




Exercise: Creating a new document

Word is open with no documents open.

Do This	How & Why
<ol style="list-style-type: none">1. Start a new, blank document:<ol style="list-style-type: none">a) On the File tab, click New.b) Click Blank document.2. Observe the title bar.3. Enter some of the following information:<ul style="list-style-type: none">• Your occupation• Your name• Your address• Your phone number• Your email address4. Save the document:<ol style="list-style-type: none">a) In Backstage view, click Save.b) Click Browse, then navigate to the current chapter's data folder.c) In the File name box, type Contact Info.d) Click Save.	<p>It shows a generic document name, like Document1</p> <p>Press Enter after each line. If you don't want to use your own information, make up something.</p> <p>The document is saved and you return to the document window.</p> <p>"Backstage view" is what you see when you click the File tab. Because this document has never been saved, the Save As section appears.</p> <p>Follow your instructor's directions.</p>

Do This	How & Why
5. Observe the title bar.	It shows the file name you entered.
6. Change one of the lines of text. a) Drag over the text. 	To select it. You will briefly see a gallery of formatting options when you select the text. You'll learn about that soon. For now, move the mouse slightly and the gallery will disappear.
b) Type something different.	The text you type replaces the selected text. If you had just placed the cursor somewhere, what you typed would have been inserted.
7. Click  .	On the Quick Access toolbar. You can also use the keyboard shortcut, Ctrl+S . To save your change to the document. When you click the Save button, the file is saved in the same location and with the same name that you used previously. To save it with a different name or location, you would click Save As in Backstage view.
8. At the end of the document, press Enter to create a new paragraph.	You will enter a symbol here. Not all of the text you will need is readily available on the keyboard.
9. On the Insert tab, click Symbol .	To display the Symbol gallery. Common and recently used symbols appear here. As you work more with Word, you'll almost always find the symbols you use most here.
10. Click ©.	To insert the copyright symbol in the document. If you don't see the copyright symbol, try another.
11. Click Symbol , then click More Symbols .	To display the Symbol window. Here, you can choose from a huge variety of symbols in many fonts.
12. Click Cancel .	
13. Close the document.	Try clicking the Close box on the far right of the title bar.
	 Word prompts you to save your changes. When you attempt to close a document without having saved your most recent changes, you will see this.
14. Click Don't Save .	To close the document without saving the changes.