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

- Institution specific template names start with IO_

- 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.

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.