NWU TEMPLATES

NWU official templates for Word, Excel, and PowerPoint. is now available from the NWU's Microsoft 365 environment.

1 Instructions

To use an official NWU template, please make sure of the following:

- Please make sure that your PC/Laptop is connected to the **internet**.
- Please make sure that you are **signed-in** to Microsoft 365 from the specific application (Excel, PowerPoint, or Word)

2 Resources

Using the templates from Microsoft Word, Excel, or PowerPoint

- Click file New.
- Click **North-West University** and choose the template you want to use.
- Follow the instructions and save the document.

3 Naming of the templates

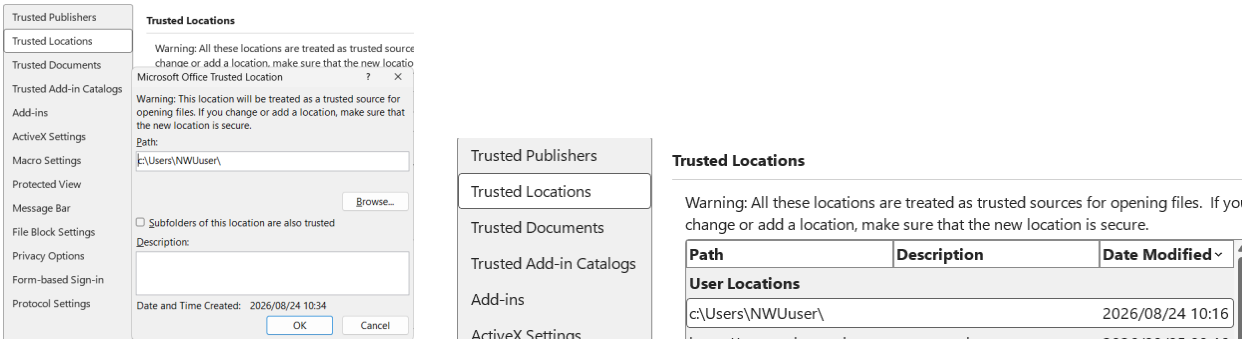
- Mahikeng specific template names start with MC_
- Potchefstroom Campus specific template names start with PC_
- Vanderbijlpark Campus specific template names start with VC_
- Template names that is relevant for all staff start with NWU_

4 Before your start

Ensure that the following settings are in place.

4.1 Trusted Locations (for MS Word, MS Excel and MS PowerPoint)

- Click File > Options > Trust Center
- Then click on the Trust Center Settings... button at the right-hand side (cancel when it asks for your firewall id and password - this can be up to 4 times)
- Choose Trusted locations.
- Ensure the Allow Trusted Locations on my network option (at the bottom of the screen) is checked.
- Click on Add new location tab
- In the space underneath the path – type in C:\Users\NWUuser, click on ok.



4.2 Macro Settings (for MS Word, MS Excel and MS PowerPoint)

- Click File > Options > Trust Centre > Macro Settings
  - Ensure that the Disable all macros with notification option is checked.
  - Ensure that the Trust access to the VBA project object model is also checked.

Please remember that the updated version of a template will always be available from the Microsoft 365 Environment.

Original details: (12098795) C:\Users\12098795\OneDrive - North-West University\Desktop\NWU Templates.docm
16 May 2023

Current details: (12098795) C:\Users\User\NWUNextcloud\backup pc\New folder\downloads\NWU Templates - Copy.docm
24 August 2026

File reference: 1.2.3