Lesson 12 folder.
2. Use the Organizer dialog box to copy all styles from the Origin Fax sample template to the Equity Fax template. (Remember: To select all styles, click the first file, scroll to the last file, press **Shift**, and click.)



NOTE

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

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. If necessary, display all styles in the Styles task pane.
6. Apply the Message Header style to all headings in the Equity Fax template.
7. Save the template as *[your initials]12-14* in your Lesson 12 folder.
8. Submit and close the document.

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 12-15

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]12-15* and submit it.

Exercise 12-16

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]12-16* and submit it.

Exercise 12-17

Using the New tab, go to Office.com and choose a template from any category. Preview and download the template. Format and edit the template using your own information to create a document. Save the document as *[your initials]12-17* and submit it.