Lesson #3 Contents

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Templates

Templates are pre-designed forms that are used to make creating documents easier. Microsoft Works has nearly 200 templates. A task wizard will take you through the steps necessry to create a documents.

To Access the Templates

1. Click on the Task Wizard. Shown on the Tool bar as this:
2. When the pop up box appears, click on the tab called Task Wizard.
3. Using the scroll bar, scroll through the list of templates until you find the one you need. Click once on it.
4. Click OK - this will start the task wizard, taking you through the steps necessary to have a customized template.

****Note****

The bold black headings indicate that there is another list of templates under that heading. To see the expanded list, simply click once on it and the templates under that heading will be displayed.
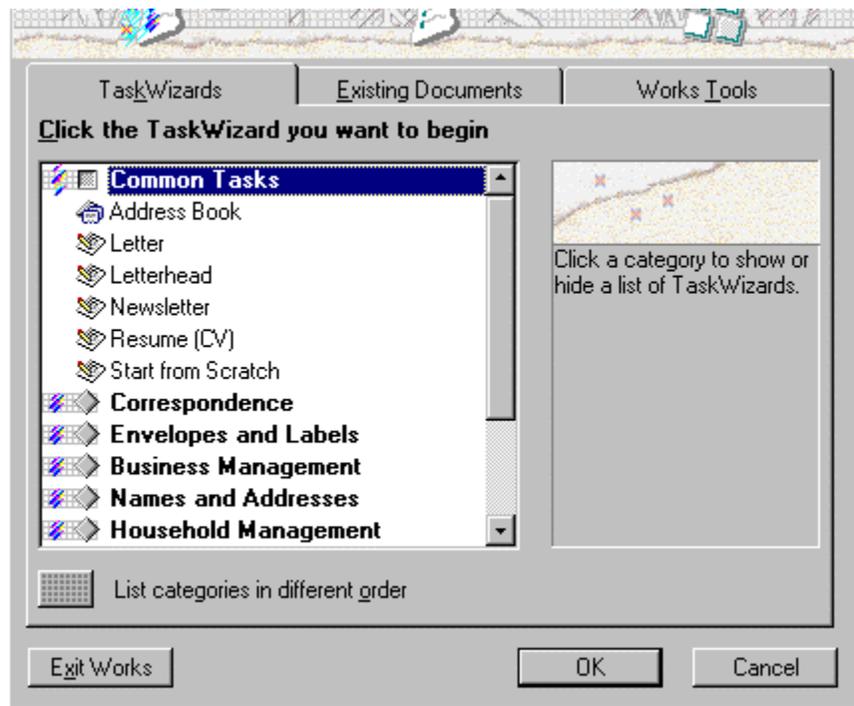
To Create Template Stationary

Exercise 1

1. Double click on the Microsoft Works Icon to open the program.
2. Click on the task wizard tab.
3. Scroll down until you find User Defined Templates, click once on it.
4. Scroll down until you find Stationary, Floral, click once on it.
5. Click OK.

Exercise 2

After the stationary template is created, we need to personalize it.

1. Highlight the word Name.
   (To highlight - click in front of Name hold down the mouse button and drag it across name, then release the mouse button).
2. Type your own name.
3. Continue highlighting computer information and replacing it with your own.

Your Name
Address
City, State/Province   Postal Code

Friday, August 15, 1997

To Create Non-Template Stationary

Exercise 1

1. Double click on Microsoft Works icon to open program.
2. Click on INSERT on the Tool Bar then on Clipart.
3. A pop up box will appear with pictures, scroll through until you find a picture you like, click once on it.
4. Click on insert.
5. Resize clipart so it's an appropriate size for the letterhead. (To re-size, click once on clipart image - move the arrow to a corner box till it becomes a 2 headed arrow, hold down on the mouse button, move mouse till it is the size you need, then release the mouse button).
6. While the boxes are still around the clipart image, click on FORMAT on the Menu bar, then on TEXT WRAP.
7. Click on ABSOLUTE.
8. Click OK.
9. Type in your name, address, telephone number etc.

Note

If the Microsoft Works program is already open (as per step 1), click on the task launcher, work tools tab, and then on word processor to get you to step 2.

Mr. John Smith
132 Smith Street
Smithville, Ontario
S1S 1S1
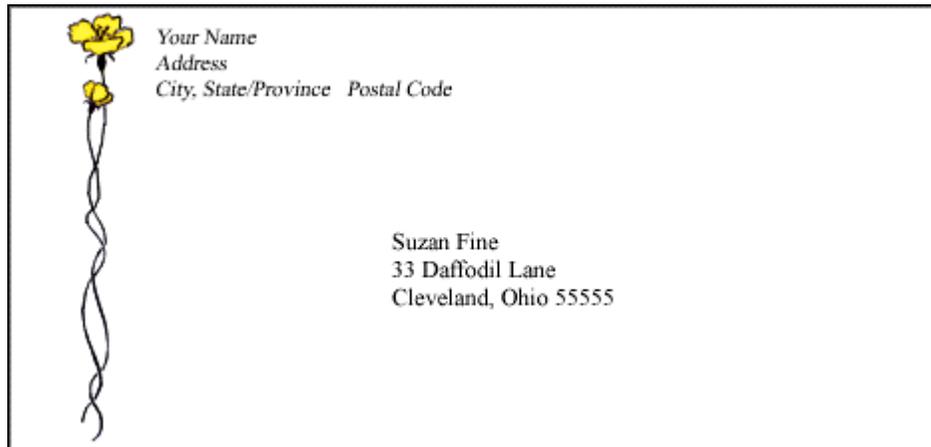(705) 123-4567

To Create Template Envelopes

Exercise 1

1. Double click on the Microsoft Works Icon or if the program is already open, click on the task launcher [icon].
2. Click on the task wizard tab.
3. Scroll down until you find User Defined Templates, click once on it.
4. Scroll down until you find envelope, floral, click once on it.
5. Click OK.

Exercise 2

After the envelope template is created, we need to personalize it and address it.

1. Highlight the word Your Name. (To highlight - click in front of Your Name hold down the mouse button and drag it across name, then release the mouse button).
2. Type your own name.
3. Continue highlighting computer information and replacing it with your own.
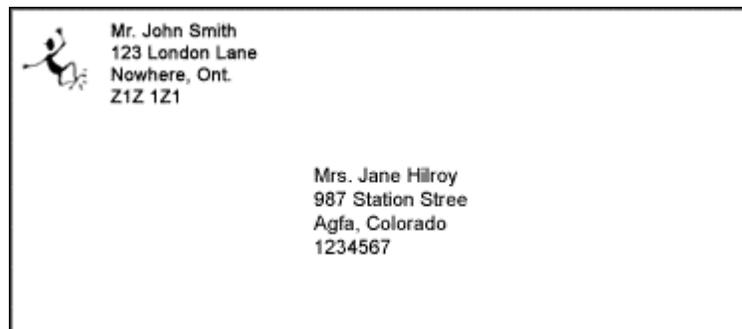4. Address the envelope the same way: Highlight Suzan Fine and replace it with someone you know.

Your Name
Address
City, State/Province   Postal Code

Suzan Fine
33 Daffodil Lane
Cleveland, Ohio 55555

To Create Non-Template Envelopes

Exercise 1

1. Double click on Microsoft Works icon to open program.
2. Click on task Wizard, then envelope.
3. Follow the steps the task wizard ask as to the information needed on the envelope:

> envelope size - choose a size or custom size your own
> database - if you have a list of people to send it to, it would be stored here
> Recipient - can't use unless database tab was used.
> Return address - type in your own address.
> main address - type in recipient's address

4. When you get to Advanced - Click on edit - then choose INSERT from the text tool bar, then clipart, find the picture you want, then INSERT. Size the clipart image.
5. While the boxes are still around clipart image, click on FORMAT then TEXT WRAP, then ABSOLUTE.
6. Click on the GO BACK button when finished.
7. Click on Printing - print preview - so we can look at picture of completed envelope before it is printed
8. Click on Test - and print a single envelope to make sure it's OK.
9. Click on Print - and print out the number of envelopes you requested.

Note

If at any time during the print preview or test stages, the envelope hasn't been set up to your satisfaction, go back and edit your envelope and make any changes necessary and then repeat steps 5 and 6 again.

Mr. John Smith
123 London Lane
Nowhere, Ont.
Z1Z 1Z1

Mrs. Jane Hilroy
987 Station Stree
Agfa, Colorado
1234567

To Create Labels

Exercise 1

1. Double click on the Microsoft Works icon to open the program.
2. Click on the Task Wizard tab.
3. Scroll down until you find envelopes and labels.
4. Click on return labels. Click OK.
5. Click on each tab, putting in the appropriate information:
   > Label Size - Choose label size example Avery 41343 (4 x 15/16).
   > Label layout - type your address
   > Advanced - Leave blank
   > Print Preview - check labels layout before printing
6. Insert labels into printer.
7. Test print the labels - if any changes are needed, go back and make the changes necessary, then test again.
8. Print the labels.

Mr. John Smith **123 London Lane** **Nowhere, Ont.** **Z1Z 1Z1**	**Mr. John Smith** **123 London Lane** **Nowhere, Ont.** **Z1Z 1Z1**
Mr. John Smith **123 London Lane** **Nowhere, Ont.** **Z1Z 1Z1**	**Mr. John Smith** **123 London Lane** **Nowhere, Ont.** **Z1Z 1Z1**

Outcomes Lesson #3

1. Learners are able to open a template to create a new document.

2. Learners understand what a template is and how to use it, i.e.. fill in information and insert articles and graphics.

3. Learners are able to create documents without the use of templates.

4. Learners can create stationary, matching envelopes and labels in both a template and non-template environment.

5. Speak and listen effectively.

6. Write clearly to express ideas.

7. Read with understanding for various purposes.