

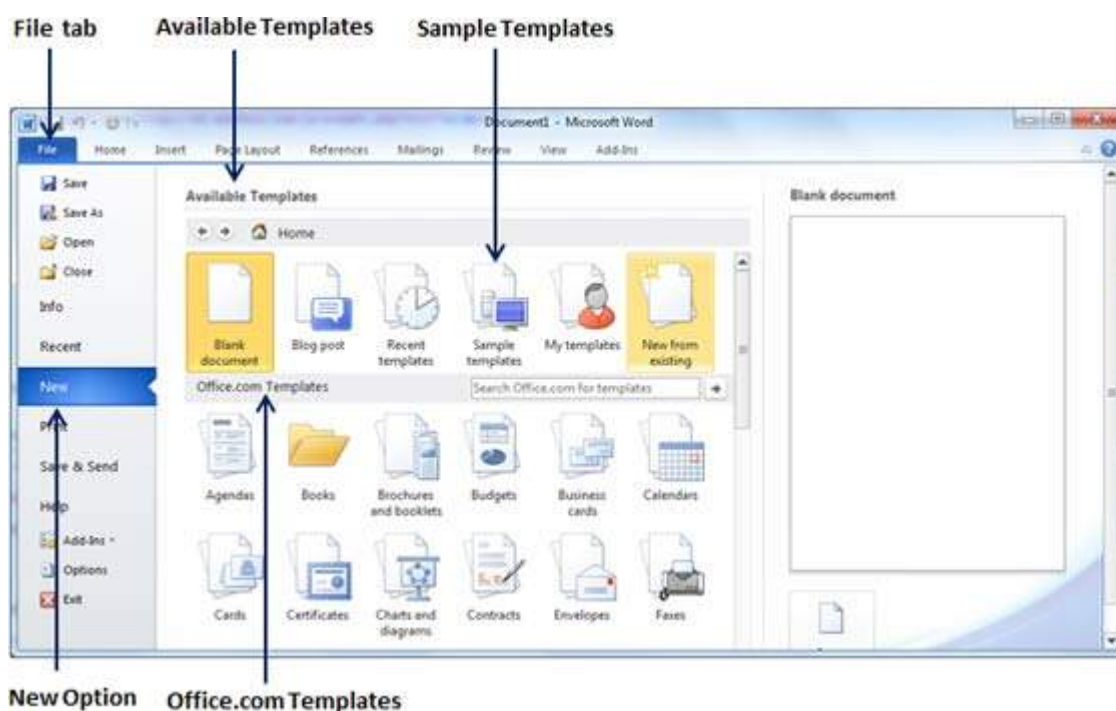
USE TEMPLATES IN WORD 2010

Microsoft Word template is a collection of styles which defines paragraph styles for regular text paragraphs, a title, and different levels of headings. You can use any of the already existing templates for your word document or you can design a template which can be used for your all the company documents.

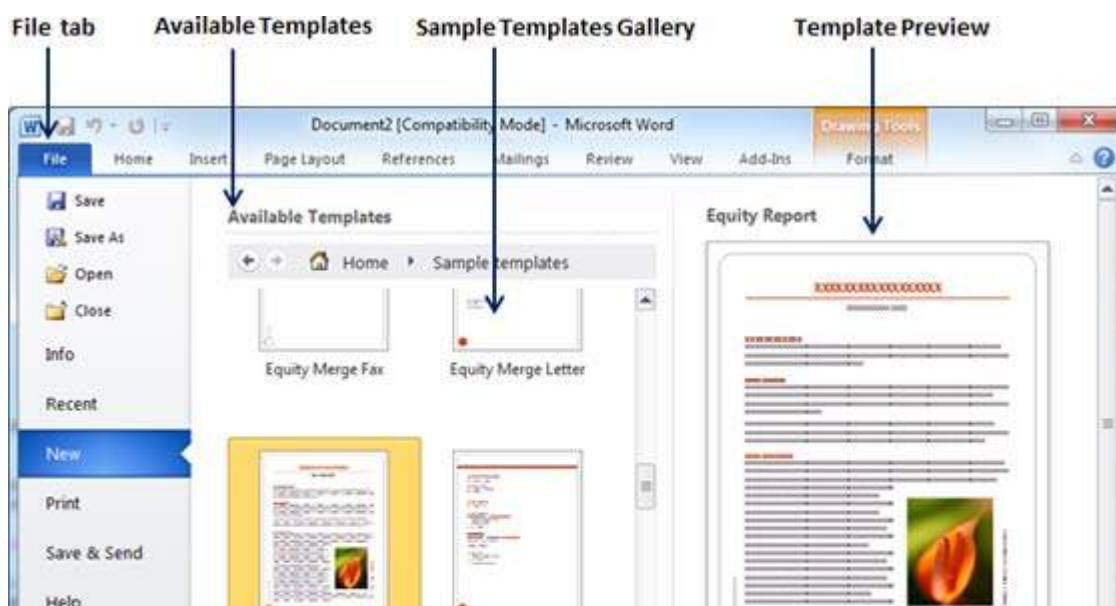
Using Existing Template:

Following are the simple steps to use an already existing template for your newly created word document. A template is selected at the time when you create a new blank document.

Step 1: To start a new document, Click the **File tab** and then click **New** option which will display **Available Templates** to be selected.

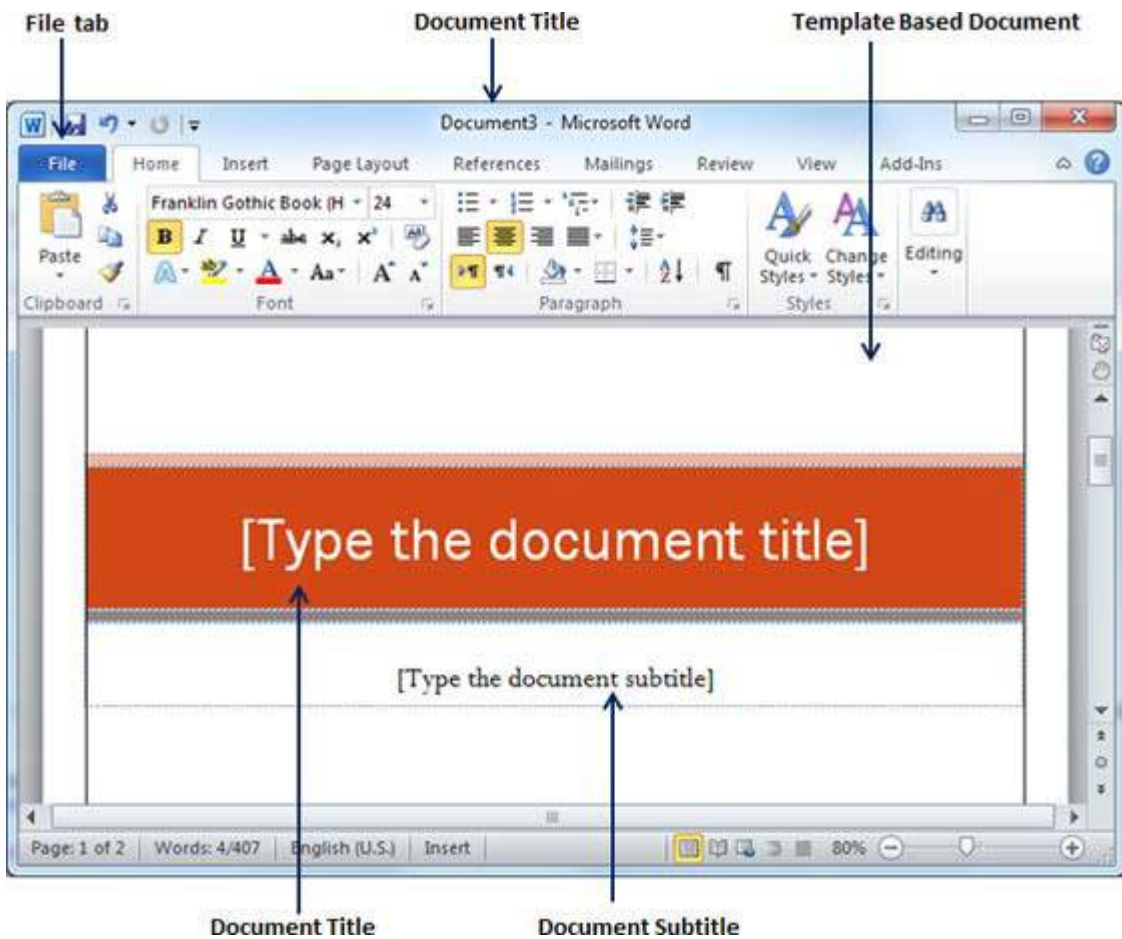


Step 2: Microsoft Word provides a list of templates arranged under **Sample Templates** or you can download hundreds of templates from **office.com** which are arranged in different categories. We will use **Sample Templates** for our document, so let us click over **Sample Templates** which will display a gallery of templates. You can try to use **office.com** option to select a template for your requirement.





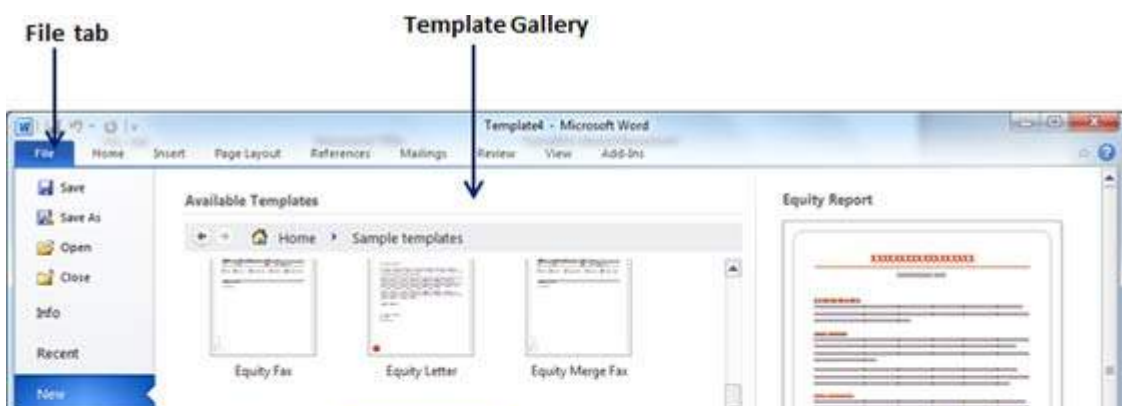
Step 3: You can browse a list of available templates and finally select one of them for your document by double clicking over the template. I select **Equity Report** template for my report purpose. While selecting your template for a document, you would have to select **Document Option** available in the third column. This opens your document with predefined setting which you can modify document title, author name, heading etc as per your document requirement.



Create New Template:

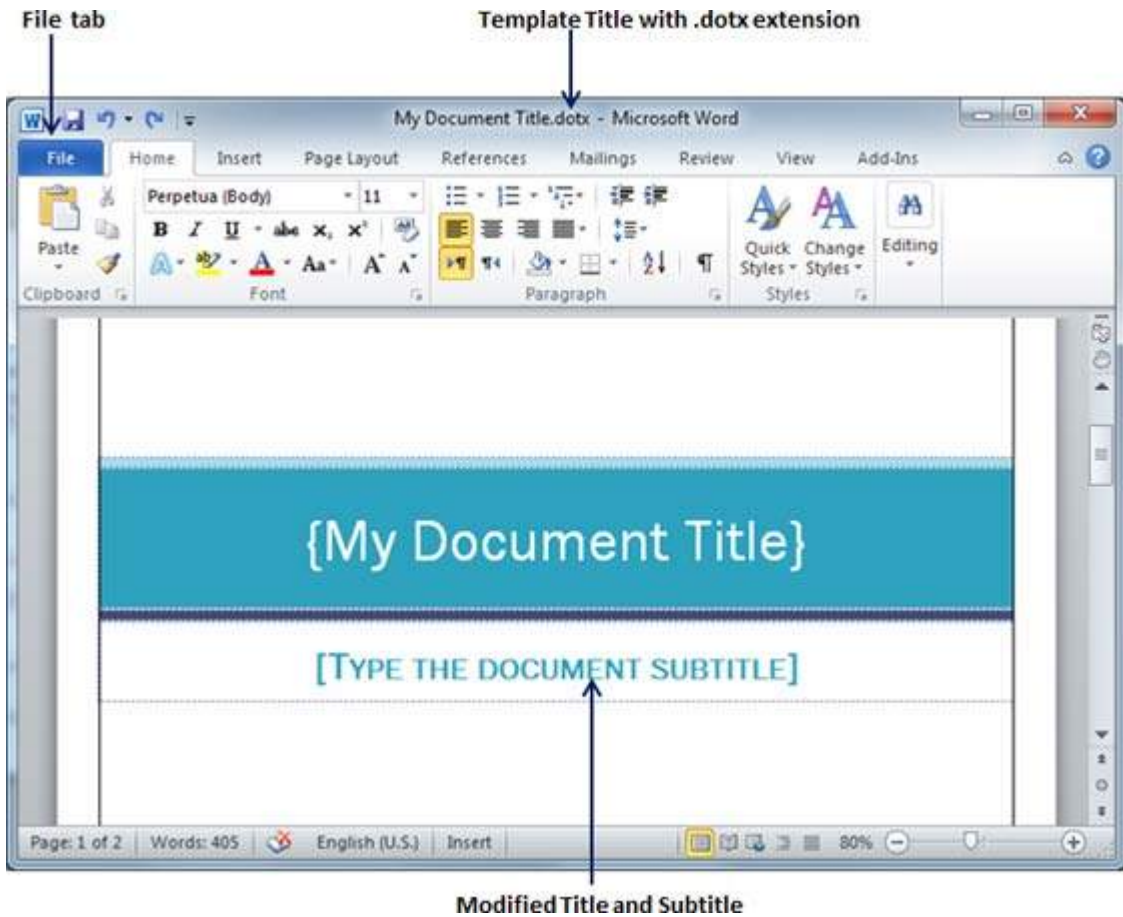
You can create a fresh new template based on your requirement or you can modify an existing template and save it for later use as a template. A Microsoft Word template file has an extension of **.dotx**. Following are the steps to create a new template.

Step 1: To create a new template using an existing template, Click the **File tab** and then click **New** option which will display **Available Templates** to be selected. Select any of the available template and open it with **Template Option** turned on.





Step 2: Now you can modify opened template as per your requirements and once you are done, you are save this template with **.dotx** extension which is standard extension for Microsoft Word Templates.



You can create a template from a new document as well. Click the **File** button, and click **New** option to open a new document. Under **Available Templates**, double click **Blank Document** to create a new document template. Save the template with a unique name and **.dotx** extension.

You can save created template anywhere you like and whenever you like to use this template, just double click over the template file and it will open a new template based document for you.

Loading [MathJax]/jax/output/HTML-CSS/jax.js