Unit 2.2: Create and Save Document:-

: Creating A New Document: To create a new document: · click the Microsoft Office button / Fite tab. Select, New, The New Document dialog box appears.
Select, Blank document, It will be highlighted window.

· Now you can create document by inserting text.

· Finally save document.

. SAVING DOCUMENT.

To Save document using Save As command:

· Click the Microsoft office button/File tab. . Select, Save As - Word Document.

· Select the location where you want to save the document using the drop down meny.

· Enter a Name for the document.

· Click the Save button.