

Using Templates in Microsoft Office 2007

Follow these steps to use the many templates available to you in Microsoft Office:

1. Open up **Microsoft Excel, Word, or PowerPoint.**
2. Click on the **Microsoft Office Button.**
3. Select **New.**
4. Click on the topic you want to view or search Microsoft Online using the search box.
5. Click on a template to see a preview.
6. Once you find the template you want to use, click **Download** (if it is from Microsoft's Online Gallery) or **Create** (if it is an existing template).

