

Student Name: _____

Period: _____

Date: _____

GUIDED PRACTICE: TEMPLATES AND WIZARDS

Templates

1. File Menu, New, Task Pane appears
2. Click General Templates, Dialog box opens
3. Discuss the various types of Templates and the uses for each. Students will be using the résumé and fax templates in the next activity (no handout/refer to teacher instructions).
4. Demonstrate how to use the template for a Contemporary Memo
(Be sure to read the template's information before replacing text.)

Wizards

1. File Menu, New, Task Pane appears
2. Select the résumé wizard.
3. Key according to directions in the wizard.