



# Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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## **Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc.**

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Templates and Forms features of Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

### Templates:

Templates vs Documents

Templates and Macros

Using a Template; Creating a New Template

Editing a Template

Showing Macro and Form Controls

Adding a Workgroup Template Folder

Changing Which Template is Attached

Changing Defaults in the Attached Template

Changing Elements in the Attached Template

Using Global Templates

Organizing Macros and Styles in Templates and Documents

Inserting Fields with Options

Using Building Blocks: Creating a Custom Building Block; Including Building Blocks in a Template;

Copying and Moving Building Blocks Between Templates; Creating Building Block Libraries

### Creating and Using Forms:

Inserting Content Controls

Turning On/Off Design Mode

Inserting a Repeating Section

Setting Content Control Properties: Adding a Title, Format Contents Using a Style, Self Destruct, Allow Multiple Paragraphs for Plain Text, Choose a Gallery for Building Block Gallery, Adding Items to Select From in Combo Box and Drop-Down Lists, Changing a Check Box Symbol, Changing Options for Date Picker

Changing Placeholder Text

Protecting a Form from Changes

Unprotecting a Form


Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Preventing Editing Parts of a Document, Preventing Deletions

Accessing the Form to Fill it Out

This guide is one of several titles available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms; and Word

2013 Advanced (ISBN 978-1936220830).

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