# Creating a Simple Document in Microsoft Word



### Objectives

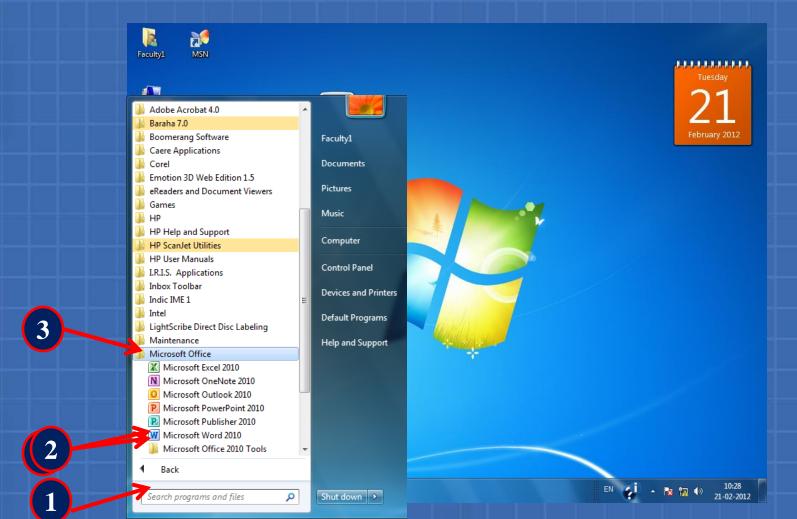
- How to Start Microsoft Word Application
- Word 2010 user Interface
- How to perform basic tasks such as
  - Creating a document
  - Saving a document
  - Editing a document
  - Formatting a document
  - Printing a document

## Starting Word 2010

• Click on the **Start** button, and then click **All Programs.** 

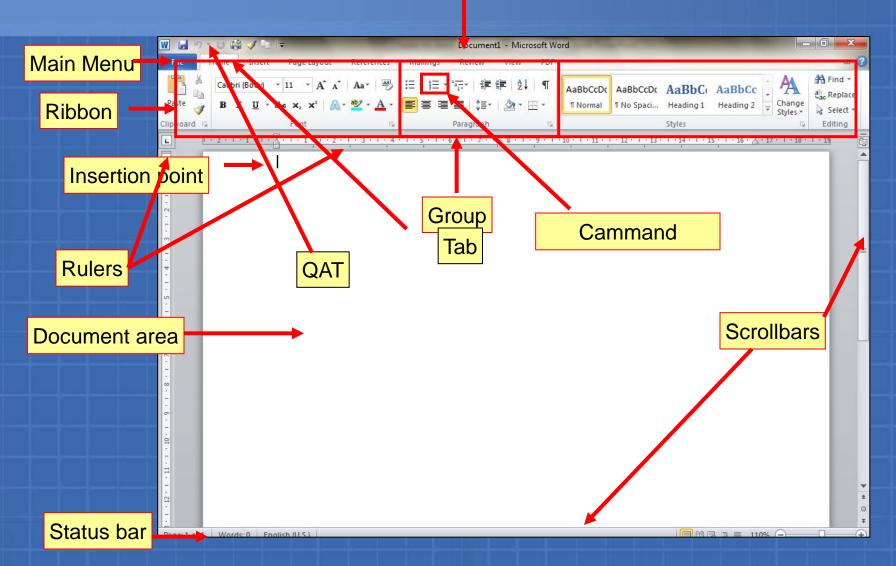


 Click on Microsoft Office and click on Microsoft Word 2010.



### Word 2010 Title bar r 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.