

LESSON 127

MS WORD HIDDEN TEMPLATES

The Microsoft Office 2000 version of Word provides a series of templates with which you can create various documents. The list includes the following tabs and the documents that can be created under each tab:

TAB	TEMPLATES
GENERAL	Blank document Web page, E-mail message
DIRECT MAIL MANAGER	Flyer wizard M Letter wizard Postcard Wizard, Simple form letter
LEGAL PLEADINGS	Pleading wizard
LABELS & FAXES	Contemporary fax, Fax wizard Contemporary letter, Letter wizard Elegant fax, Elegant letter Professional letter, Professional fax Mailing label wizard Envelope wizard
MEMO	Contemporary, elegant and professional Memo, Memo wizard
PUBLICATIONS	Brochure, directory, manual, thesis
REPORTS	Contemporary, elegant and professional report
WEB PAGES	Column with content, Left or right-aligned column Personal web page, web page wizard Table of contents, FAQs Web page wizard, simple layout
BUSINESS PLANNER	109 different forms, including everything TEMPLATE from IRS audit appeal to articles of Incorporation. Too much to list here Each of these tabs allow you to create any of the documents listed, and you can create and add new templates. The Office 97 version of Word also contains templates but the list is far shorter.

