

Sample Word Documents

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To apply a sample Word template Open a record with information with the entity type that matches the sample template. For example, open a customer account record in Sales to apply the Account Summary template. Click More (...) > Word Templates, and then under Word Templates select the sample template.

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Our free Word invoice templates are a simple and easy way to send a professional-looking invoice to clients. Simply download the file you want and fill out the customizable fields. Then you ' re ready to email, print and mail the customized Word invoice template. This printable invoice works perfectly for standard 8.5 x 11 printer paper.

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Open the “ File ” menu, and then click the “ Save As ” command. Select where you want to save your document. After typing a name for your template, open the dropdown menu underneath the name field, and then choose the “ Word Template (*.dotx) ” option. Click the “ Save ” button.

How to Create a Template in Microsoft Word

[Note: This is a sample accessible document policy for a hypothetical organisation publishing PDFs and other non-HTML documents on GOV.UK. It contains sample wording and guidance on what to include.

Sample accessible documents policy - GOV.UK

The following sample macro searches for a specified paragraph style in a Microsoft Word 2002, Microsoft Office Word 2003 or Microsoft Office Word 2007 document and adds text to the beginning of each occurrence that it finds.

Sample macro that uses a loop to find text in Word documents

A delivery note is a document accompanying a shipment of goods provided upon delivering them. It generally consists of details, such as goods ordered by the customers, its price, quantity along with the signature of the customer. The delivery note makes sure the customer (s) successfully received the goods they ordered.

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Note: If content controls are not available, you may have opened a document or a template that was created in an earlier version of Word. To use content controls, you must convert the document to the Word 2013 file format by clicking File > Info > Convert, and then clicking OK. After you convert the document or template, save it.

Save a Word document as a template - Word

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