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Create A Blank Document - Word 2010

A template is selected at the time when you create a new blank document. Step 1 ? To start a new document, click the File tab and then click the New option; this will display the Available Templates. Step 2 ? Microsoft Word provides a list of templates arranged under Sample Templates or you can download hundreds of templates from office.com which are arranged in different categories. We will use Sample Templates for our document. For this, we need to click over Sample Templates; this ...

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Word templates

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A blank template can also be helpful in your everyday document creation. Use blank templates for automatic numbering, to create distinctive headings, or to facilitate note taking. Have a child or student who's reluctant to write? Try a fill-in-story template in Word to stoke their creativity.

Blank and general - Office.com

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"Blank Document" Is Not Blank

Step 1: Open Word 2010, and right click on Normal, which should be on the Home ribbon under Styles. Step 2: Choose Modify under Styles. Step 3: You can adjust the basic formatting style with the tools on that main screen, or you can select the Format drop-down box in the lower left corner, to change template format.

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Open a template or use a blank document. To create a form in Word that others can fill out, start with a template or document and add content controls. Content controls include things like check boxes, text boxes, and drop-down lists. If you're familiar with databases, these content controls can even be linked to data.

Create forms that users complete or print in Word - Office ...

To update your template, open the file, make the changes you want, and then save the template. In Microsoft Word, you can create a template by saving a document as a.dotx file,.dot file, or a.dotm file (a.dotm file type allows you to enable macros in the file). Newer versions Office 2010 Office 2007 Click File > Open.

Save a Word document as a template - Word

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