

Work Smarter with Microsoft Office Templates

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Faculty Development Day

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Templates

- Advantages
 - Do NOT have to start a document from scratch (time-saver)
 - Quick, easy method to create pre-formatted documents (free)
 - Great tools for startup business, professional, or personal use
 - Some templates have HELP & TIPS within the Template or a Video
 - Cross-search for templates among various Microsoft programs
 - ***Implement as Professional Development in your “teaching” component of the faculty self-evaluation (or) Teaching Tool in class (or) Critical Thinking Tool
- Disadvantages
 - Downloading time can be lengthy
 - Some template formatting cannot be changed
 - Modifications to templates can be time-consuming

Note: the Links to the Templates will ****not**** work in this PDF file...simple use the FILE tab and NEW menu option in Word, Excel, Access, or PowerPoint to search for a specific template

How to Download Free Templates

Online

- www.office.Microsoft.com
 - 1,000's of templates (free)
- www.templates.office (note to self.....very Good Maps 😊)
 - 1,000's of templates (free; but must have a Microsoft acct.)
- <https://support.microsoft.com>
 - Connect with Help Desk and Microsoft online community for assistance
 - www.google.com/alerts (setup continuous alerts for templates or any topic)

Within Microsoft Software

- When you start a Microsoft program, search for a desired template (via Word, Excel, PowerPoint, Access, etc.)
- Use the **FILE** tab and the **NEW** option, then type a file type in the **Search box** to search for and download templates within a Microsoft program (Word, Excel, PowerPoint, etc.)

Organizational Tools & Quiz Templates

Organizational Tools

- Planners
- Calendars
- Meeting Agendas
- Meeting Minutes
- Conference Agendas

Quizzes

- Quiz Template - solar system sample
- Quiz Show
- Quiz Multiple Choice or Survey

Database Templates

- [Contacts](#) (template with a [*short help video*](#))
- [Asset Tracking](#) (computer labs, biology labs, etc.)
- Event Management (departments, student organizations, etc.)
- Project Management
- [Nutrition Tracking](#) (nutrition or health class)
- [Charitable Contributions](#) (student club, college campaign, etc.)
- Home Inventory
- Vehicle Maintenance
- ***** To download templates (use the FILE tab, NEW option, search box)

Presentation Templates & Photo Albums

Presentation Samples

- Orientation (employee or students)
- Open House (class, student organization, etc.)
- History or Heritage month
- Math Education Presentation
- Pharmacy Design
- Musical Presentation

Photo Albums Samples

- Event photo album
- Student Club, Family, etc.
- Wedding & Baby albums
- *****note: these can have lengthy download times because of graphics....but you can view a pre-show.....
-FILE tab, NEW option, search for “photo album”, then click the “More Images” to Preview the album

Templates for Various Subjects

- The Arts

- [Music Event Program](#)
- [Movie Awards Party & Ballott](#)
- Screenplay
- Story Manuscript
- [Tickets](#)

- The Sciences

- [Science Project Presentation](#)
- [Student Scientific Report](#)
- [Medical Poster with Graphics](#)

- MATH/Calculators

- [Loans](#)
- [Travel Expenses](#)
- [Project Cost](#)
- [Grade books](#)
- Home budget
- Weight Loss Tracker

- **** there are many variations to choose

Diagrams & Maps

Diagrams

- Cause & Effect Diagram
- Process Diagram
- Event Timeline
- List Diagram
- Organizational Charts
- ***diagrams are great for visual learners

Maps

- Map template #1
- Map template #2
- Use the FILE tab and the NEW option, then type a file type in the Search box to search for and download templates within a Microsoft program (Word, Excel, PowerPoint, etc.)

Templates (business)

- Business Plan
- Process Chart
- Business Timeline
- Sales Presentation
- Organization Charts
- Business Strategy Presentation

Templates (education)

- Calendars
 - Newsletters
 - Reports
 - Certificates
 - Flyers (File tab, New, search “flyers”)
 - Announcements
 - Letters, Business Cards, Resumes (job specific)
 - ***** To download templates (use the FILE tab, NEW option, search box) within Microsoft Word, Excel, PowerPoint, and Access
- Book marks
 - School book reports
 - Wedding guest books
 - Coloring books
 - Book manuscripts
 - Directories
 - Maps
 - Quizzes
 - Science Project
 - Student Organization Flyers

Works Cited

- www.office.Microsoft.com
- www.templates.office
- <https://support.microsoft.com>
- Youtube.com (How to Use Microsoft Word 2013 Templates) by Lynda.com