

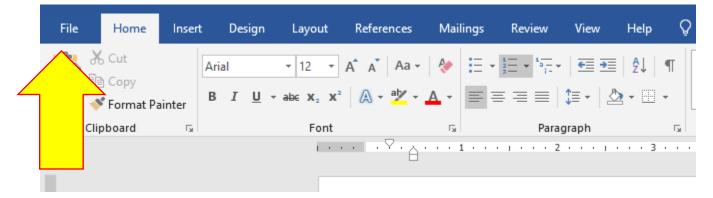
CENTER FOR THE ADVANCEMENT OF VIRTUAL ORGANIZATIONS

Technology Tips: Microsoft Word Templates

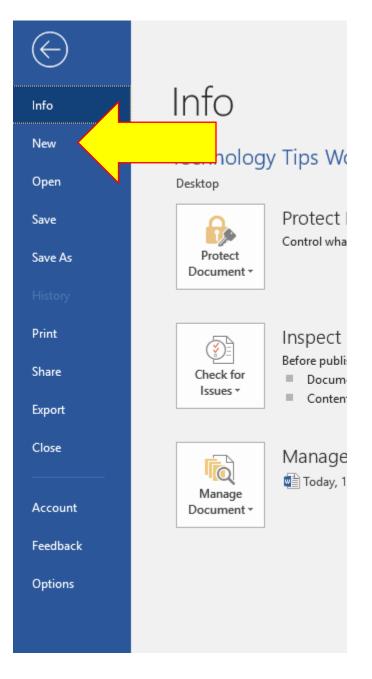
Are you new to creating professional documents virtually? You do not have to reinvent the wheel or be a professional graphic designer to create attractive, professional documents!

Explore the templates Microsoft Word has to offer following these steps:

- 1. First, open up Microsoft Word on your computer. It should open to a blank word processing document.
- 2. Click the "File" option in the upper left-hand corner.



3. Click the "New" option:



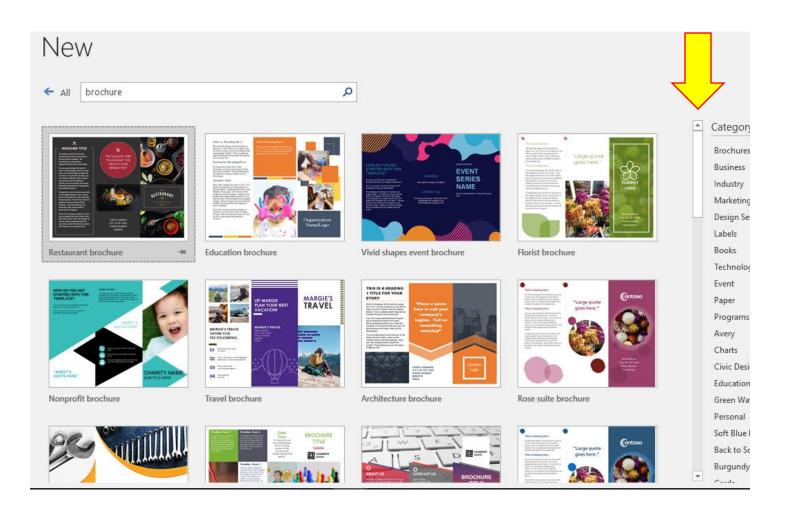
4. From here, you can search for template types, or select from several previewed options:

\bigcirc					Rei Dal
Info	New				
New					
Open	Search for online templates		٩		
Save	Suggested searches: Business Car	ds Flyers Letters Education Resu	imes and Cover Letters Holiday		
Save As	FEATURED PERSONAL				
History					
Print			Aa	NAME	January year
Share		-		AT A CONTRACT OF	
Export		Take a tour		Value antipio de la construcción	
Close				LINE Construction of the c	
		→			Manadalah dari menandarkan persente dari dari bertara berta dari bertara dengan dari dari dari dari dari dari dari pelantekan mela bertara dari dari dari dari dari dari dari d
Account	Blank document	Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar
Feedback	Ner	FIRST NAME LAST NAME	FIRST NAME LAST NAME		
Options	12	To register the left pays test, per child it and set fraging, bank, some pays registring, pe		(YN)	(YN)

5. As an example, let's search for a brochure template. Type "brochure" into the search box and then click the magnifying glass to proceed with the search:

New							
brochure							م
Suggested searches:	Business	Cards	Flyers	Letters	Education	Resumes and Cover Letters	Holiday
FEATURED PERSO	NAL						
			_				

6. Several brochure template options should appear on your screen. You can select one, or scroll through the results using the scroll bar on the right side:



- 7. Once you find a brochure template of interest, click on it. The brochure will populate to your full screen and you can begin to manipulate the file with the information you have!
- 8. If you decide you do not want to use that template and want to revisit other templates, repeat steps #1-7.

