Presents:

Intermediate Microsoft Word

By Angie Harris
Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

Intermediate Microsoft Word Topics

❑ Word Templates

❑ Charts & Graphs

❑ Creative Projects

Goals and Objectives

- Learn about Microsoft Word's template options

- Discover how to edit and format different template options

- Learn about the purpose of charts and tables and how to use them

- Learn how to design creative projects in Word

Word Templates

What is a Template?

- A template is a pre-designed document you can use to create documents quickly. It serves as a guide that has all formatting and layout themes done so once your information is filled in, the project is complete.

- In Microsoft Word you can use templates for numerous projects such as flyers, calendars, resumes, schedules, and invitations.

- Templates are found in the File tab under New.

Choosing a Template

- Choosing a template allows you to focus on the content of your work and lets the template do the formatting.

- When you decide on the template that best fits your needs, opening it will download the formatting and style contents into a new word document.

Choosing a Template

Recent Templates: templates you opened last

My Templates: stores templates that you've edited and saved. Let's you keep the templates you use most often in one spot.
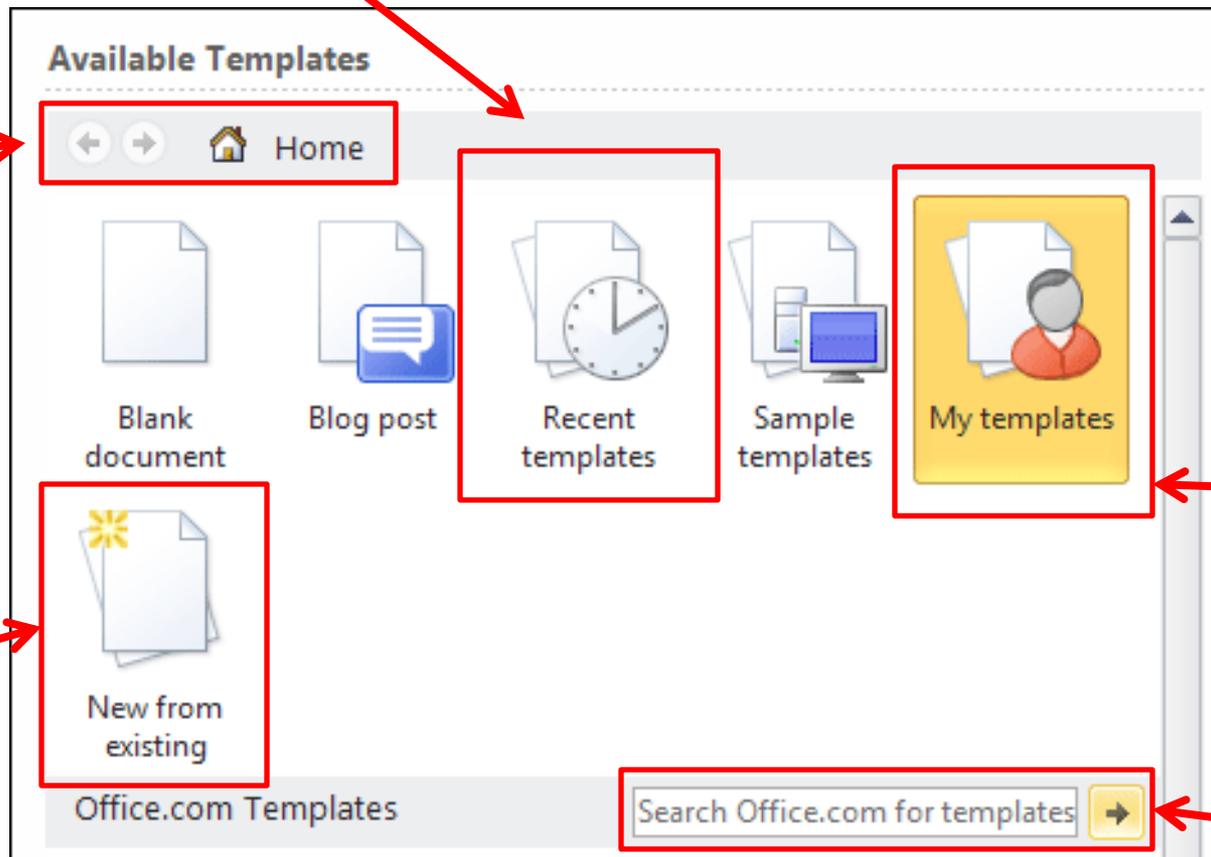
Arrows let you navigate back and forth. Home takes you to the templates homepage

New from Existing: makes a new copy of a template you've already saved

Available Templates

⬅ ➡ 🏠 Home

Blank document

Blog post

Recent templates

Sample templates

My templates

New from existing

Office.com Templates

Search Office.com for templates ➡

Search Box

Adding Templates

- Templates are provided by Microsoft and on their website they have many more templates that you can download to your computer and use.

- Website: templates.office.com

Editing Templates

- You can still edit your document the way you want even when using a template. The point of a template is to provide a simpler way to create a document by taking out a lot of guesswork.

- When editing templates you will use the **Table Tool's** *Design* and *Layout* tab options to make changes to the structure.

- **Note:** If you wish to have extensive control over your editing options, it is better to create the document from scratch instead of a template.

Key Formatting Functions

- Bold**,** *italicize,* and <u>underline</u> can be used to emphasize titles, headings, or important information.
- Use a clear font such as Calibri and Times New Roman for a professional look or a festive font like Comic Sans MS or Jokerman to make your project unique.
- Use lines, symbols, and shapes to divide, structure, and section the page.
- Add, delete, and move sections using Copy+Paste, Cut+Paste, and your mouse.

Saving Templates

- What is the difference between saving as a Word document (.docx) and saving as a Word template (.dotx)?
  - When you save as a word document, the editing changes you make apply only to that document. This is because you are opening the original document.
  - When you save as a word template, the editing changes you make apply to any document you use that template for. This is because when you open a word template, you are opening a copy of the template not the original.
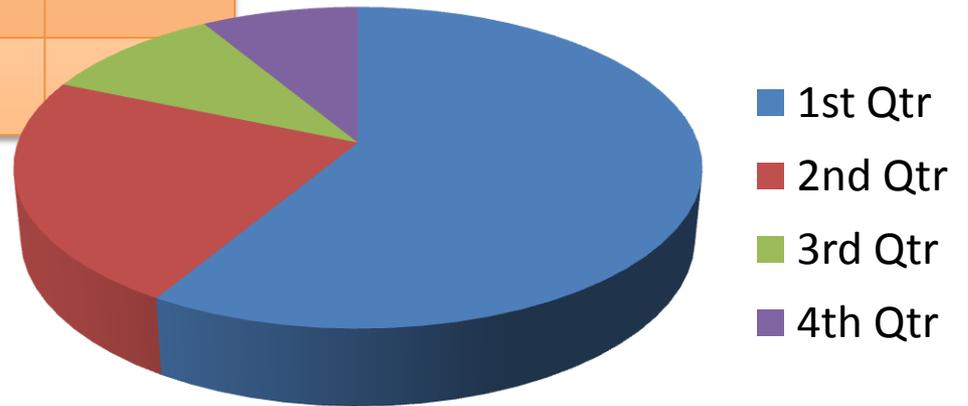
Helpful & Creative Template Options

- Books
- Brochures & Booklets
- Business Cards
- Calendars
- Cards
- Certificates
- Envelopes
- Flyers
- Invitations
- Labels
- Letters
- Newsletters
- Resumes And CVs

Tables & Charts

Sales

- 1st Qtr
- 2nd Qtr
- 3rd Qtr
- 4th Qtr

Tables & Charts

- Charts & Tables are both located in the Insert tab. Deciding when and what to use a chart or table for can help you stay organized, analyze data, structure your documents and more. Tables and charts also work together since a chart uses information from a table to generate its data.

- Table: a set of facts or figures systematically displayed using columns and rows; an organizational structure.

- Chart: a graphic illustration of data using symbols such as bars, lines, or pies; makes information visual and relationships between data easier to understand

Tables

- Tables are best to use when you want to
  - Organize and find information easily
  - Input large amounts of text or numerical information
  - Create records and keep track of details
  - Structure text and/or pictures in a document
- Examples are:
  - Address Books/Lists
  - Budgets
  - Calendars
  - Forms
  - Lists
  - Newsletters
  - Schedules
  - Timesheets

Charts

- Charts are best to use when you want to
  - Compare and easily see relationships between information
  - Reveal patterns and trends
  - Convey important information in a memorable way
  - Quickly see outcomes and make conclusions about information
- Examples are:
  - Bar, Column, Line, or Pie Charts
  - Cycle Charts
  - Family Tree
  - Organization/Company Chart
  - Process Charts

Review

- Where are the Word templates located?

- What is one key formatting function?

- What's the difference between saving as .docx and .dotx?

- What is one use and one example of a table?

- What is one use and one example of a chart?

Homework

- www.gcflearnfree.org/word2010
- Lesson 23: Using a Template

Creative Projects

Creative Projects: Templates

- We will practice editing and creating templates using the following:
  - Using an Invitation Template
  - Creating a Flyer Template
- It is important to remember when you are using a Word template, that templates are designs made up of individual shapes, boxes, and parts that can be modified individually. Colors, font types and sizes, shapes, pictures and other components can all be changed to suit your needs.
- However it is also important to remember that if you have to make extensive changes to a template, it might just be easier to create your project from scratch.

Creative Projects: Charts & Tables

- We will practice creating a chart and table using the following:
  - Creating a Table
  - Graphing a Chart
- It is important to remember that what chart you use depends on how you're trying to understand the data. Some examples are:
  - Column – good for comparing information in a set period of time
  - Line – good for analyzing trends over a long period of time.
  - Pie – good for looking at data as parts or percentages of a whole
- Changes can be made to a chart with the Chart Tools tabs that appear whenever a chart is selected.
- Tables in Word are useful for organizing or storing information and give you more media related options such as adding color, shapes, and pictures.