

# Word 2007/2010 Creating Templates and Styles - Online

<b>Audience</b>	This course is for people who are familiar with Microsoft Word and Windows. They should be able to create documents and perform basic editing including selecting text, copying, deleting, and inserting. They should be familiar with the basic formatting capabilities of the program including character and paragraph formatting.
<b>Description</b>	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to advance the student's skills using Word. The skills needed to perform sophisticated formatting manually and with styles and to format paragraphs in sections and columns are covered. Reusing information effectively is emphasized with templates and Building Blocks (including Quick Parts and other galleries). Preparing documents for sharing and publication is also included.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Create and revise templates</li><li>■ Change the Normal template</li><li>■ Create a Quick Part</li><li>■ Create, revise, and delete Building Blocks</li><li>■ Manage Building Blocks with the Building Block Organizer</li><li>■ Create a style by example</li><li>■ Apply styles to formatted text</li><li>■ Revise and save styles</li><li>■ Restrict formatting and editing in a document</li></ul>
<b>Length</b>	3 hours

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<b>I. Templates</b>	H. Deleting a Template (Optional)
A. What is a Template?	I. Adding Global Templates
B. Starting a Document with Normal Template	<b>II. Building Blocks</b> (including Quick Parts and other galleries)
C. Starting a Document with a Custom Template	A. What are Building Blocks?
D. Changing the Normal Template	B. Creating a Building Block
E. Creating a Template	C. Inserting a Building Block
F. Saving Templates	D. Managing Building Blocks
G. Revising a Template	E. Using Document Properties (Optional)



### **III. Basic Styles**

- A. What are Styles?
- B. Creating a Style
- C. Applying a Style
- D. Modifying a Style
- E. Using Quick Styles (Review)
- F. Changing Default Normal Style
- G. Saving Styles to a Template
- H. Printing a Style List
- I. Deleting and Renaming Styles
- J. Restricting Formatting and Editing