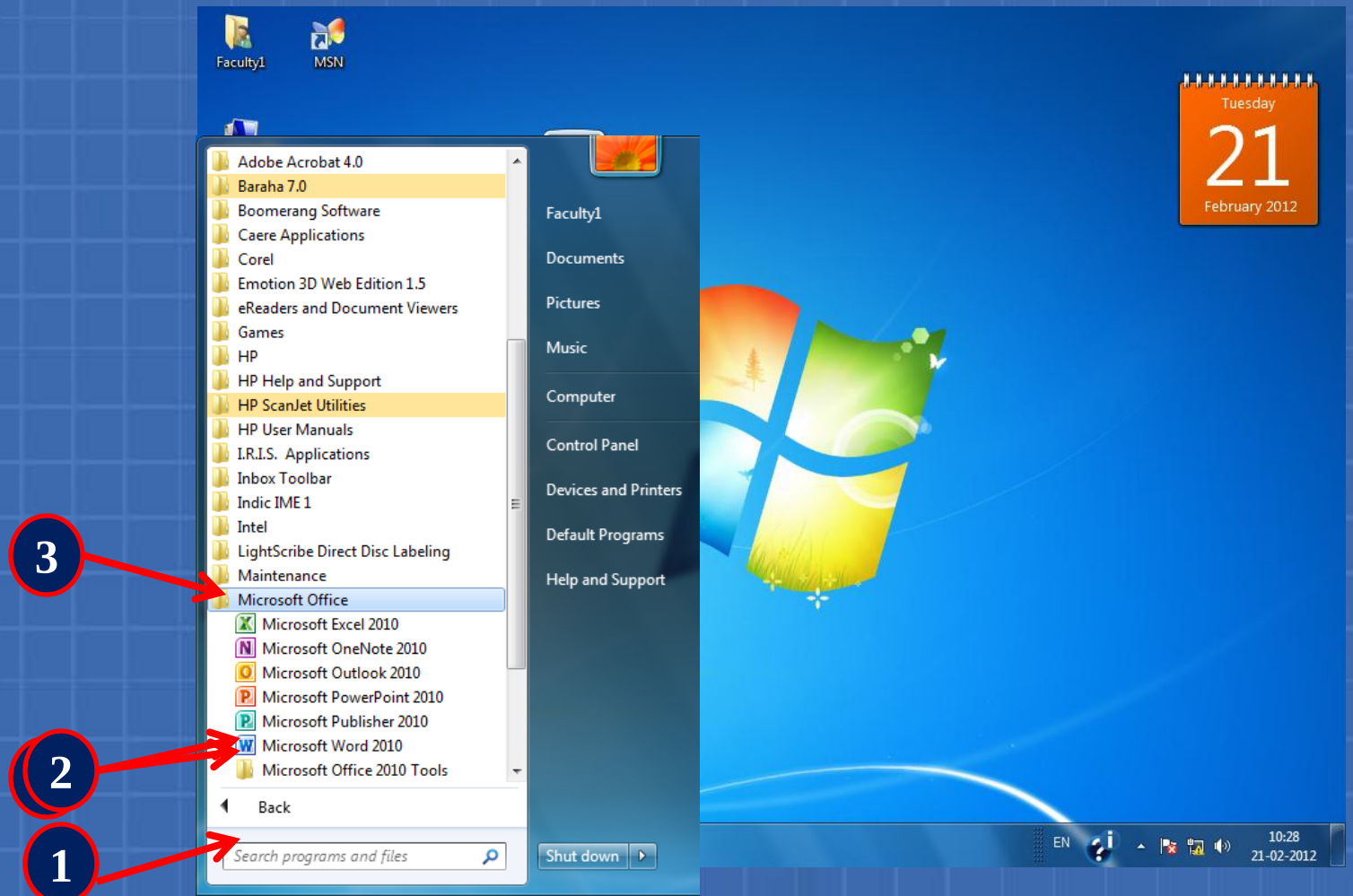
Creating a Simple Document in Microsoft Word

Objectives

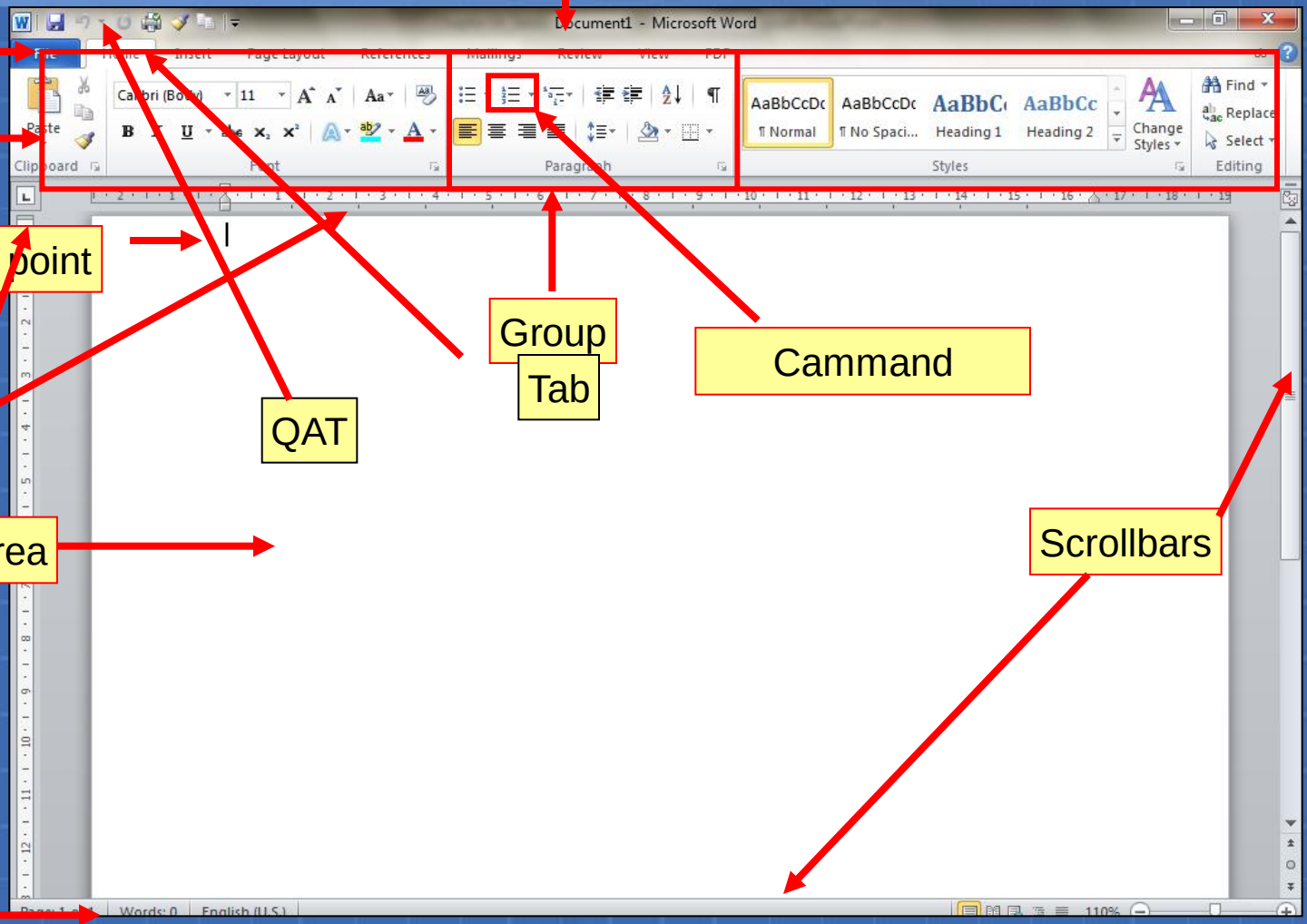
- How to Start Microsoft Word Application
- Word 2010 user Interface
- How to perform basic tasks such as
  - Creating a document
  - Saving a document
  - Editing a document
  - Formatting a document
  - Printing a document

Starting Word 2010

- Click on the **Start** button, and then click **All Programs.**
- Click on **Microsoft Office** and click on **Microsoft Word 2010**.



Word 2010 User Interface



Creating a New Document

There are two ways you can create an Word Document :

- Blank documents
  - Enable you to create documents with your own styles and formats.
- Templates
  - Provide predefined styles and formats to create documents easily.