Working with templates and styles

Templates
A template is a type of word processing file that can be used to create a word processing document. A template is a blueprint for text, graphics and formatting of a document. It also stores information regarding the styles, macros, margins and page layout. This enables different documents that have the same template to have a similar look.

It is important that you understand how to use a template as you may be required to create letters, memos and other word processing documents using your office document templates. Prior to creating a document, you should check if your legal office has a specific template for you to use.

For more details on using templates and how to create and modify templates you should consult the Help function or the User's Guide of your word processing software.

Styles
A style is a collection of formats that are stored as a group and allocated a particular name. The formats can include such things as the type of font, point size and line spacing. All word documents contain built in styles. Paragraph styles format whole paragraphs of text, such as body text and headings. Character styles format such items as page numbers and text that you want to emphasize.

You should practice applying styles to a word document ensuring that:
- Major headings are **Heading 1** style
- Sub headings are **Heading 2** style
- The paragraphs of text that appears underneath both Heading 1 and Heading 2 styles is **Body Text** style
- The last paragraph of body text is **Last Body Text** style.

For more details on using, creating and modifying styles you should consult the Help function or the User's Guide of your word processing software.