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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 does not distinguish between templates and documents. Both are saved as .docx files. A template is a document that contains formatting and content that you can reuse in other documents. A document is a file that you create from a template. The only difference is that a template is saved as a .dotx file, while a document is saved as a .docx file.

#### Templates and Macros

Macros are small programs that can be used to automate tasks in Word. They can be saved as templates or as separate files. To create a macro, go to the Developer tab in the Ribbon and click on the Macro Group icon. To create a template, go to the File tab and click on the New icon, then click on the Templates icon.

#### Using a Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the template that you want to use.
- Click on the Open icon.

#### Creating a New Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the Blank icon.
- Click on the Save icon.

#### Editing a Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the template that you want to edit.
- Click on the Edit icon.

#### Showing Macro and Form Controls

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the Macro Group icon.
- Click on the Show Developer Tools icon.

#### Adding a Workgroup Template Folder

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the Add New Template icon.
- Click on the Add icon.

#### Changing Which Template is Attached

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the template that you want to attach.
- Click on the Attach icon.

#### Changing Defaults in the Attached Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the template that you want to change.
- Click on the Defaults icon.

#### Changing Elements in the Attached Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the template that you want to change.
- Click on the Elements icon.

#### Using Global Templates

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the Global icon.
- Click on the Add icon.

#### Recovering a Global Template

- Click on the File tab and click on the New icon.
- Click on the Templates icon.
- Click on the Global icon.
- Click on the Recover icon.

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

To move macros and styles between templates and documents, you can use the Move Macro and Style icons in the Developer tab.

#### Inserting Fields with Options

Fields are pieces of text that are inserted into a document. They can be used to insert dates, times, and other information. To insert a field, go to the Insert tab and click on the Fields icon.

#### Creating a Custom Building Block

Building blocks are pieces of text that can be reused in a document. They can be used to create headers, footers, and other content. To create a building block, go to the Layout tab and click on the Building Blocks icon.

#### Embedding Building Blocks in a Template

Building blocks can be embedded in a template. To embed a building block, go to the Layout tab and click on the Building Blocks icon.



## 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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