

## User Guide: IT Services

### NWU Templates for MS Office

This service provides access to the official NWU templates.

#### MS Word

Agendas, Exampapers, Faxpages, Letterheads, Memos, Minutes, Standard Documentation, etc.

**VISIT THIS PAGE**

<http://services.nwu.ac.za/it/sc/nwu-templates-office>



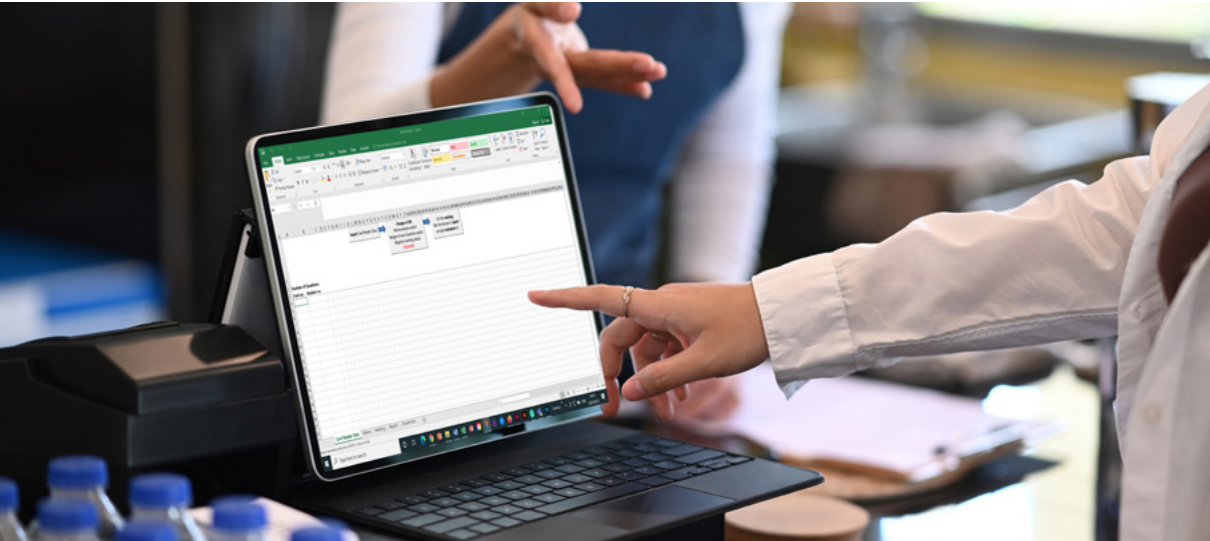
#### MS Excel

Multiple Choice,

Lecturer Evaluation.

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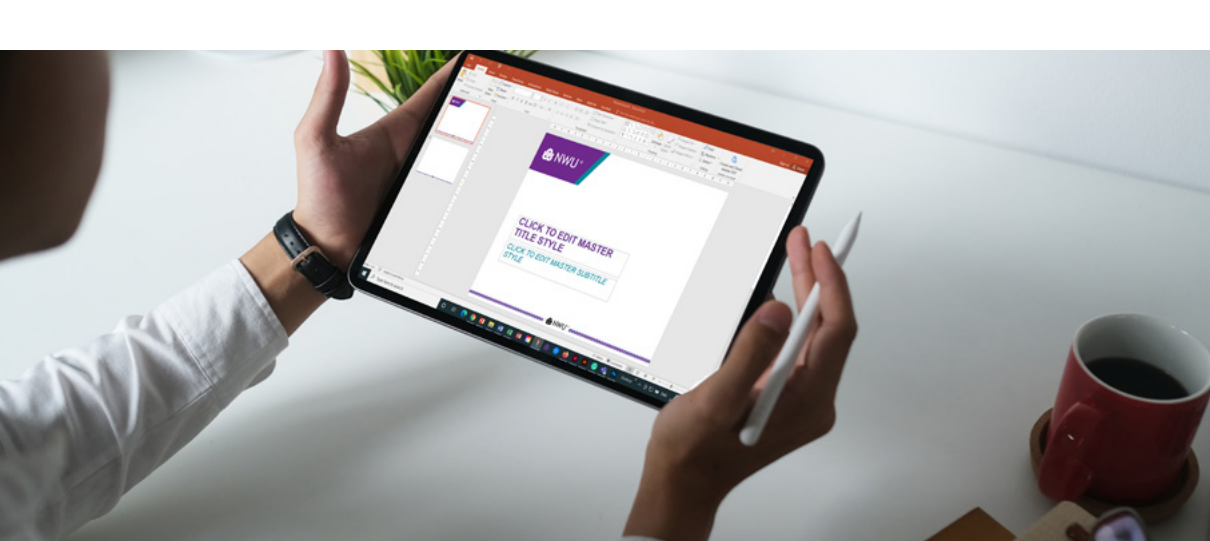


#### MS PowerPoint

For different presentations

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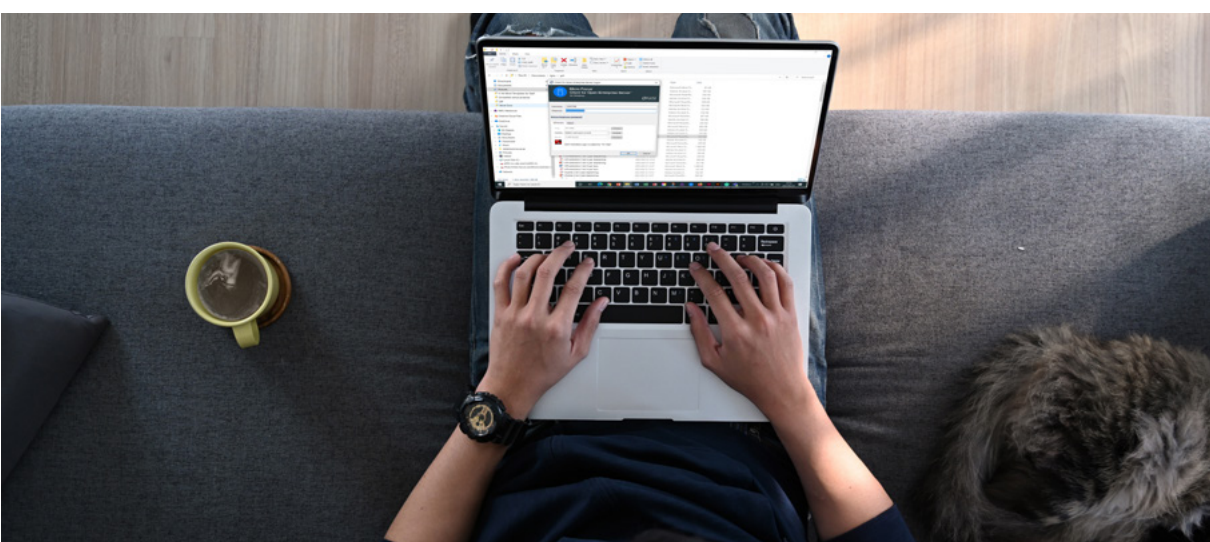


## Prerequisites

The user has to be logged into Novell

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## User Responsibilities

The Novell network (the user has to be logged into Novell).

Simply follow the steps in the

[How to use the NWU templates manual.](#)

### How to report a problem with the service

Log a ticket

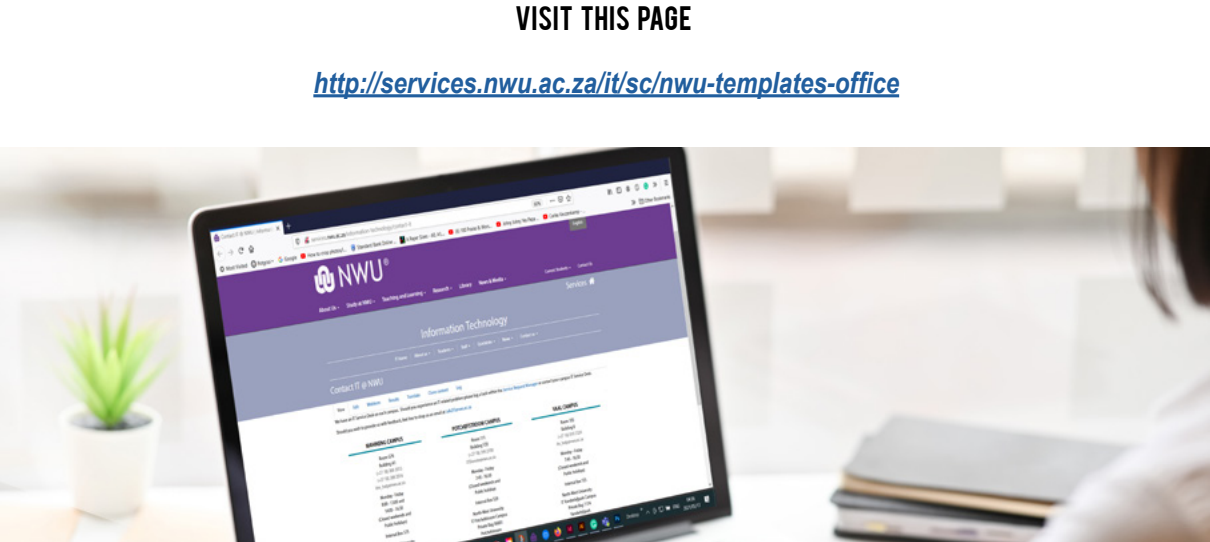


Contact your IT Service Desk



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<http://services.nwu.ac.za/it/sc/nwu-templates-office>



## Other Resources

For training regarding the different templates visit IT Training

[How to use the NWU templates](#)

MS Word template shortcuts

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<http://services.nwu.ac.za/information-technology/contact-it>

