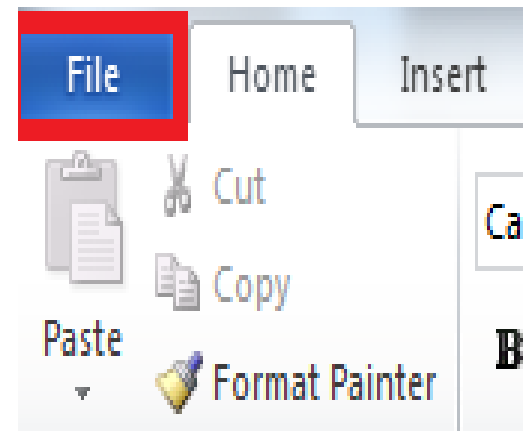
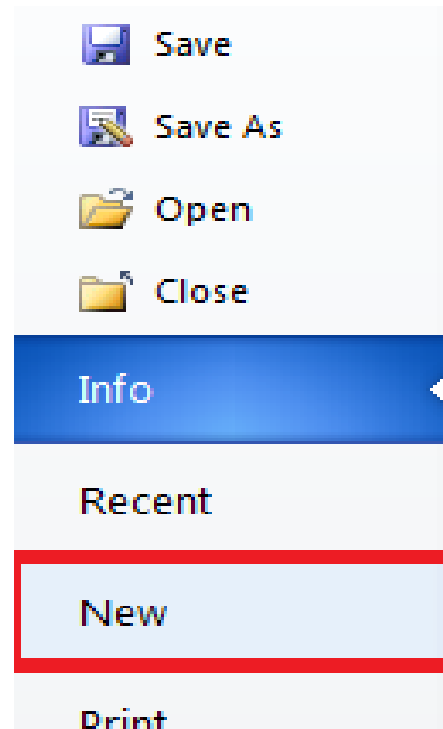


# Downloading templates

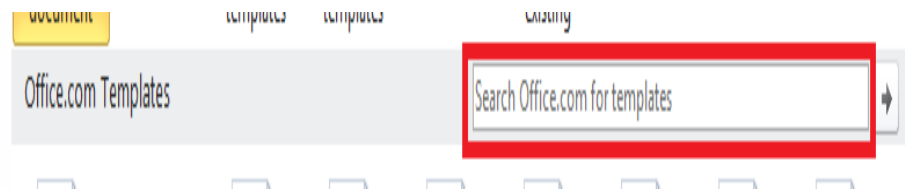
- **Left click** on the **file** tab.



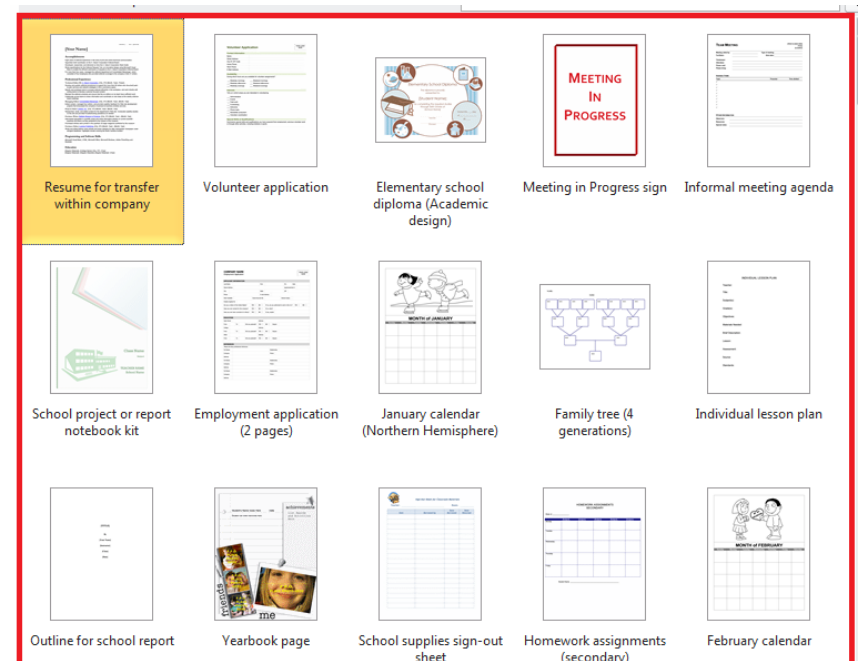
- **Left click on the *New Tab*.**



- **Left click** in the box that is labeled search **Office.com** for templates.
- type your query in the box.



- In the center box all the templates are listed.



- **Hold and left click** on the grey bar to the left
- Drag the bar up to scroll up
- Drag the bar down to scroll down.

