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### INTRODUCTION TO MICROSOFT WORD 2010

My personal favorite is the Microsoft Word 2010 Bible by Herb Tyson. Another is Microsoft Word 2010 In Depth by Faithe Wempen. The thing about books is that someone has paid a person or people to organize information. Those are in depth. On a simpler level: Microsoft Word 2010: The Missing Manual by Nancy Connor and Matthew McDonald

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In this guide, we'll show you the steps to create a template to speed up the creation process of documents with a specific type of content and structure using Microsoft Word.

### How to create custom Microsoft Word templates in Office ...

Type a name for your template in the File name box. For a basic template, click the template item in the Save as type list. In Word for example, click Word Template. If your document contains macros, click Word Macro-Enabled Template. Office automatically goes to the Custom Office Templates folder. Click Save.

### Create a template - Office Support

Normally, we open user template location manually. Step 1: In Word 2010 and 2013, click File > Options > Advanced; In Word 2007, click Office Button > Word Options > Advanced. Step 2: Click File Locations to bring up the File Locations dialog. In the File Types list, choose User Templates.