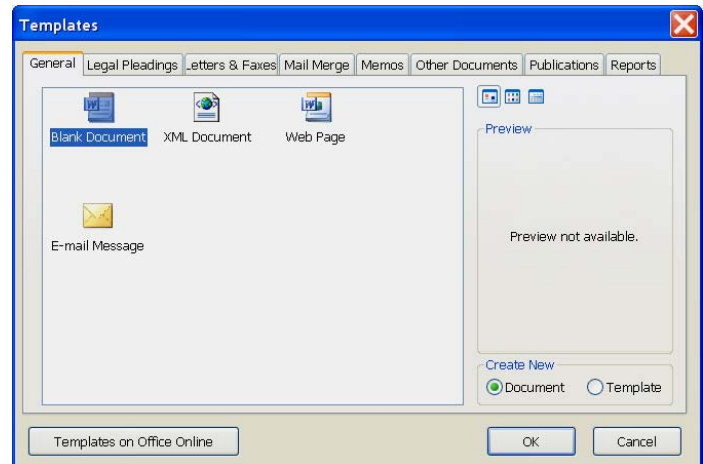
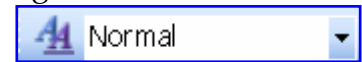


WHAT IS A TEMPLATE?

- ❖ A template is a formatted outline of a document.
- ❖ It holds the format of a document, database, or other Office 2003 data file.
- ❖ Office 2003 supplies several common templates.
- ❖ In addition, each Office 2003 program contains templates of its own.
- ❖ In a program, when a template icon is selected, Office 2003 shows a preview of the template.
- ❖ An existing template can be edited and saved just like any other document.
- ❖ It is also possible to create a new template.
- ❖ You can create a document with placeholders and then save that document as a template.
- ❖ For instance, you could create a document with all the margins set for using letterhead stationary and save it as a template.

WORD TEMPLATES

- ❖ All Microsoft Word documents are based on a template.
- ❖ Every time that Word is opened, the Normal template is loaded by default.
 - This template contains a number of styles, including the Normal style that determines how the text will appear when you type.
 - By default, text is left-aligned and formatted in **Times New Roman**, with a **10-point** font.
 - The **Normal** that is displayed on the Style button on the Formatting toolbar refers to the Normal style (see illustration at right).
- ❖ A template determines the basic structure for a document.
- ❖ It is a file or files that contain the structure and tools for shaping such elements as the style and page layout of finished files.
- ❖ It contains document settings, such as AutoText entries, fonts, key assignments, macros, menus, page layout, special formatting, and styles.
- ❖ There are several different categories of templates available in Word. These are:
 - **General** – These are generic templates for creating a blank document, a blank Web page, an XML document, or an e-mail message. This is the area where templates that you create are stored.
 - **Letters & Faxes** – This category contains several letters and fax templates.
 - **Mail Merge** – This category contains several different templates that can be used to create Mail Merge letters, envelopes, and labels. When a Mail Merge template is chosen, the Mail Merge Task Pane will open. This task pane walks you through the steps for creating a Mail Merge.
 - **Memos** – This category contains several memo templates – each with its own distinctive style.



- **Other Documents** - This category contains templates for documents that don't fit into other categories, such as a calendar, agenda, or resume.
- **Publications** -Common types of publications such as sales brochures, directories, manuals, and theses may be created using the templates in this category.
- **Reports** - It is possible to create reports using various templates from this category.
- **Templates on Office Online** - Click this button to locate additional templates for your documents. There are several templates available on the Microsoft Web site.