

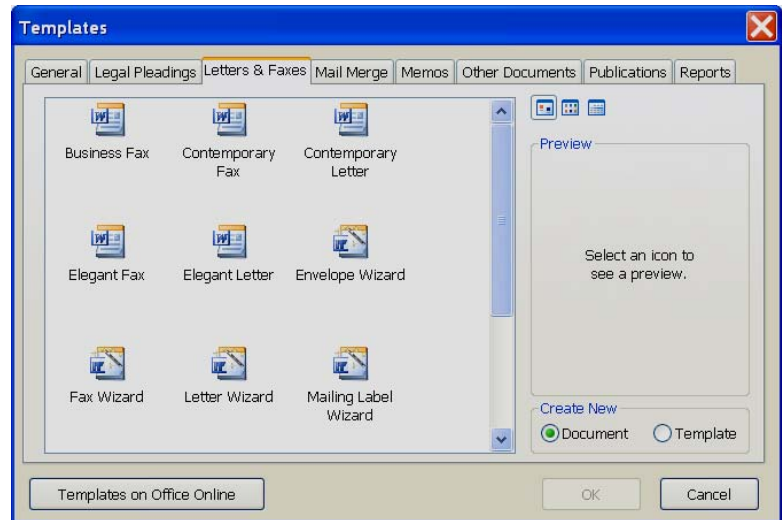
CREATING DOCUMENTS USING A TEMPLATE

When using a template it is possible to create several documents including letters, resumes, memos, plus many other documents. This document will explain how to create a cover letter and a resume using a template.

CREATING A LETTER USING A TEMPLATE

It is a very simple process to create a document using a template, just follow the steps below.

- ❖ When the Word program is first opened, the **Getting Started Task Pane** appears.
- ❖ To display the **New Task Pane**, do one of the following:
 - Click **File** on the **Menu Bar** and then choose **New** from the list of options.
 - Click the list arrow next to **Getting Started** on the **Getting Started Task Pane**.
- ❖ The **New Document Task Pane** will appear on the **right-hand** side of the window.
- ❖ Click on **On my computer** under **Templates**.
- ❖ The **Templates** dialog box will appear (see illustration at the right).
- ❖ Click the **Letters & Faxes** tab.
- ❖ Click the letter template that you would like to use.
- ❖ There are three different styles of letter templates – **Contemporary**, **Elegant**, **Professional**.
- ❖ Make sure **Document** is selected under **Create New**.
- ❖ Click **OK**.
- ❖ In the document, click on [**Click here and type return address**].
- ❖ Input an address for the letter.
 - DO NOT input the name of the company.
 - That will be input under the Company Name area.
- ❖ Click the areas where it says to **Click here** and input your personal information.
- ❖ Highlight the area that says, [**Click here and type recipient's address**].
- ❖ Input a name and address to send the letter to.
- ❖ Highlight the text **Sir or Madam** and input the first name of the recipient.
- ❖ Select the text that begins with **Type your** and ends with **Window menu**.
- ❖ Input the body of the letter.
- ❖ Move down to the end of the document.
- ❖ Click on [**Click here and type your name**] and then input your own name.
- ❖ Click on [**Click here and type job title**] and press the **Delete** key on the keyboard to remove this item.
- ❖ Save the document to a storage device just like you would save any other document.



CREATING A RESUME USING A TEMPLATE

It is a simple process to create a resume using a template. The resume is set up in a table format so that the columns will line up evenly. To create a resume using a template:

- ❖ When the Word program is first opened, the **Getting Started Task Pane** appears.
- ❖ To display the **New Task Pane**, do one of the following:
 - Click **File** on the **Menu Bar** and then choose **New** from the list of options.
 - Click the list arrow next to **Getting Started** on the **Getting Started Task Pane**.
- ❖ The **New Document Task Pane** will appear on the **right-hand** side of the window.
- ❖ Click on **On my computer** under **Templates**.
- ❖ The **Templates** dialog box will appear (see illustration below).
- ❖ Click the **Other Documents** tab.
- ❖ Click one of the **Resume** template options.
- ❖ There are three different styles of letter templates – **Contemporary**, **Elegant**, **Professional**.
- ❖ Click the letter template that you would like to use.
- ❖ Make sure **Document** is selected under **Create New**.
- ❖ Click **OK**.
- ❖ The **Resume Template** will appear in the document window.
- ❖ Click on the areas where it states **Click here**.
- ❖ The box will highlight. Just type over the top of the highlight.
- ❖ The new text will appear in the document.
- ❖ Highlight the name of the person and input your own information.
- ❖ Remove the other data and input your personal information.
- ❖ When the resume is completed, save the document to any storage device.
- ❖ The document will be saved as a Word document, not a template.

