

Word 2007- New Document

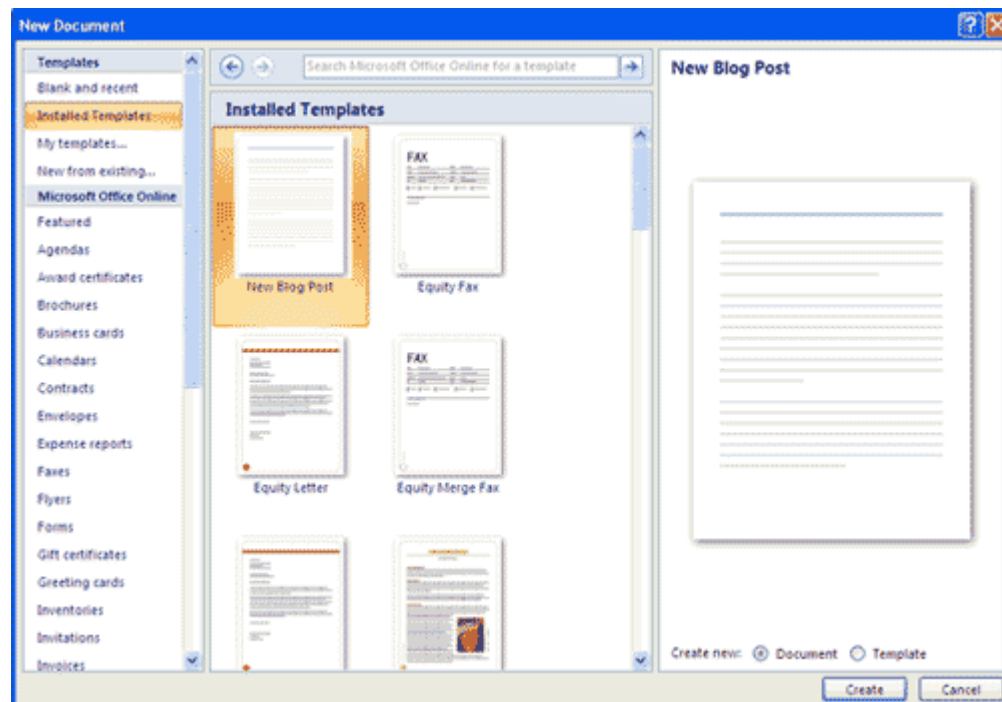
Create a New Document

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



- Click the **Microsoft Office Button** 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 Microsoft Office Button 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**. 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 **Microsoft Office Button** 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 **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window Insert picture of recent docs


Saving a Document

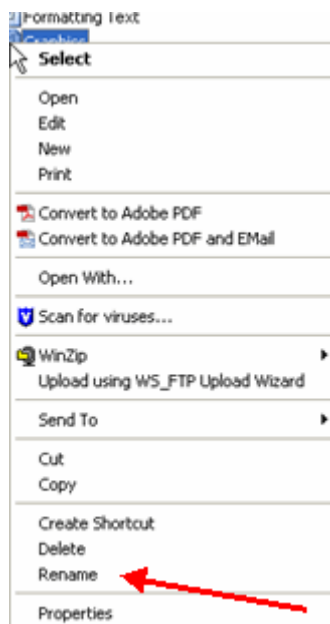
- Click the **Microsoft Office Button**  and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar



Renaming Documents

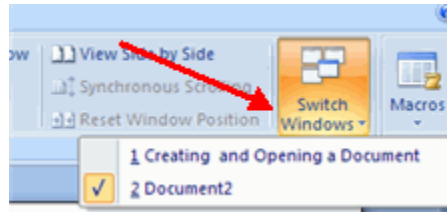
To rename a Word document while using the program:

- Click the **Office Button**  and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.



Working on Multiple Documents


Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.



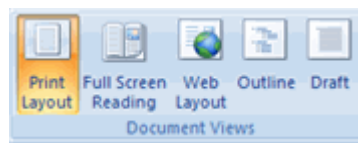
Document Views

There are many ways to view a document in Word.

- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen  or:

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.



Close a Document

To close a document:

- Click the **Office Button**
- Click **Close**