_____

EXERCISE

1. Fill in the blanks:
   a) Templates or document templates refer to a _____document.
   b) Creating a new document based on a _____can save you_____ because _____
   c) _____are customized options for creating professional looking documents with the minimum efforts.
   d) You can change styles by using the _____group under the home tab.

2. Answer the following questions :
   a) How to manage word style in MS-WORD?
   b) What is managing style in MS-WORD?
   c) What is Document Template? Write three online website name for download Document Template?

ACTIVITIES

3. Download and use templates from the Internet
4. You will now create a template of an invoice. An invoice is just the kind of document that needs to have a set format and one that will be created over and over again. Save the file with the name- {YOUR NAME}-invoice.