



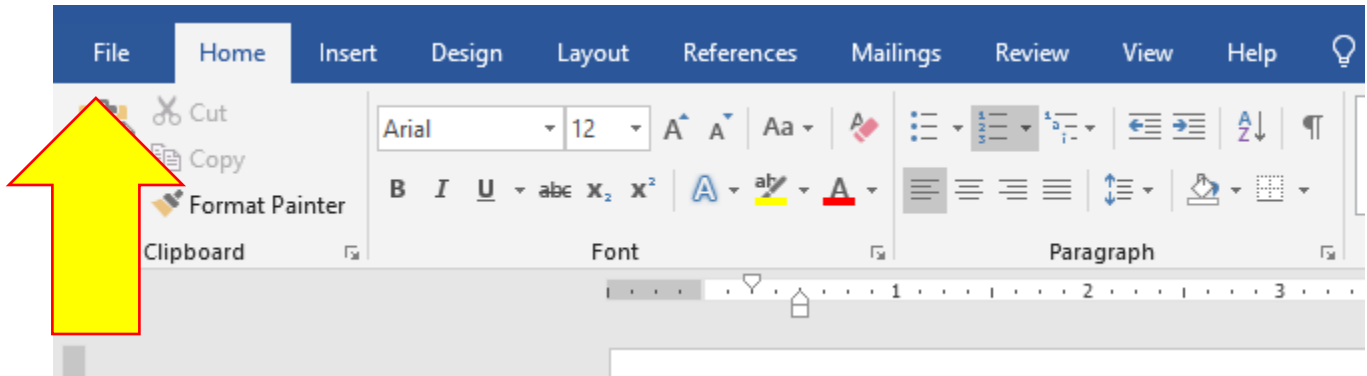
CENTER FOR THE ADVANCEMENT OF **VIRTUAL ORGANIZATIONS**

Technology Tips: Microsoft Word Templates

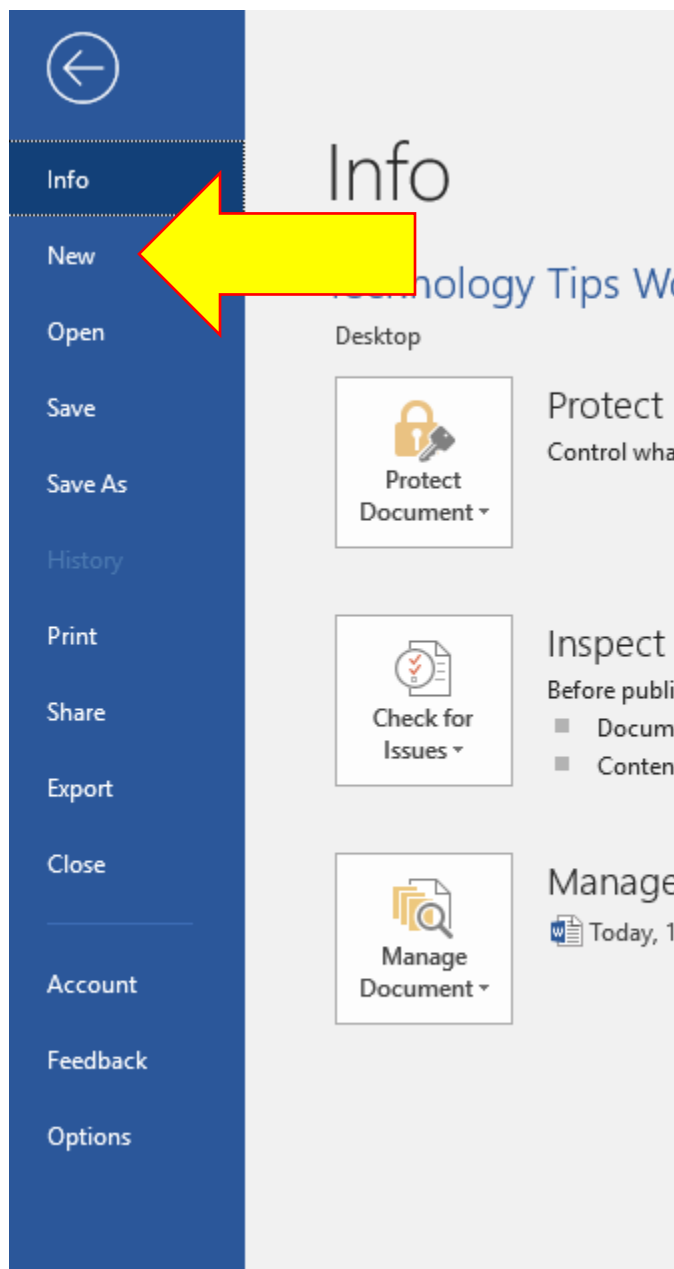
Are you new to creating professional documents virtually? You do not have to reinvent the wheel or be a professional graphic designer to create attractive, professional documents!

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

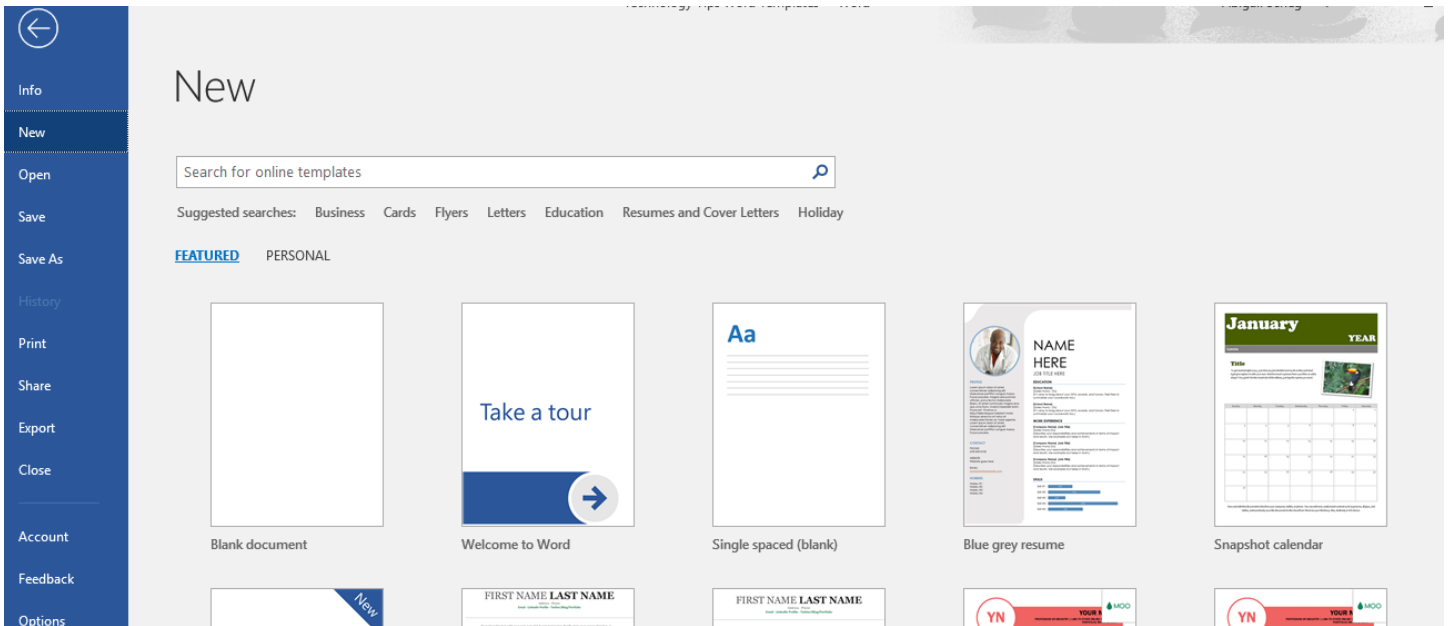
1. First, open up Microsoft Word on your computer. It should open to a blank word processing document.
2. Click the “File” option in the upper left-hand corner.



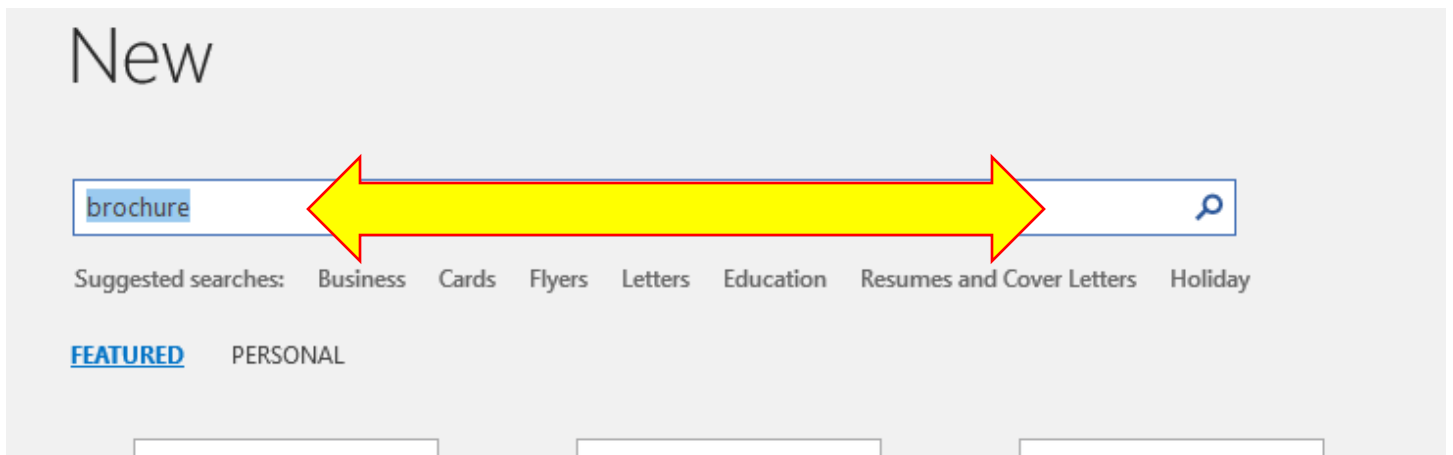
3. Click the “New” option:



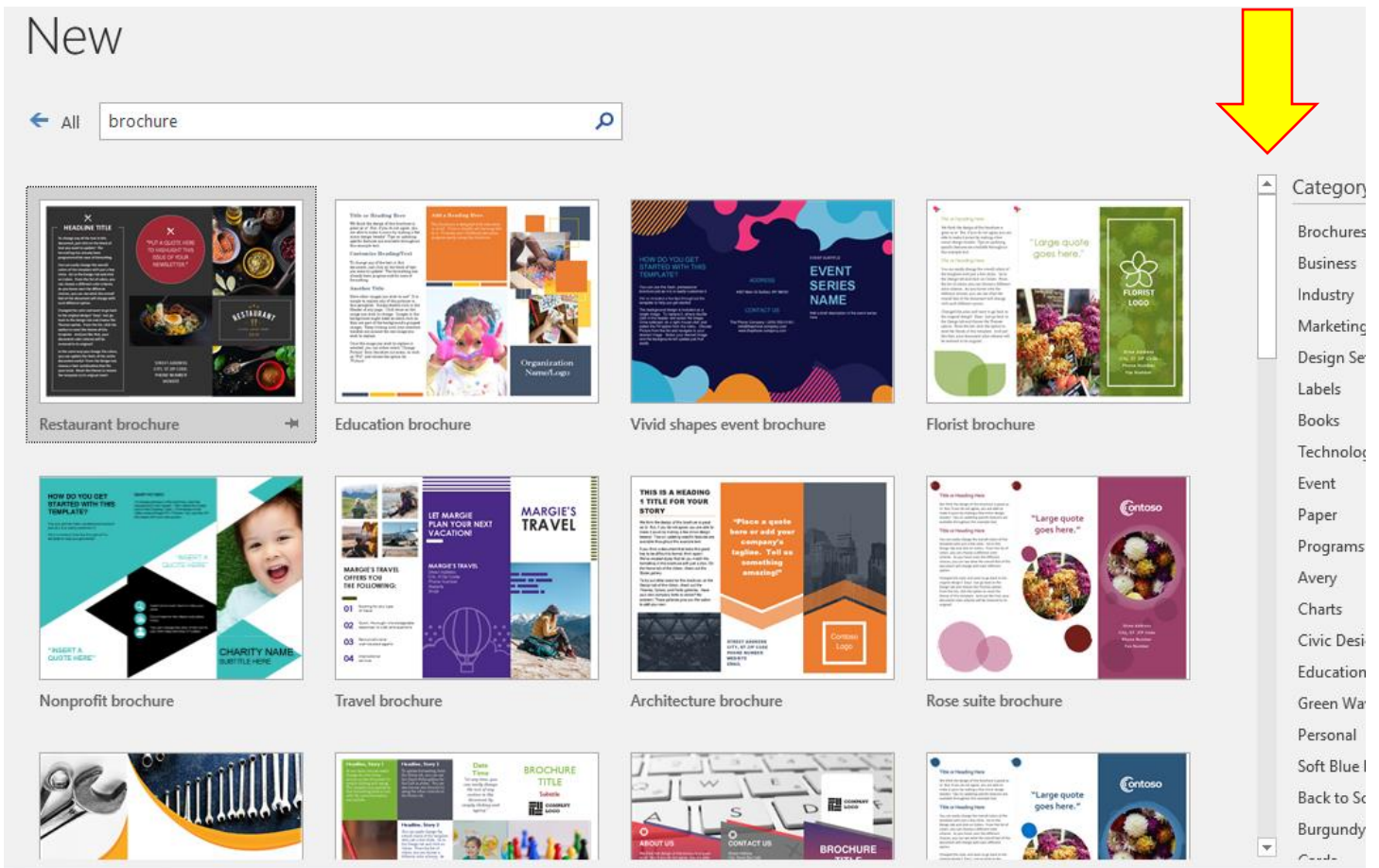
4. From here, you can search for template types, or select from several previewed options:



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:



- 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:



- 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!
- If you decide you do not want to use that template and want to revisit other templates, repeat steps #1-7.

