

Section Nine: Templates

Templates

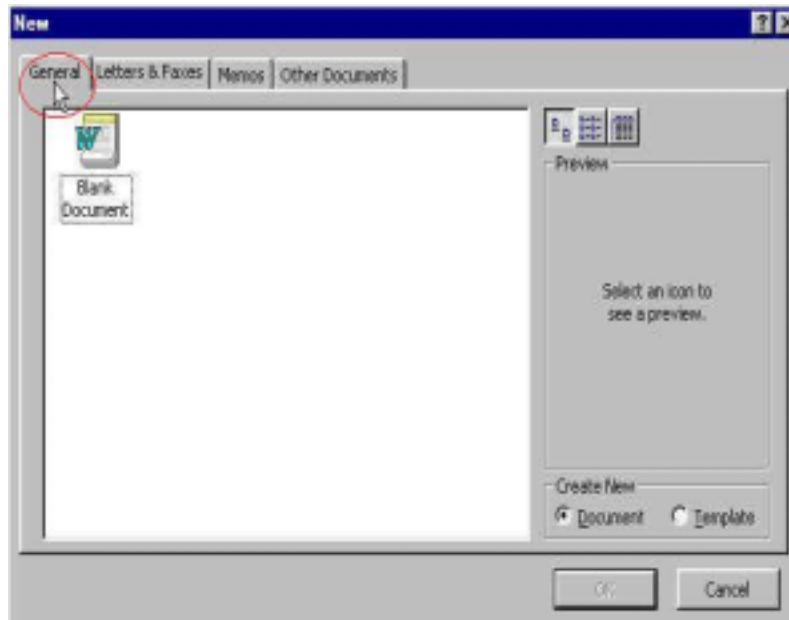
Word templates are well-designed and easy to use. Templates show you exactly what type of text to enter where. When you use templates, Word will handle the formatting for you.

To Use a Template:

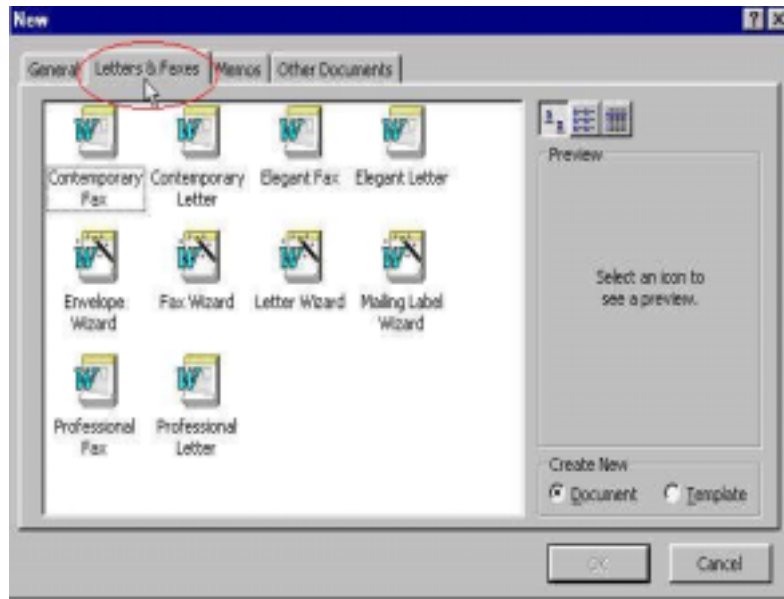
Click **File** on the Menu bar.

Choose **New**.

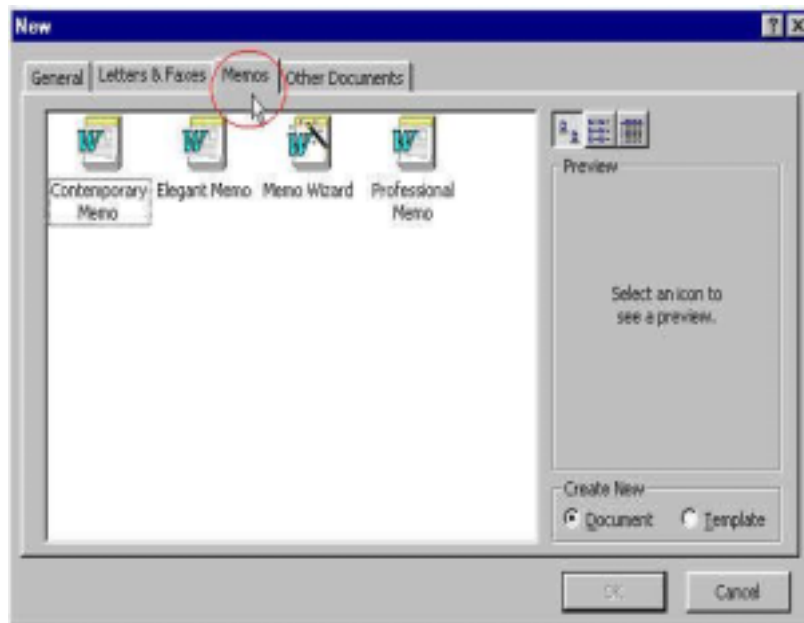
The **Normal** (Blank Document) template is stored in the **General** tab.



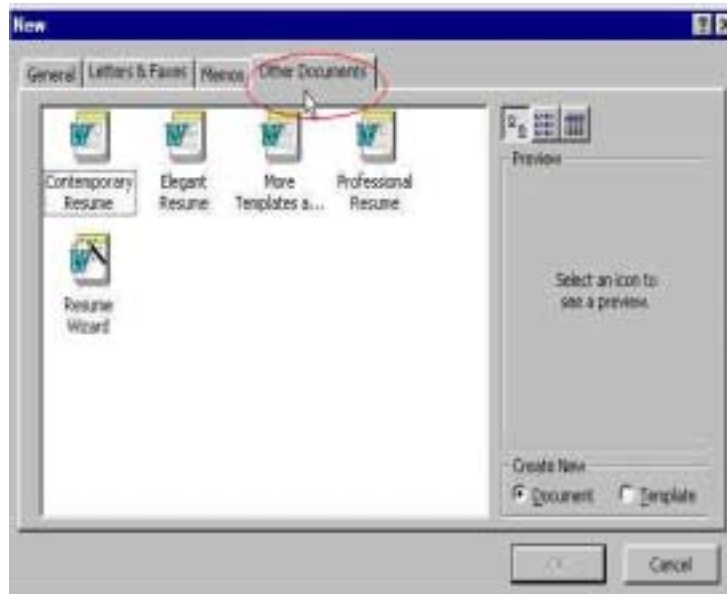
Letter and Fax templates are stored in the **Letters and Faxes** tab.



Memo templates are stored in the **Memos** tab.



Resume templates are stored in **Other Documents** tab.



When you find the template you want to use, click to select it.

Click the **OK** button.


Many templates provide instructions to “Click here and type” to help you fill in your text.

The text you type replaces the “Click here” text.

Repeat the last step to replace all the “Click here” instructions.

When you have completed the document, save it.

Exercise (Use a Template to Create a Cover Letter)

- Click **File** on the menu bar. Choose **New**.
- Click the **Letters & Faxes** tab.
- Click on **Contemporary Letter**.
- Click **OK**.
- Type **33 – 3rd Street**
Brandon, Manitoba
R5V 1G6
in the [Click here and type return address] box
(Ensure the words [Click here and type return address] are deleted)
- Delete the words “Company Name Here”
- Type **Brandon Community College**
Personnel Services
4567 Victoria Avenue
R5G 0K8
in the [Click here and type recipient’s address] box
- Highlight the paragraph “Type your letter here. For more details on modifying this letter template, double-click . To return to this letter, use the Window menu.”
- Enter the following three paragraphs as the body of your letter:

I am responding regarding the System Analyst position which was posted at the Brandon College’s Student Resource Centre. Enclosed please find a copy of my resume for your perusal. I am confident that I would prove to be a valuable asset to your organization. As my resume indicates, I possess excellent oral and written communication skills, which will help when developing on-line systems as part of a team. I have an excellent base knowledge of microcomputers and have studied structured analysis.

I would very much appreciate an opportunity to discuss my qualifications and expectations in an interview. If you should deem this beneficial, I can be contacted at (204) 123-0987.

Thank you in advance for considering my application. I look forward to hearing from you.

- Type your name in the [Click **here** and type your name] box.
- Delete the words [Click **here** and type job title].
- At the bottom of the page delete the words [Click **here** and type slogan].
- Your completed letter should look something like the next page:

33 - 3rd Street
Brandon, Manitoba
R5V 1G6

February 23, 2001

Brandon Community College
Personnel Services
4567 Victoria Avenue
R5G 0K8

Dear Sir or Madam:

I am responding regarding the System Analyst position which was posted at the Brandon College's Student Resource Centre. Enclosed please find a copy of my resume for your perusal. I am confident that I would prove to be a valuable asset to your organization. As my resume indicates, I possess excellent oral and written communication skills, which will help when developing on-line systems as part of a team. I have an excellent base knowledge of microcomputers and have studied structured analysis.

I would very much appreciate an opportunity to discuss my qualifications and expectations in an interview. If you should deem this beneficial, I can be contacted at (204) 123-0987.

Thank you in advance for considering my application. I look forward to hearing from you.

Sincerely,

Brenda Campbell

Exercise (Use a Template to Create a Resume)

- ◆ Click **File** on the Menu bar.
- ◆ Choose **New**.
- ◆ Click **Other Documents** tab.
- ◆ Click the **Professional Resume** template. When a template is selected, a preview of the template is displayed in the preview box.
- ◆ Click the **Contemporary Resume** template.
- ◆ Click the **Elegant Resume** template.
- ◆ Click **OK**.
- ◆ Highlight the name **RICH ANDREWS** and type **Joe Boles**.
- ◆ Click to select the words [Click here and type objective] and type the following sentence:
 - ◆ **To acquire a public relations, human resources or advertising position for a company or non-profit organization.**
- ◆ Select **1990–1994** and type **1996-present**.
- ◆ Select **Arbor Shoe** and type **West Canada Hotel**.
- ◆ Select **Southridge, SC** and type **Edmonton, AB**.
- ◆ Select **National Sales Manager** and type **Assistant Front Desk Manager**.
- ◆ Select **Increased sales from \$50 million to \$100 million** and type **Supervision of front desk staff**.
- ◆ Select **Doubled sales per representative from \$5 million to \$10 million** and type **Coordination of employee meetings**.
- ◆ Select **Suggested new products that increased earnings by 23%** and type **Resolution of credit billing dispute**.
- ◆ Hit the **Enter** key once and type **Supervision of banquet facilitation and assisting the sales department with promotional campaigns**.
- ◆ Hit the **Enter** key once and type **Creation of employee newsletters**.
- ◆ Select **1985–1990** and type **1991-1995**.
- ◆ Select **Ferguson and Bardell** and type **Canada Web**.
- ◆ Select **Southridge, SC** and type **Winnipeg, MB**.
- ◆ Select **District Sales Manager** and type **Webmaster and Developer**.
- ◆ Select **Increased regional sales from \$25 million to \$350 million** and type **Prime developer & designer of corporate website**.

JOE BOLES

OBJECTIVE

To acquire a public relations, human resources or advertising position for a company or non-profit organization.

EXPERIENCE

1996-present West Canada Hotel Edmonton, AB
Assistant Front Desk Manager

- Supervision of front desk staff.
- Coordination of employee meetings.
- Resolution of credit billing dispute.
- Supervision of banquet facilitation and assisting the sales department with promotional campaigns.
- Creation of employee newsletters.

1991-1995 Canada Web Winnipeg, MB
Webmaster and Developer

- Prime developer & designer of corporate website.
- Project Manager of 10 web authors and graphic artists.
- Responsible for analyzing, conceptualizing, development, and deployment of all high-end websites. Developed automated C++ applications for tracking usage on servers, and daily summarized reports for mailing to executives.

EDUCATION

1986-1991 University of Manitoba Winnipeg, MB
▪ B.A., Business Administration and Computer Science.

INTERESTS

Three-term elected representative to the University of Manitoba's undergraduate student congress.

Canada Soccer Federation nationally certified soccer referee since 1987.

Practice (Use a Template to Create a Letter)

- ☐ Click **File** on the Menu bar.
- ☐ Choose **New**.
- ☐ Click **Letters & Faxes** tab.
- ☐ Click the **Professional Letter** template. When a template is selected, a preview of the template is displayed in the preview box.
- ☐ Click the **Elegant Letter** template.
- ☐ Click the **Contemporary Letter** template.
- ☐ Click **OK**.
- ☐ Select text you would like to replace and enter your information.
- ☐ Once all the information is entered, click **Save** on the Menu bar to save your letter.

Exercise (Create Letters)

Create the following letters using the Contemporary, Elegant, or Professional Letter Templates in Microsoft Word:

1). Your company is planning to send one of its employees and her husband on a two-week trip to Italy as a retirement gift. Write a letter to a travel agency requesting information regarding tours of Italy. Ask that information and estimates be forwarded within two weeks. Indicate that you are enclosing a schedule of suitable dates.

2). A local catering business catered your staff Christmas party. Although the food was delicious, you were extremely displeased with the service. Write a letter of complaint to this company to inform them that you will be taking your business elsewhere if their service does not improve for the next event they cater for your company.

3). Write a letter of resignation to your current employer, addressing your letter to your immediate supervisor. Explain that you are not leaving because you are unhappy with the company, but because you are returning to school to study Computer Programming. Indicate that you are sending a copy of the letter to the personnel manager.

Letter Wizard

You can use letter wizards to save time in creating many common types of letters. Word 97 automates many of the common letter-writing features and enables the users to check the element they want.

To Access the Letter Wizard:

Click **Tools** on the Menu bar. Choose **Letter Wizard**.

The Letter Wizard dialogue box appears.

If necessary, click the **Letter Format** tab.

Click to check the **Date line** box if you want the date to appear in the letter.

Click the **Choose a page design** drop-down arrow to select a page design.

Click the **Choose a letter style** drop-down arrow to select a letter style.

Check the elements you want.

Click the **Recipient Info** tab.

Enter the recipient's name in the **Recipient's name field**.

Enter the delivery address in the **Delivery address field**.

Click to choose one of the **Salutation options**.

Click the **Other Elements** tab.

Check the elements you want.

Click the **Sender Info** tab.

Enter the sender's name in the **Sender's name field**.

Enter the return address in the **Return address field**.

Or Click the **Omit** box to omit the return address.

Click the **Complimentary closing** field to place a closing on your letter.

Enter the job title in the **Job title field** if necessary.

Enter the company name in the **Company name field** if necessary.

Enter the writer/typist initials in the **Writer/typist initials field** if necessary.

Check the **Enclosures field** if necessary.

Click the **Finish** button.

Exercise (Use Letter Wizard to Create a Personal Letter)

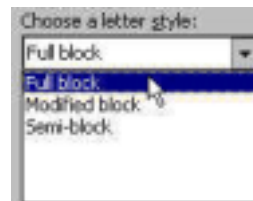
- Open a new document under Microsoft Word.
- Click **Tools** on the Menu bar. Choose **Letter Wizard**.
- Click the **Date line** check box.



- In the **Choose a page design** field click the drop-down arrow.
- Select **Contemporary Letter**.



- In the **Choose a letter style** field click the drop-down arrow.
- Select **Full block**.

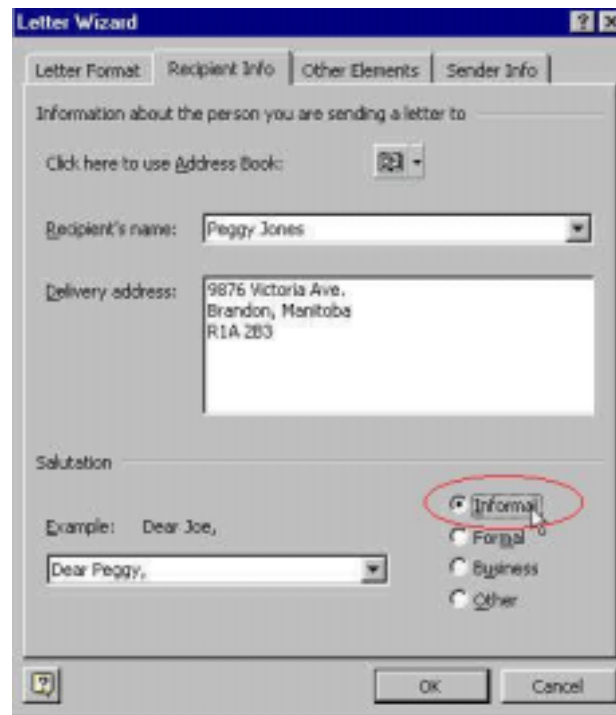


- Click the **Recipient Info** tab.



- Type **Peggy Jones** in the Recipient's name field.
- Press **Tab** key to move to the Delivery address field.
- Enter **9876 Victoria Ave.**
Brandon, Manitoba
R1A 2B3

- In the Salutation box choose **Informal**.



- Click the **Sender Info** tab.



- Enter your name in the Sender's name field.
- Press **Tab** key to move to the Return address field.
- Enter **7788 Rosser Ave.**
Brandon, Manitoba
R1B 2V3

- Click on the drop-down arrow in the **Complimentary closing** field.



- Choose **Sincerely yours**,
- Click **OK**.
- Now enter the following two paragraphs in your letter.

Your invitation to my family to join yours for Thanksgiving dinner was greeted with hurrahs from everyone. We're looking forward to seeing you and Tom again, and, as you know, we love your twins dearly, so it will be a treat to spend some time with them.

Following your suggestion, we'll arrive at 4 p.m., with appetites sharpened to a nice edge. Thanks so much for this wonderful invitation.

- Save and print your letter.
- Your completed letter should look something like the next page.

⋮
⋮
⋮
⋮
⋮

7788 Rosser Ave.
Brandon, Manitoba
R1B 2V3

May 16, 2000

Peggy Jones
9876 Victoria Ave.
Brandon, Manitoba
R1A 2B3

Dear Peggy,

Your invitation to my family to join yours for Thanksgiving dinner was greeted with hurrahs from everyone. We're looking forward to seeing you and Tom again, and, as you know, we love your twins dearly, so it will be a treat to spend some time with them.

Following your suggestion, we'll arrive at 4 p.m., with appetites sharpened to a nice edge. Thanks so much for this wonderful invitation

Sincerely yours,

Joe Boles

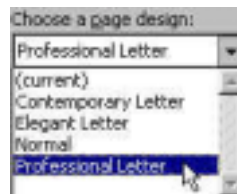
.....

Exercise (Use Letter Wizard to Create a Business Letter)

- Open a new document under Microsoft Word.
- Click **Tools** on the Menu bar. Choose **Letter Wizard**.
- Click the **Date line** check box.



- In the **Choose a page design** field click the drop-down arrow.
- Select **Professional Letter**.



- In the **Choose a letter style** field click the drop-down arrow.
- Select **Full block**.



- Click the **Recipient Info** tab.



- Type **S. Thomas Johnston** in the Recipient's name field.
- Press **Tab** key to move to the Delivery address field.
- Enter **1234 Pacific Ave.**
Brandon, Manitoba
R7A 6Y6

- Click the **Sender Info** tab.



- Enter your name in the Sender's name field.
- Press **Tab** key to move to the Return address field.
- Enter **5678 Main Street**
Brandon, Manitoba
R7A 1G2
- Click on the drop-down arrow in the **Complimentary closing** field.
- Choose **Sincerely**,
- Enter **Public Relations Director** in the Job title field.
- Enter **The Brandon Museum** in the Company field.
- Click **OK**.
- Now enter the following three paragraphs in your letter.

Thank you for your inquiry regarding a group tour of The Brandon Museum. Yes, our current exhibit really does feature clocks. The exhibit points out the importance of timepieces to civilization. Symphonies and constellations have been named for clocks. During the fourteenth century, the development of clock towers marked the rise of a business mentality.

The museum provides several ways to explore these as well as many other details. On the half hour we present a 15-minute film that shows how clocks and society have kept each other going. Then, on the hour, pandemonium breaks loose for 90 seconds as 104 clocks chime, gong, or chirp to mark the new hour. Each clock, whether ornate or humorous, gives insight into how we view time.

The Brandon Museum is open from 10 a.m. to 5 p.m. Tuesday through Saturday and 1 p.m. to 6 p.m. on Sundays. We are closed on Monday. Please let us know if we can provide any further assistance.

- Save and print your letter.

- Next, click **Tools** on the Menu bar. Choose **Letter Wizard**.
- In the **Choose a page design** field click the drop-down arrow.
- Select **Elegant Letter**.
- In the **Choose a letter style** field click the drop-down arrow.
- Select **Semi-block**.
- Click **OK**.
- Print this letter.
- Compare the different between the two letters.

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