

SLO 1.1



Creating, Saving, and Opening Documents

In Microsoft Word, you can create a variety of document types. Your creativity and knowledge of Word enables you to create, edit, and customize high-quality and professional-looking documents. You can create Word documents from a new blank document, from existing Word templates, or from existing documents. Word enables you to save documents in a variety of formats.

Create a New Document

All new documents are based on the **Normal template** (*Normal.dotm*). When you create a Word document, a blank document displays in the Word window. This document has default fonts, font sizes, line and paragraph spacing, and margins—all of which are controlled by the *Normal* template.

HOW TO: Create a New Document

1. Click the **File** tab to open the *Backstage* view.
- When you first open Word, the *Start* page displays. You can open a new blank document from the *Start* page by clicking **Blank document**.
2. Click the **Blank document** button (**Figure 1-1**) to create a new blank document.
- Alternatively, click the **New** button on the left and then click the **Blank document** button.

ANOTHER WAY

Ctrl+N creates a new blank document.

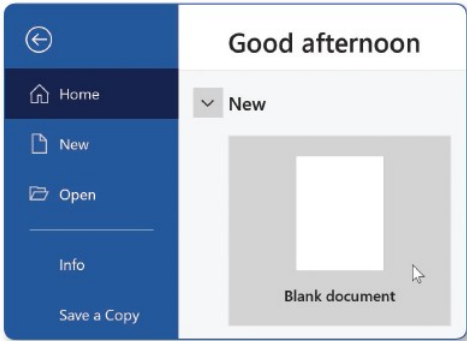


Figure 1-1 Create a new blank document

Save a Document

When you create a blank document, Word automatically assigns a generic file name to this document, such as *Document1*. Use the **Save As dialog box** to name and save a new document. You can save a Word document in a variety of file formats. By default, a document is saved as a **Word Document** and has a **.docx** file extension. Other types of Word files are discussed throughout this text. **Table 1-1** lists the more commonly used file formats.

Table 1-1: Save Formats

Type of File	File Extension	Uses
Word Document	.docx	Standard Word document.
Word Macro-Enabled Document	.docm	Word document with embedded macros.
Word 97-2003 Document	.doc	Word document that is compatible with previous versions of Microsoft Word.
Word Template	.dotx	Create a new document based upon a template.
Word Macro-Enabled Template	.dotm	Create a new document based upon a template with embedded macros.

Portable Document Format (PDF)	.pdf	Similar to a picture of a document that is used to preserve the formatting of a document.
Rich Text Format (RTF)	.rtf	Generic file format read by many different types of word processing programs while retaining the basic format of the document.
Plain Text	.txt	Files contain only text with no special formatting and open with most word processing programs.
Open Document Text	.odt	Format used in the Open Office word processing program.



HOW TO: Save a New Document

1. Click the **File** tab to open the *Backstage* view.
2. Click **Save** or **Save As** to display the Save As area on the *Backstage* view (**Figure 1-2**).
3. Click the **Browse** button to open the Save As dialog box (**Figure 1-3**).
 - Alternatively, click a save location (**OneDrive** or **This PC**), type the file name in the *Enter file name here* text box, and click **Save**. To change the save location, click the **More options** link to open the Save As dialog box (see **Figure 1-2**).
 - You can also click the **Recent** button and select a recently used folder to open the Save As dialog box.
4. Use the folder list on the left side of the Save As dialog box to browse to a location to save the file (see **Figure 1-3**).
5. Type the file name in the *File name* area.
6. Click the **Save** button.

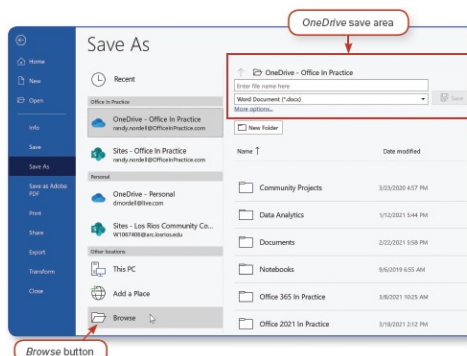


Figure 1-2 Save As area of the Backstage view

ANOTHER WAY

F12 opens the Save As dialog box. When using a laptop computer, you might have to press the **Fn** (Function) key and the **F12** key to open the Save As dialog box.

When saving a new document, pressing **Ctrl+S** or clicking the **Save** button on the *Quick Access* toolbar opens the *Save this file* dialog box (**Figure 1-4**). Click **More options** to display the Save as area on the *Backstage* view and click **Browse** to open the Save As dialog box (see **Figure 1-3**).

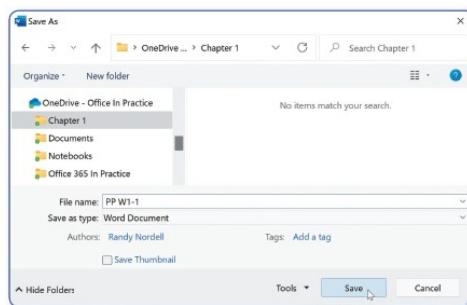


Figure 1-3 Save As dialog box

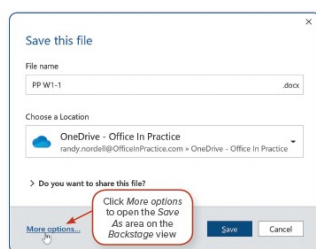


Figure 1-4 Save this file dialog box

MORE INFO

If a file has already been named and saved, pressing **Ctrl+S** or clicking the **Save** button on the *Quick Access* toolbar saves the file without opening the *Backstage* view.

AutoSave

AutoSave is a feature that automatically saves a document that is stored on *OneDrive*, Microsoft's cloud storage area. The **AutoSave** feature turns on by default when you save a document to *OneDrive*, and the document is

automatically saved as you change it.

This feature displays in the upper-left corner of the Word window ([Figure 1-5](#)). Click the **AutoSave** button to turn it on or off. When *AutoSave* is on, the save options on the *Backstage* view change from *Save* and *Save As* to *Save a Copy*.

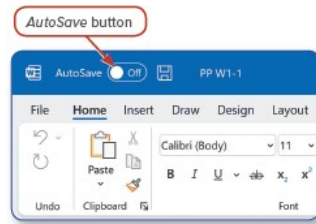


Figure 1-5 *AutoSave* feature

Office 2021 Note: The *AutoSave* feature may not be available in Office 2021.

Save As a Different File Name

You can save a document as a different name by opening the *Save As* dialog box and typing a new file name. When you save a file with a different file name, the original document is not changed and is still available. Saving with a different file name creates a new version of the original document.

HOW TO: Save As a Different File Name

1. Click the **File** tab to open the *Backstage* view.
2. Click the **Save As** button to display the *Save As* area.
 - If *AutoSave* is turned on, *Save a Copy* is the save option on the *Backstage* view rather than *Save* and *Save As*.
3. Click the **Browse** button or select a recent folder to open the *Save As* dialog box (see [Figure 1-3](#)).
 - Alternatively, press **F12** to open the *Save As* dialog box from within Word (not the *Backstage* view). You may have to press the **Fn** (Function) key and the **F12** key to open the *Save As* dialog box when using a laptop.
4. Use the folder list on the left side of the *Save As* dialog box to browse to a location to save the file.
5. Type the file name in the *File name* area.
6. Click the **Save** button.

MORE INFO

Avoid saving too many different versions of the same document. Rename only when you have a good reason to have multiple versions of a document.

Open a Document

You can open an existing document from your computer, *OneDrive*, other storage locations, or an attachment from an email. After opening a document, edit the content and save the changes to the document.

HOW TO: Open a Document

1. Click the **File** tab to open the *Backstage* view.
2. Click the **Open** button to display the *Open* area on the *Backstage* view.
3. Select the location where the document is stored.
 - The *Recent* area displays a list of recently used documents or folders.
 - You can also open a document from *OneDrive* or *This PC*.
4. Select a file or folder to open or click **Browse** to open the *Open* dialog box ([Figure 1-6](#)).
5. Select the file and click the **Open** button.
 - If the document opens in *Protected View*, click the **Enable Editing** button.

ANOTHER WAY

Ctrl+F12 opens the *Open* dialog box. Laptops may require **Fn+Ctrl+F12**.

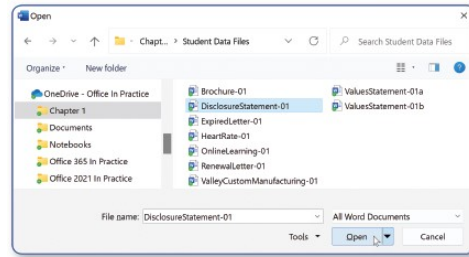


Figure 1-6 *Open* dialog box

Pin a Frequently Used Document

If you use a document frequently, pin the document on the *Backstage* view so you can quickly open the document. In the *Home* or *Open* areas on the *Backstage* view, select a file in the *Recent* area and then click the **pin** icon to the right of the file name to add the document to the *Pinned* area (Figure 1-7). Pinned documents appear in the *Pinned* area in the *Home* and *Open* areas on the *Backstage* view. Click the pinned file to open it.

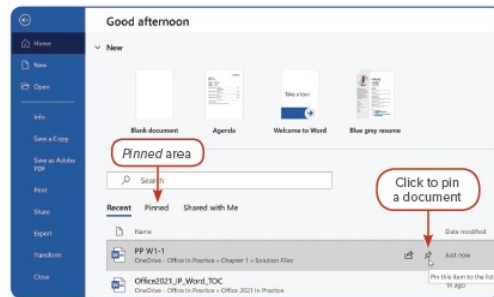


Figure 1-7 The *Pinned* area in the *Open* area on the *Backstage* view