

Differences between documents and forms (templates) in Word

Surely many of you have yet to distinguish the similarities and differences between Document and Template. The following TipsMake will introduce you to how to work and Use the forms available in WORD

Microsoft Word, also known as Winword, is a fairly popular and familiar text editor tool today. It allows users to edit and create effects such as fonts, colors, along with graphic images and many other multimedia effects such as audio and video.



In Word, there are two concepts of documents: normal documents and form documents, or templates. For ordinary documents probably too familiar to us, but with the Template? What is a template? Is there a difference between a document (a Document) and a form (Template)?

Picture 2 of Differences between documents and forms (templates) in Word

Differences between Document and Template

A form is a type of document that already has content in it, such as text, style, formatting; page formats such as margins, line spacing; Decorative elements such as colors, borders .

Here are the differences between Forms and Documents.

1. File format differences

- From an Office 2007 version or larger, the form is saved as a Word Template and it has the file extension ".dotx" (versions of Office 2003 or smaller are ".dot").

- From the 2007 Office version or larger the document is saved as a Word Document and it has the file extension ".docx" (versions of Office 2003 or smaller are ".doc").

2. How it works

a. For Forms

When you open a form a new document is created based on the form that you select. In essence you work with a copy, not the original form. This copy creates all the elements of the form in a completely new document. You work with the new document, inherit all the elements in the form, and add or remove content as you like. Because you are working on a new document, the changes you make will not affect the original form, which is always kept in its original state. Therefore, a form can be the basis for duplicating countless documents.

b. For documents

Unlike the form, the document does not create a copy of the original document, all changes and corrections are made right on the original. Therefore, all changes in content, format: font, size, font color, print settings will directly affect the original document.

3. Use the forms available in WORD

a. For documents

Does not support existing documents, but completely created by the user.

b. For Forms

When using Forms, you can create new documents from existing forms in Word and the Office suite or Download from the Internet, there are many types of forms for you to choose such as: Fax cover templates, Calendar templates Jobs, Contract Form, Orders, Profile.... You can use these forms to create professional and impressive documents of your own.

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