

❖ Basic of MS-Word

- Start a document

It's often easier to [create a new document using a template](#) instead of starting with a blank page. Word templates come ready-to-use with pre-set themes and styles. All you need to do is add your content.

- Open a document

If the document you're looking for isn't there, click **Open Other Documents**.

If you're already in Word, click **File > Open** and then browse to the file's location.

- Save a document

To save a document for the first time, do the following:
On the File tab, click **Save As**.

❖ FEATURES OF MS WORD

