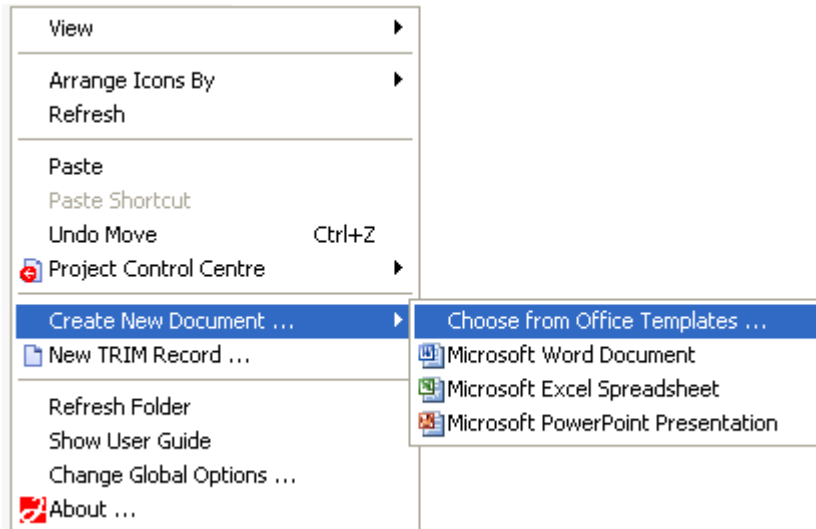


APPENDIX 1 – CREATING NEW DOCUMENTS: “CHOOSE FROM OFFICE TEMPLATES” NAVIGATION

When creating a blank document, if you require a document template or an application other than Word, Excel or Powerpoint you can reach it by right click > Create New Document > **Choose from Office Templates...**



Locate the template on your network drives.

For other Microsoft Office applications navigate to **C:\Documents and Settings\All Users\Start Menu\Programs\Microsoft Office:**

