

Word: Mastering Templates

Learn how to save time by using the built-in templates provided in Word and by creating your own customized, re-usable document templates.

Snapshot

Duration: 90 minute

Level: Experienced

Pre-requisites: Basic familiarity with MS Word

Version: Suitable for 2010, 2013 and 2016

Learning Outcomes

- Understand templates
- Use a standard template
- Create a custom template

Course Content

- Using a sample template
- Downloading an online template
- Creating a custom template
- Attaching a template to a document
- Copying Styles between templates