Dummy text, also known as placeholder text, in Microsoft Word is a non-localized, pseudo-Latin text that can be used to fill empty spaces in a document. It's used for layout and design purposes, and is not intended to be read or understood.

To insert dummy text in Microsoft Word, you can use the built-in "Lorem Ipsum" function:

1. Open the document in Microsoft Word
2. Place your cursor where you want the dummy text to appear
3. Type =lorem()
4. Press Enter

You can also specify the number of paragraphs and lines per paragraph using the parameters p and l. For example, =lorem(7, 5) will generate seven paragraphs with five lines per paragraph.

You can also use online text generators or specialized software to create dummy text. These tools allow you to customize the length and style of the text.