

Using a Template

Introduction

EDUCATION

[Type the school name]

[Type the completion date]

[Type list of degrees, awards]

EXPERIENCE

[Type the job title] | |

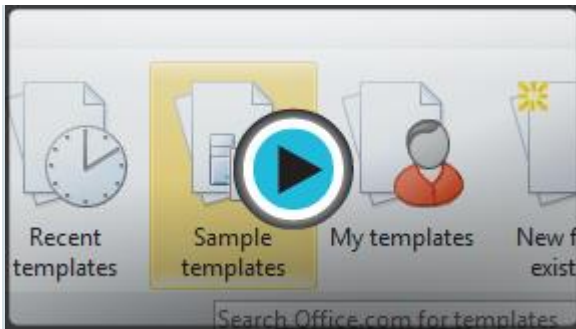
[Type the start date] - [Type the end date]

[Type list of job responsibilities]

A **template** is a predesigned document you can use to **create documents quickly** without having to think about **formatting**. With a template, many of the larger document design decisions such as margin size, font style and size, and spacing are predetermined. In this lesson, you will learn how to **create a new document with a template** and **insert text** into it.

Creating a new document with a template

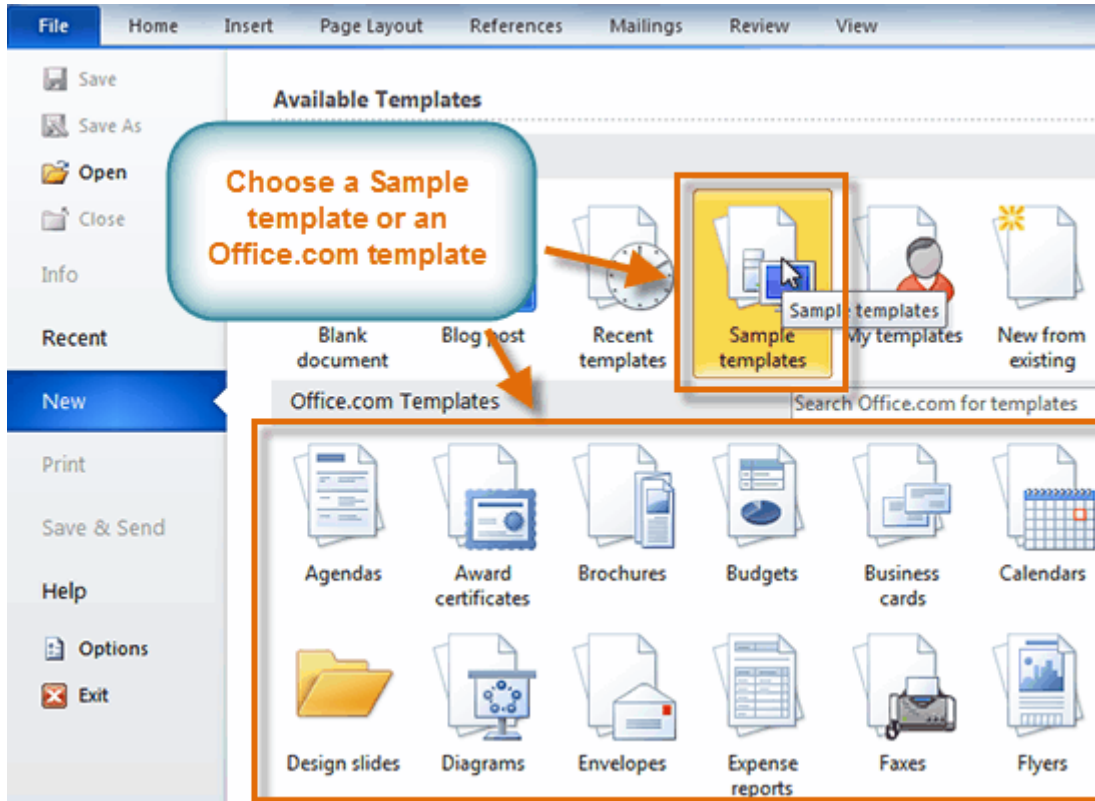
Video: Using Templates in Word 2010



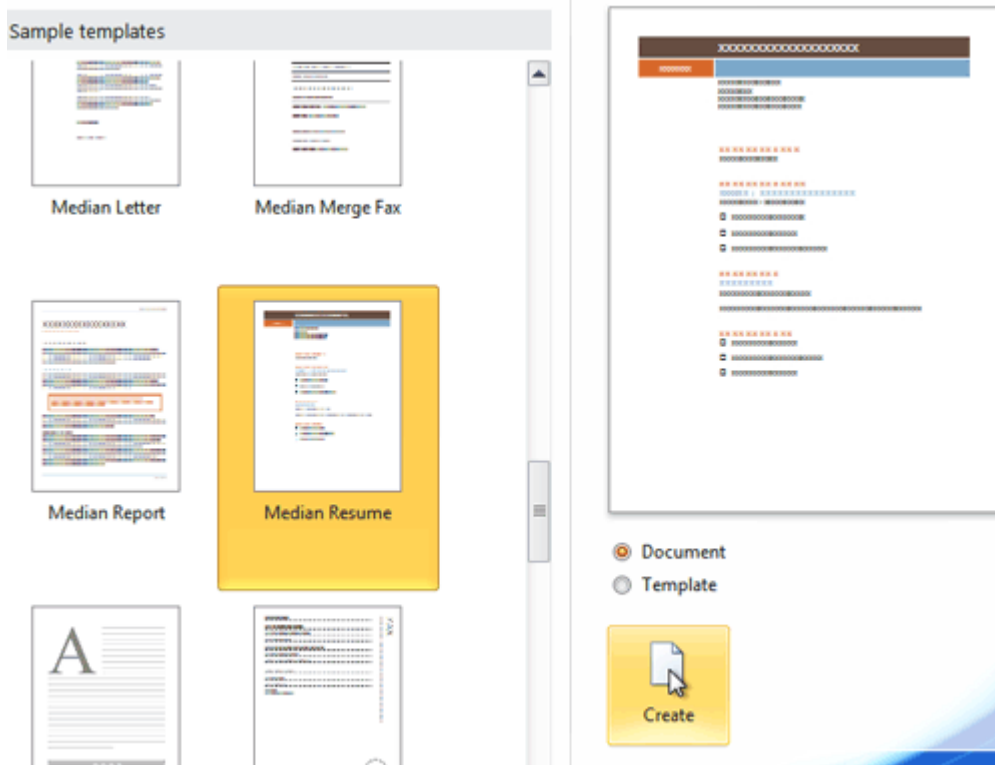
Templates can help you create a more professional and visually appealing document. With Word's large selection of templates, you'll likely find one to suit your purpose—whether you're creating a business card or a simple award certificate. To use templates, you'll need to know how to create a new document with a template and how to insert text into the template.

To insert a template:

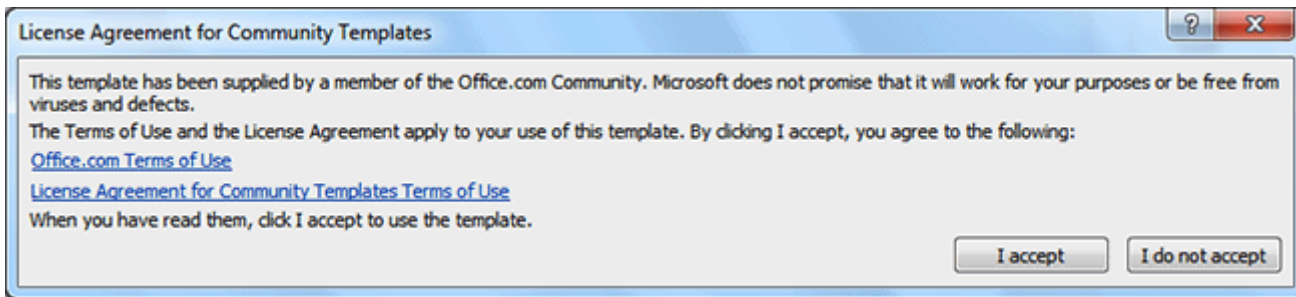
1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **New Document** pane appears.
3. Click **Sample templates** to choose a built-in template, or select an **Office.com template** category to download a template.



4. Select the desired template, then click **Create**. A new document will appear using the template you have selected.



Use caution when downloading **Office.com templates**. Some of them are uploaded by people not affiliated with Microsoft, and Microsoft cannot guarantee that these templates are free from viruses or defects. For these templates, you'll see a **warning message** before downloading them.



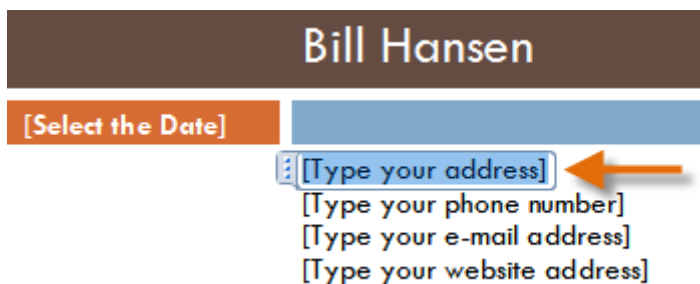
Entering information into a template

To insert text into a template:

Templates include **placeholder text** that is surrounded by **brackets**. To personalize your document, you'll need to replace the placeholder text with your own text.

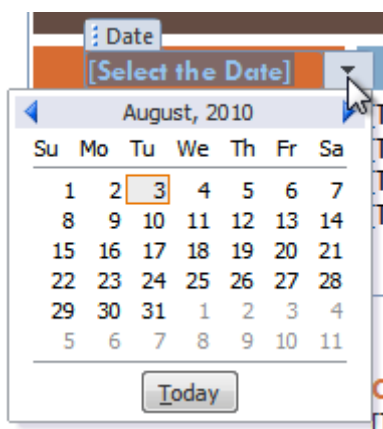
Some templates simply use regular text as the placeholder text, rather than the traditional placeholder text with brackets. In these cases, delete the text and type in your own text.

1. Click the text you want to replace. The text will appear **highlighted**, and a template **tag** will appear.



2. Enter some text. It will replace the placeholder text.

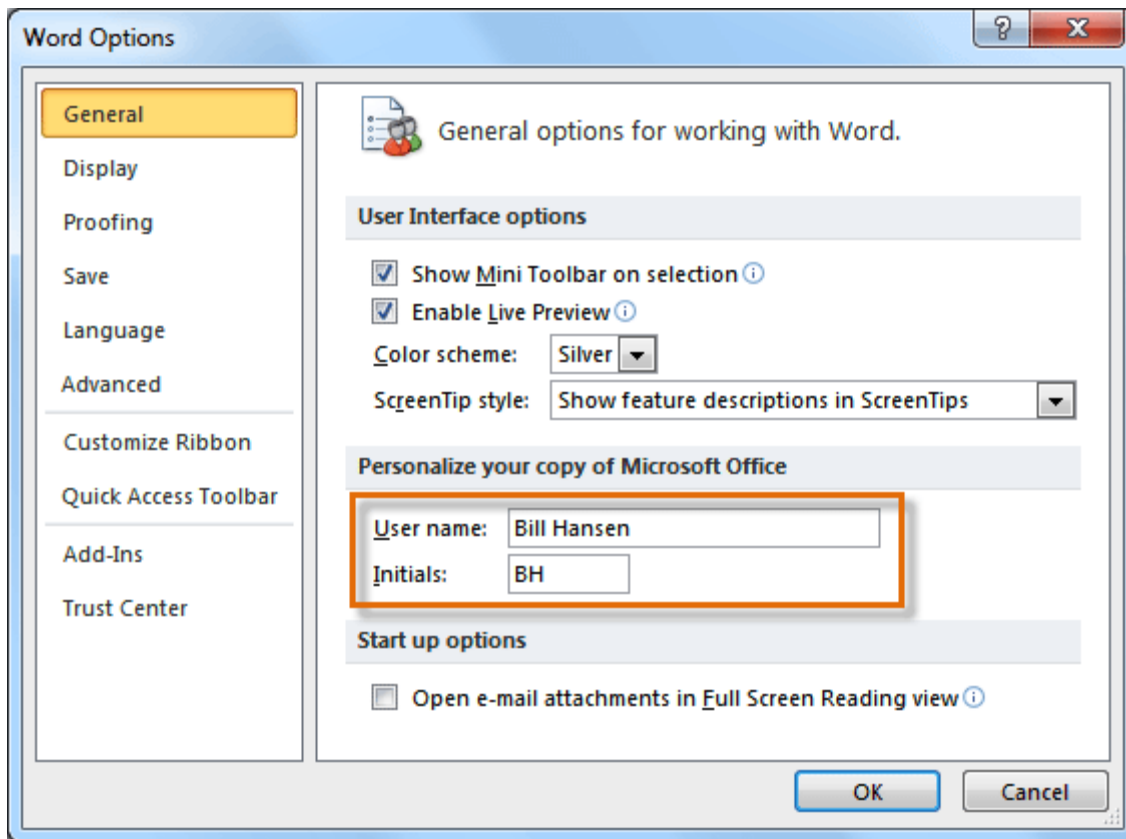
For some fields, there's a drop-down arrow you can use to select information rather than type it. For example, a **date**field will show a calendar so you can choose the date more easily.



To change prefilled information:

In some templates, your **name** or **initials** will be automatically added. This is known as **prefilled information**. If your name or initials are incorrect, you'll need to change them in **Word Options**.

1. Click the **File** tab to go to **Backstage view**.
2. Click the **Options** button. The **Word Options** dialog box appears.
3. Enter the **user name and/or initials** in the **General** section, then click **OK**.



If you are using a public computer, such as one at a library, you may not want to change these settings.

Challenge!

1. Create a **new document** using a **template**.
2. **Enter some text** into the template.
3. Modify the **user name** and **initials** for your version of Word if you are using a home computer.
4. **Save** the document.