After completing this lesson, you will be able to:

- Use a Word template.
- Create a template.
- Use a wizard to create a document.

Using a Word Template

To use a template other than the Normal template

1. Click one of the options in the New from template section of the New Document task pane.
2. Navigate to the desired category of templates or search for the desired template.
3. Double-click the desired template icon.
4. Update the document as desired and save the file.

Creating Your Own Template

To create a template from an existing document

1. Create or open the document on which you want to base the template.
2. On the File menu, click Save As.
3. Type a name for the template in the File name box.
4. Click the Save as type down arrow and click Document Template (*.dot).

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Creating Your Own Template

To create a template from an existing document *(continued)*

5. Leave the document in the default location (the folder called Templates).

Or

1. Click the Save in down arrow and navigate to the folder in which you want to store the template.

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Creating Your Own Template

To create a template from an existing document *(continued)*

2. Click the Save button.
3. Modify the template as desired.
4. Save the template.

Using a Wizard

To use a wizard

1. On the File menu, click New.
2. Click General Templates in the New from template section of the New Document task pane.
3. Click the desired category tab.
4. Double-click the wizard icon that you want to use.

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Using a Wizard

To use a wizard *(continued)*

5. Follow the screen prompts, clicking Next to move from one dialog box to the next.

Or

1. Click the flowchart on the left side of the dialog box to skip to a specific step.
2. Click the Finish button.
3. Modify the document as desired and save it.