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Entry-level: Getting started with Word

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Exercise: Creating a document using a template

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

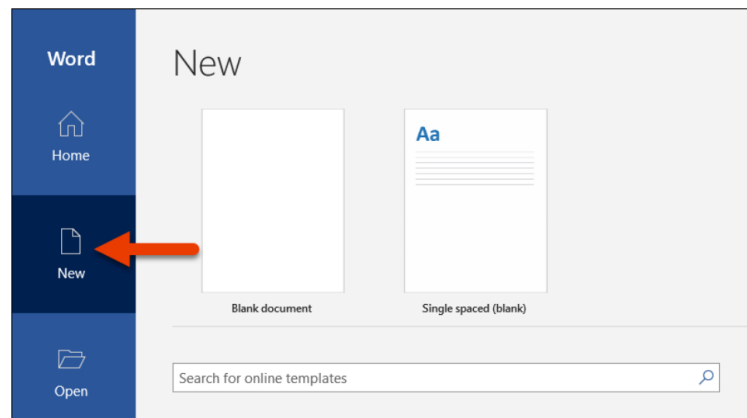
Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

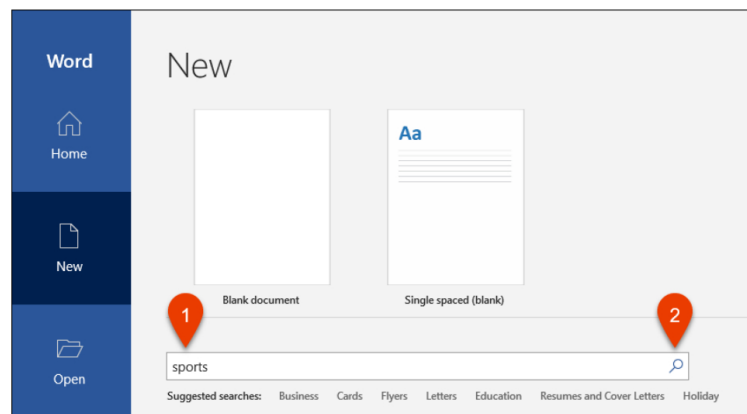
Let's get started!

In this exercise, you will set up a scorecard using a template. Internet access is required for this exercise.

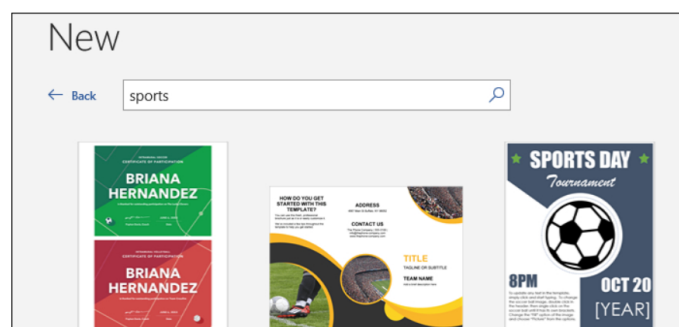
1. To begin, open Microsoft Word 365.
2. On the **Start** screen, click **New**:

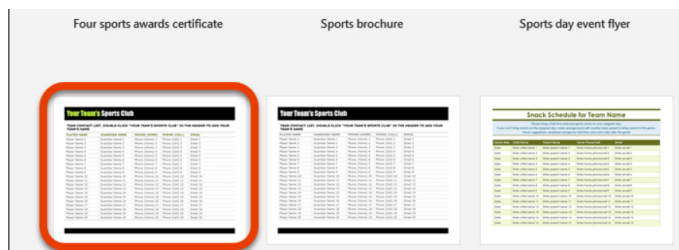


3. In the search field, type "sports." Click the magnifying glass to perform the search:

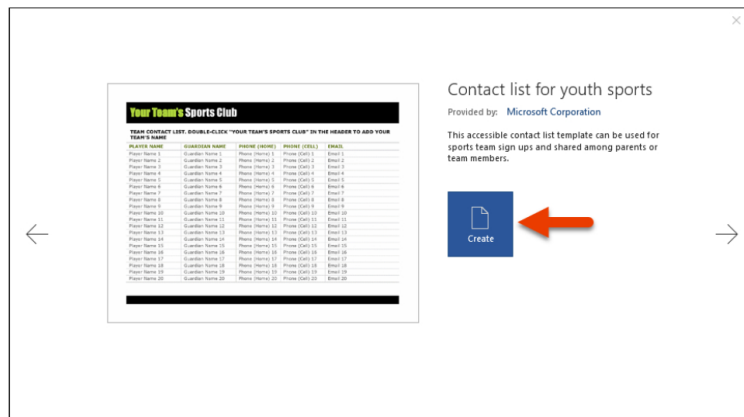


4. Click the **Contact list** thumbnail to select it:

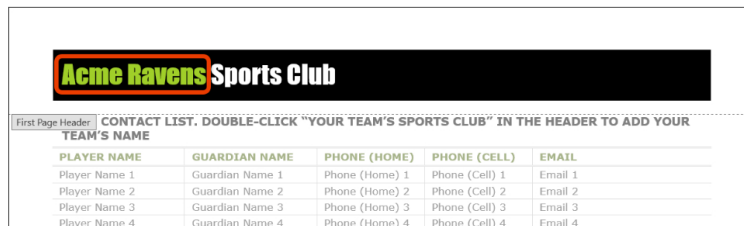




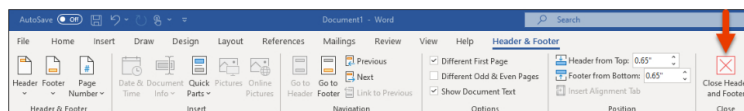
5. Click **Create** to confirm the process:



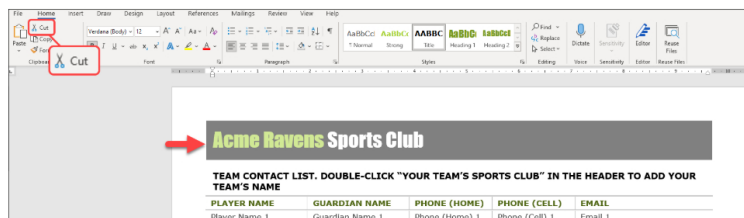
6. The template will download and open. If you receive a warning about **PERSONAL INFORMATION REMOVAL ENABLED**, click **Change setting**. Double-click the top of the page. This will allow you to edit the header area. Enter the name of your favorite sports team (You can use our sample team name, **Acme Ravens**, if you cannot think of anything):



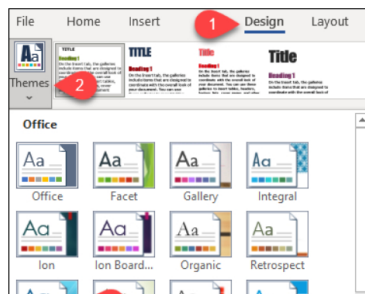
7. Because you have clicked in the **Header** area, a new **Header and Footer ribbon** has opened to the right. Close the **Header and Footer** view by clicking on the button on the far right-hand side as indicated.

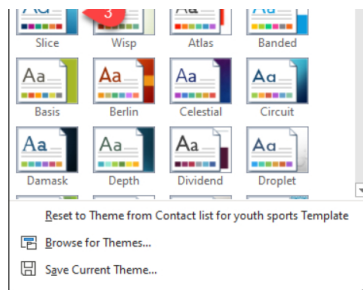


8. Delete the placeholder text above the table. This text currently reads **TEAM CONTACT LIST. DOUBLE-CLICK "YOUR TEAM'S SPORTS CLUB" IN THE HEADER TO ADD YOUR TEAM'S NAME**:



9. Now, let's look at how to change the overall appearance of the document with a **Theme**. A **Theme** is a predefined set of colors and fonts and will be covered in more detail in a future lesson. Click **Design, Themes** and then **Slice**:

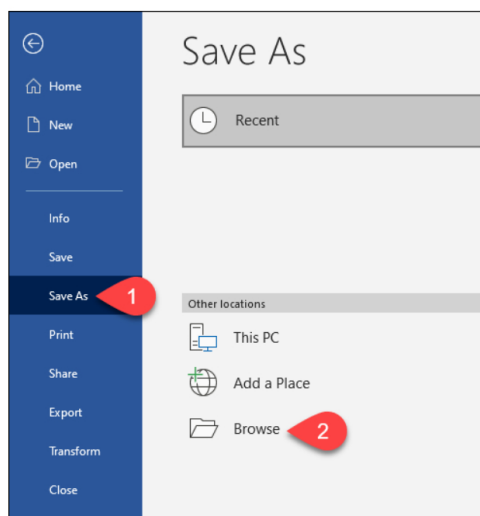




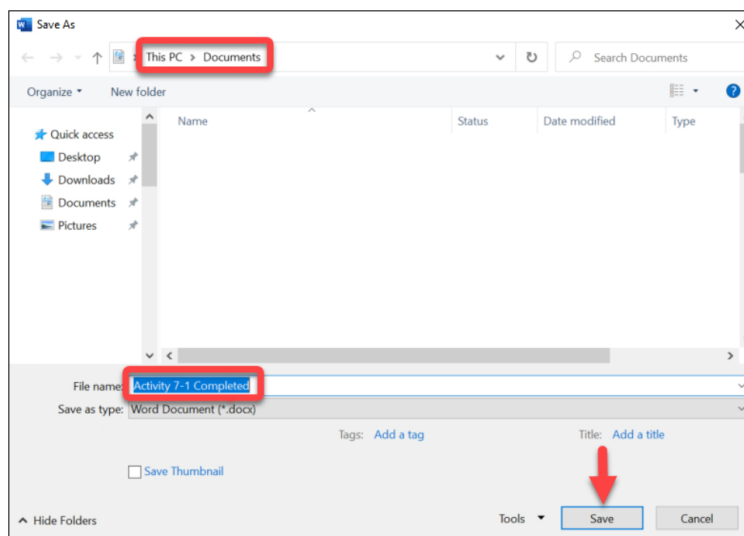
10. The change will be applied:



11. Click **File, Save As**, then **Browse**:



12. The **Save As** dialog box will open. Notice that the file type defaults to a regular Microsoft Word document. Save the file to your desktop as "Activity 7-1 Complete":



13. Close Microsoft Word 365 to complete this exercise.

