

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Microsoft Office Templates for Just About Everything

Why be satisfied with that old PowerPoint, newsletter, fax, or memo design, when you can get an exciting new one for free from Microsoft! You can find templates for brochures, calendars, greeting cards, labels, memos, invitations...even floorplans, paper folding projects, and tournament brackets!

Just go to the templates page of Microsoft Office's Web site at <http://office.microsoft.com/en-us/templates/default.aspx> and look under "Browse templates."

Browse Templates

▪ Agendas	▪ Faxes	▪ Newsletters
▪ Award certificates	▪ Flyers	▪ Plans
▪ Brochures	▪ Forms	▪ Planners
▪ Budgets	▪ Gift certificates	▪ Postcards
▪ Business cards	▪ Greeting cards	▪ Presentations
▪ Calendars	▪ Inventories	▪ Purchase orders
▪ Content slides	▪ Invitations	▪ Receipts
▪ Contracts	▪ Invoices	▪ Reports
▪ Databases	▪ Labels	▪ Resumes and CVs
▪ Design slides	▪ Letters	▪ Schedules
▪ Diagrams	▪ Lists	▪ Statements
▪ Envelopes	▪ Memos	▪ Stationery
▪ Expense reports	▪ Minutes	▪ Time sheets




» More categories

Click on the category you are interested in and you will get a list of templates with descriptive information – the application the template works with is given as part of the information.

Floorplans

Sort By: **[Rating]** | Downloads | Date | Name

Templates 1-14 of 14

	Office layout (US units) Provided by: Visimation Version: Visio 2003 or later Downloads: 22800 Rating: ★★★★★☆ (133 votes)
	L-shaped kitchen layout (U.S. units) Version: Visio 2003 or later Downloads: 8541 Rating: ★★★★★☆ (50 votes)
	Peninsula kitchen layout (U.S. units) Version: Visio 2003 or later Downloads: 7141 Rating: ★★★★★☆ (48 votes)

Click on the template you want, then click the **Download Now** button. The template will open in the application it is designed for.

You can find templates for Microsoft Office for the Macintosh at the [Mactopia Template Gallery](#), and for Microsoft Works at the [MSN Microsoft Works Templates](#) page.

That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.