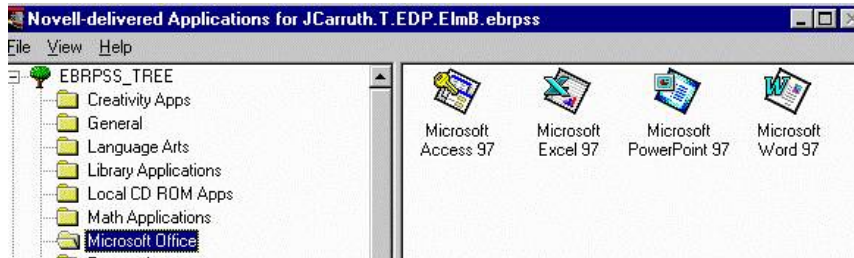
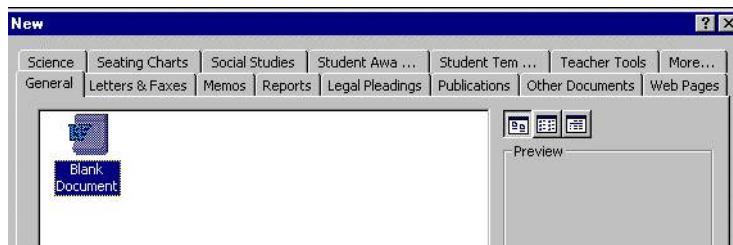


Using Microsoft Word Templates

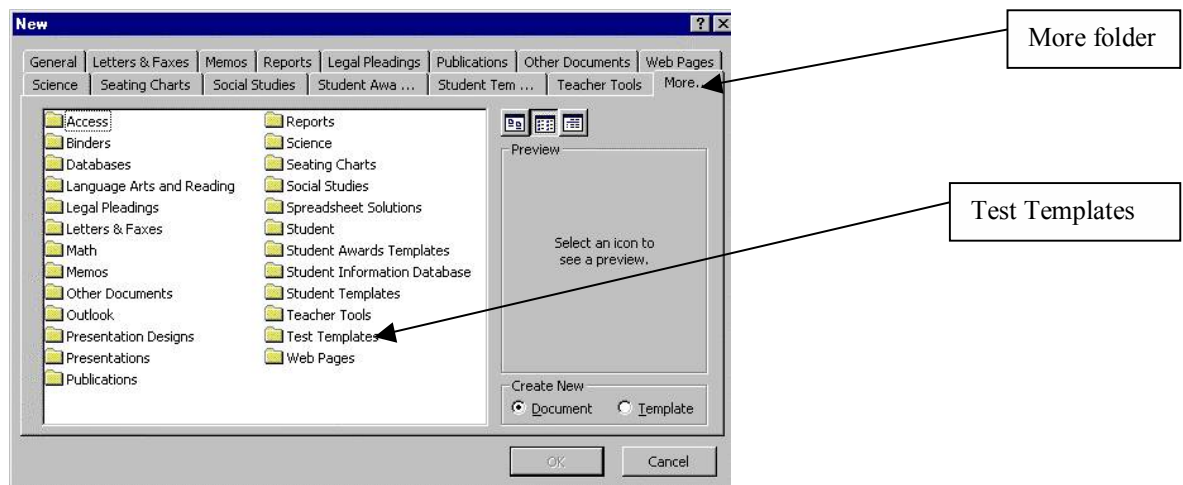
- Open the Microsoft Office Folder
- Double click on the Microsoft Word icon.



- After Microsoft Word opens, click on **File** and then **New**.
- You will see the following folder. If you were just typing a regular document you would choose "Blank Document".
- However, if you were choosing to use a template (a document in which you fill in blanks and navigate by using the Tab key), you would choose the folder you desired from the top of the window.



- The Eden Park Spelling Template is listed under the folder entitled "More". Then click on the "Test Templates" folder.



- Open the Spelling Test Template by double clicking on the icon. It will open. You may then double click on the heading to fill in the Unit number. Then double click on the actual test and use the TAB key to navigate around the document. If you make a mistake, don't forget you can just click the undo arrow to correct it.

NAME _____ DATE _____

SPELLING TEST UNIT ____

1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- After completing the document, don't forget to save it under your Home Directory as outlined above.
- Use any of the other templates in the same manner. You can create student awards, seating charts, a class newsletter or any number of other documents using these templates.