


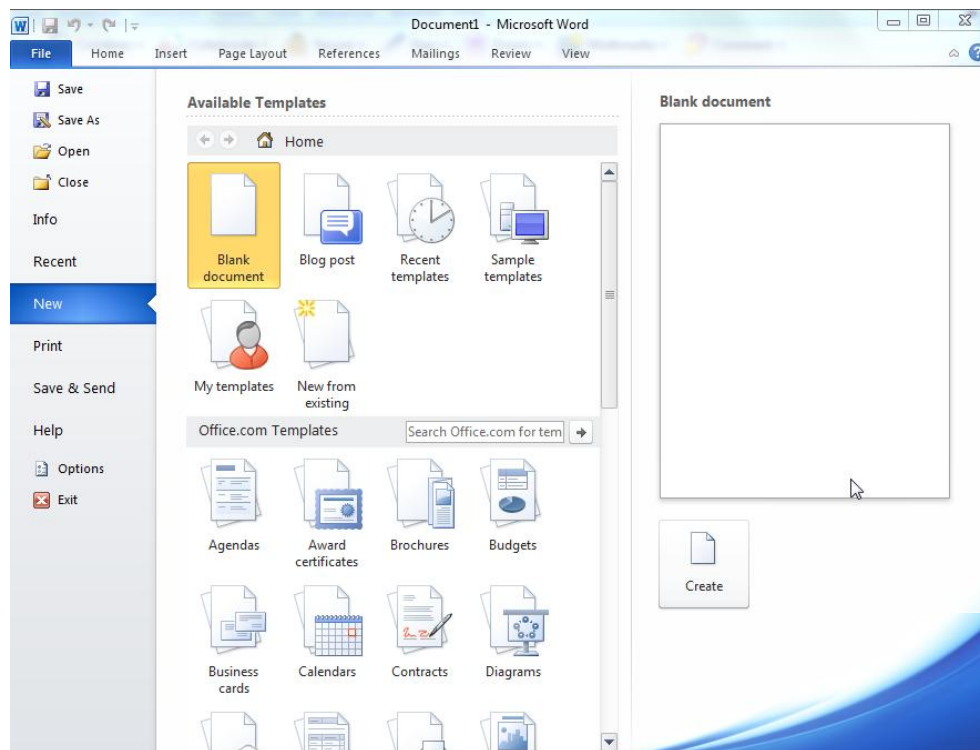
Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

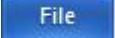
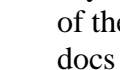
- Click the **File Menu**  and Click **New** or
- Press CTRL+N (Depress the CTRL key while pressing the “N”) on the keyboard

You will notice that when you click on the File Menu and Click **New**, you have many choices about the types of documents you can create:


- If you wish to start from a blank document, click **Blank document**.
- If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.

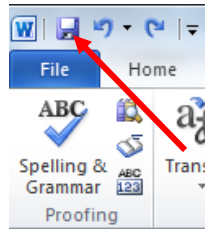


Opening an Existing Document

- Click the **File Menu**  and Click **Open**, or
- Press CTRL+O (Depress the CTRL key while pressing the “O”) on the keyboard, or
- If you have recently used the document you can click the **File Menu** and click the name of the document in the **Recent Documents** section of the window 


Saving a Document

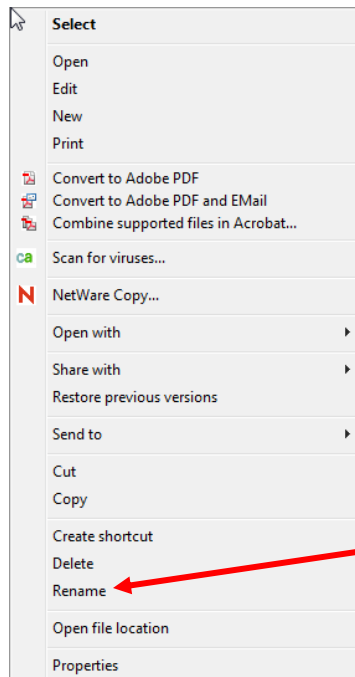
- Click the **File Menu**  and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2010, you will need to click the **File Menu**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar



Renaming Documents

To rename a Word document while using the program:

1. Click the **File Menu** , click **Open** and find the file you want to rename.
2. Right-click the document name with the mouse and select **Rename** from the shortcut menu.
3. Type the new name for the file and press the **ENTER** key.



Closing a Document

To close a document:

- Click the **File Menu**
- Click **Close**