

CHAPTER 1

InFocus

ITU401_W900

DOCUMENT DESIGN TOOLS

Microsoft Word contains a number of tools and features that make it easier for you design and layout documents in a quick and consistent manner. These tools, once mastered and in some cases setup, will allow you to create new documents with much of the formatting and layout in place, place pre-existing text in desired locations, and control formatting throughout the entire document.

In this session you will:

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme to your document
- ✓ learn how to modify theme colours
- ✓ learn how to modify theme fonts
- ✓ gain an understanding of character and paragraph styles
- ✓ learn how to apply styles to paragraphs
- ✓ learn how to apply character formatting to text
- ✓ learn how to create quick styles
- ✓ learn how to create paragraph styles
- ✓ learn how to create character styles
- ✓ gain an understanding of templates
- ✓ learn how to use a sample template
- ✓ learn how to download an online template
- ✓ learn how to create a template
- ✓ learn how to modify a template
- ✓ learn how to attach a template to a document
- ✓ learn how to copy styles between templates
- ✓ gain an understanding of template development
- ✓ gain an understanding of building blocks
- ✓ learn how to insert a building block
- ✓ learn how to create **Quick Parts**
- ✓ learn how to save building blocks
- ✓ learn how to insert **Quick Parts**
- ✓ learn how to edit **Quick Parts**
- ✓ learn how to save building blocks to a template
- ✓ gain an understanding of the differences between **AutoText** and **Quick Parts**.

UNDERSTANDING THEMES

One of the major design aims of Word 2010 is to provide users with simple tools for creating professional, high-quality documents. **Themes** will help you do this. With a single mouse click,

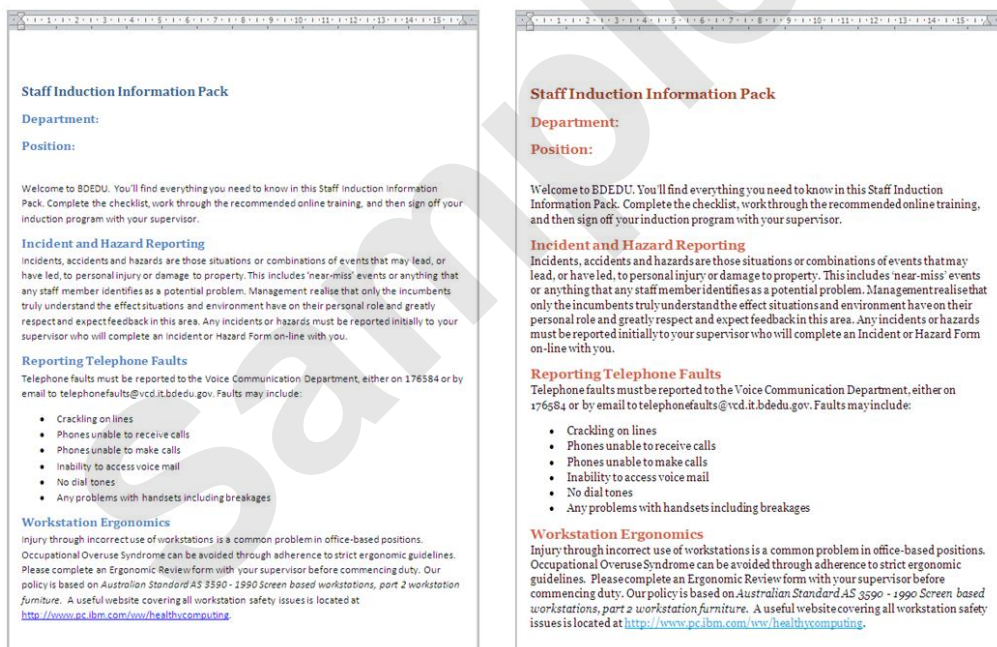
you can select a theme that will apply the work of professional designers to your document. What's more, you can use the same theme in other Office applications, like PowerPoint.

What Is A Theme?

A **theme** is a coordinated set of colours, styles and effects that enable you to create well-designed and professional-looking documents in just a single click! Each theme includes a set of theme **colours**, theme **fonts** (such as heading styles and body text fonts) and theme **effects** (which apply a pre-chosen set of line, fill and special effects to your inserted charts, SmartArt graphics, shapes and pictures).

Every document has an underlying theme. For example, a new blank document has the **Office** theme applied to it by default. This means that every element of your new document – be it the text you insert or a style you apply to an inserted table or picture – is controlled by a theme.

Word 2010 includes 40 in-built themes in the **Themes** gallery. But, if you need more, you can modify existing themes to create new ones or download additional themes from Microsoft Office Online.



In just three clicks, this document has been transformed by applying a theme...

Why Use Themes?

There are several advantages to using themes:

- Instead of spending copious amounts of time formatting every aspect of your document, such as styles, page layout, formatting and the rest, graphic designers have done the work for you. By choosing a theme, you can create professional, high-quality documents with a coordinated set of colours, fonts and backgrounds.
- The 40 built-in themes are also available in other Office applications like Excel and PowerPoint. This means that you can maintain a consistent look, if desired, across all of your organisational documents. For example, you can create your annual report with a similar design to your brochures, your monthly newsletters, your year-end financials, your presentation to the Board, and your website.
- Themes can be applied to Word's range of built-in templates.

APPLYING A THEME

Microsoft Word 2010 provides 40 built-in themes which are available in the **Themes** gallery. Each theme has been carefully designed so that the fonts, styles, colours and formatting complement

each other to create professional-looking and well-designed documents. Themes can be applied to an existing document in just a couple of clicks!

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W811 Themes_1.docx...*

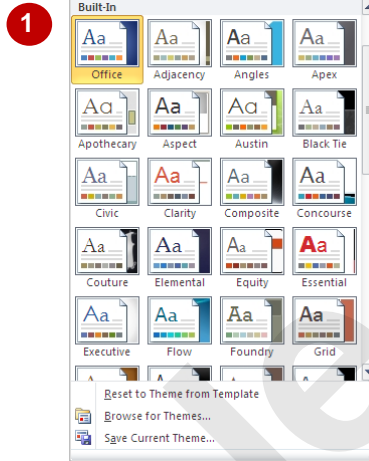
- 1 Click on the **Page Layout** tab, then click on **Themes** in the **Themes** group to display the **Themes** gallery

The default Office theme is applied to the current document – notice that it is highlighted in orange. Another way to see which theme is applied is to hover over the Theme tool and its name will appear in the tooltip...

- 2 Point to the various themes to see them applied temporarily to the document in **Live Preview**

- 3 Click on **Foundry** to apply this theme to the document, then scroll through the document to see how the theme has been applied to the various elements

- 4 Save the document



3

AlpheiusPure Water Automatic Desalination Solution

Australia's bore water is becoming increasingly salty

Some is now saltier than the ocean. Many homeowners, farmers, piggeries, feedlots, chicken farms, mines, golf courses, towns and cities, factories, hospitals and public utilities now have all the fresh water they want by utilising reverse osmosis with an AlpheiusPure water desalination plant.

Many lakes, rivers and creeks in Australia are salty or brackish

Many owners of homes, gardens, farms, businesses, factories, private and public organisations are worry-free because an AlpheiusPure water desalination plant gives them all the fresh water they need.

Water allocations for irrigators have been reduced

And water licence fees have increased. Through using reverse osmosis with an AlpheiusPure water desalination plant you can convert unusable salt water, seawater, bore water, grey water or polluted water into as much clean, pure irrigation water as you need, from 1000 litres a day to 4 million litres a day.

Mains water quality is worsening

The rapid deterioration in mains water quality is causing scale in many boilers and industrial plants. AlpheiusPure water desalination plants use reverse osmosis to eliminate this problem.

Fresh water is expensive to buy

Save money with an AlpheiusPure water desalination plant and have all the water you want, on tap, every day of the year.

The answer to your water problems lies in the unusable water that is right at your feet ...

...using an AlpheiusPure water supply.

Desalination of Water

Rapid advances in technology mean that you now can easily and cheaply extract pure, fresh water from seawater and salty bore water.

How does it work?

The AlpheiusPure Water Automatic Desalination Solution uses reverse osmosis to desalinate cheaply and easily almost any salty water: seawater, bore water, grey water and polluted water into abundant fresh water.

Plants use osmosis to draw fresh water through their roots and move it up to the leaves. The Reverse Osmosis (RO) process uses highly advanced membrane and pump technology to extract pure water from seawater, salty bore water and recycled water. Scientists are still not sure how a membrane transports only the water molecules and not other substances. If you look at a membrane under a powerful microscope, you cannot see pores; the water molecules or atoms are forced under

For Your Reference...

To **apply** a **theme** to a document:

1. Click on the **Page Layout** tab
2. Click on **Themes** in the **Themes** group to display the **Themes** gallery
3. Click on the desired theme

Handy to Know...

- You can apply a theme to a document that is applied to another document or file. To do this, click on the **Page Layout** tab, then click on **Themes** and select **Browse for Themes**. Navigate to the file, select it and click on **[Open]**. The theme applied to that file will also be applied to the current document.

MODIFYING THEME COLOURS


For each theme, designers have selected 12 **colours** that complement each other. These include light-coloured text with a dark background (and vice versa), six accent colours for charts,

tables and other inserted objects, plus two colours for hyperlinks. Once you have applied a theme, you can easily apply a different colour scheme to the current theme.

Try This Yourself:

Same
File

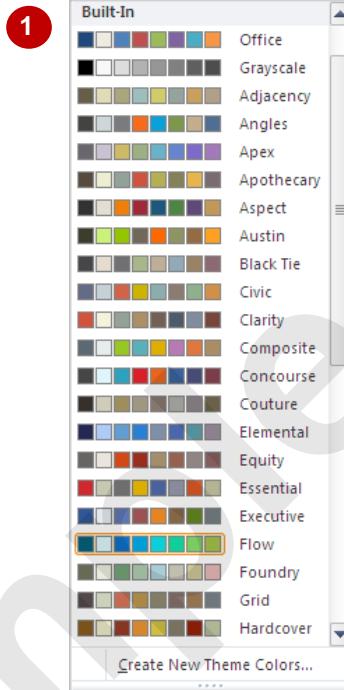
Continue using the previous file with this exercise, or open the file W811 Themes_2.docx...

- 1 Click on the **Page Layout** tab, then click on **Colours**  in the **Themes** group to display the **Theme Colours** gallery
- 2 Point to the various theme colour options to see them applied temporarily to the document in **Live Preview**
- 3 Click on **Flow** to apply this colour scheme to the document

Currently, the **Foundry** colour scheme is applied to the document...

Even though the **Foundry** theme is still applied to the document, the **Flow** colour scheme has also been applied and overrides the **Foundry** colour scheme. Now the headings, lines, tables and stars are all a nice blue colour, which is appropriate since this document is about water...

- 4 Save the document



How Much Will It Cost To Use Our Unit?


Low-salinity water

| Litres/Day | 1K | 2K | 4K | 8K | 10K | 20K | 25K | 40K | 60K | 80K | 100K | 1M |
|---------------------|------|------|------|------|------|------|------|------|------|------|------|-------|
| Litres/Hr | 42 | 83 | 167 | 333 | 417 | 833 | 1042 | 1667 | 2500 | 3333 | 4167 | 41667 |
| Power kWh | 0.25 | 0.37 | 0.75 | 0.75 | 0.75 | 2.2 | 2.2 | 3 | 5.5 | 7 | 17 | 80 |
| Litres/kWh | 167 | 225 | 222 | 444 | 556 | 379 | 473 | 556 | 455 | 476 | 245 | 521 |
| Cost/1000 Litres \$ | 0.74 | 0.55 | 0.56 | 0.28 | 0.22 | 0.33 | 0.26 | 0.22 | 0.27 | 0.26 | 0.51 | 0.24 |

3

For Your Reference...

To **modify theme colours**:

1. Click on the **Page Layout** tab
2. Click on **Colours**  in the **Themes** group
3. Click on the desired theme colour option

Handy to Know...

- To create and save custom colour schemes to the **Themes Colour** gallery, click on **Colours**  in the **Themes** group and select **Create New Theme Colours**. Select the range of desired colours in the **Create New Theme Colours** dialog box, type a **Name** and click on **[Save]**.

MODIFYING THEME FONTS


Professional designers at Microsoft have spent time working out which groups of fonts work well together and have saved these in the **Theme Fonts** gallery. If you want to change the fonts

used in your document, a quick way to achieve this is to select a theme font. Using **Live Preview**, you can see at a glance which theme fonts work best for your document.


Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W811 Themes_3.docx...

- 1 Click on the **Page Layout** tab, then hover over **Fonts**  in the **Themes** group to display the tooltip

The *Foundry* theme font scheme is currently applied to the document, while both the heading and body text are formatted with the *Rockwell* font...

- 2 Click on **Fonts**  to display the **Theme Fonts** gallery, then point to the various theme fonts options to see them applied temporarily to the document in **Live Preview**

- 3 Click on **Module** to apply this font scheme to the document

The typeface for the headings, text and table entries have changed to the font *Corbel*...

- 4 Save the document

1
 Theme Fonts
 Current: Foundry
 Heading: Rockwell
 Body: Rockwell
 Change the fonts for the current theme.
 ? Press F1 for more help.

2
 Built-In
 Office
 Cambria
 Calibri
 Office 2
 Calibri
 Cambria
 Office Classic
 Arial
 Times New Roman
 Office Classic 2
 Arial
 Arial
 Adjacency
 Cambria
 Calibri
 Angles
 Franklin Gothic M...
 Franklin Gothic Book
 Austin
 Century Gothic
 Century Gothic
 Black Tie
 Create New Theme Fonts...

AlpheiusPure Water Automatic Desalination Solution

Australia's bore water is becoming increasingly salty

Some is now saltier than the ocean. Many homeowners, farmers, piggeries, feedlots, chicken farms, mines, golf courses, towns and cities, factories, hospitals and public utilities now have all the fresh water they want by utilising reverse osmosis with an **AlpheiusPure** water desalination plant.

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
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
3

For Your Reference...

To **modify theme fonts**:

1. Click on the **Page Layout** tab
2. Click on **Fonts**  in the **Themes** group
3. Click on the desired font scheme

Handy to Know...

- To create and save a custom font in the **Theme Fonts** gallery, click on **Fonts**  in the **Themes** group and select **Create New Theme Fonts**. Select the desired heading and body text fonts, type a **Name** and click on **[Save]**.

UNDERSTANDING STYLES

To ensure a consistent and professional look and feel across your documents, and to save time in document production, use **styles**. A style is a set of stored formatting attributes that can be applied

to text in a single click. Rather than applying the same formatting to text throughout a document over and over, you can apply a style that already contains the required formatting.

What Is A Style?

A **style** is a stored set of character and paragraph formatting attributes that can be applied to selected text. For example, you may want all of the department names mentioned in your document to appear in Garamond 16 point, bold. Rather than manually select each department name and apply the font style and size to each selection, you can create a style that contains the required formatting, save that style and then apply the style to the selected text.

As well as defining your own styles, Microsoft provides a large number of styles that you can use to apply formatting. To ensure that some of the more common styles are accessible, Microsoft has grouped related **quick styles** into **quick style sets** and these are displayed in the **Quick Styles gallery** on the **Home** tab of the Ribbon. A **Quick Style set** is a collection of the main styles that may be needed for a document – such as different heading levels and emphasising styles – which have been carefully designed to work well together when used within the one document.

Using styles consistently provides two benefits. First, it ensures that all similar items in a document are formatted in the same way. Second, if you need to change the appearance of a particular style, you can do so very easily, and everything formatted with that style will change immediately throughout the entire document.

Paragraph Versus Character Styles

Paragraph styles control all of the characteristics of a paragraph such as alignment, spacing and all of the settings that are included in the **Paragraph** dialog box. Paragraph styles can also determine bullets and numbering, borders and shading, and tab settings.

Paragraph styles also define the default character formatting for all characters within the paragraph. For example, you might define a new paragraph style called **Note** that specifies left-aligned paragraphs with 12 point spacing before, and with Calibri 12 point, bold, red characters. All text in a paragraph formatted with the **Note** style will appear as specified unless you manually format the text or apply a different character style to the text.

Character styles are similar to paragraph styles except that they only specify character formatting thereby they can be applied to a single word rather than the entire paragraph. Character styles include the font, font size and style, colour and the other settings that are included in the **Font** dialog box.

The Hierarchical Order Of Styles

With Microsoft Word, there is a strict hierarchy to character formatting as is shown in the following example:

| | |
|---|--|
| The quick brown fox jumps over the fence | The entire sentence has the Normal paragraph style applied to it (Arial 9 pt). |
| The quick brown fox jumps over the fence | The words 'quick brown fox' have the character style Fox applied to them (Britannic Bold, 10 pt, bold, purple). This style overrides the paragraph style. |
| The quick BROWN fox jumps over the fence | The word 'brown' has then been manually formatted (small caps, italics, 11 pt). This manual formatting overrides both the character and paragraph styles. |

APPLYING PARAGRAPH STYLES

Word provides many built-in paragraph and character styles, known as **quick styles**. You can access any quick style via the **Styles** group on the **Home** tab. Each quick style is actually a

set of styles, called a **quick style set**, where each quick style set may include heading styles, bullet styles and the like.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W812 Styles_1.docx...*

- 1 Click in the heading **AGE New Vehicle Department** to position the insertion point

Notice that *Normal* is currently selected in the *Styles* group on the *Ribbon*. Let's apply a different style to the heading...

- 2 On the **Home** tab of the **Ribbon**, click on **More** in the **Styles** group, to display the **Quick Styles** gallery, then point to the various **quick styles**

Notice that the heading's appearance will change based on the style to which you are pointing...

- 3 Click on **Title** to apply this style to the heading
- 4 Click anywhere in the paragraph beginning **Blame our vast spaces...**, then repeat steps 2 and 3 to apply the **Quote** paragraph style to the entire paragraph
- 5 Save the document



2

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

Flyer ZW6

Phenomenal rear grip is matched by the best steering ever featured by an Aussie car. ESP is one of the best systems in the world. Starts at \$42,599.

Seeker PL6

Very sharp steering is balanced by excellent ride quality. Optional stability control is very keen to get involved if you're not ultra-smooth. Starts at \$42,000.

Tonga 490 XYZ

Surprisingly playful in the handling department. Some rattle and kickback is the price for sharp steering. Starts at \$41,375.

Rhap QR6

Dull steering and non-switchable ESP are Rhap's biggest let-downs. Starts at \$39,999.

3

AGE New Vehicle Department

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And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

4

For Your Reference...

To **apply** a **quick style** to a **paragraph**:

1. Click in the paragraph
2. On the **Home** tab, click on a style in the **Styles** group **OR**
2. Click on **More** in the **Styles** group and click on a style in the gallery

Handy to Know...

- The **Quick Styles** gallery contains both paragraph and character styles. If you click on a character style in the gallery, only the word that you clicked on in the document will change to the new style and not the whole paragraph

APPLYING CHARACTER STYLES

Every paragraph in a document has a paragraph style applied to it – even if it is just the default **Normal** style. As well as defining paragraph formatting, a paragraph style also specifies the

formatting applied to the text (characters) in the paragraph. You can overwrite the default character formatting by applying a **character** style to selected text within a paragraph.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W812 Styles_2.docx...*

- 1 Select the text **our Flyer ZW6 doesn't look too bad**
- 2 On the **Home** tab of the **Ribbon**, click on **More** in the **Styles** group, to display the **Quick Styles** gallery, then point to the various **quick styles**

Currently, the text is formatted with the default character formatting set for the **Normal** paragraph style...
- 3 Click on **Intense Emphasis** to apply the character style to the text, then click away from the text to deselect it and view the result
- 4 Save the document

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

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1

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Flyer ZW6

Phenomenal rear grip is matched by the best steering ever featured by an Aussie car. ESP is one of the best systems in the world. Starts at \$42,599.

3

For Your Reference...

To **apply** a **character style**:

1. Select the text
2. On the **Home** tab, click on a style in the **Styles** group **OR**
2. Click on **More** in the **Styles** group and click on a style in the gallery

Handy to Know...

- To remove all formatting and styles applied to selected text, click on the dialog box launcher in the **Styles** group to open the **Styles** pane and select **Clear All**.

CREATING A QUICK STYLE




Word includes many **quick styles** that you can easily apply to create professional-looking documents. These quick styles appear in the **Quick Styles** gallery. Although many styles have

been predefined, there will be times when you will need to create your own styles. When you create a new quick style, it is automatically added to the **Quick Style** gallery.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W812 Styles_3.docx...*

- 1 Select the text **The Daily Newspaper** in the first paragraph under the heading
- 2 On the **Home** tab, click on **Italic**  then click on **Bold**  in the **Font** group, to format the text
If you wanted to include paragraph formatting in your new style, you could also set these attributes at this stage...
- 3 Right-click on the selected text and select **Styles**, then select **Save Selection as a New Quick Style** to open the **Create New Style from Formatting** dialog box
- 4 Type **BoldItalics** in **Name**, then click on **[OK]**
- 5 Click on **More**  in the **Styles** group
The new quick style, BoldItalics, will appear selected in the Quick Styles gallery...
- 6 Click on a blank part of the document to close the **Quick Styles** gallery
- 7 Save the document

AGE New Vehicle Department

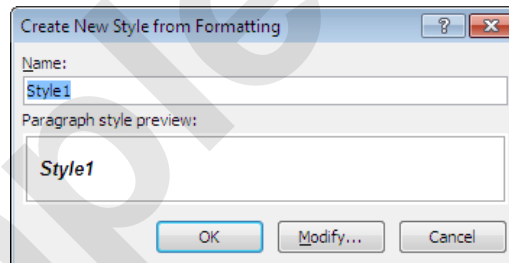
Excerpt from *The Daily Newspaper* regarding high-performance six-cylinder vehicles.

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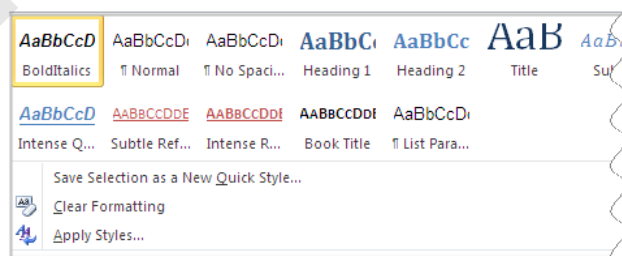
And let's just look at the overall summary – *our Flyer ZW6 doesn't look too bad.*

2

3



5



For Your Reference...

To **create** a **quick style**:

1. Select the text and format it as desired
2. Right-click on the text
3. Select **Styles**, then select **Save Selection as a New Quick Style**
4. Type the **Name** and click on **[OK]**

Handy to Know...

- To modify a quick style, right-click on the quick style in the **Quick Style** gallery and select **Modify**. Make the required formatting changes, and select **Automatically update** to update all text with that style applied. Click on **[OK]** to update the style.

CREATING A PARAGRAPH STYLE

Rather than using, or basing new styles on quick styles, you may want to **create a style** from scratch. For more complex styles it may be easier to create a new style and then assign the

required formatting attributes to that style. When you create a new paragraph style, you have many formatting options available that are not available when creating quick styles.

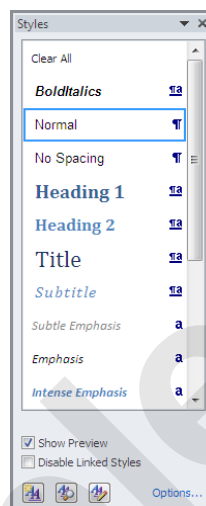
Try This Yourself:

Same File

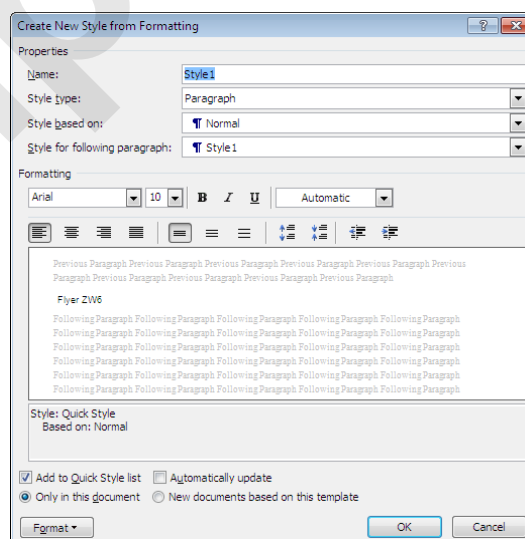
Continue using the previous file with this exercise, or open the file *W812 Styles_4.docx...*

- 1 Select the subheading **Flyer ZW6**, then click on the **dialog box launcher** in the **Styles** group, to open the **Styles** pane
 - 2 Click on **New Style** to display the **Create New Style from Formatting** dialog box
 - 3 Type **ModelHeading** in **Name**, then click on **[Format]** and select **Font** to display the **Font** dialog box
 - 4 On the **Font** tab, select **Cambria, Bold, 12, Small caps** and set **Font colour** to **Dark Blue, Text 2, Darker 25%** then click on **[OK]**
 - 5 Click on **[Format]** and select **Paragraph** to display the **Paragraph** dialog box
 - 6 On the **Indents and Spacing** tab, click on the up arrow for **Before** in **Spacing** until **12 pt** appears, then click on **[OK]** twice to save the style
- The new style is applied to the text and appears in the **Styles** pane. The paragraph symbol ¶ indicates that it is a paragraph style...
- 7 Click on **Close** to close the **Styles** pane, then deselect the text and save the document

1



2



7

FLYER ZW6

Phenomenal rear grip is matched by the best steering ever one of the best systems in the world. Starts at \$42 599.

Seeker PL6

For Your Reference...

To **create a paragraph style**:

1. Open the **Styles** pane
2. Click on **New Style**
3. Type a **Name**, select **Paragraph** in **Style type**, then set other options as desired
4. Click on **[OK]**

Handy to Know...

- If you want Word to automatically generate a table of contents for your document, you must use Word's **Heading** styles. Word will look for headings with these styles applied to include in the table of contents. Remember that you can change the attributes for a style if desired.

CREATING A CHARACTER STYLE

You might create a **character style** to format specific text within a paragraph differently to the rest of the paragraph. For example, you might want to apply an underline style or colour, adjust

character spacing and kerning, or apply borders and shading. When you apply a character style to selected text, it overrides the paragraph style currently applied to that text.

Try This Yourself:

Same
File

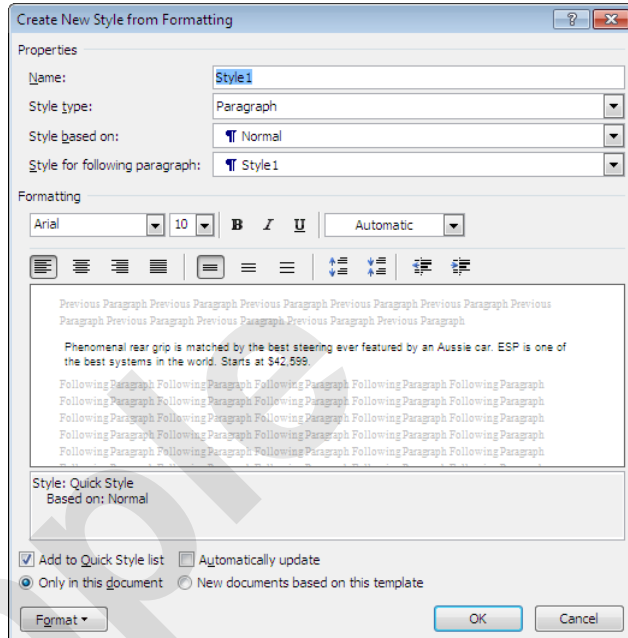
Continue using the previous file with this exercise, or open the file *W812 Styles_5.docx...*

- 1 Select the word **Phenomenal**, then click on the **dialog box launcher** in the **Styles** group to open the **Styles** pane
- 2 Click on **New Style** to open the **Create New Style from Formatting** dialog box
- 3 Type **OrangeText** in **Name**, then click on the drop arrow for **Style type** and select **Character**
- 4 Click on **Italic**, then click on the drop arrow for **Font Colour** and select **Orange, Accent 6**
- 5 Click on **[OK]** to apply the character style to the selected text, then click elsewhere to see the changes more clearly

The new style **OrangeText** will appear in the **Styles** pane with the character symbol **a** indicating that it is a character style...

- 6 Click on **Close** to close the **Styles** pane, then save the document

2



5

FLYER ZW6

Phenomenal rear grip is matched by the best steering ever featured by an Aussie car. ESP is one of the best systems in the world. Starts at \$42,599.

Seeker PL6

For Your Reference...

To **create** a **character style**:

1. Open the **Styles** pane
2. Click on **New Style**
3. Type a **Name**, select **Character** in **Style type**, then set other options as desired
4. Click on **[OK]**

Handy to Know...

- To modify an existing paragraph or character style, point to the style in the **Styles** pane, click on the drop arrow and select **Modify**. Make the required formatting changes, and select **Automatically update** to update all text with that style applied. Click on **[OK]** to update the style.

UNDERSTANDING TEMPLATES

A **template** is a preformatted document that is used to create other documents. Templates can automate the process of sending out routine correspondence such as letters, memos and

faxes. A well-designed template will contain all of the required page layout and formatting, so all you need to do is create a document based on that template, then click and type the required text.

Elements Of A Template

A document template might contain the following elements that help to automate and speed up document production, especially for common business documents:

- **Styles** to format headings, text and paragraphs
- **Page Layout:** such as page size and orientation, margins, headers and footers (for letterhead and logos, for example), cover pages and so on
- **Page Formatting:** such as borders, lines and other visual elements
- **Boilerplate** text to be used, such as greetings, salutations, standard content and so on. This text may also be held in **placeholders**, which control the position and format of text
- **Macros** to automate routine tasks, such as shortcuts for inserting the date, updating the file location or inserting a particular block of text
- **Building blocks** that can be used to insert blocks of standard text, closing signatures, phrases or images into a document
- **Themes** that comprise coordinated colours, fonts (such as heading and body styles) and effects.

Using Available Templates

By default, all new documents in Word are based on the **Normal.dotx** template, which can be modified to suit your needs. You can create your own templates, or Word includes many installed **sample templates** that you can use to create new documents. To view the full range of installed templates, click on the **File** tab of the **Ribbon** to display **Backstage view**, then click on **New** and click on **Sample Templates**. You can also modify sample templates to suit your needs.

If this range is still not enough to satisfy you, **Microsoft Office Online** contains an extensive library of templates that you can download and use freely. These are available at www.office.com.

Differences Between Templates And Documents

A Word template is similar to a Word document except that it can contain **building blocks**. You can also tell the difference between a template and a document by their file extensions. Word documents use the file extension ***.docx** while templates, by default, include the file extension ***.dotx**. Templates can also include the file extension ***.dotm**. Templates with the file extension ***.dotm** support VBA macro code while templates with the file extension ***.dotx** cannot store VBA macro code.

Locating Templates

Unless you specify the location in which to save the template, it will be stored in the default **Templates** folder. It is recommended that you store all of your templates in this folder so that they will appear in the list of available templates in the **New** options in **Backstage view**.

To find out where your templates are stored, click on the **File** tab of the **Ribbon** and click on **Options**. Click on **Advanced**, scroll down and click on **[File Locations]**. Your templates reside in the folder specified in **User templates**. To view the full address path or to modify the template location, click on **[Modify]**.