**What is a Template?**

* Pre-formatted file that serves as a blueprint/design for new documents, containing pre-set formatting, styles, layouts, and content like headers and footers.
* By providing a standardized structure, templates save time and ensure consistency when creating multiple documents, such as business reports, resumes, or newsletters, allowing you to simply add your specific text and information to the pre-designed framework

**Advantages**

* Saves Time and Effort

: Templates provide ready-made structures and formatting, eliminating the need to start from scratch for every new document, which significantly speeds up the document creation process.

* Ensures Consistency

: By using a template, all your documents will have a uniform look and feel, which is essential for maintaining brand identity, professional appearance, and standardized content.

* Improves Accuracy and Reduces Errors

: Pre-defined content and formatting reduce the chance of mistakes, as less manual input is required for each document.

* Enhances Professionalism

: Templates create a standardized and polished appearance for all documents, presenting a more professional image to clients and colleagues.

* Simplifies Document Creation
* Reuse existing template
* Saves a lot of time
* Quickly create document