

01b Creating + Opening Documents

Introduction

Word files are called **documents**. Whenever you start a new project in Word, you'll need to create a new document, which can either be **blank** or from a **template**. You'll also need to know how to **open** an existing document.

Play the video by clicking the link below:



Exercise 01b

- Open Word 01b Template **SAVING**, from your emailed attachment.
- Leave this document **open**.

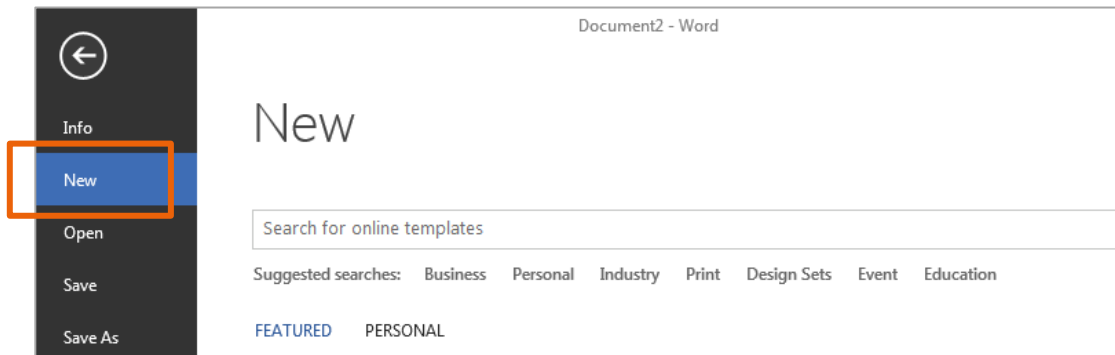
Exercise 01c

Create a **new document** from a Template:

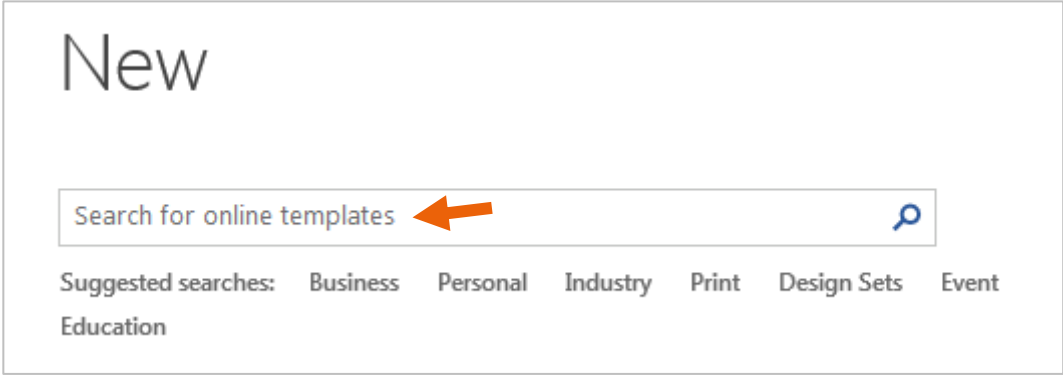
- In the document you already have open (, click the **File Tab**.



- Click **New** in the Backstage View



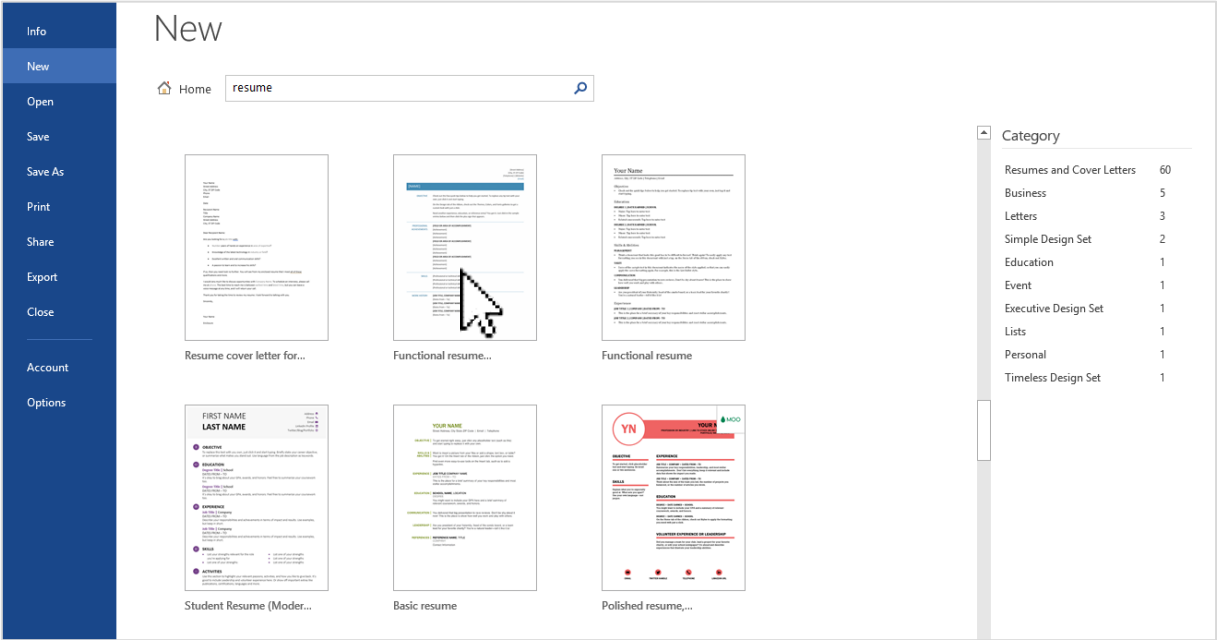
- Locate the **Search for Online Templates** box



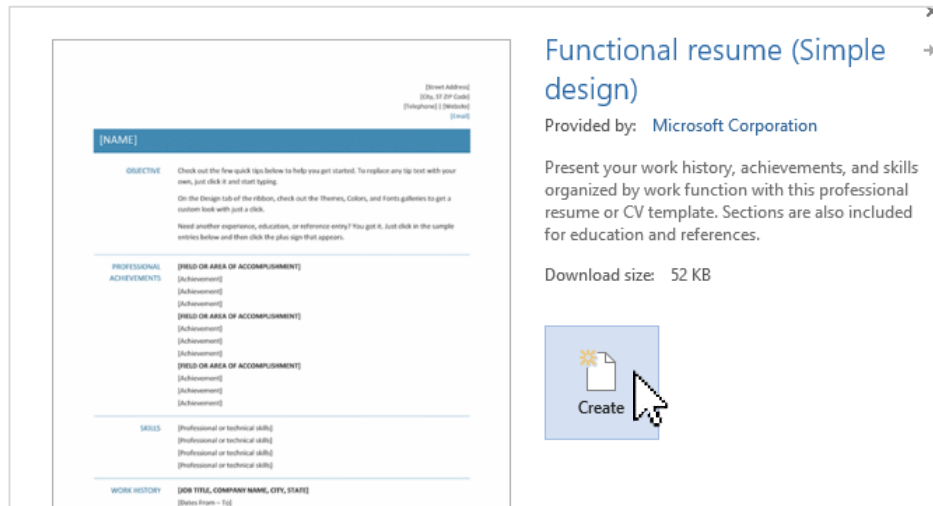
- Type, **Resume** and press the **Enter Key**.



- Choose any one **Resume Template** you like from the thumbnails. **Click to select**.

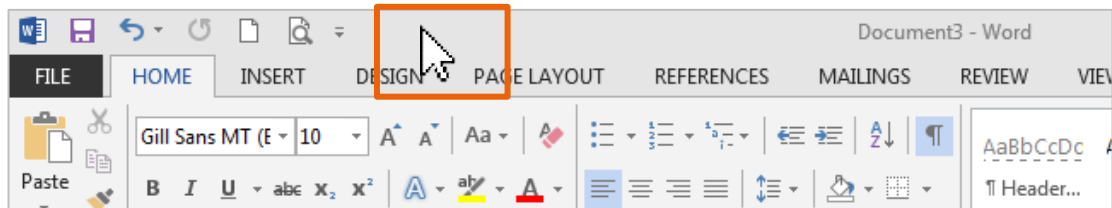


- Click the **Create** icon to open.

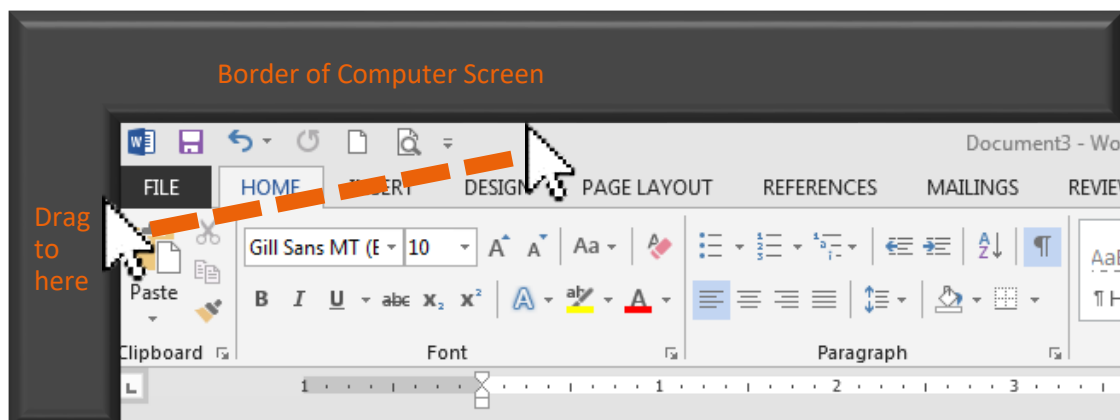


You now have **2 documents open on your screen**. Windows has a handy feature that allows you to easily fit **2 windows** equally across the screen.

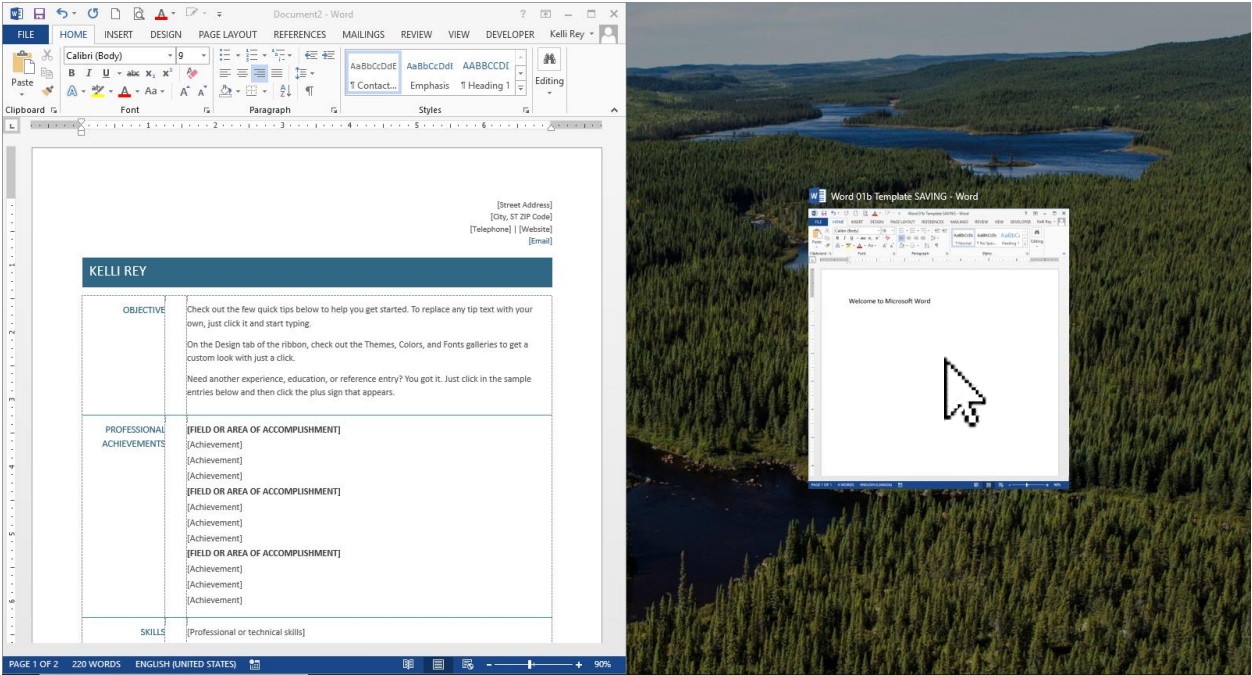
- Click and **hold down the mouse** close to the top of the **Resume** document window as shown below and then



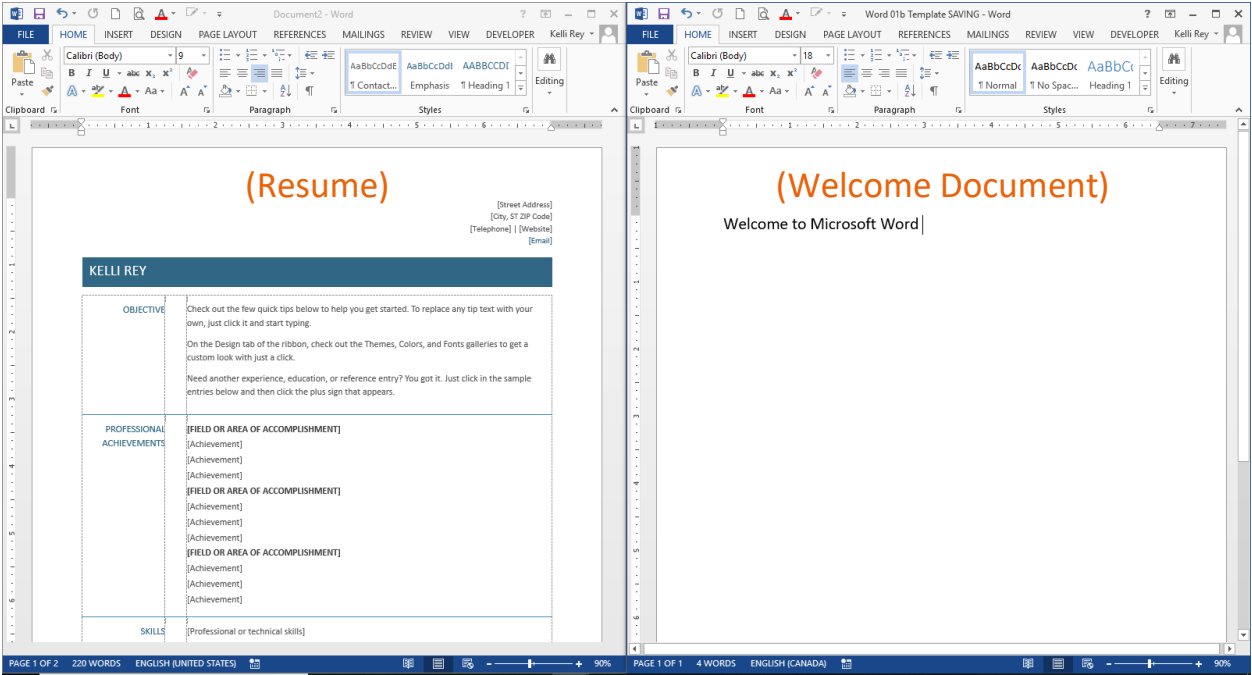
move the mouse until the **arrow touches the left side** of the black computer screen frame. **Release the mouse**. The document will fill the **left half** of the screen.



- Click on the **Welcome to Microsoft Word** document - it will automatically fill the second half of the screen.



- Your screen should look like this:



- Leave both documents **open**. In the next part of the exercise, you will **save** the documents.