

How to Create a Word Document

(For Windows 7 and 10)

Word

Step 1: Opening the document

There are three ways to do this opening process. First, if you have the Windows icon on your taskbar at the bottom of the screen press it. This icon is a circle with red, blue, green and yellow quarters. It is the first icon on the left.

Left click on this.

When you press it a range of options will appear. Go to the first at the top. This is called Word. Put the cursor on it and press. Your file will open.

Second choice: The windows circle is not there. Instead there is a blue rectangle with lines making quarters. It is the first icon on the left; click on this. When options come up named 'Quick Links' click on the one on the top left which has a blue background and the letter W in white.

Left click on this

A blank white rectangular option will appear slightly to the left of centre screen.

Left click on this.

Your page to type will come up. On the top bar lines all types of options will come up for different styles and sizes of print, for colours and placings and copying.

You must now save before you can type

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Step 2: Saving

On the far left of the screen just down from the WORD and SAVE icons is a blue rectangle with the word FILE in white.

Left click on this.

When you have clicked on this you will get a screen that divides into a narrow blue line on the far left and white with icons. Go the blue bar and go down to SAVE AS.

Left click on this.

Up comes a new white screen. Under SAVE AS on the left click on COMPUTER. The screen will not vanish, so then use BROWSE. Your automatic saving file will then pop up. This will already have a suggested file name which you can change if you wish. The file name will not accept these characters: ! @ # \$ % ^ & *":

Once you press save on the automatic file you can go back to your blank word document and start typing. Start with your title!

The default option is Word. Stay with this until you are absolutely sure your work is finished. You can always rework and correct a Word file after saving. Do not alter a word file into a pdf. File. Always keep a word file copy. You cannot change a pdf file easily. If you want a pdf file go through the steps again and when the options come up scroll down through them, find pdf and choose it, hitting save.