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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. You can create a template from an existing document or from scratch. To create a new template, you must first create a new document in the desired format. Then, saving a document as a template will save it based on the format you selected.

##### Templates and Macros

The new "Macro Recording" ribbon tab allows you to create a macro that will perform a specific task on the template. You can also use the "Macro" ribbon tab to create a new macro that will perform a specific task on the template.

##### Using a Template

To use a template, you must first create a new document. Then, you can use the "File" ribbon tab to select a template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Creating a New Template

To create a new template, you must first create a new document. Then, you can use the "File" ribbon tab to save the document as a template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Editing a Template

To edit a template, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Showing Macro and Form Controls

To show macro and form controls, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Adding a Workgroup Template Folder

To add a workgroup template folder, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Changing Which Template is Attached

To change which template is attached, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Changing Defaults in the Attached Template

To change defaults in the attached template, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Changing Elements in the Attached Template

To change elements in the attached template, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Using Global Templates

To use global templates, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Organizing Macros and Styles in Templates and Documents

To organize macros and styles in templates and documents, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Inserting Fields with Options

To insert fields with options, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Creating a Custom Building Block Gallery

To create a custom building block gallery, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.

##### Embedding Building Blocks in a Template

To embed building blocks in a template, you must first create a new document. Then, you can use the "File" ribbon tab to select the template. The "File" ribbon tab is located in the "Start" ribbon group.



## 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).

## Book Information

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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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