

3. Create and Use Template

1. What is Template?

Ans: A template is a document model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page. Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

2. How to create a template from a document?

Ans: To create a template from a document:

1. Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).
2. Add the content and styles that you want.
3. From the main menu, choose File > Templates > Save. The Templates dialog opens.
4. In the New template field, type a name for the new template.
5. In the Categories list, click the category to which you want to assign the template. The category you choose has no effect on the template itself; it is simply the folder in which you save the template. Choosing an appropriate category makes it easier to find the template when you want to use it. For example, you might save Impress templates under the Presentations category
6. Click OK to save the new template.

3. What are the advantages of template?

Ans: a Massive Market, Time Saving, Money Saving, Faster Selection, Meaningfully Equipped, Faster Switching.

4. What is the difference between styles and template?

Ans: A template is a model that you use to create other documents.

A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.

5. How to create a template by using wizard?

Ans: 1. From the main menu, choose File > Wizards > [type of template required]

2. Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is very similar.

3. In the last section of the wizard, you can specify the name and location for saving the template. The default location is your user templates directory, but you can choose a different location if you prefer.

4. Finally, you have the option of creating a new document from your template immediately.

6. How to set a custom template as the default?

Ans: 1. From the main menu, choose File > Templates > Organize. The Template Management dialog opens.

2. In the box on the left, select the folder containing the template that you want to set as the default, then select the template.

3. Click the Commands button and choose Set As Default Template from the drop-down menu.