

File Handling

• Creating a document

[File] (New) Blank Document

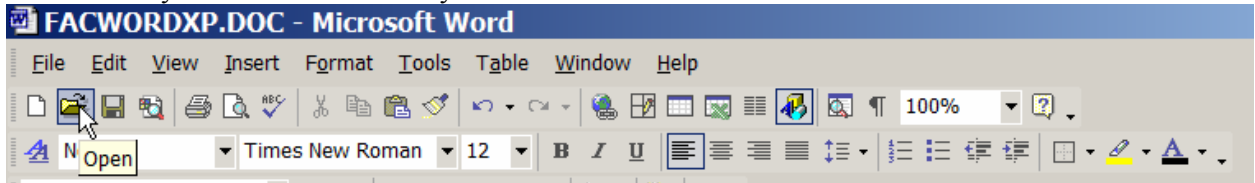
To create a new document go to File>New document and choose the type of document or a recent document from the New Document pane on the right side of the screen or use the New document button on the standard toolbar.



• Opening a document

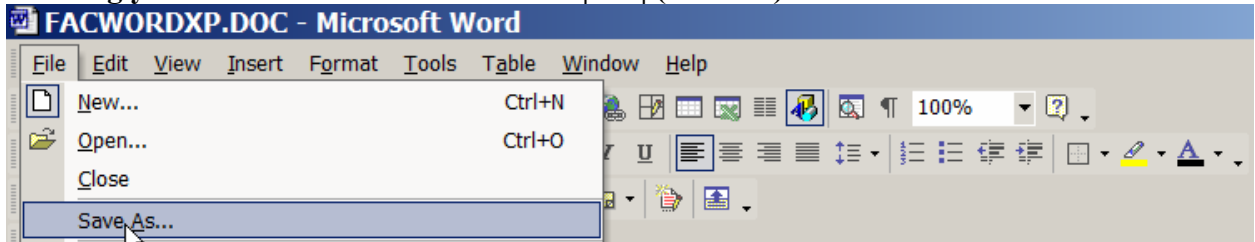
[File] (Open)

To open a document then click on File>Open or the file open icon on the toolbar and choose the document of your choice from the My Documents folder or another location.



• Saving your work

[File] (Save As)

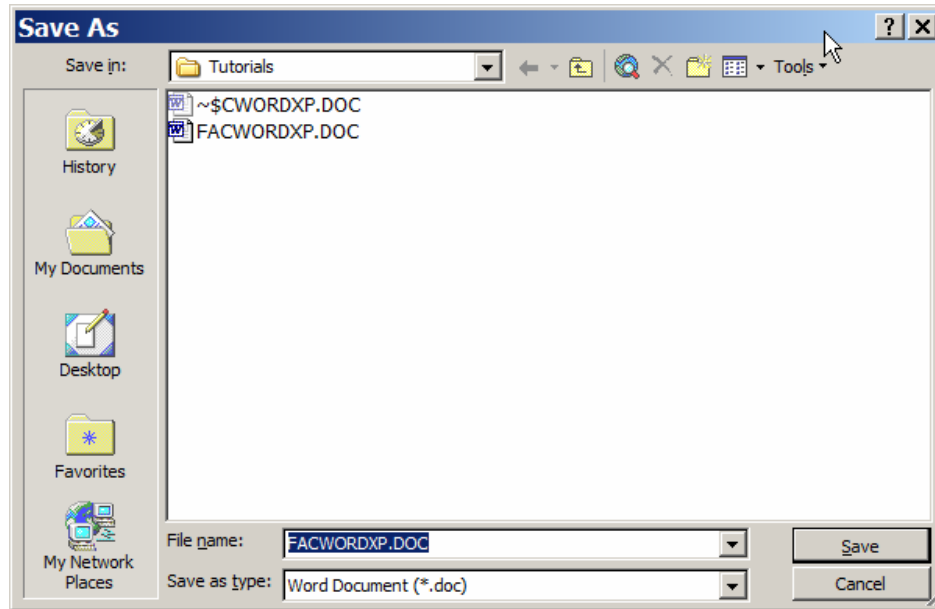


To save your work click on File>Save As or click on the save button on the standard



The first time you save a document the “Save As” dialog box will appear.

The “Save As” box will appear. Give the file a name. Leave the “Save As Type” as “Word Document”. Filename rules – Do NOT type a period in the file name. Choose where to save the file in the “Save In” box. Click on the “Save” Button



- **Closing a document**

[File] (Close)

To close a document click on File>Close and the current document will be closed. If the document has not been saved Word will prompt to save the document.