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Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2013 Templates & Forms

Templates

Templates versus Documents

Word documents (.docx) are created from a template (.dotx). A template is a document that contains the formatting and content that you want to use in your documents. Templates are used to create a new document or to update an existing document. Creating a new document from a template is faster than creating a new document from scratch.

Templates and Macros

Templates and macros are used to automate tasks in Word. A macro is a series of instructions that you can use to perform a task. Templates are used to create a new document or to update an existing document. Macros are used to automate tasks in Word.

Using a Template

- Click the **File** tab, click **Open**, and click **Recent**.
- Click **Open Recent**.
- Click the **File** tab, click **Open**, and click **Open Recent**.
- Click **Open Recent**.

Creating a New Template

- Click **File**, click **Save As**, and click **Save As Template**.
- Click **Save As Template**.
- Click **Save As Template**.
- Click **Save As Template**.

Editing a Template

- Click **File**, click **Open**, and click **Open Recent**.
- Click **Open Recent**.
- Click **Open Recent**.
- Click **Open Recent**.

Showing Macro and Form Controls

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Adding a Workgroup Template Folder

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Changing Which Template is Attached

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Changing Defaults in the Attached Template

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Changing Elements in the Attached Template

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Using Global Templates

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Organizing Macros and Styles in Templates and Documents

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Recovering a Global Template

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.

Using Building Blocks

- Click **File**, click **Options**, and click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.
- Click **Advanced**.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Templates and Forms features of Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Templates: Templates vs Documents Templates and Macros Using a Template; Creating a New Template Editing a Template Showing Macro and Form Controls Adding a Workgroup Template Folder Changing Which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Using Global Templates Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Using Building Blocks: Creating a Custom Building Block; Including Building Blocks in a Template; Copying and Moving Building Blocks Between Templates; Creating Building Block Libraries Creating and Using Forms: Inserting Content Controls Turning On/Off Design Mode Inserting a Repeating Section Setting Content Control Properties: Adding a Title, Format Contents Using a Style, Self Destruct, Allow Multiple Paragraphs for Plain Text, Choose a Gallery for Building Block Gallery, Adding Items to Select From in Combo Box and Drop-Down Lists, Changing a Check Box Symbol, Changing Options for Date Picker Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Preventing Editing Parts of a Document, Preventing Deletions Accessing the Form to Fill it Out This guide is one of several titles available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms; and Word 2013 Advanced (ISBN 978-1936220830).

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Customer Reviews

I purchased a new computer and had my programs transferred to it. I had formerly been using Word 2003. It worked fine until I upgraded my computer and then some of the functions did not produce the results I was looking for. I bought Word 2013 and at once found myself in a very different environment. I realized I would have to "go back to school here at my desk" if I expected to use my new program. I have found this quick reference guide to be a lifesaver.

Very helpful in figuring out Microsoft Word 2013, especially since I don't have one of those genius young people to help, i.e. my grandchildren or your grandchildren.

Templates make all the difference when using word for more than just shopping lists - if you try them, I'm sure you will be pleasantly surprised

This template was very helpful to me. I am not very high tech savvy and this helped me tremendously

Hard to find cheat sheets like this. Well worth the price to have on hand. Get the whole series for a product. Really nice placemat too. Strong lamination. Available for all versions of word.

Contains all of the information that you will ever need. Cliff notes of MS Office 2013.

Just what a "newby" to the new Office suite needs! Very quick delivery too!!

I am visual so having something to refer to when you get stuck work great for me.

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