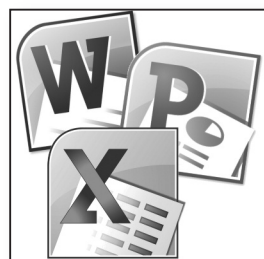


Create Smart-looking Documents for Word, Excel and PowerPoint with Almost No Effort!

This article shows you how to:

- Choose from thousands of professional Microsoft Office Templates
- Create an impressive document in just minutes
- Quickly find and reuse your favourite templates

To a large extent, the scope of what you can create using the main Microsoft Office programs – Word, Excel and PowerPoint – is limited only by your experience with those programs and your design skills. But perhaps your design skills aren't too impressive, or you're not familiar with the complexities of Office – or perhaps you just don't have the patience! No problem: just pick from thousands of ready-made templates, and you can create impressive-looking documents with almost no effort! Read on to learn how it's done.



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Professional Templates, Just a Few Clicks Away!

- Create almost any document with Microsoft Office* The lists of documents you can create with Microsoft Word, Excel and PowerPoint is almost endless. For Word alone, there are greeting cards, brochures, invoices, letters, party invitations, business cards, gift tags, checklists, flyers, menus... and those are just the tip of the iceberg. For Excel there are household account trackers, budget trackers, loan calculators, task planners, address books, calendars, and an awful lot more; and for PowerPoint there are photo albums, photo slideshows, organisational charts, and (of course) presentations.
- But can you do it from scratch?* All three programs offer everything you need to create all these documents from scratch, but that's never as easy as it sounds! Assuming you have the time and the patience, you still need the design flair to come up with something that really looks good, and the experience to get what you want from the program you're using.
- Use a ready-made template instead!* Fortunately, you don't have to worry about any of that unless you want to. As a Microsoft Office user, you have free access to a vast collection of ready-made templates covering all the document types above (in a variety of styles) and a great many more. Whatever you need to create, you can simply browse or search this collection and choose whatever best fits the bill.
- Fill in the blanks, or replace example text with your own* All the legwork of the layout and design has been done for you already, and you're left with the task of 'filling in the blanks', so to speak – adding your own text or photos or charts in the slots provided, or replacing the sample text – to create a finished document.
- Each Office program works in the same way* Exactly how you do this varies according to whether you're using Office 2019, 2016, 2013, 2010 or 2007, so I'll explain the steps for each version below. I'll be using Microsoft Word in the examples, but the routine for each

version is exactly the same in Microsoft Excel or PowerPoint: the only difference is that each program offers its own set of templates (you won't find letterheads if you're using Excel, or budget trackers if you're using PowerPoint, for example).

The first step, then, is to start the program that's most likely to offer the type of template you need. Being slide-based, PowerPoint is ideal for presentations, photo albums and slideshows; the number-based Excel will handle anything that involves number-crunching, lists (such as address books) and databases (such as a catalogue of your CD collection); use Word for anything based around text and pictures.



Choose a Template in Office 2013 and Later

As I mentioned above, I'll assume you're using Microsoft Word 2013 or later, but if you're using Excel or PowerPoint, just mentally replace the word 'Word' in the steps below:

1. Start Microsoft Word and you'll probably arrive at its Start screen. (If you arrive at a blank document instead, press **Ctrl+W** to close the document, then click the **File** tab, followed by **New**.)
2. At the top of the Start screen, click in the box at the top of the page, containing the words 'Search for online templates'. Type a word or two describing what you want, such as **birthday card**, **invoice**, or **letterhead**, and press **Enter**.



Type a short search term



Look through the matching templates



Use the categories to narrow down the results

- After a few seconds, the window will change to show the results of your search. The main section of the window, below the search box, shows small previews of all the templates found, along with their names. (Many of the names end with '...', but you can hold the mouse over a preview to see its full name.)

If there are no results shown, or very few, check what you typed in the search box. Perhaps you made a typing mistake, or perhaps your search was too specific. Try typing something different and pressing **Enter** to search again.

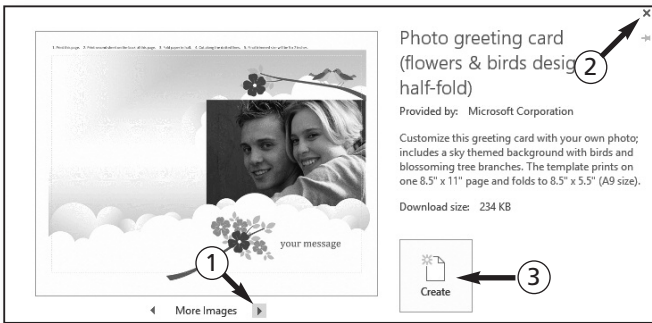
- In Word 2016 and 2013, if there's a very large number of results, the 'Category' section at the right can help you narrow them down. Beside each category, a number tells you how many templates will remain in the list if you select that category. In the example below, after searching for 'greeting card', I've clicked the 'Holiday' category ① which cuts the results from 136 down to 75 holiday-related cards. I could also click on the 'Red' category ② to see only the 36 holiday-related greeting cards which have a red colour scheme. (If you click a category to apply it and don't see anything useful in the results, you can click the x button ③ to the right of the category to remove it.)



Click a template for a larger view

- If you see a template in the results that looks promising, click it. This opens a pop-up panel in the

middle of the window showing a larger preview of the template and a more-detailed description. If you see the words **More images** at the bottom, it indicates that this template spans more than one page: you can click the arrow to the right ① to see how those pages look. If you're not keen on this template, click the x in the top-right corner of this panel ② to close the panel and continue looking.



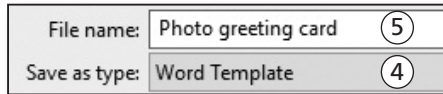
- If this template does seem to fit the bill, click the **Create** button ③. Within a few seconds, the template will be downloaded and opened in Word ready for you to start work on it.
- Just before you do start 'filling in the blanks' in this template, there's one extra thing to consider. In Office 2013 and later, this template isn't stored in a place you could ever find again! If you'd like to keep an unaltered copy of it for easy use in future, follow steps 8 - 11 below. (If you don't think you'll ever need this template again, that's fine: just jump straight to step 11 below.)
- To keep this template for reuse, press the **F12** key on your keyboard, which opens the 'Save As' dialog. Open the drop-down list labelled **Save as type** ④ near the bottom, and choose **Word Template**. In the **File name** box ⑤ just above it, make whatever

*Click **Create** to use this template*

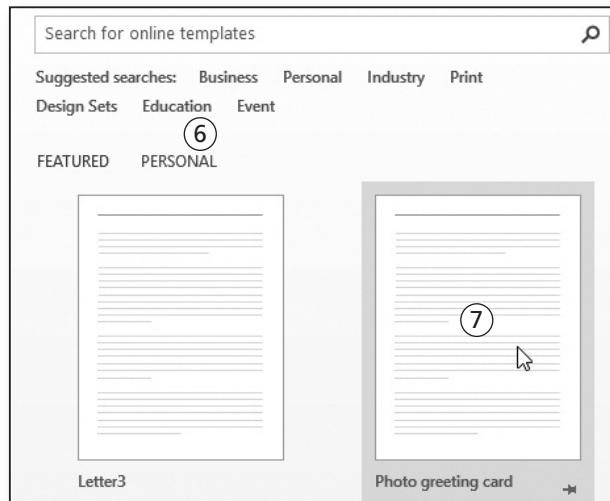
Do you want to keep this template to use again?

Save the template

changes you like to the name to ensure you'll recognise what this template is in future, then click the **Save** button.



- Close it* **9.** This takes you back to your template in Word, which you need to close: press **Ctrl+W** to do that.
- Use your template to create a new document* **10.** Now you're ready to create a new document based on the template you've just saved. Click the **File** tab at the left of the Ribbon, followed by **New**, and then click the word **Personal** ⑥ that appears a little way below the search box we used earlier. This lists all your 'personal' templates, including the one you've just saved: click your template ⑦ to create a new document based upon it.

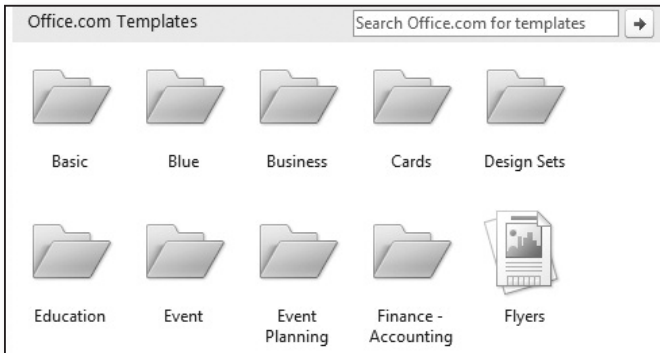


- Remember to save your new document* **11.** Treat this like any other document you work on, pressing **Ctrl+S** to save it as you work, and choosing a name and folder for it the first time you do so.

Choose a Template in Office 2010

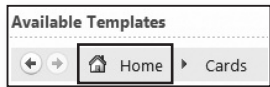
As I mentioned earlier, I'm going to assume you're using Microsoft Word in the steps below. If you're using Excel or PowerPoint, just mentally replace 'Word' each time you see it:

1. Start Microsoft Word and you'll arrive at a new blank document. Press **Ctrl+W** to close this document.
2. Click the **File** tab at the far-left of the Ribbon and then click **New** in the left-hand panel. A little way down in the middle of the window, you'll now see a section headed **Office.com Templates** with a search box beside it and a collection of folders below it.



3. Now you have a choice of two approaches:
 - One option is to look through the names of these folders to see whether one of them tallies with the type of template you're looking for: if it does, click that folder to see the templates inside it. If you don't see anything suitable, you can click the **Home** icon above the templates to go back to where you were and continue looking through the folders, or use the alternative option below.

You can look through the folders...

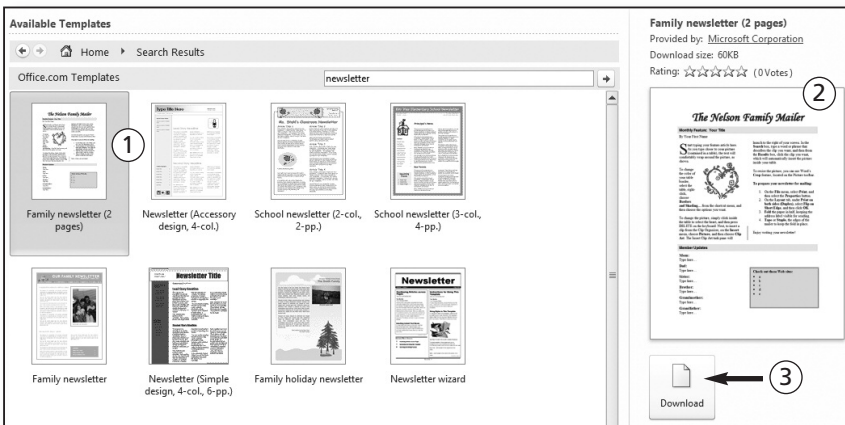


... or search for a template by typing

- The other option is to click in the box containing the words 'Search Office.com for templates' and type a word or two describing the template you want, such as **letterhead** or **invitation** or **newsletter**, and then press **Enter**. After a few seconds, this middle section of the window will change to show all the templates matching what you typed. (If there are too many, or too few, or they're not quite what you wanted, you can alter the text in the search box and press **Enter** to search again.)

Click a template to see a larger preview

4. Whichever option you chose above, you'll see small previews of the templates with their names and brief descriptions. If you see a template that looks promising, click it ① to see a larger preview to the right ②.



Click **Download** to use this template

5. If you like the look of the template you've just clicked, and you'd like to use it, click the **Download** button ③ below the large preview. Within a few seconds, the template will be downloaded and opened in Word ready for you to start work on it.

Save your document as you work

6. Treat this like any other document you work on, pressing **Ctrl+S** to save it as you work, and choosing a name and folder for it the first time you do so.

Choose a Template in Office 2007

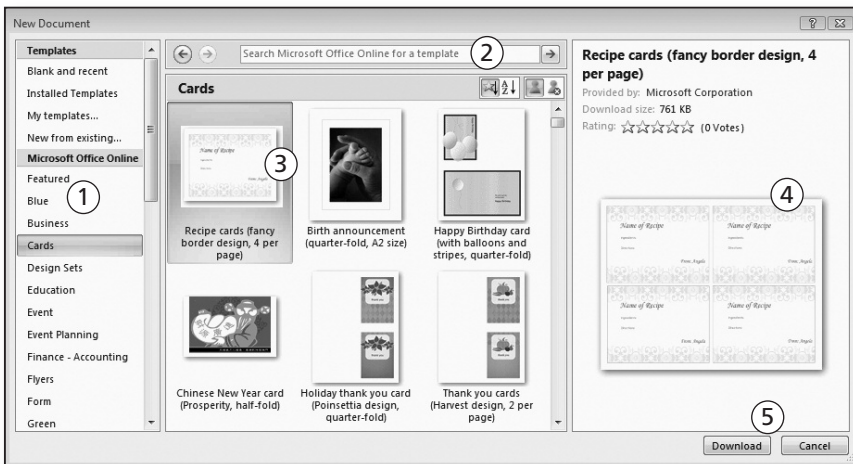
As I mentioned earlier, I'm going to assume you're using Microsoft Word in the steps below, but the same routine applies to Excel and PowerPoint too. If you're using one of those programs instead, just mentally replace 'Word' as you read through these steps:

1. Start Microsoft Word and you'll arrive at a new blank document. Press **Ctrl+W** to close this document.
2. Click the circular Office button in the top-left corner of the window and then click **New** at the top of the panel that appears. This will open a dialog titled 'New Document'.
3. Now you have a choice of two approaches and you can choose whichever you prefer:



- At the left of this dialog, below the heading **Microsoft Office Online**, you'll see a long list of categories such as Cards, Flyers, Letters and Party
- ①. If one of these fits the type of template you're looking for, click it to see all the templates it contains in the central section of the dialog.

Click a category to see the templates it contains...



... or search for a template by typing

- Alternatively, click in the box at the top of the dialog containing the text 'Search Microsoft Office Online for a template' ②, type a word or two describing the template you want, such as **birthday card** or **invitation** or **advertisement**, and then press **Enter**. After a few seconds, the middle section of the window will change to show all the templates matching what you typed. (If there are too many, or too few, or they're not quite what you wanted, you can alter the text in the search box and press **Enter** to search again.)

Click a template to see a larger preview

4. Whichever option you chose above, you'll see small previews of the templates with their names and brief descriptions ③. If you see a template that looks promising, click it to see a larger preview in the right-hand panel of the dialog ④.

*Click **Download** to use this template*

5. If you like the look of the template you've just clicked, and you'd like to use it, click the **Download** button in the bottom-right corner of the dialog ⑤. Within a few seconds, the template will be downloaded and opened in Word ready for you to start work on it.

Be sure to save your new document

6. Treat this like any other document you work on, pressing **Ctrl+S** to save it as you work, and choosing a name and folder for it the first time you do so.

Find and Use the Same Template Again

No searching needed to reuse the same template!

When you've found just the right template for a particular type of document, you may well want to use it again in future. But does that mean you have to repeat the same steps, search for it again and hope you chance upon it?

Not at all – just follow the appropriate steps below to find it and reuse it:

Office 2013 or later

As I mentioned earlier, these Office versions save a copy of the template you chose (just as earlier versions of Office do), but they hide it in an obscure folder and forget all about it! To get around this, I explained how to save your template before you began using it.

We saved the template before using it

As long as you did that, you can use the same template again, at any time, in exactly the same way you used it before: just start Word (or whichever Office program the template was designed for use with) and follow step 10 on page 6.

Repeat the same step to use it again

If you'd ever like to delete a template you've downloaded, because you don't expect to use it again, press **Win+E** to open File Explorer (also known as Windows Explorer) and make your way to your 'Documents' (or 'My Documents') folder. Inside that you'll find a folder named 'Custom Office Templates'. Double-click that folder to open it, and you'll find all your templates inside it. Delete an unwanted template by selecting it and pressing the **Delete** key.



Office 2010

When you choose a template in one of the Office 2010 programs and click the **Download** button, the program saves a copy of the template to your PC. To use it again – or to delete it if you don't expect to need it again – here's what to do:

Office 2010 saved the template automatically

1. Start Word, or whichever Office program the template was designed for, and press **Ctrl+W** to close the blank document that opens.
2. Click the **File** tab at the far-left of the Ribbon and choose **New**.
3. In the middle section of the window, near the top, click the **My templates** icon.



*Reuse a template
– or delete one*

4. In the dialog that opens, you'll see icons for all your templates. To reuse one, just click it once to select it and then click **OK** (or double-click the template's icon if you prefer). If you want to delete an unwanted template, right-click it and choose **Delete**.

Office 2007

*Office 2007 kept a
copy of your
template*

Like Office 2010, the Office 2007 programs also save a copy of any template you download. To reuse one of those templates, or to delete one you don't plan to use again, follow these steps:



*Is it among your
recently-used
templates?*

1. Start Word, or whichever Office program the template was designed for, and press **Ctrl+W** to close the blank document that opens.
2. Click the circular Office button and then click **New**.
3. In the 'New Document' dialog that opens, you'll see a section in the middle headed **Recently Used Templates**. If you want to reuse a template that appears in this section, click it once to select it and then click the **Create** or **Download** button in the bottom-right corner of the dialog.
4. Perhaps the template you wanted doesn't appear in this section, or perhaps you want to delete a template? If so, click on **My templates** near the top of this dialog's left-hand section.

*Use a template
again, or
delete one*

5. In the dialog that opens, you'll see icons for all your templates. To reuse one, just click it once to select it and then click **OK** (or double-click the template's icon if you prefer). If you'd like to delete an unwanted template, right-click it and choose **Delete**.