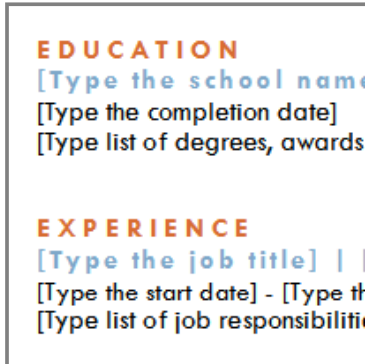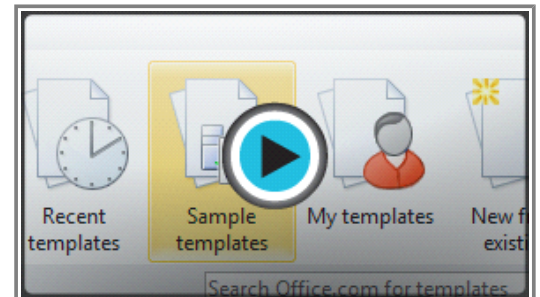**Word 2010**
Using a Template

Introduction

A **template** is a pre-designed document that you can use to **create documents quickly** without having to think about **formatting**. With a template, many of the big 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.

EDUCATION
[Type the school name
[Type the completion date]
[Type list of degrees, awards

EXPERIENCE
[Type the job title] | |
[Type the start date] - [Type th
[Type list of job responsibiliti
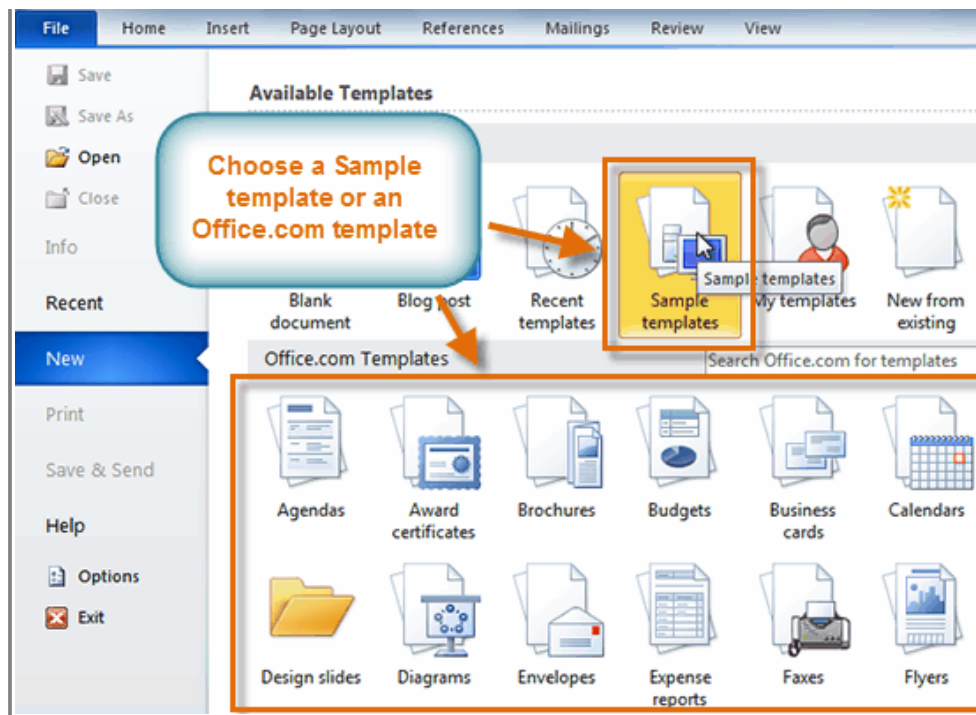
Create a New Document with a Template

Watch the video to learn about using templates.

*Watch the video (3:11).* *Need help?*

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.

The New Document pane

4. Select the desired template and click **Create**. A new document will appear using the template you have selected.
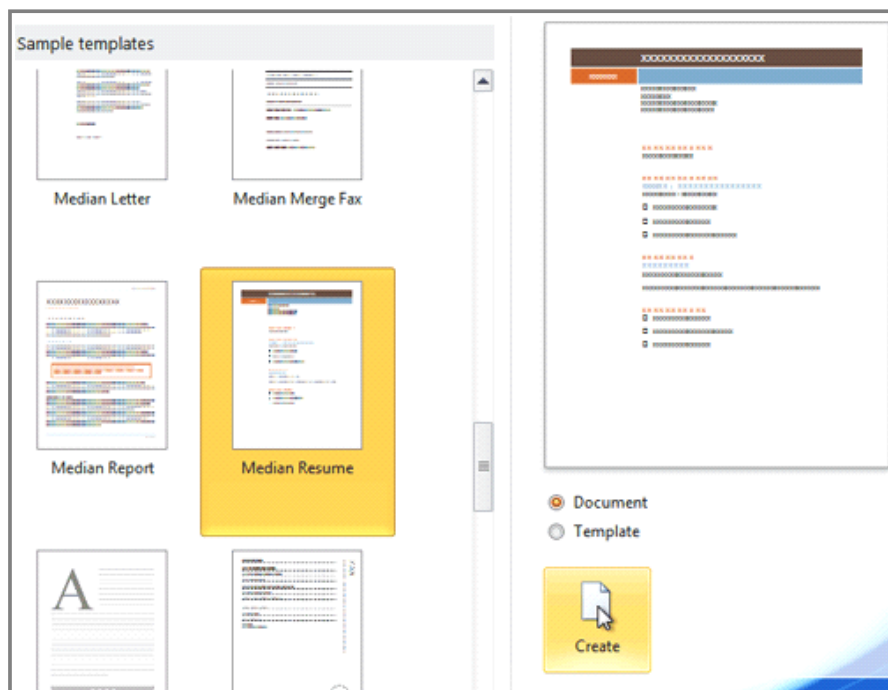
Selecting a template

⚠ Use caution when downloading **Office.com templates**. Some of them are uploaded by people not affiliated

with Microsoft, and Microsoft cannot guarantee that those templates are free from viruses or defects. For those templates, you'll see a **warning message** before downloading them.
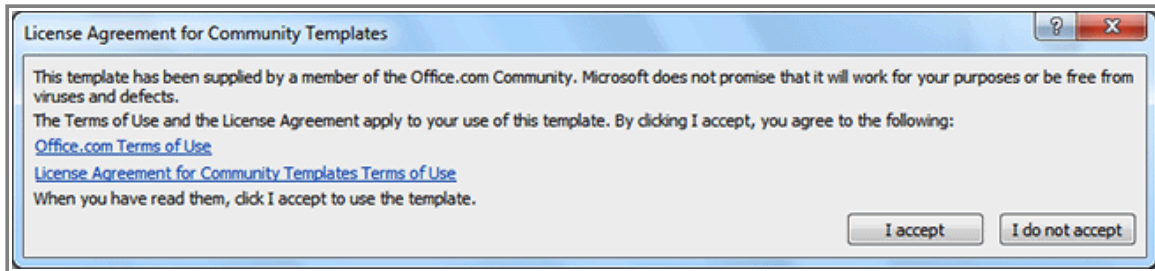

Warning message for a non-Microsoft template

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 those cases, just delete the text and type in your own text.

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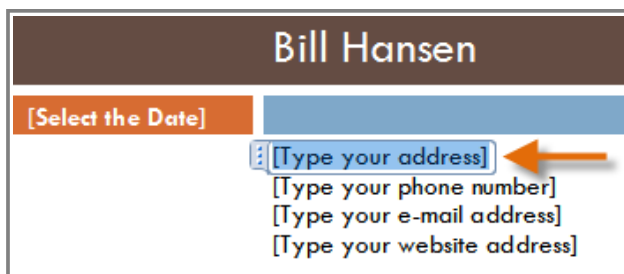
Inserting text into a template

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

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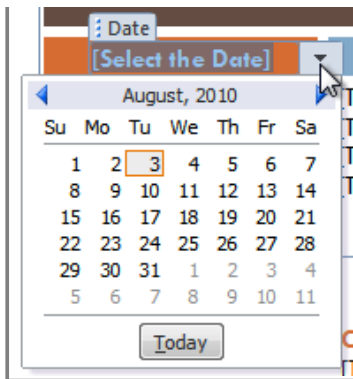
Selecting a date for a date field

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**.
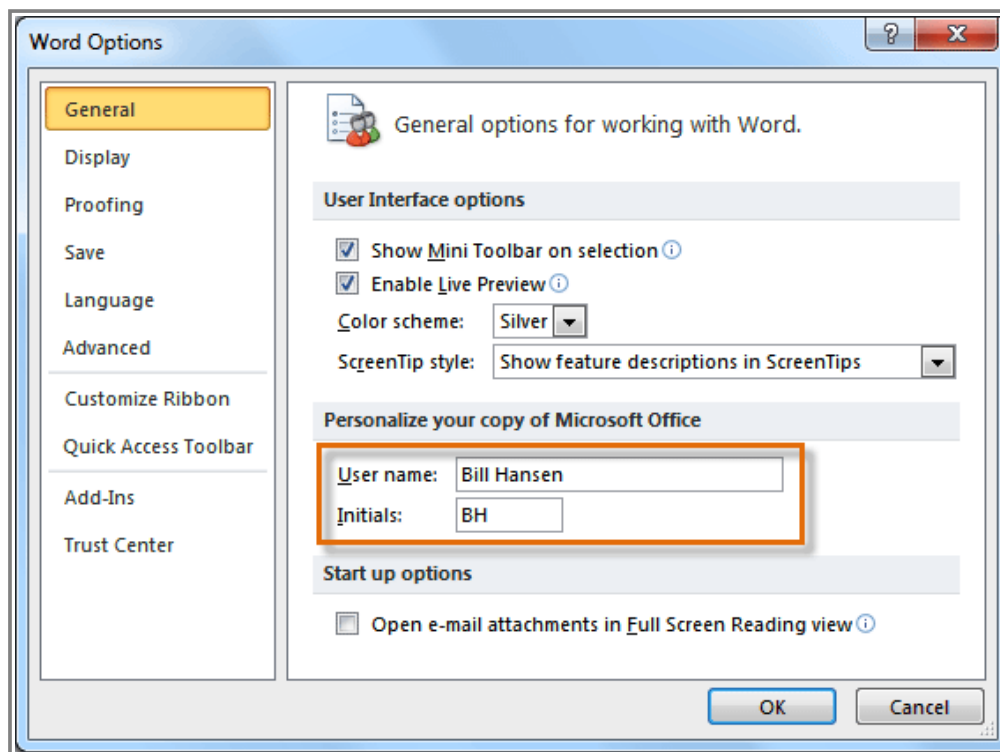
User name and initials

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.