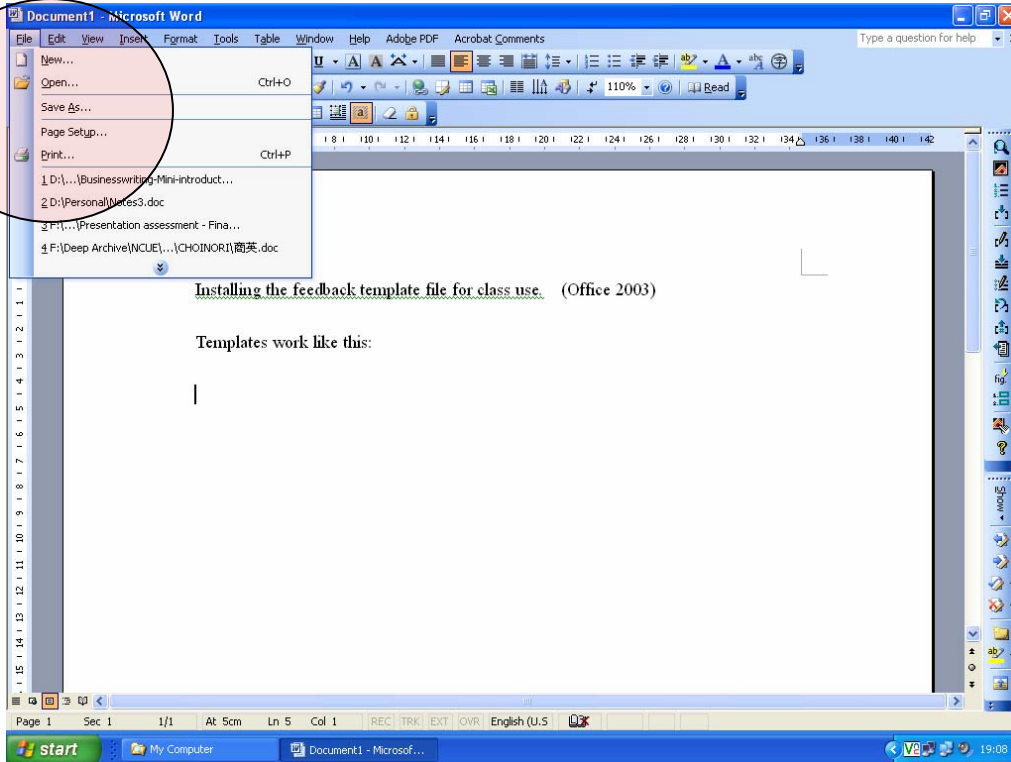


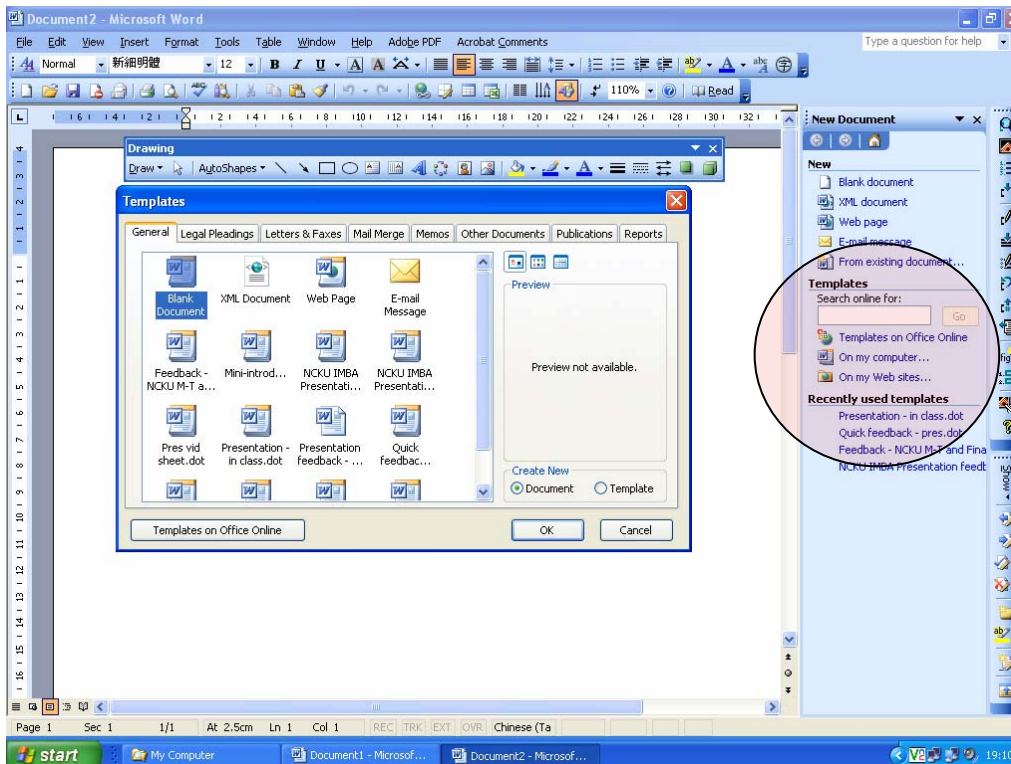
USING TEMPLATES FOR CLASS (OFFICE 2003)

Using templates Templates are useful because they let you open the same document several times without changing the original. Each time you open the template (when installed properly) means you need to save it with a new name. The operation works as shown in the following steps.

File menu... select 'new' to open the folder (below) on the right side of your screen



Choose templates on my computer. The aim is to open the templates folder



USING TEMPLATES FOR CLASS (OFFICE 2003)

Now with a template open you should save it. See the instructions when you open the file. The format you should follow is <group you are assessing><your group name>.doc Now with this document you can suggest grades and add your comments.

The screenshot shows a Microsoft Word 2003 window titled "Document5 - Microsoft Word". The document content is as follows:

NCKU, EMBA - FEEDBACK, CLASS PRESENTATIONS

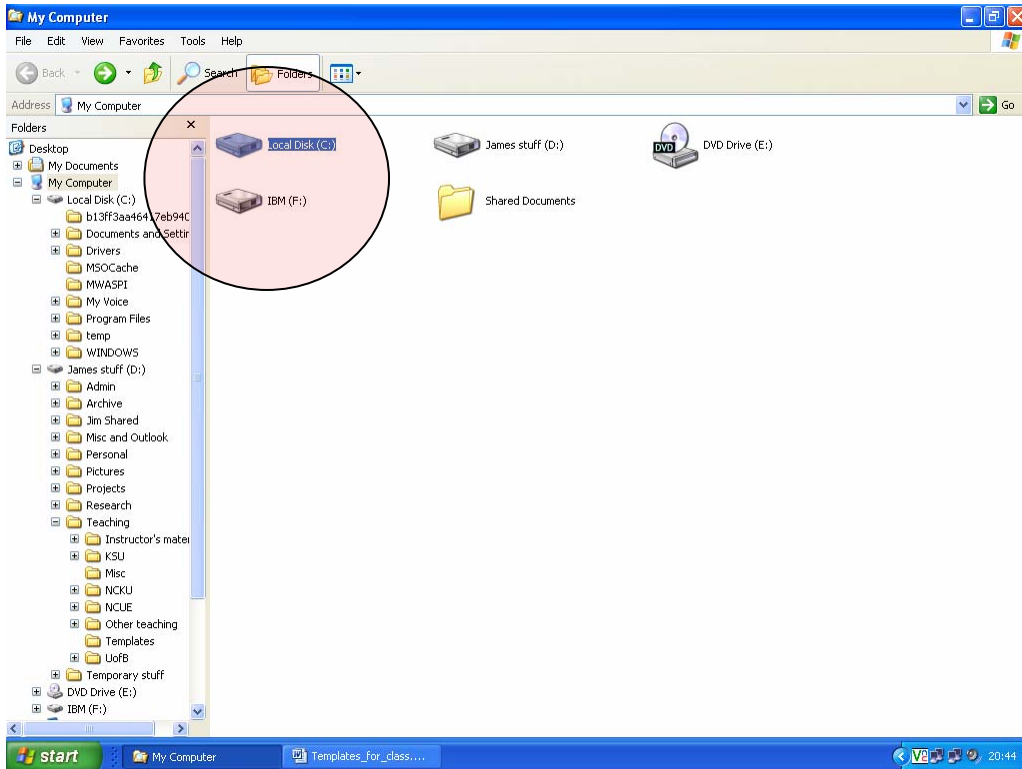
| | | | |
|--|---|---|---|
| THE GROUP YOU ARE ASSESSING: | | | |
| TYPE HERE | | | |
| YOUR GROUP NAME: | | | |
| | | | |
| A | B | C | D |
| Are ideas presented connected with the aims of the presentation? | Are the ideas presented clearly supported with evidence and logical argument? | Is it easy to follow & to understand? (Are the slides clear and easy to follow e.g. use of new pictures, words, graphs) | Overall impression (is it a group presentation etc.?) |
| 40% | 30% | 20% | 10% |
| 5% | 5% | 5% | 5% |
| Space will expand as you type) | | | |
| 5% | | | |
| 10% | | | |
| 15% | | | |
| 20% | | | |
| 25% | | | |
| 30% | | | |
| 35% | | | |
| 40% | | | |

A yellow callout box on the right side of the form contains the following text: "Save your file. Use this format: group being assessed your group.doc So an example would be TIV Voltes.doc - where TIV is the group being assessed and Voltes is your group."

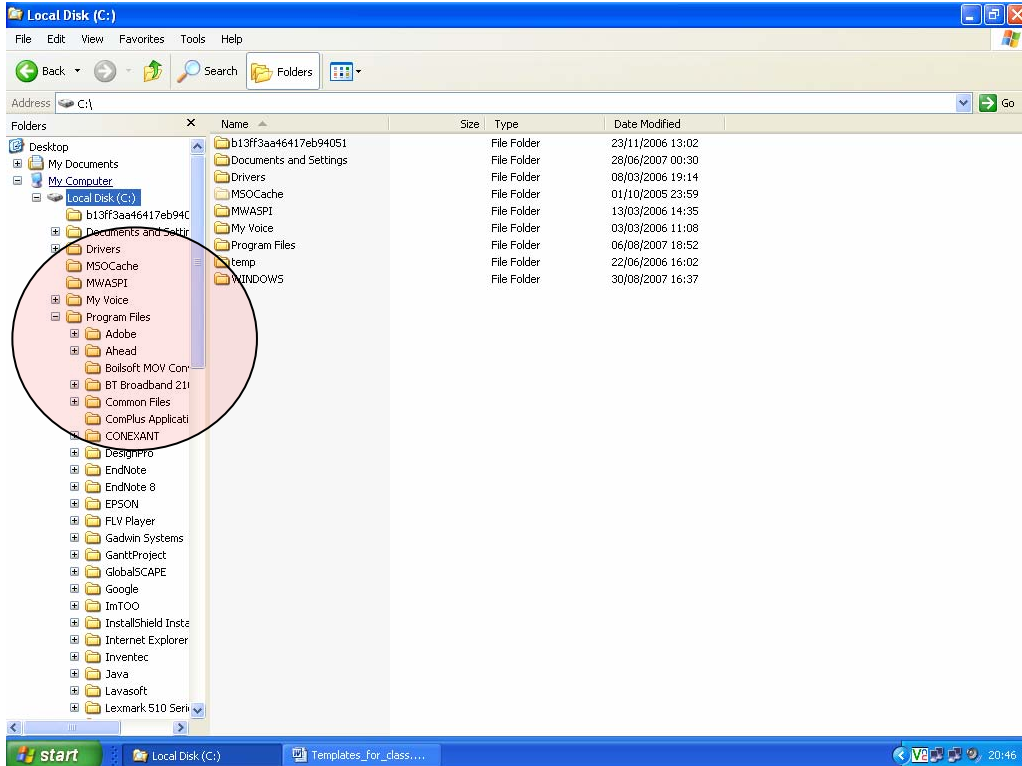
USING TEMPLATES FOR CLASS (OFFICE 2003)

Copy the file to your template folder To use this file as a *template* you need to put it in the *template folder in your computer*. On my computer it looks like this.

Open my computer and the C: drive.

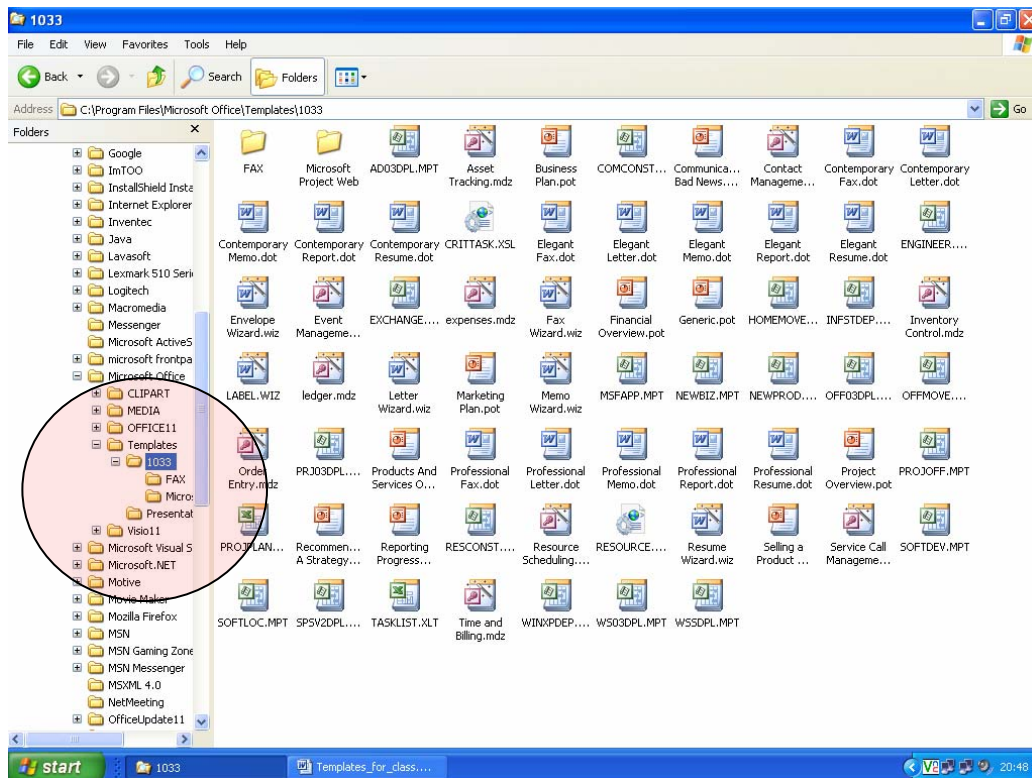


Then open the folder named 'Program files' and go down to



USING TEMPLATES FOR CLASS (OFFICE 2003)

...then open the 'Microsoft Office' folder followed by the 'Templates' folder and click on the '1033' folder to make sure it is open. Copy the template file into this folder.



Close this folder. Close word and re-open it. Then follow the procedure above to use the file as a template. Please be careful to save the file using the format given. This makes it easy to group the feedback forms after class.