



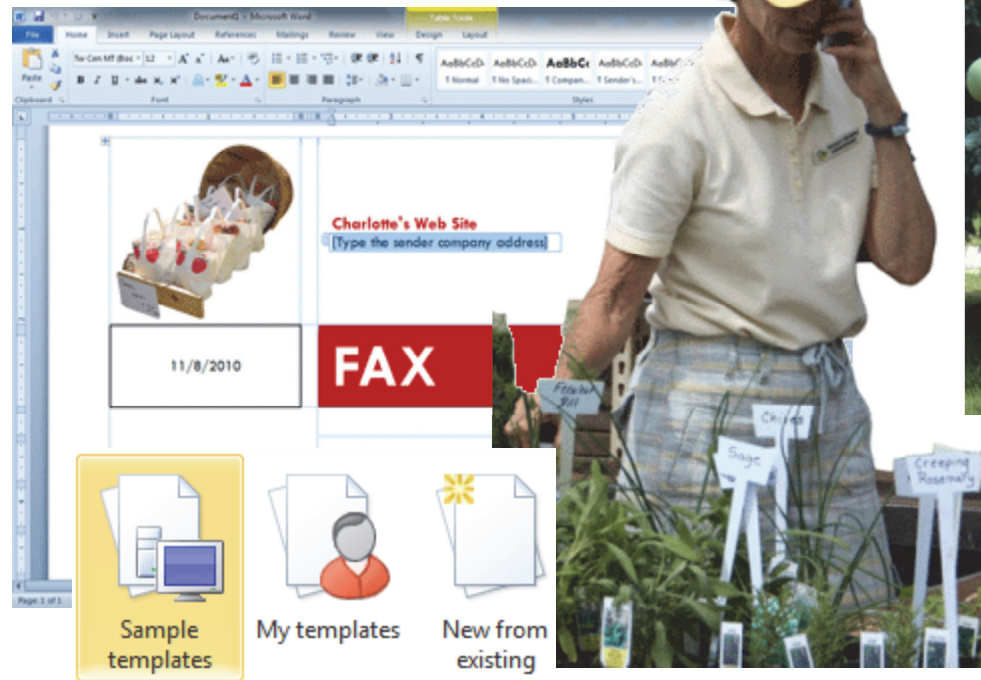
Word 2010: Business Documents

Open for Business

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Open a new document from template.
2. Edit Building blocks in a template.
3. Add content to customize a template.
4. Apply a Theme to a document.
5. Save a document as a Template.
6. Use a blog template to post to a blog.
7. Use blog tools with a document created from a blog template.



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Lesson 2: Open for Business

1. Readings

Read Lesson 2 in the Intermediate Word guide, page 41-68.

Project

A customized FAX template and a Blog Post.

Downloads

[Charlotte FAX.docx](#)

Graphic files used in the lesson:

[HamburgFestival1](#), [HamburgFestival2](#),
[HamburgFestival3](#), [HamburgFestival4](#),
[HamburgFestival5](#), [1Logo](#), [Farm](#)

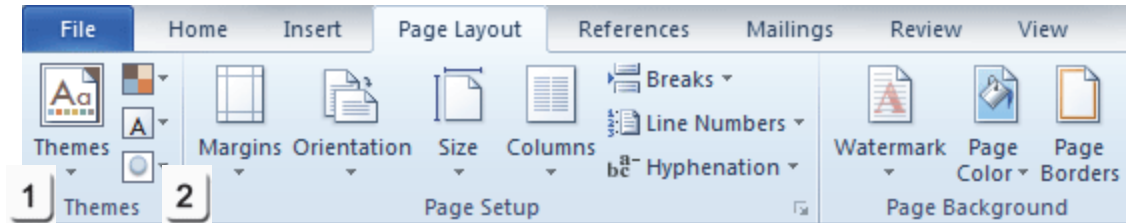
2. Practice

Do the Practice Activity on page 68.

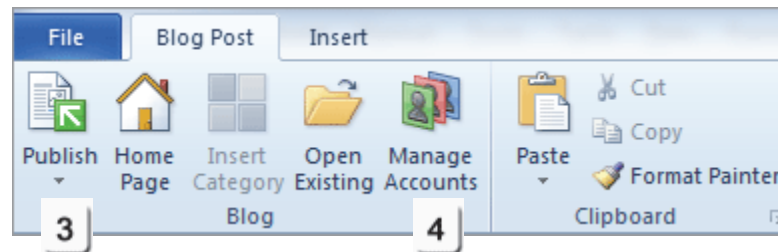
3. Assessment

Review the Test questions, page 68.

Page Layout



Blog Post



Menu Maps

This lesson shows the **Page Layout** and **Blog Post** Ribbons.

1. [Page Layout-> Themes](#)
2. [Page Layout-> Themes-> Theme Colors](#)
3. [Blog Post-> Publish](#)
4. [Blog Post-> Manage Accounts](#)



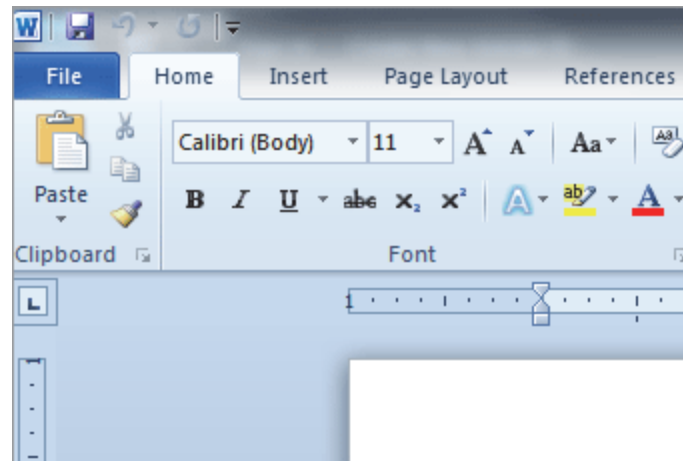


Open for Business

When you open a new business there are a million things you need to setup. When the Computer Mama opened the office, she got 15 computers, 15 monitors, 15 keyboards, mice and 15 chairs...but no tables. OK, where is the business-in-a-box so a newbie can figure out what's needed?

Microsoft Office Templates

Microsoft Office 2010 has a rich library of business templates that make it easy to gather all of the documents you need for work. A template is a business document that is already formatted with a lot of options. This lesson will demonstrate how to find business templates. And how to customize the template with your own content. **So, Start the Program Microsoft Word.**



What do you see, from the top of the screen? Is there a Title Bar that says Microsoft Word? Yes.

Is there a **Home** Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

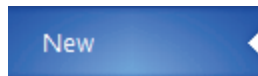
If your screen looks similar to the example on this page, then you are ready to get started.



New Document

A **Template** can be a document, spreadsheet or presentation that includes formatting, layout and design. A template gives you a place to start, instead of beginning with a blank page. **Microsoft Office** offers many, many templates that you can use.

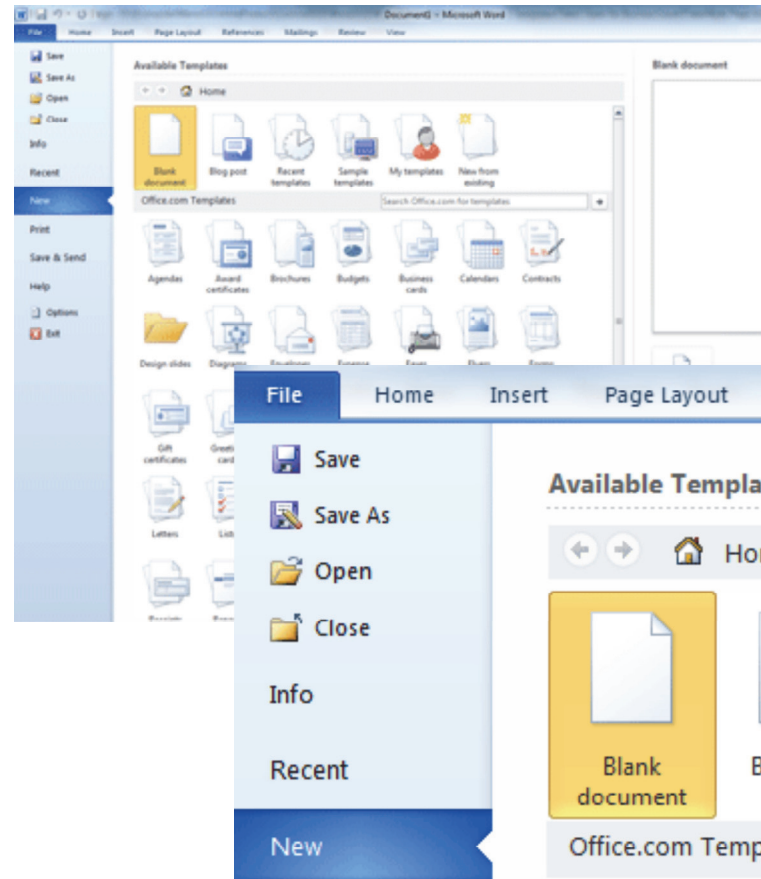
1. Try This: Open A New Document
Go to **File->New**.



2. What Do You See? Microsoft Word displays a **Blank Page**. The name, "Blank" is misleading. A plain piece of paper in Word is actually loaded with built in Quick Parts and formatting.

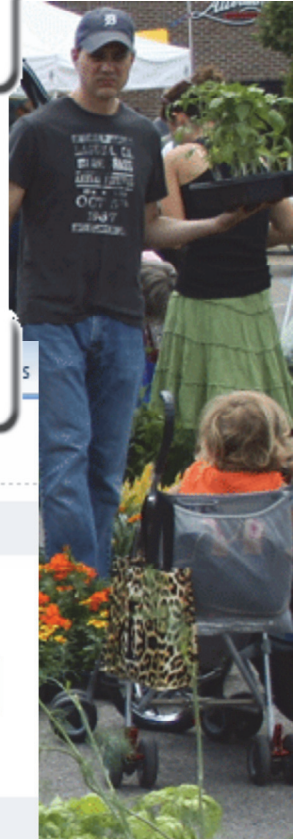
Please close this document and keep going...

File ->New ->Blank Document



1

2



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document



New Templates

3. Try This, Too: Open a Template
Go to **File ->New**.
Select **Samples Templates**.
Choose the **Meridian Fax** template.

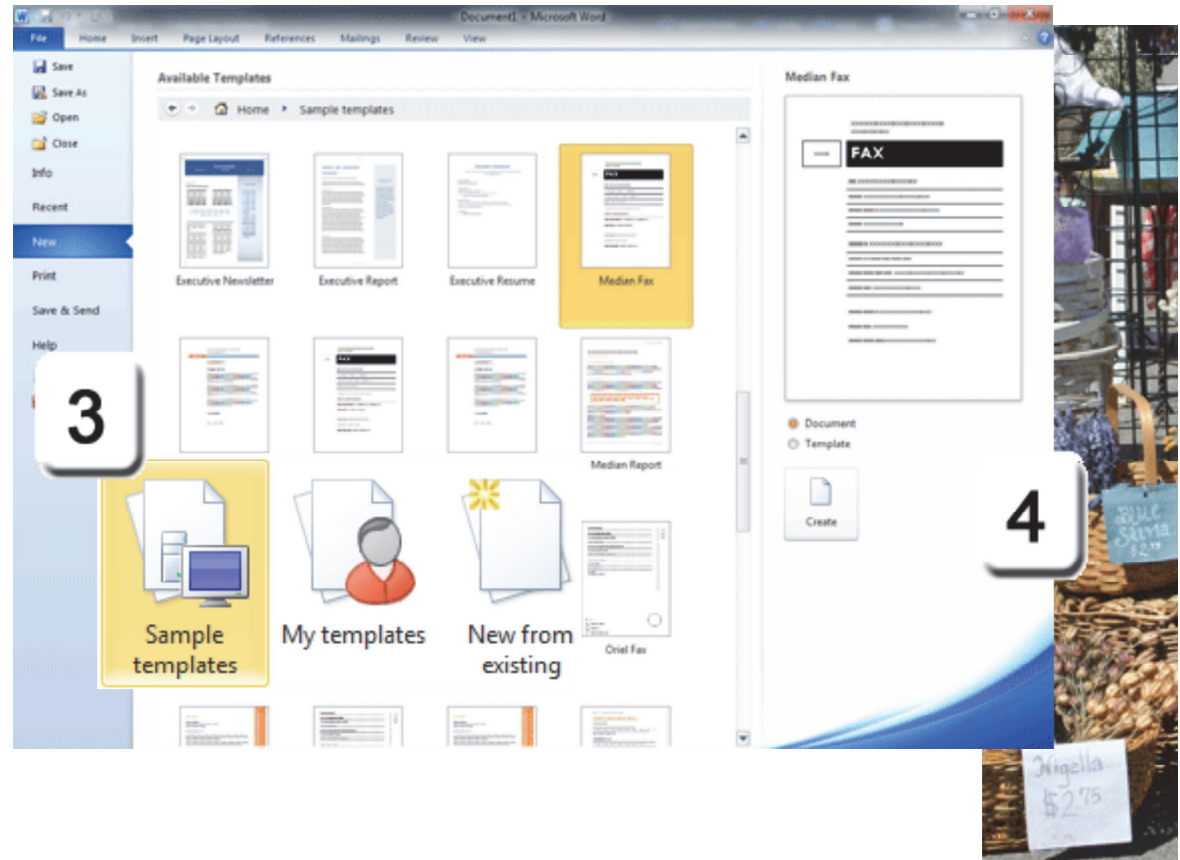
4. What Do You See, Now? The samples templates include letters, fax cover sheets, resumes, reports and sample Mail Merge documents.

There are additional templates online including many designs for brochures, calendars and newsletters. Most of the online templates are free.

Keep going...

Memo to Self: When you open a new template, you make a copy of the file, just like the Blank Document you open each time you start Word, you need to save your changes.

File ->New ->Sample Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document



Edit the Fax Template

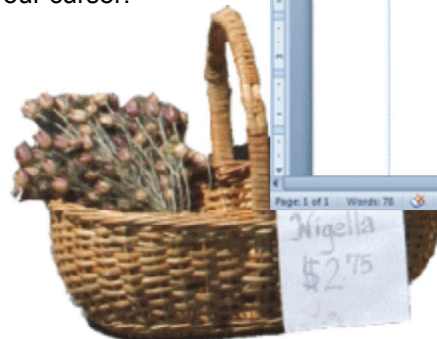
What Do You See? At the top of the FAX template is a form field that invites you to type the Company Name. The Company Name is a **Building Block**!

5. Try it: Edit the Company Name

Click on the field that says: Type the Sender Company Name.

Type: Charlotte's Web Site.

Look Again: If you added Charlotte's Web Site to the **AutoText** in the earlier lessons, then the AutoText will be displayed above your cursor.



File -> New -> Sample Templates -> Meridian FAX

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Layout

Clipboard Font Paragraph Styles

[TYPE THE SENDER COMPANY NAME]
[Type the sender company address]

[Pick the date]

FAX

To: [Type the recipient name]

Phone:

Company: Charlotte's Web Site (Press ENTER to Insert)

Fax: [Type the sender company address]

Page: 1 of 1 Words: 76

5

Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-6. Apply a template to a document



Add Your Own Content

A Template is just the beginning-like a pattern or a rough cut. You can add your own graphics to the Fax.

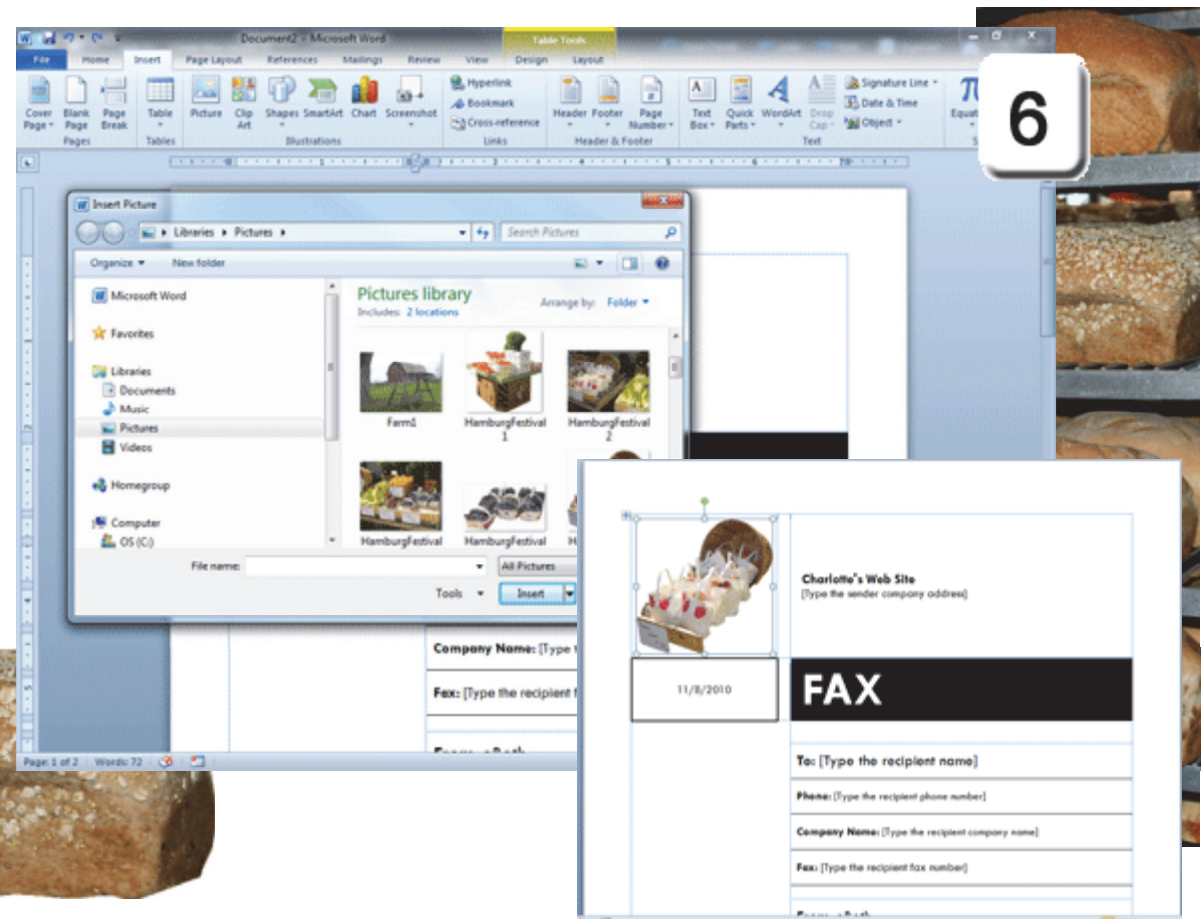
Before You Begin: Please place your cursor in the top left corner of the FAX, above the little Date Picker.

6. Try It: Insert a Picture

Go to **Insert-> Illustrations**. Click on **Picture** and Browse for any sample picture in your folders.

You can select your picture and resize it if you wish.

Insert -> Illustrations -> Picture



Exam 77-887: Microsoft Word Expert 2010
1. Sharing and Maintaining Documents
1.3. Apply a template to a document.



Choose a Theme

The next pages will show several options on the **Page Layout** Ribbon. Each of these options can help customize the sample templates so that they represent your company's logo, color and slogans.

Before You Begin: Open a Template

Go to **File->New ->Sample Templates**. The example in this lesson continues with the **Meridian Fax** template.

1. Try It: Change the Theme

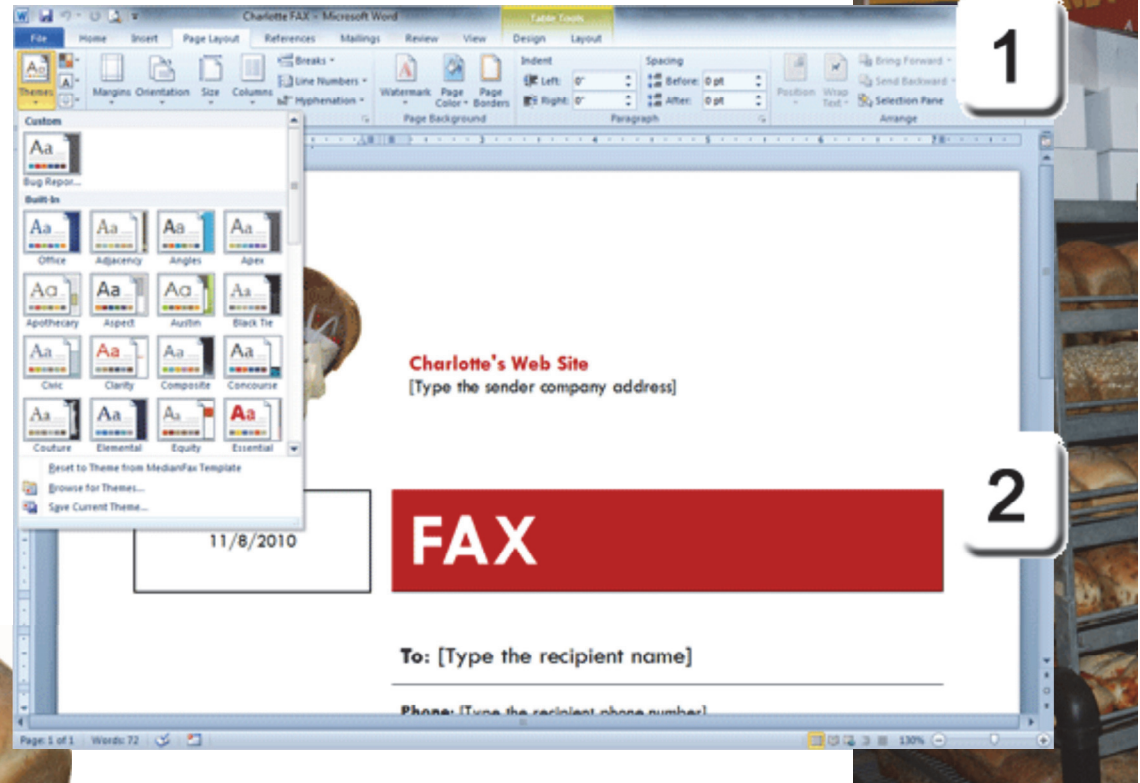
Go to **Page Layout ->Themes**. Choose one of the **Built-In Themes**.

2. What Do You See? The **Theme** formats the text, paragraphs and page layout.

Keep going...



Page Layout ->Themes



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-2. Apply Themes



Enhance the Theme

Look again at the **Theme** options. You can choose a different color palette.

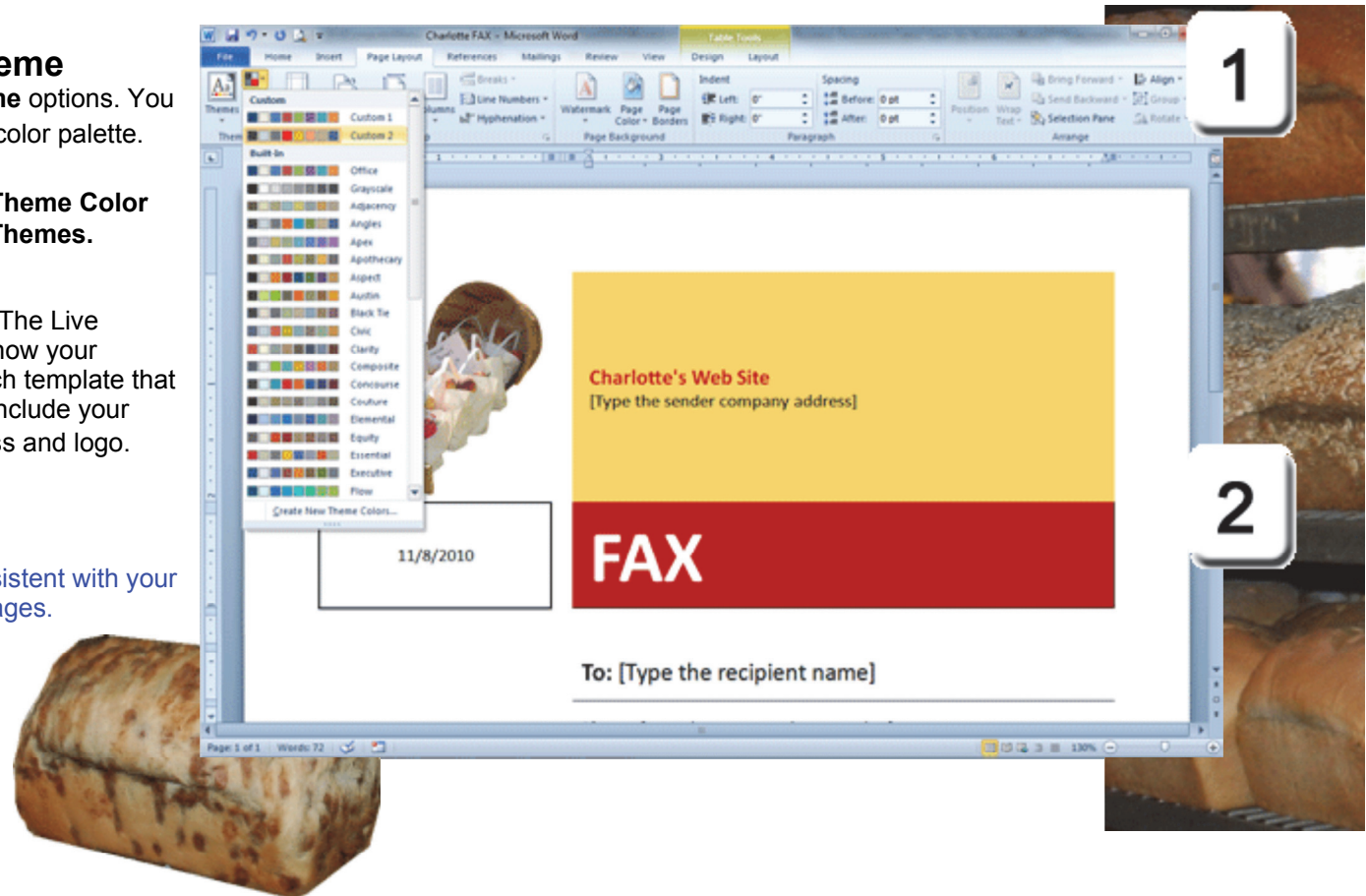
1. Try It: Change the Theme Color
Go to **Page Layout -> Themes**.
Go to **Theme Colors**.

2. What Do You See? The Live Preview will show you how your document will look. Each template that you customize should include your company name, address and logo.

Keep going...

Memo to Self: Be consistent with your Themes, Fonts and images.

Page Layout -> Themes -> Theme Colors



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-2. Apply Themes: Theme Colors



Save Your Work

Please review the main points to keep in mind when you save a file.

1. Where Are You Saving It?

Go to the **Documents** folder.

2. What Is The File Name?

Charlotte's FAX

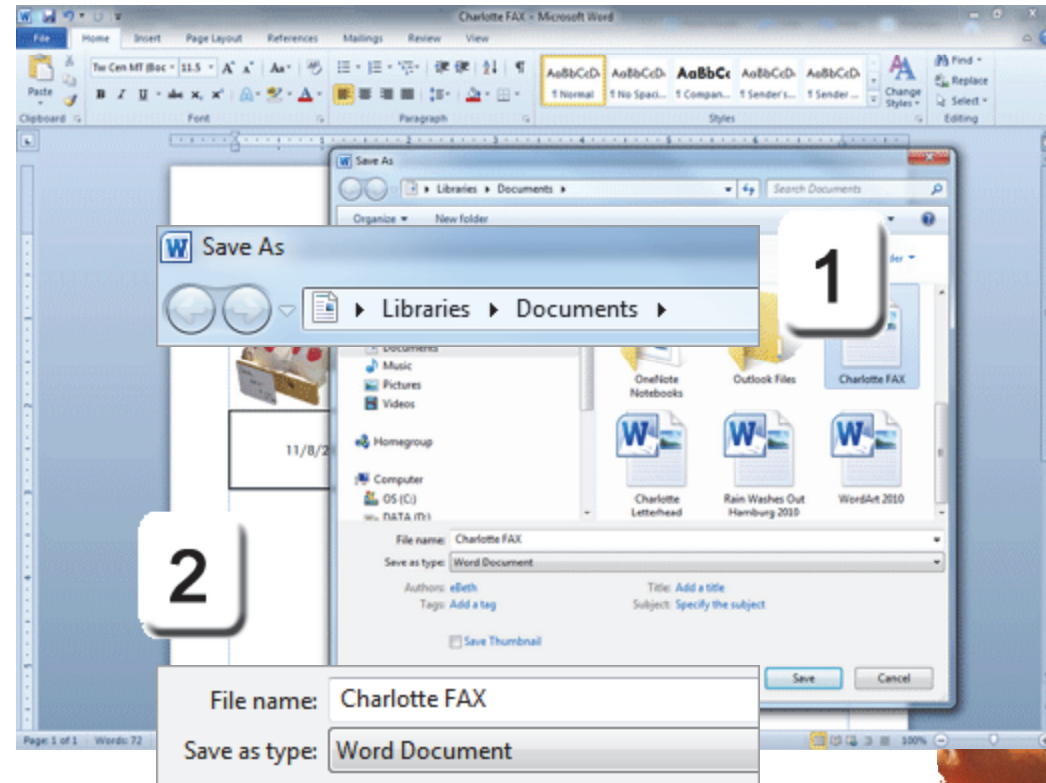
What Do You See?

Save as type: Word Document
The new file type in Microsoft Word 2007 and 2010 is the docx format.

3. What Are You Doing?

Click on **Save**.

File -> Save



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-5. Save a Document



Save As a Template

Say you wanted to use the letterhead you designed for Charlotte's Website to create your own template.

Good, very good. Using your own template saves a lot of time and gives your business or department a professional image.

Before You Begin:

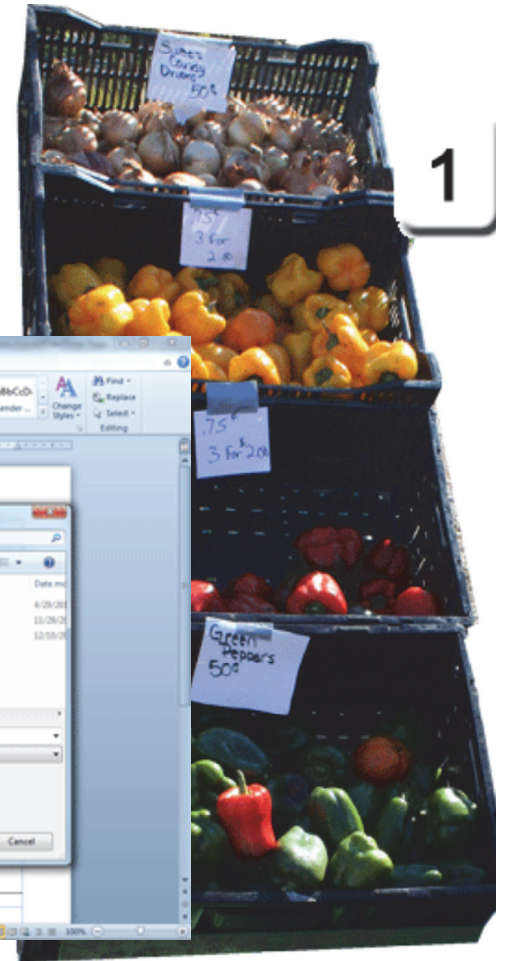
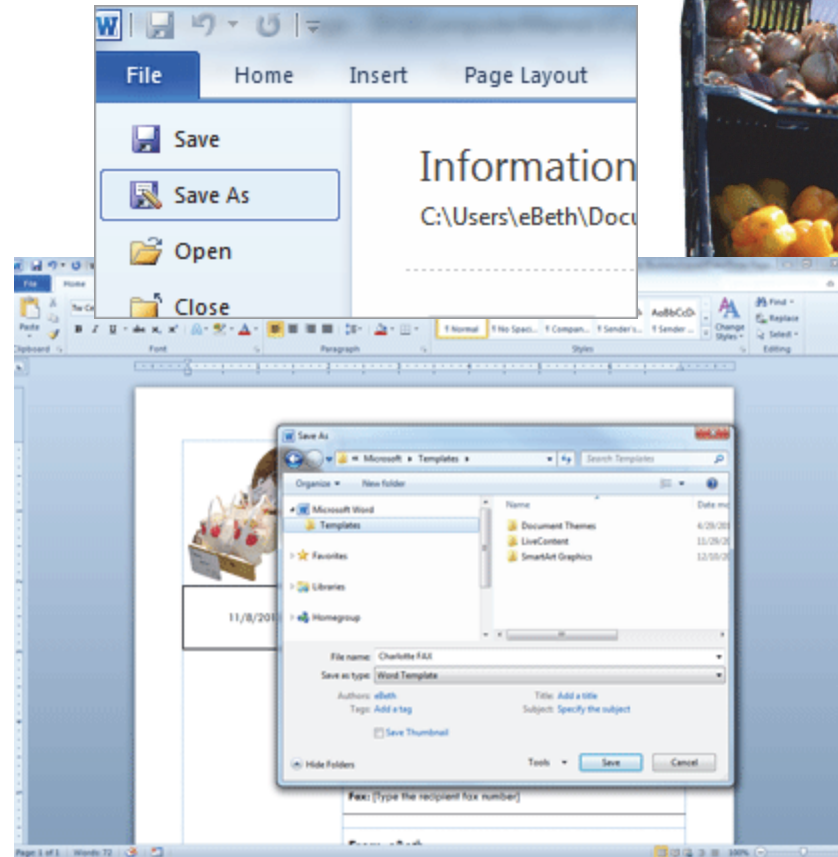
Open the sample business FAX you designed previously: **Charlotte FAX**.

1. Try This: Save As Template

Go to **File-Save As**.

Keep going...

File -> Save As



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document



Save As a Template

2. Where Are You Saving It:
Select the **Templates** Folder.

3. What Is The File Name?
Charlotte FAX.

What Do You See?

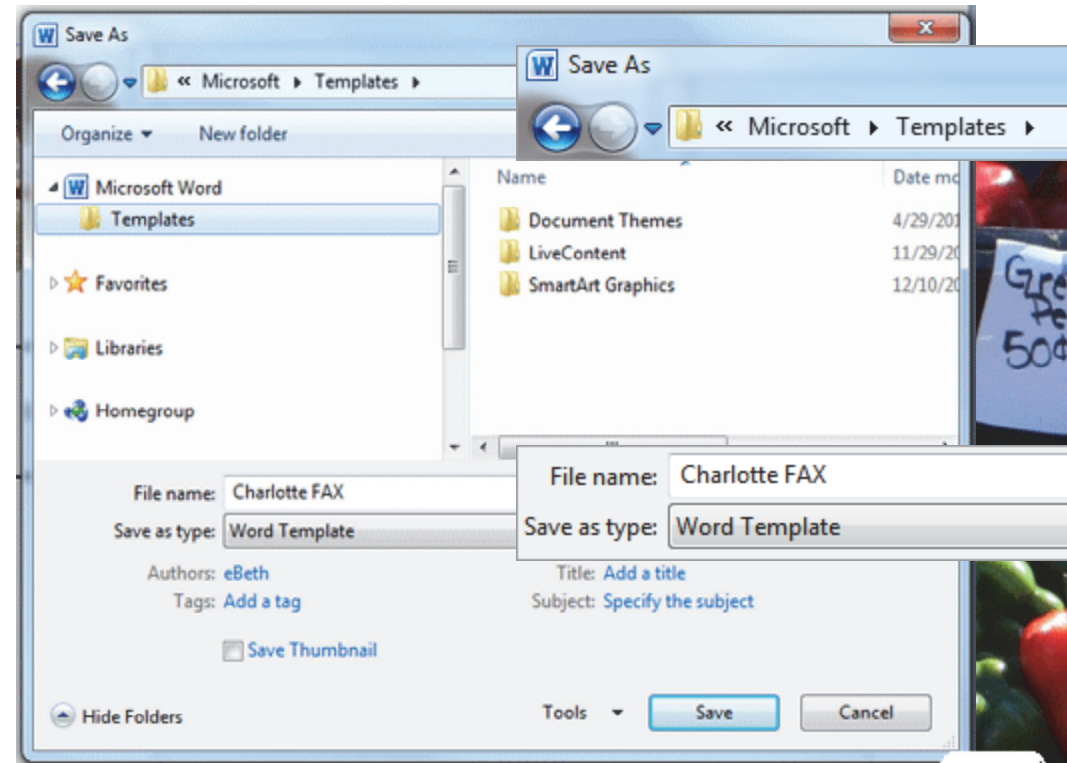
The default file type is the new Word (docx.) format.

You need to choose **Word Template** from the extensive list of file types that Microsoft Office 2010 supports. A Word Template is a *.dotx file type.

4. What Are You Going to Do?
Click on **Save**, please.

Keep going...

File -> Save As -> Word Template



IMPORTANT: You need to save the Template in the Word Templates folder. Otherwise, it will not be available when you go to **File->New...**

Exam 77-887: Microsoft Word Expert 2010

1. Sharing and Maintaining Documents

1.3. Apply a Template to a document.

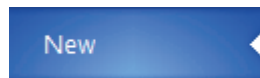


Use Your Template

So, how do you use your own templates? Here are the steps! ;-)

1. You Gotta Try This:

Go to **File -> New**



2. What Do You See? The New Backstage window will open.

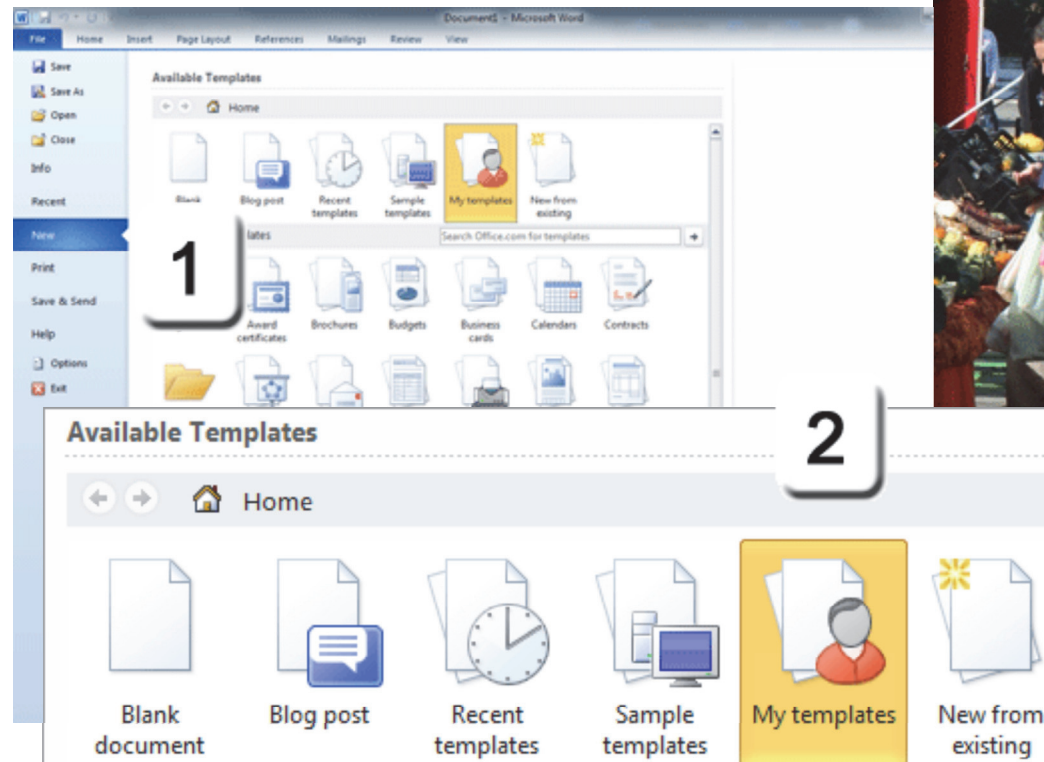
What Are Your Choices?

The list of **Available Templates** includes:

Blank Document
Blog Post
Recent Templates
Sample Templates
Select **My Templates**.

Keep going...

File -> New -> Templates -> My Templates



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-6. Apply a Template to a document: Open a Template

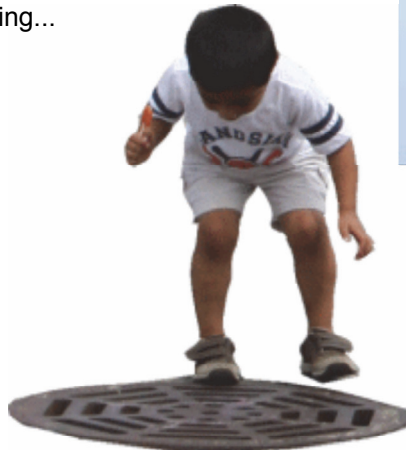


A New Document

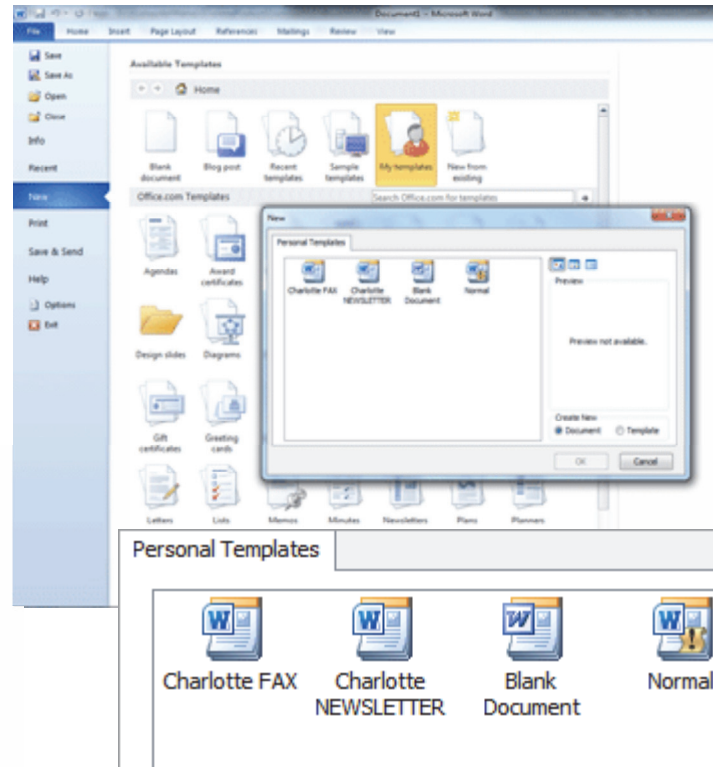
3. New Personal Templates When you saved your own business template, you were prompted to select the **Templates** folder as a place to put it. Now, when you go to **File -> New**, you should see your business letter in My Templates.

Double click the Charlotte FAX template. A new document should open: formatted with pictures, themes and Quick Parts.

Keep going...



File -> New -> Templates -> My Templates



3



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-6. Apply a Template to a document: Open a Template



Working with Templates

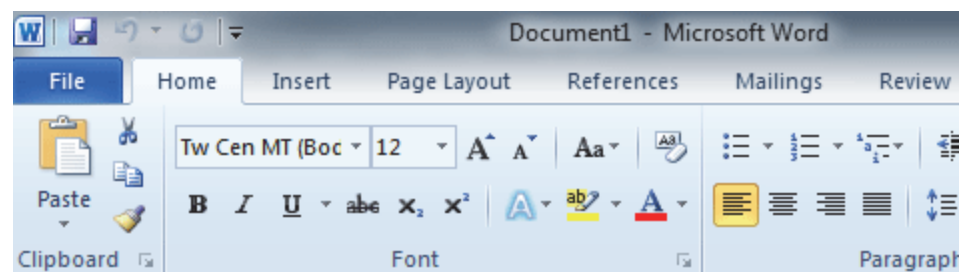
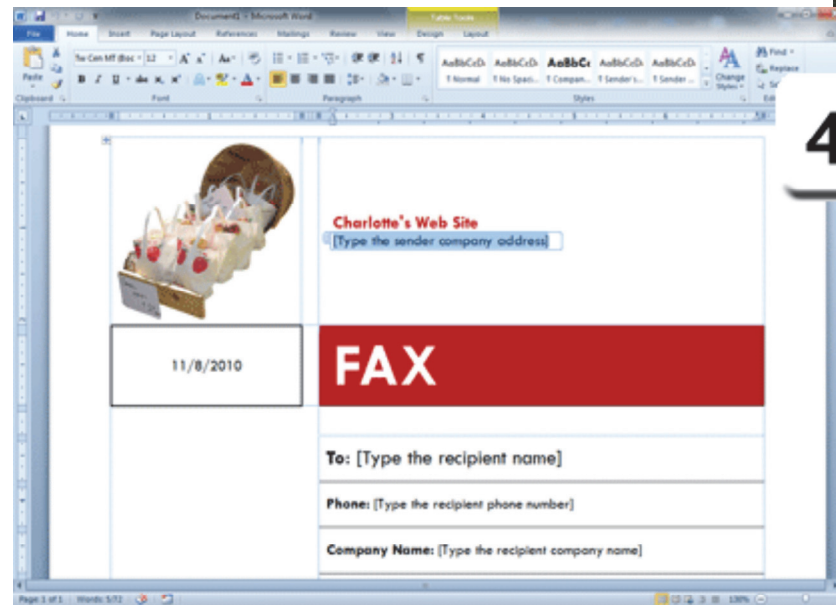
4. What Do You See? Please look at the **Title Bar** at the top of Microsoft Word. Does it say: Document1?

This is the clue that you are working on a new document which you can save if you wish to keep your changes.

Document1 - Microsoft Word

Memo to Self: It may or may not say Document1 depending on how many other files you opened this time. ;-)

File -> New -> Templates -> My Templates



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-6. Apply a Template to a document: Open a Template





More Templates

Blogs: Many businesses publish information to a Blog, or Weblog. For example, the Computer Mama has a Blog for technical evangelization. Blogs, unlike business newsletters or web pages, can have personalities and opinions.

Blog Template

After you use a product like Microsoft Office, you may find that the tools for editing a Blog are rather limited.

Worse, some online Blogs timeout while you are "thinking," editing the online text box.

File ->New -> Templates ->Blog



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a Template to a document



Edit the Blog Template

Microsoft Word 2010 includes a template for formatting Blog entries.

1. Try It: Create a Blog Post

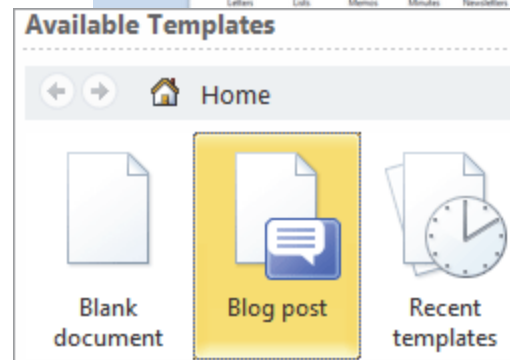
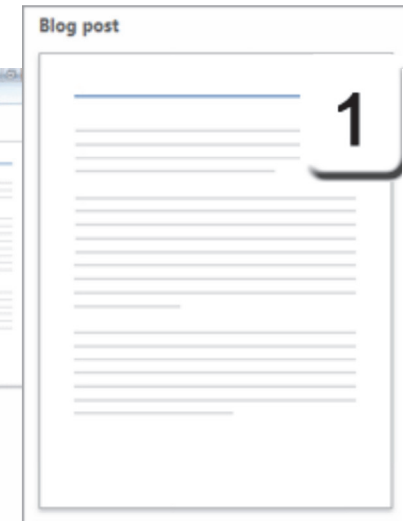
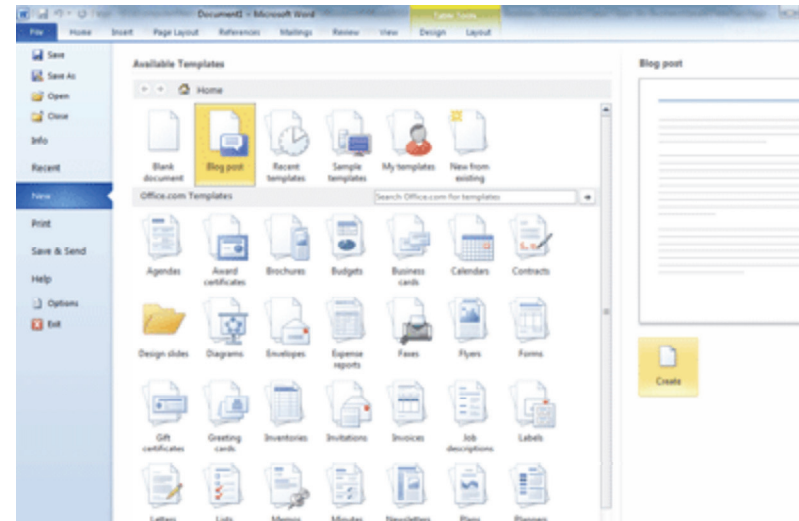
Go to **File->New**.

Select **Blog Post**.

You should see a Preview of the Blog Post template on the right side of the Backstage screen.

Keep going...

File ->New -> Templates ->Blog



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Create a Blog Post



Register a Blog Account

The first time that you set up your Blog template, you will be prompted to **Register a Blog Account**.

2. Try It: Register a Blog Account

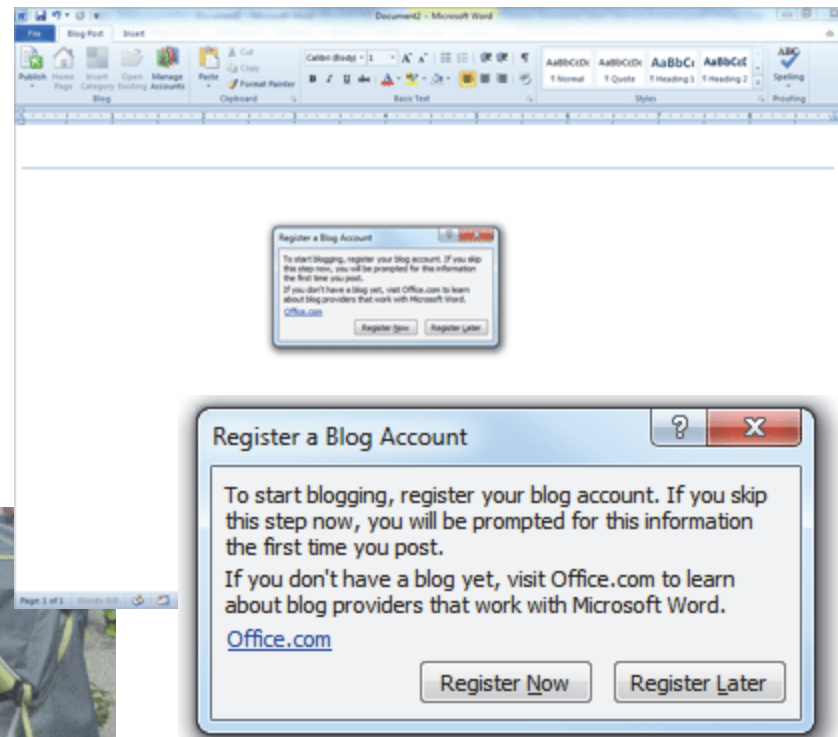
Go to **File -> New -> Blog Post**.

Register a Blog Account: **Register Now**.

Keep going...



File -> New -> Templates -> Blog Post -> Register a Blog Account



2



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-4. Share documents: Register a Blog Account



Register a Blog Account

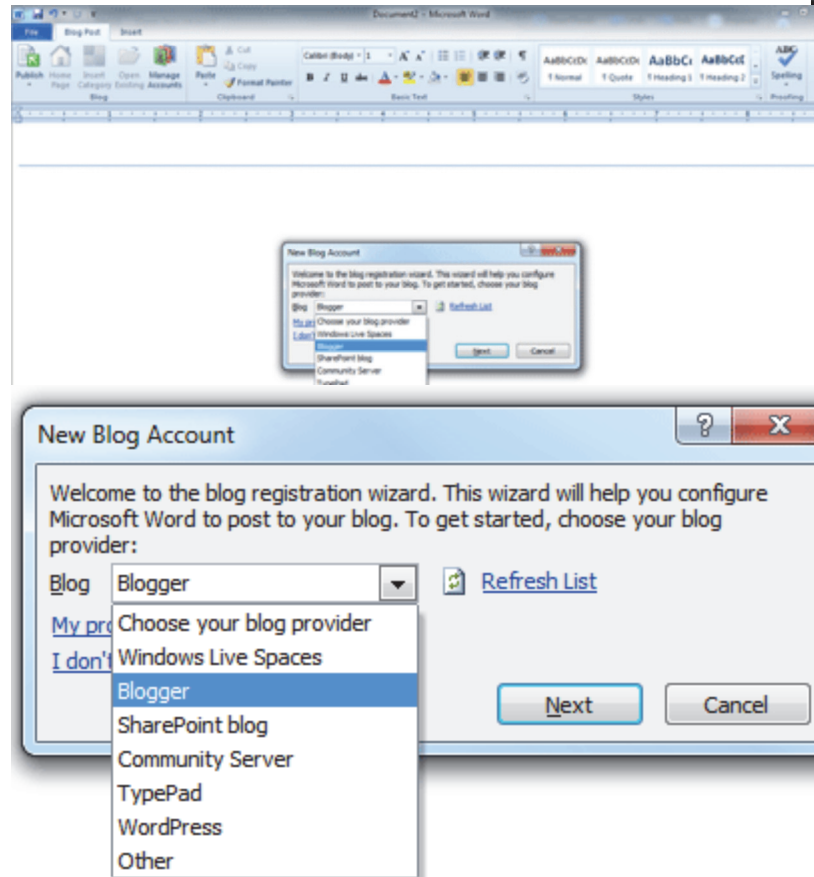
The registration Wizard has several **Blog Providers** listed including Windows Live Spaces, Blogger, SharePoint Blog, Community Server, TypePad, and WordPress. The example in these pages uses Blogger.

3. Try It: Pick a Blog Provider

Choose a Blog Provider from the list. You can **Refresh** the list and look online for additional providers if you wish.

Go **Next**...

File -> New -> Templates -> Blog Post -> Register a Blog Account



3



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-4. Share documents: Register a Blog Account



Connect to a Blog

4. Try it: Connect to the Blogger Account

The registration Wizard will prompt you for the User Name and Password for your Blogger Account. You can choose to check the option to Remember Password if you wish.

Review the Picture Options

Blogs include text as well as graphics. You can choose an image provider or type the pathway to your blog's address.



File ->New -> Templates ->Blog Post-> Register Account

New Blogger Account

Enter the information below to register your Blogger account. Click OK to contact your provider and configure your account settings.

Enter account information

User Name

Password

☐ Remember Password

Picture Options OK Cancel

Picture Options

When you publish your blog post, your pictures need to be uploaded to a picture provider or other storage location. Where do you want your pictures uploaded?

Picture provider Refresh List

[My image provider isn't listed](#)

[I don't have an image provider](#)

Upload URL

Source URL

OK Cancel



4

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Register an Account



Edit a Blog Post

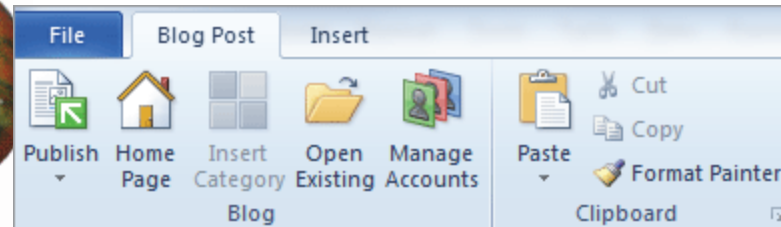
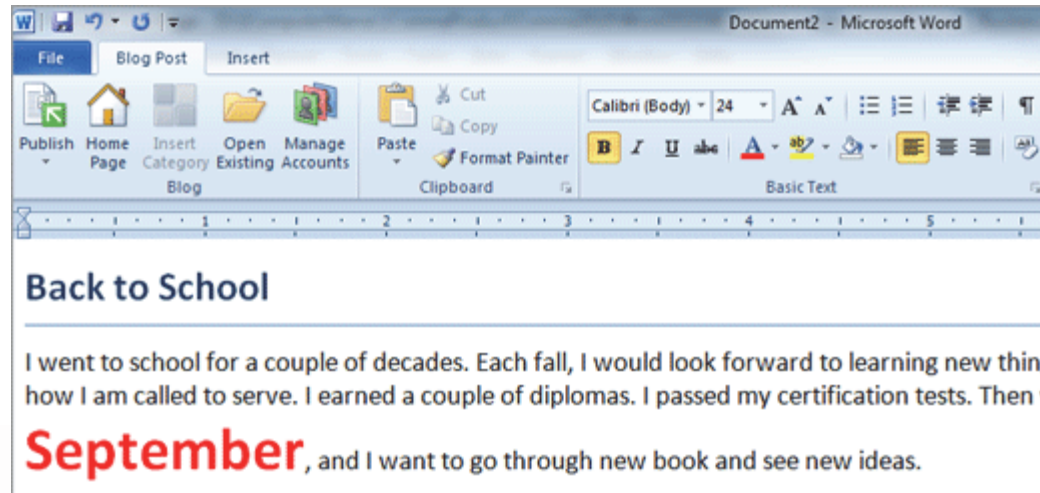
The **Blog Post** Ribbon has many of the formatting tools that you appreciate in Microsoft Word as well as options for managing and publishing your weblog.

5. Try It: Edit the Blog Post

At the top of the Blog is a Building Block, a placeholder that says: **[Enter Post Title Here]**.



File -> New -> Templates -> Blog Post



5



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-4. Share documents: Edit a Blog Post



Insert Options

6. Try This, Too: Insert Pictures

Go to **Insert -> Illustrations**.

Click on **Picture**.

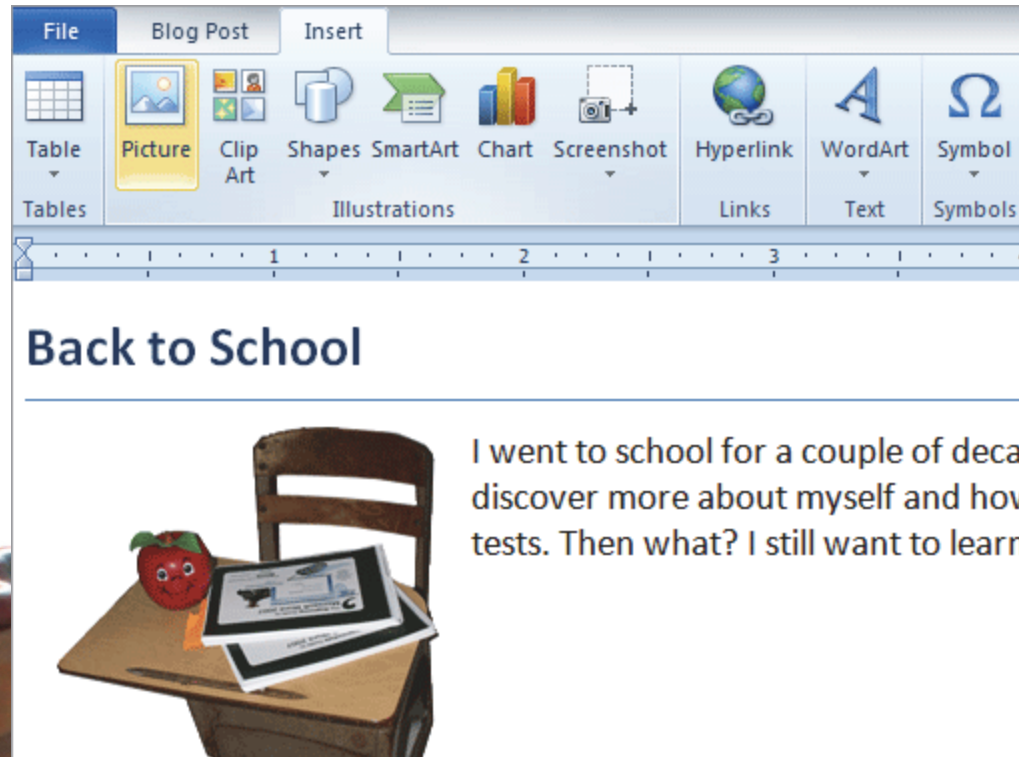
You will be prompted to browse for your picture.

What Do You See? You can also insert **Illustrations** (Pictures, Clipart, Shapes, SmartArt, Charts and Screenshots), **Links**, **WordArt**, and **Symbols**.

Keep going...



File -> New -> Templates -> Blog Post



6



Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-4. Share documents: Edit a Blog Post



Picture Tools

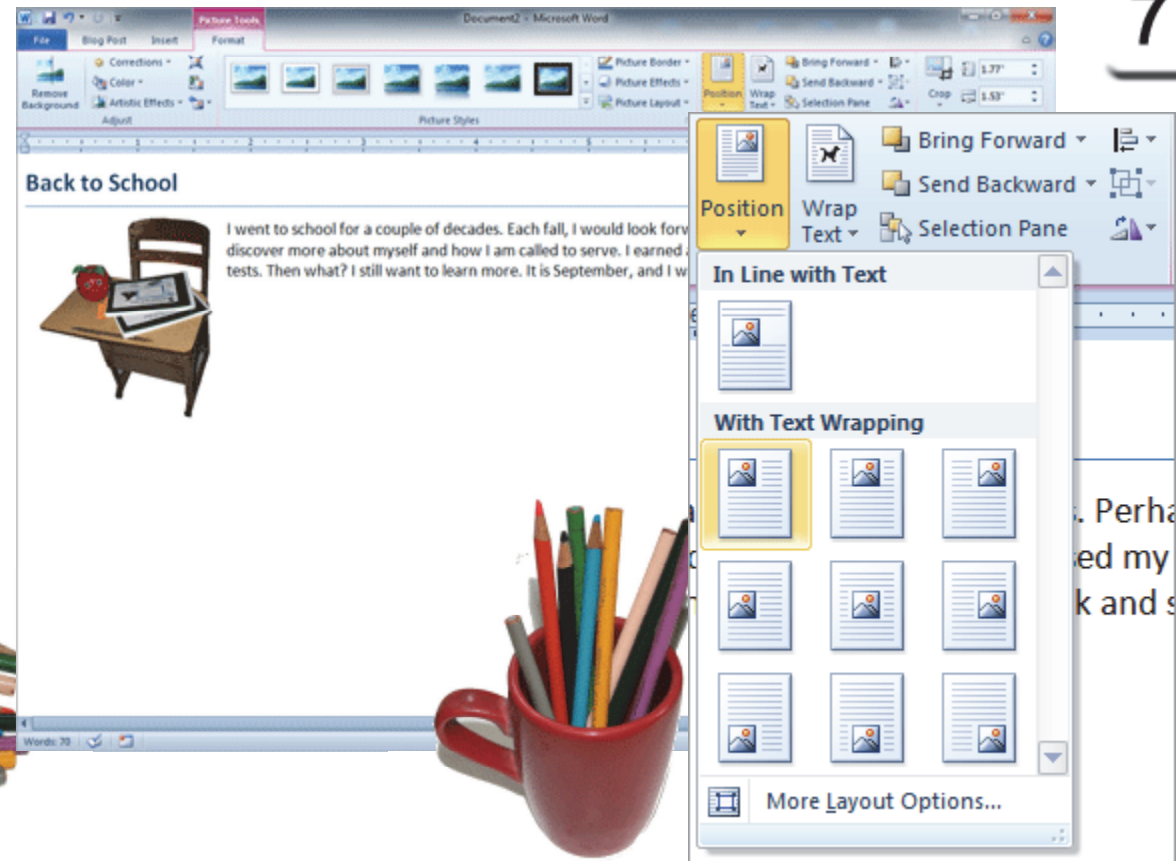
By default, when you insert a picture into a Blog, it is **In Line With Text**: that means it acts like a big letter. You can change the formatting with either the **Position** or the **Wrap Text** buttons if you wish.

Before You Begin: Click once on your picture to select it. You should see the **Picture Tools** at the top of Microsoft Word.

7. Try It: Change the Position
Go to **Picture Tools ->Format**.
Go to **Position ->Wrap Text**.



Picture Tools ->Format ->Arrange ->Position



7

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Edit a Blog Post



Publish Your Blog

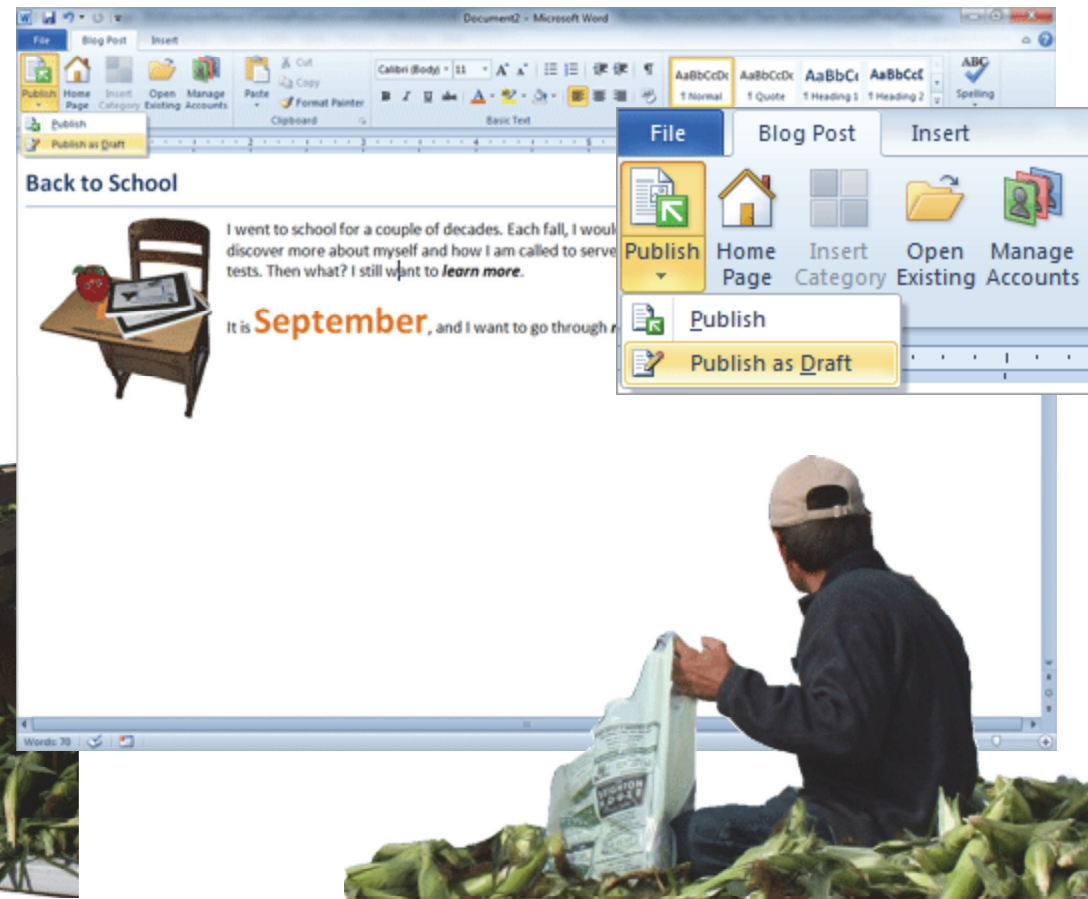
When you are ready, you can **Publish** your Blog Post. You can choose to go live and **Publish**, or **Publish as Draft**, and have an opportunity to look at it online, if you wish.

8. Try This: Publish as Draft

Go to the **Blog Post** Ribbon.
Go to **Publish -> Publish as Draft**.



Blog Post -> Publish as Draft



8

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Publish a Blog Post



Manage Accounts

If you have more than one Blog, you can create a separate Blog Account for each one that you publish.

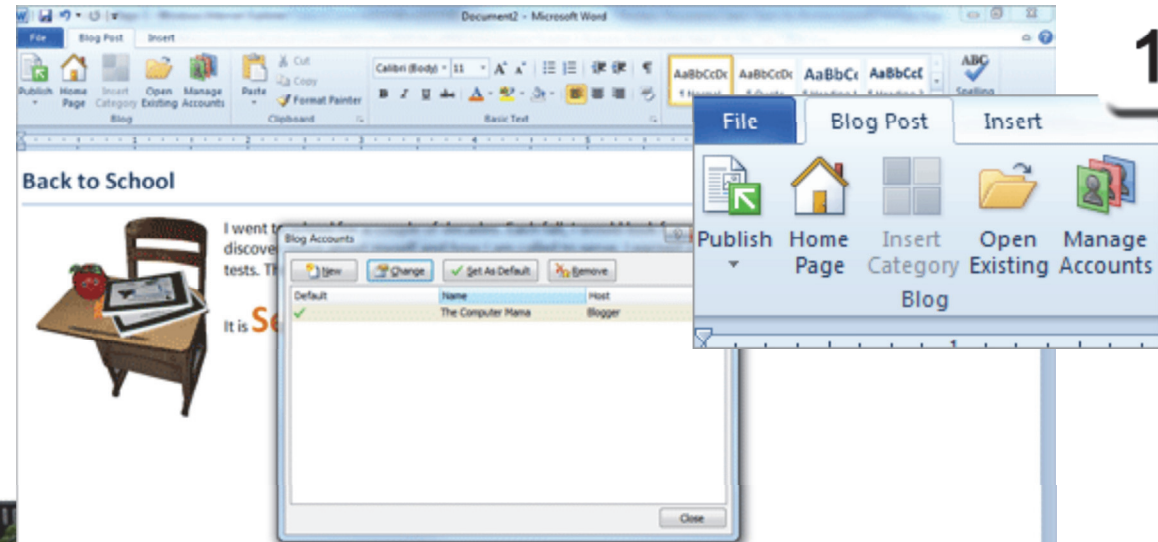
1. Try This: Review the Accounts

Go to **Blog Post ->Manage Accounts**.

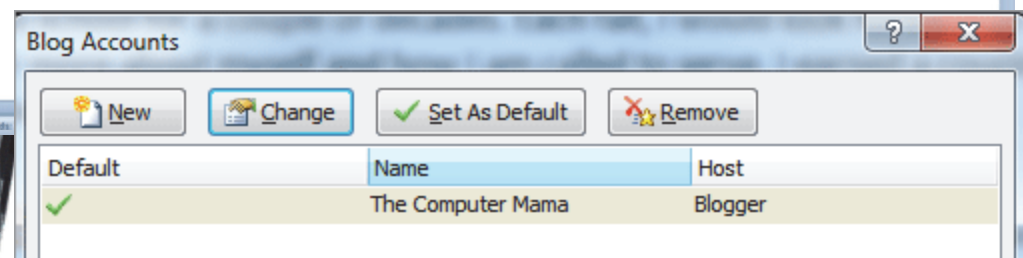
2. What Do You See? Each Blog Account is listed. When you double click on any account, you can edit the the Blog Provider, address, username and password.



Blog Post ->Manage Accounts



1



2

Exam 77-881: Microsoft Word 2010 Core

1. Sharing and Maintaining Documents

1-4. Share documents: Manage Blog Accounts



More Templates

Microsoft Office 2010 is loaded with **Templates**. In addition to the sample Templates, there are many more templates online at Office.com.

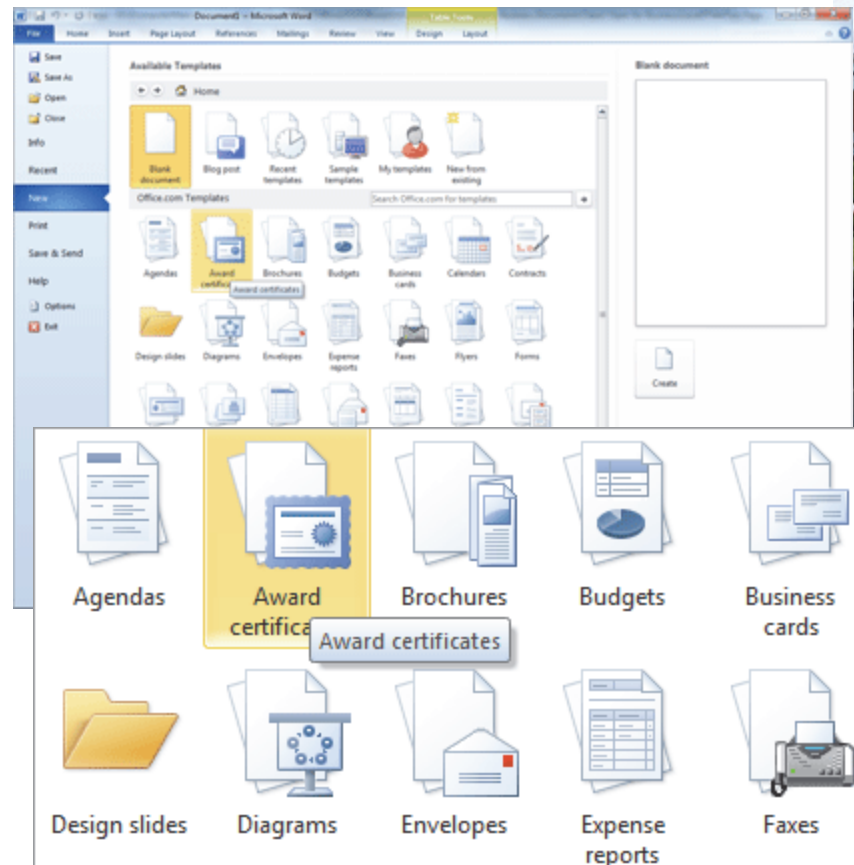
You Gotta Try This: Find Templates
Go to **File -> New -> Templates**.

What Do You See? The templates are listed alphabetically. When you chose a category, say Awards, you will see a collection of plain and fancy awards.

When you select a template you can see a preview of it on the right side of the Backstage screen before you download it.

There are many Way Cool template designs here: for business as well as social networking.

File ->New -> Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document



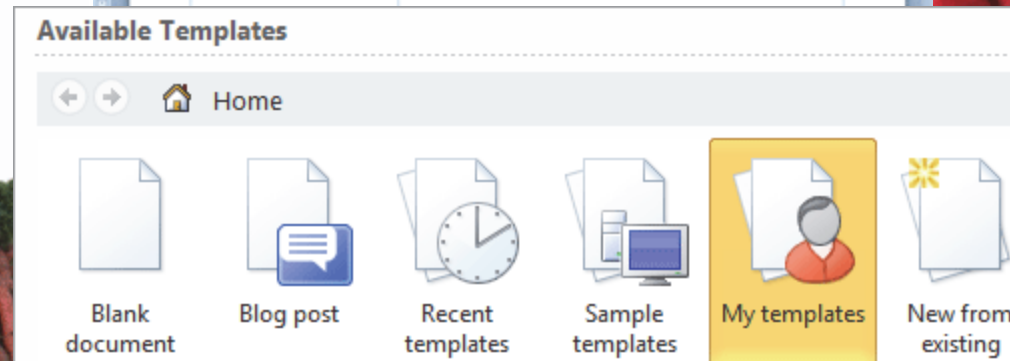
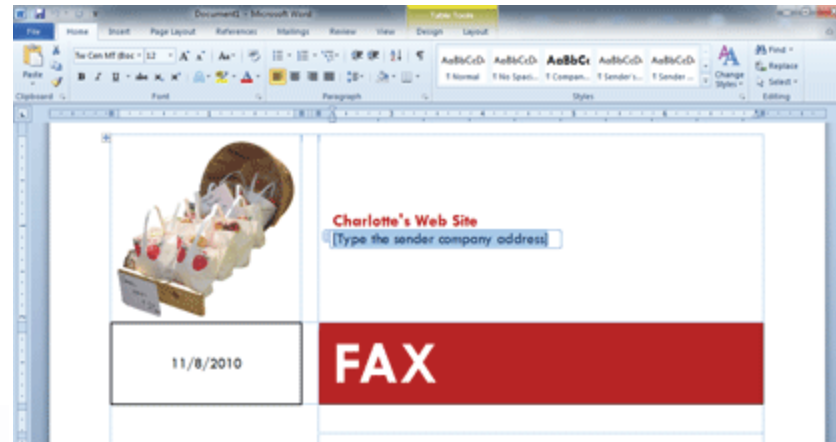
Business Documents

When you open a business you need to create and use many documents: from FAX sheets to Blog posts.

Microsoft Office 2010 has an extensive collection of Templates that can get you started.

Well, you done good.
You can get two cookies.

File -> New -> Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document



Practice Activities

Lesson 2: Opening Day

Before You Begin: Start Microsoft Word 2010.

Try This: Do the following steps

1. Open the sample template: Essential Resume
2. Enter your Name, address, email and website.
3. Edit the Theme: Austin
4. Edit the Theme Colors: Agency
5. Select your Name. Format the type: 18 pt Bold
6. Save as a Template:
Use the default location for Templates
File Name: YOUR NAME Resume Template
Save as Type: Word Template (.dotx)
7. Close Microsoft Word.
8. Start Word and open a new template: YOUR NAME Resume Template.
9. Format your name: Blue
10. Save as YOUR NAME Opening Day Practice.docx

Test Yourself

1. Themes apply formatting to which of the following?

(Select all correct answers.)

- a. Text
- b. Paragraphs
- c. Page Layout
- d. All of the Above

Tip: Intermediate Word, page 48

2. The Theme Color can be changed.

- a. True
- b. False

Tip: Intermediate Word, page 49

3. Which Ribbon is the command for Themes on?

- a. Home
- b. Format
- c. Page Layout
- d. Insert

Tip: Intermediate Word, page 48

4. Which of the following is the file type for a Word Template?

- a. .doc
- b. .docx
- c. .dotx
- d. .temp

Tip: Intermediate Word, page 52

5. Templates include preset formatting, layouts and design

- a. True
- b. False

Tip: Intermediate Word, page 44

