

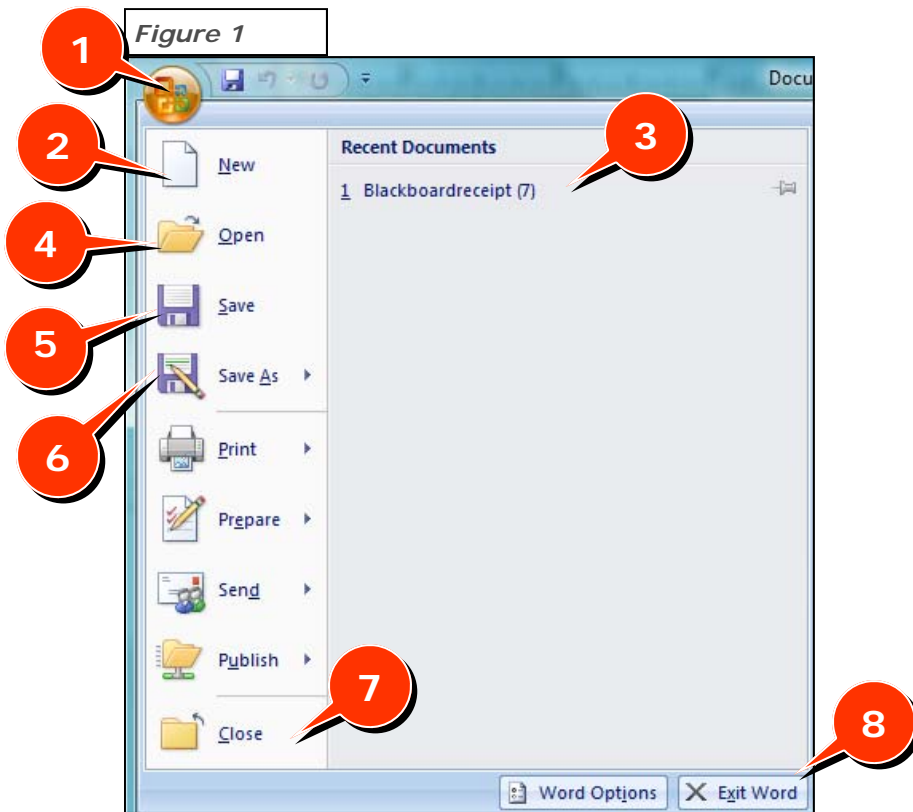


Introduction

This document will step you through how to create a new MS Word 2007 document, saving the document, open an existing document and closing an existing document.

Starting a new document

1. To start a new document click on the **Office Button** (Fig 1, 1)
2. Select **New** (Fig 1, 2)
3. Select **Blank Document** and click **Create**.



Summary

Basic

1. New Document
2. Open Document
 - Recent
 - Not Recent
3. Create or Edit
4. Save
 - Save
 - Save As
5. Opening and Closing
 - Open
 - Closing
 - Exiting

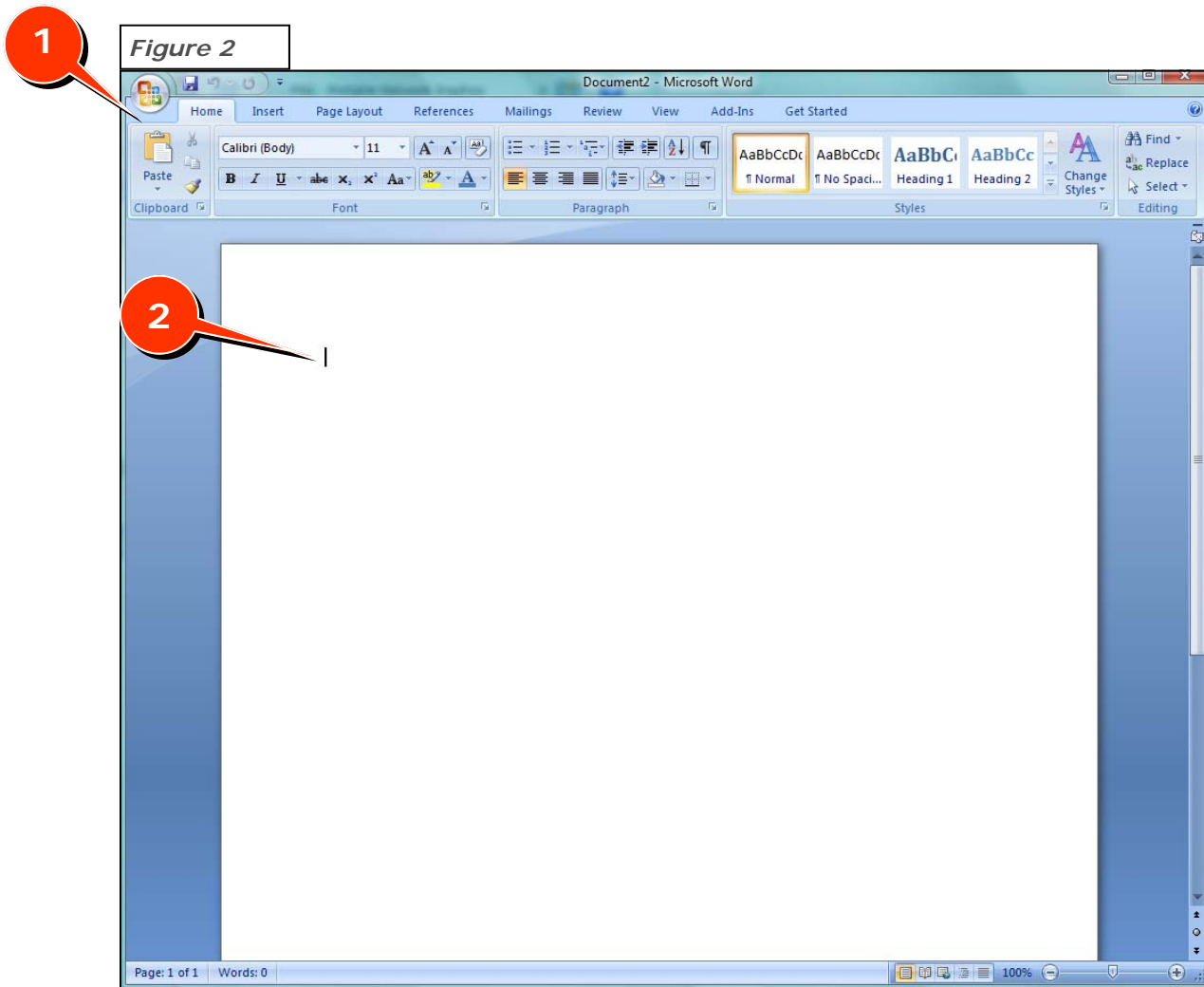
Open a Document

Recent Document

1. To open a recent document click the **Office Button** (Fig 1, 1).
2. Select the **Document** under the recent documents area (Fig 1, 3).

Not a Recent Document

1. To open a document not listed in recent documents click the **Office Button** (Fig 1, 1).
2. Select the **Open** (Fig 1, 4).
3. Search and select your **Document**.
4. Click **Open**.



Create or Edit a Document

Once you have opened a new or existing document you can create or edit the document.

- The **Ribbon** (Fig 2, 1) contains all of your formatting features.
- Your cursor will be blinking at the **Insertion Point** (Fig 2, 2). You can move the cursor by typing, using the space bar, tab or enter buttons.

Saving a Document

Save

1. Click the **Office button** (Fig 1, 1).
2. Select **Save** (Fig 1, 5).
3. Give your document a **Name**.
4. If you need to change the file type use the **Save As Type** drop down arrow.
5. Click **Save**.

Note: Your file will be saved as an Office 2007 .docx file. If you need to send this file to someone to view you will need to make sure they have the compatibility pack or MS Office 2007 installed.

Save As

The **Save As** box allows you to name a new document. When used with a document in progress, it creates a copy of the original with a different name or in a different location. This allows you to make changes to the document you're working on without changing your original.

1. Click the **Office button** (Fig 1, 1).
2. Select **Save As** (Fig 1, 6).
3. Give your document a new **Name**.
4. If you need to change the file type use the **Save As Type** drop down arrow.
5. Click **Save**.

Opening and Closing a document

Opening a Document

1. Click the **Office button** (Fig 1, 1).
2. Select **Open** (Fig 1, 4).
3. Select your **Document**.
4. Click **Open**.

Closing a Document

1. Click the **Office button** (Fig 1, 1).
2. Select **Close** (Fig 1, 7).

Exiting Word 2007

There are a few ways to exit MS Word 2007

1. Click the **Office button** (Fig 1, 1).
2. Select **Exit Word** (Fig 1, 8)
3. Or click the **Red X** in the upper right hand corner of MS Word (Fig 3, 1)

