

How to create and use templates in Microsoft Word

Templates are Microsoft Word documents that already have a number of formats, such as fonts, logos and line spacing, which can be used as a starting point for almost everything you want to create.

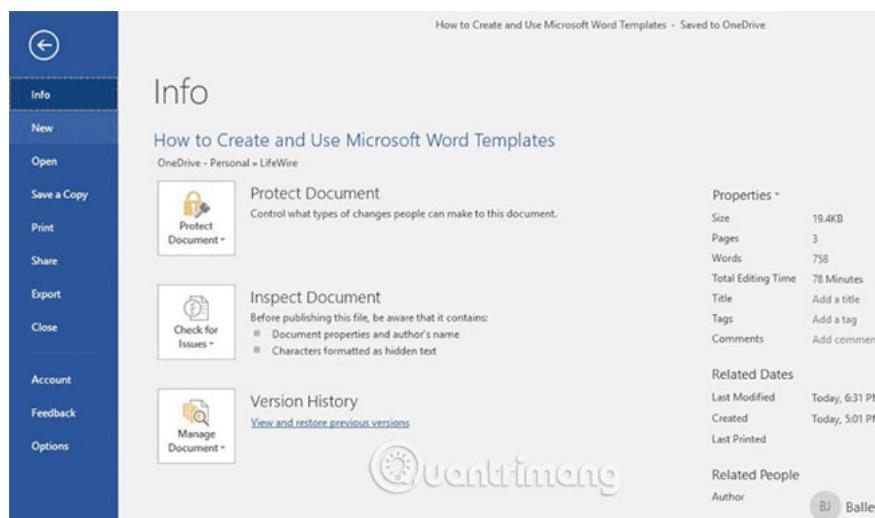
Templates are Microsoft Word documents that already have a number of formats, such as fonts, logos and line spacing, which can be used as a starting point for almost everything you want to create. Microsoft Word offers hundreds of free templates, including invoices, profiles, invitations and sample letters, etc.

Templates are available in all recent versions of Word, including Word 2003, Word 2007, Word 2010, Word 2013, Word 2016, and Word Online from Office 365. You will learn how to work with all editions. This is here. The images in this article are from Word 2016.

How to create and use templates in Microsoft Word

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How to open a template in Word?



To use a template, you must access the list of templates and choose a template to open first. The implementation will vary depending on the version of Microsoft Word you have.

To open a template in Word 2003:

1. Click **File**, then click **New**.
2. Click **Templates**.
3. Click **My computer** .
4. Click on any category.
5. Click on the template you want to use and click **OK**.

To open a template in Word 2007:

1. Click the **Microsoft** button in the top left corner and click **Open**.
2. Click **Trusted Templates**.
3. Select the desired template and click **Open**.

To open a template in Word 2010:

1. Click **File**, then click **New**.
2. Click **Sample Templates, Recent Templates, My Templates** or **Office.com Templates** .
3. Click on the template you want to use and click **Create**.

To open a template in Word 2013:

1. Click **File**, then click **New**.
2. Click on **Personal** or **Featured**.
3. Select the template you want to use.

To open a template in Word 2016:

1. Click **File**, then click **New**.
2. Click on the template and click **Create**.

To search for a template, enter the template description in the **Search** window and press **Enter** on the keyboard. Then click that template and click **Create**.

To open a template in Word Online:

1. Log in to Office 365.
2. Click the **Word** icon .
3. Choose any template.

How to use a template in Word

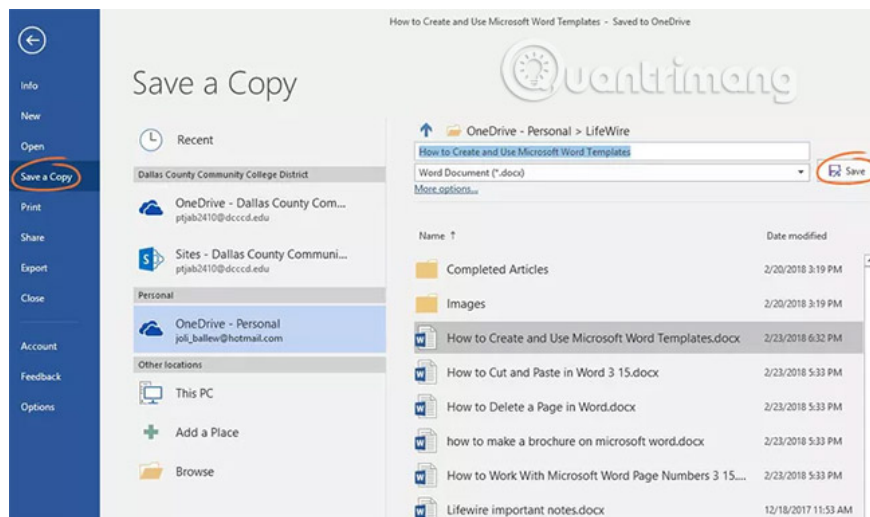


Once the template has been opened, no matter which version of Word you use, you just need to start typing where you want more information. You may have to enter text in the current place or there may be an empty area where you can insert text. You can also add photos at the specified place.

Here's an example of practice:

1. Open any template as mentioned above.
2. Click any text input, such as **Event Title** or **Event Subtitle** .
3. Enter the text you want.
4. Repeat until your document is complete.

How to save a Word template as a document?



When you save the document you created from the template, you need to make sure you save the document as a Word document with a new name. You should not save through the template because you don't want to change

the template but want to leave that template original, right?

To save the template you have worked as a new document in:

Microsoft Word 2003, 2010 or 2013:

1. Click **File**, then click **Save As**.
2. In the **Save As** dialog box , enter a name for the file.
3. In the **Save As Type list** , select the file type. For normal documents, choose **.doc** .
4. Click **Save**.

Microsoft Word 2007:

1. Click the **Microsoft** button , and then click **Save As** .
2. In the **Save As** dialog box, enter a name for the file.
3. In the **Save As Type list** , select the file type. For normal documents, choose **.doc** .
4. Click **Save**.

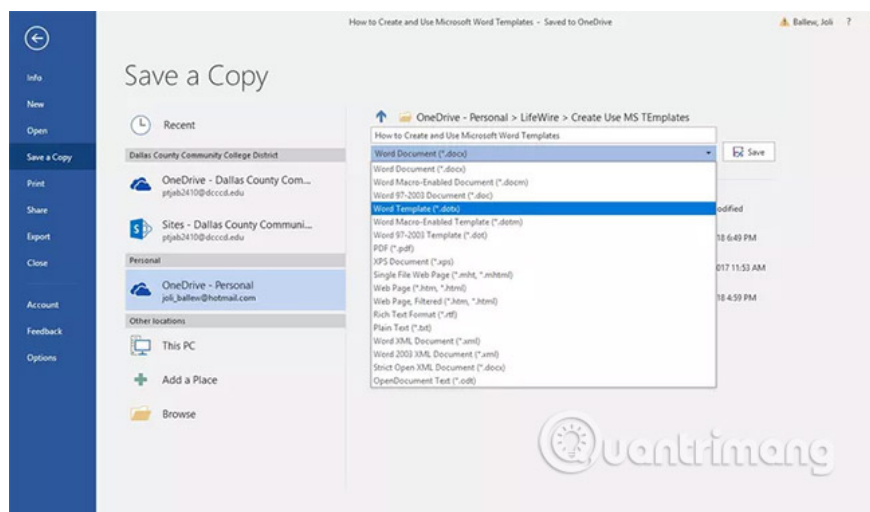
Microsoft Word 2016:

1. Click **File**, then click **Save a copy** .
2. Enter a name for the file.
3. Select a document type (usually choose **.docx**).
4. Click **Save**.

Office 365 (Word Online):

1. Click on the document name at the top of the page.
2. Enter a new name.

How to create a template in Word



To create your own Word template, create a new document and format it the way you want. You may want to add your business name, address, logo and other elements. You can also choose specific fonts, font sizes and

font colors.

When you have the document formatted the way you want, save the document as a template:

1. Follow the instructions above to save the file.
2. Before you save the file, in the **Save As Type list** , select **Template**.

See more:

1. Useful tips on Microsoft Word 2016
2. Some tips for printing text in MS Word
3. Summary of common Microsoft Word shortcuts

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