

MICROSOFT WORD

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Creating and Opening
Documents

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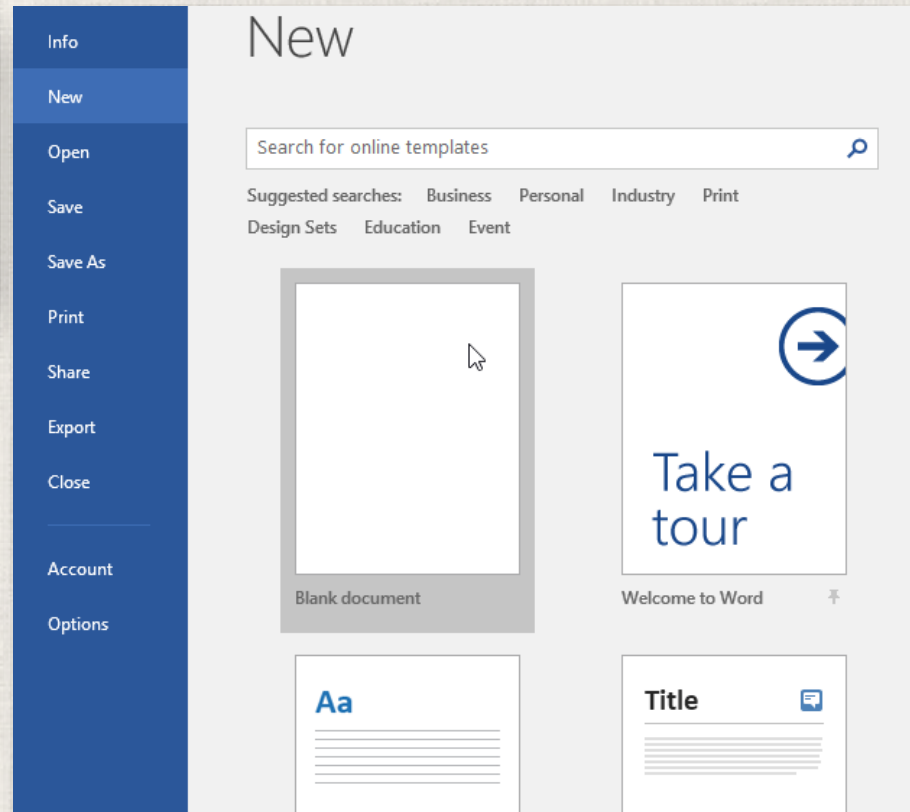
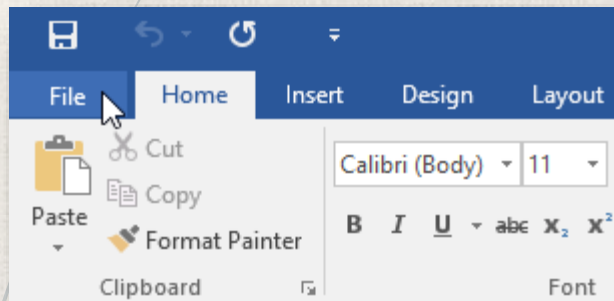
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Introduction

- ▶ 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**.

Creating a new blank document

1. Select the **File** tab to access **Backstage view**.
2. Select **New**, then click **Blank document**.



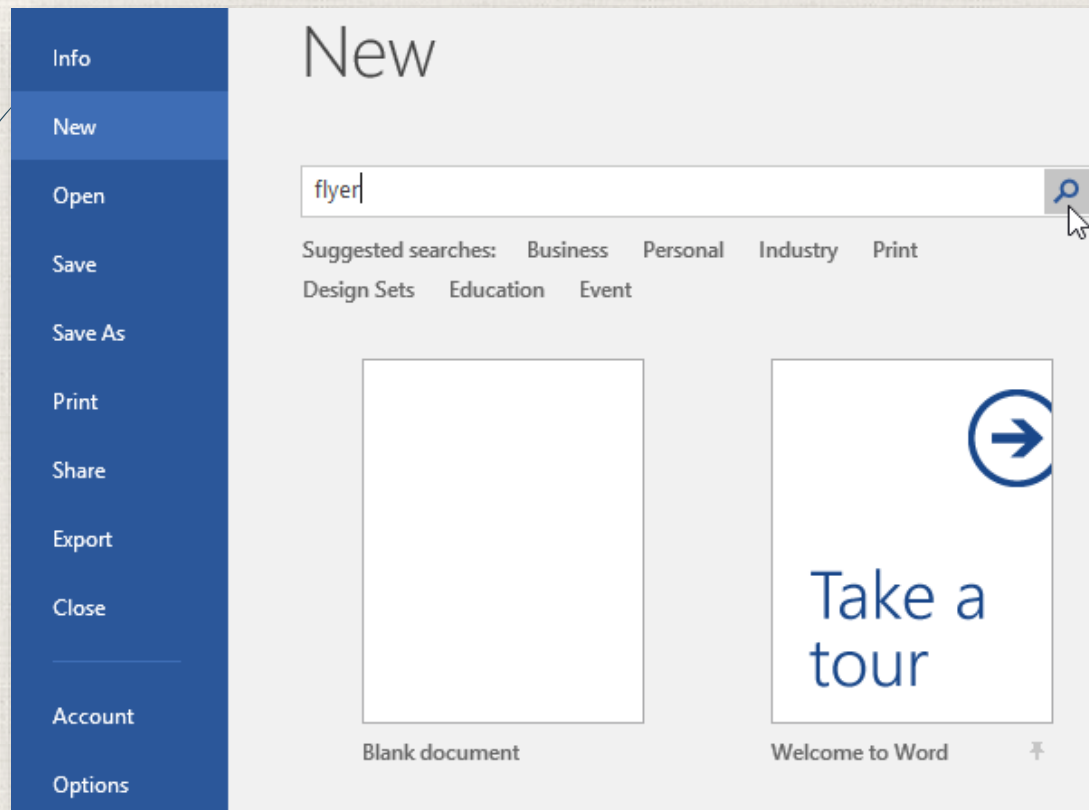
3. A new blank document will appear.

Creating a new document from template

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

Creating a new document from template

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.



Creating a new document from template

- When you find something you like, select a template to preview it.


Home flyer

The screenshot shows a web interface for selecting flyer templates. At the top, there is a search bar with the word "flyer" and a magnifying glass icon. Below the search bar, there are six flyer templates displayed in a grid. Each template has a preview image and a caption below it. The templates are:

- Seasonal event flyer:** Features a photo of two children with ice cream cones. The text includes "[DATE]", "[EVENT TITLE HERE]", and a "LOGO" placeholder.
- Summer event flyer:** Features a blue whale in the ocean. The text includes "summer splash celebration" and "LOGO".
- Fall flyer:** Features a scarecrow in a field with pumpkins. The text includes "fall harvest celebration" and "LOGO".
- Seasonal event flyer (spr...):** Features a woman sitting on a bench with a dog. The text includes "[DATE]", "[EVENT TITLE HERE]", and a "LOGO" placeholder.
- Seasonal event flyer (wi...):** Features a person skiing. The text includes "JANUARY 28TH 2013", "SKI WORKSHOP AND EQUIPMENT SALE", and a "LOGO" placeholder.
- Seasonal event flyer (au...):** Features a person's legs and feet. The text includes "SUBTITLE" and "TITLE".

Creating a new document from template

4. A **preview** of the template will appear. Click **Create** to use the selected template.




Seasonal event flyer (autumn)

Provided by: Microsoft Corporation

Announce your company event with this fall seasonal event flyer with a color block design. Customize the look by replacing the photo with your own, or use this template as is by simply filling in your information. Find similar flyers for other seasons by clicking the See Also links above.

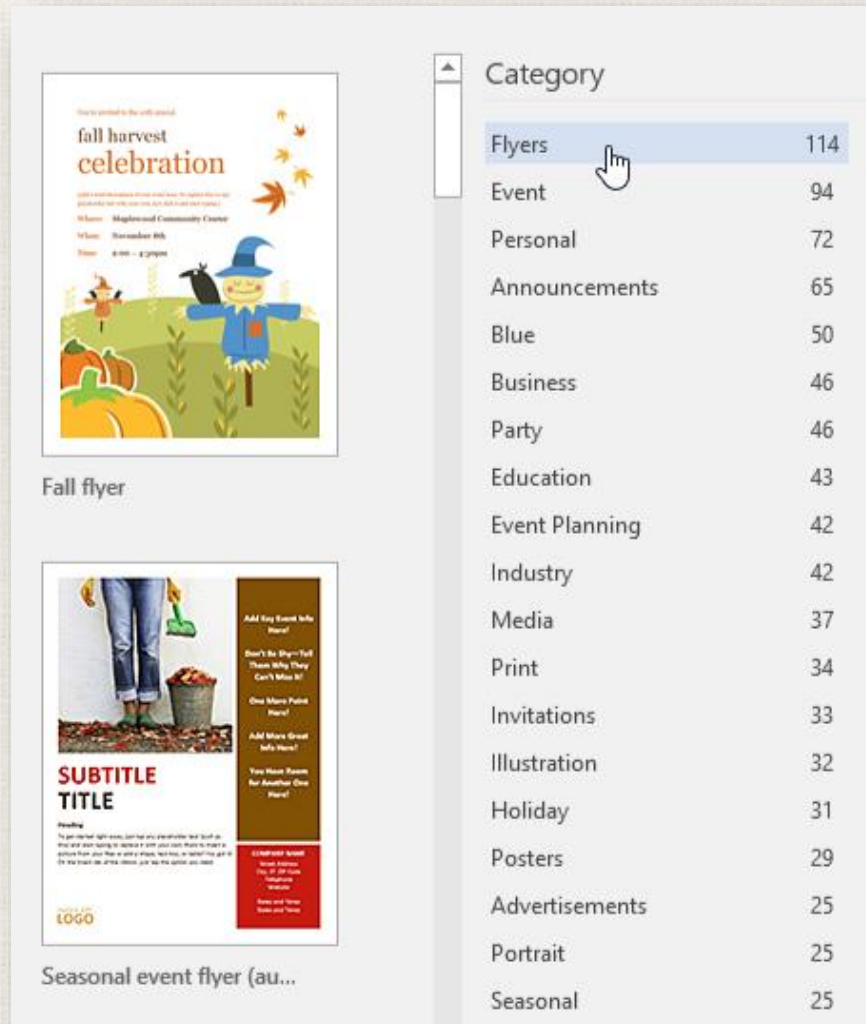
Download size: 803 KB

 Create

COMPANY NAME
Street Address
City, ST ZIP Code
Telephone
Website
Dates and Times
Dates and Times

Creating a new document from template

- You can also browse templates by category after performing a search.

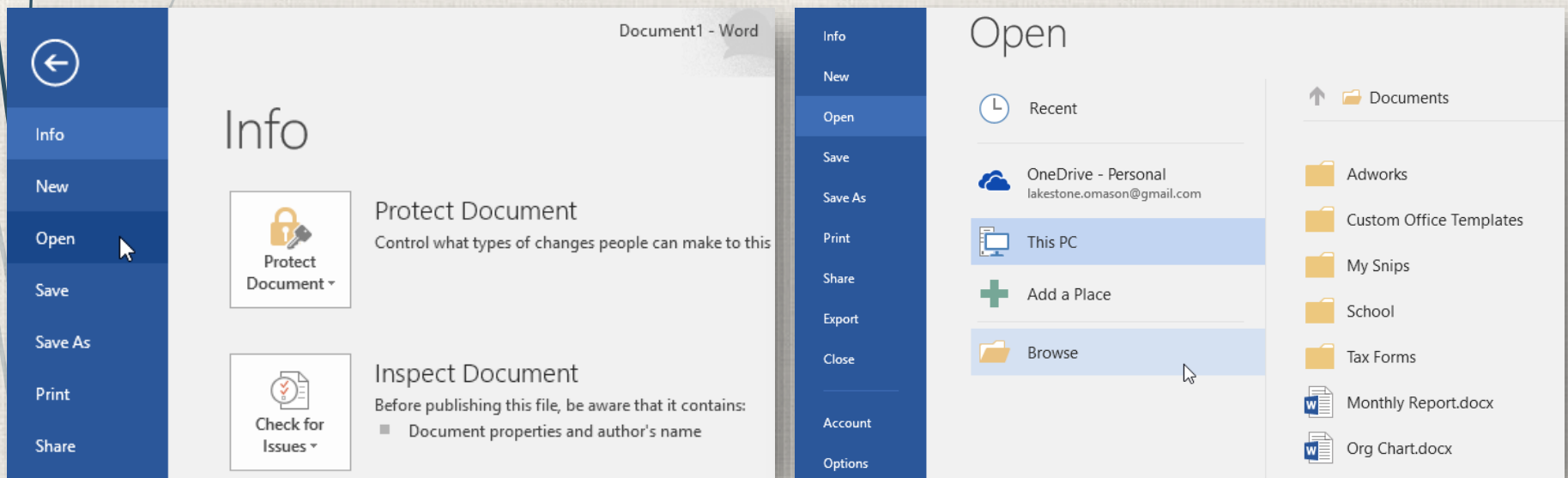


The screenshot shows a template gallery interface. On the left, two flyer templates are displayed. The first is a 'Fall flyer' with a colorful autumn theme featuring pumpkins, a scarecrow, and falling leaves. The second is a 'Seasonal event flyer (au...)' with a dark background and a person's legs in jeans. On the right, a 'Category' list is shown with a scroll bar at the top. The 'Flyers' category is highlighted in blue, and a mouse cursor is pointing at it. The list includes the following categories and their respective counts:

Category	Count
Flyers	114
Event	94
Personal	72
Announcements	65
Blue	50
Business	46
Party	46
Education	43
Event Planning	42
Industry	42
Media	37
Print	34
Invitations	33
Illustration	32
Holiday	31
Posters	29
Advertisements	25
Portrait	25
Seasonal	25

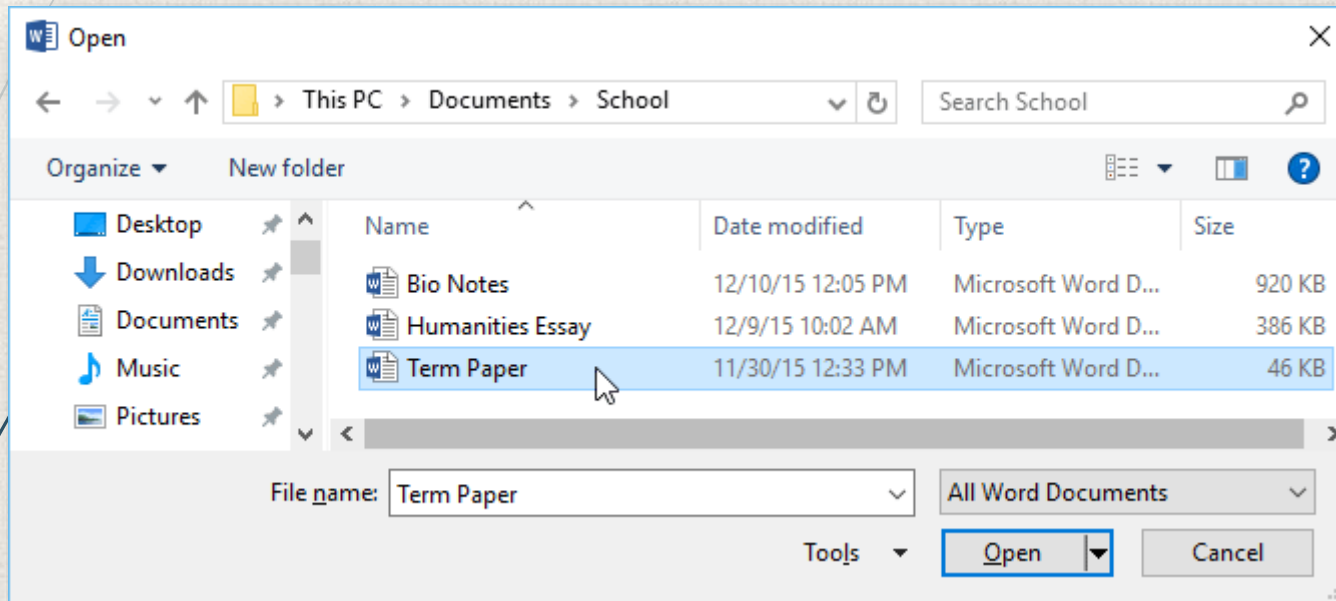
Opening an existing document

1. Navigate to **Backstage view**, then click **Open**.
2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



Opening an existing document

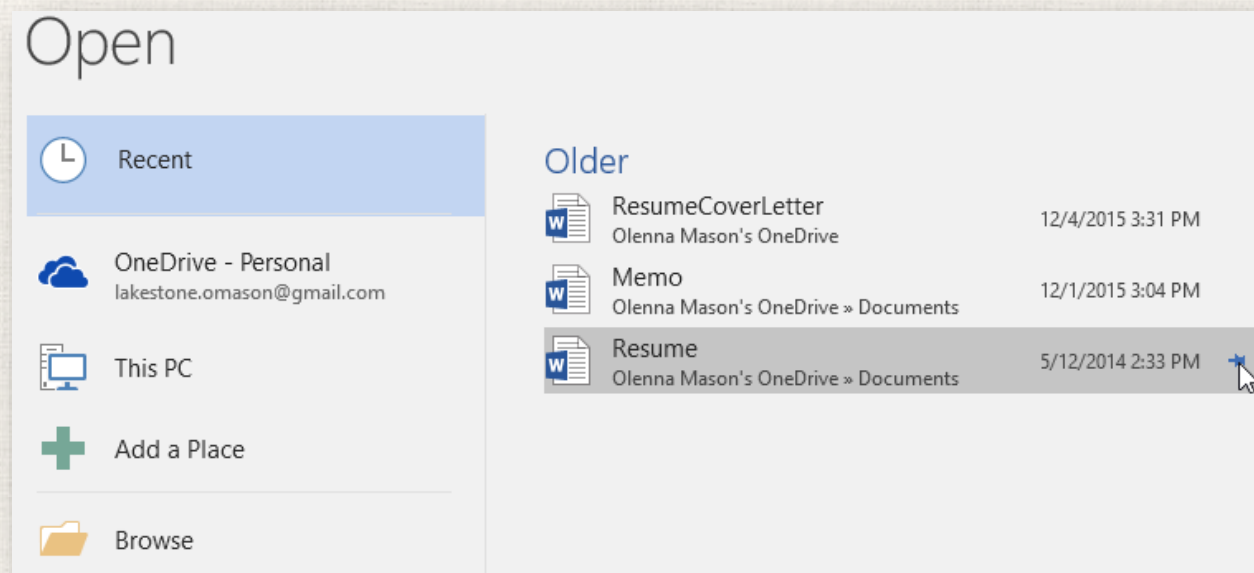
3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



Pin a document

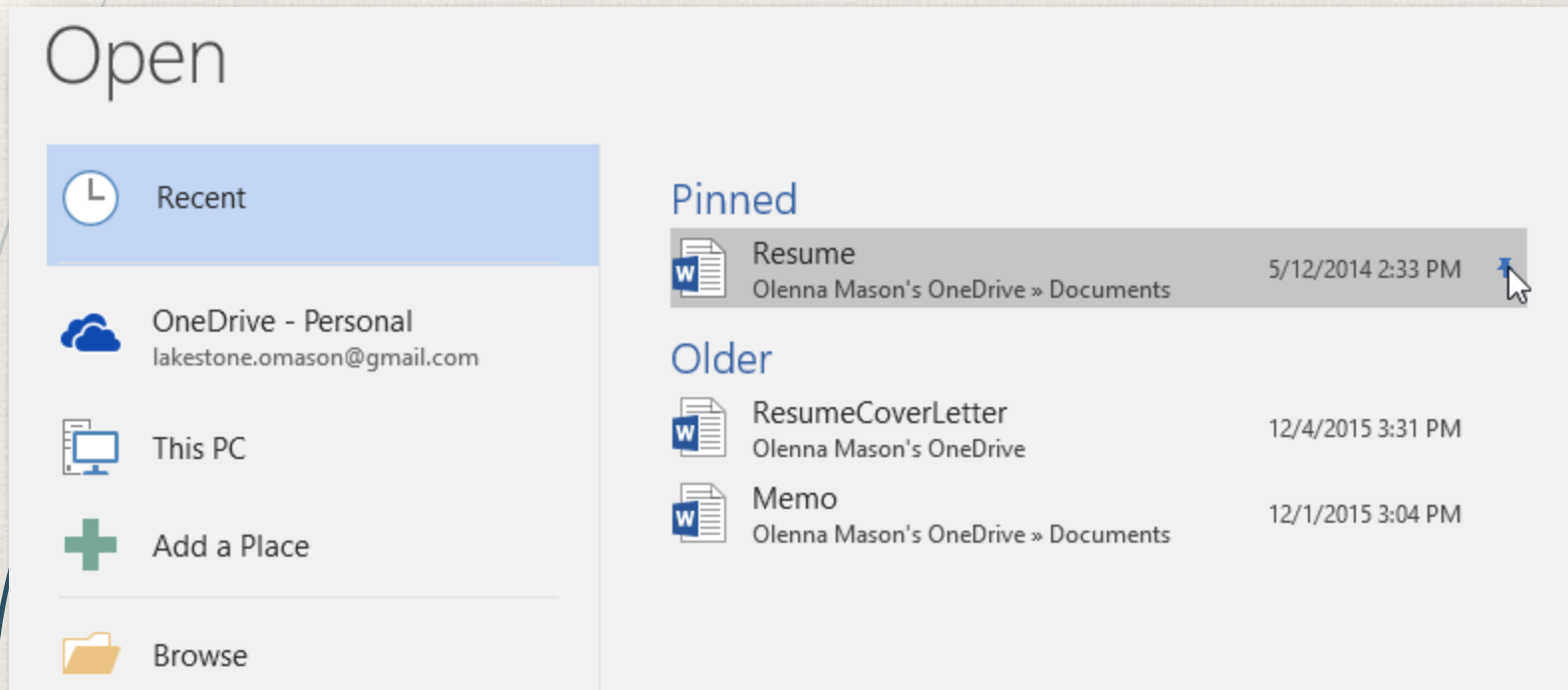
If you frequently work with the **same document**, you can **pin it** to Backstage view for quick access.

1. Navigate to **Backstage view**, click **Open**, then select **Recent**.
2. A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon**.



Pin a document

- The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.

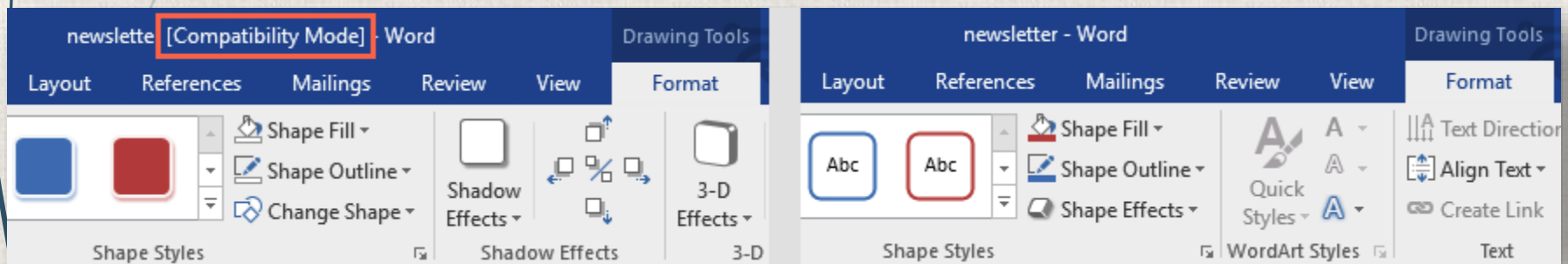


Compatibility Mode

- Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**.
- Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

Compatibility Mode

- In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.

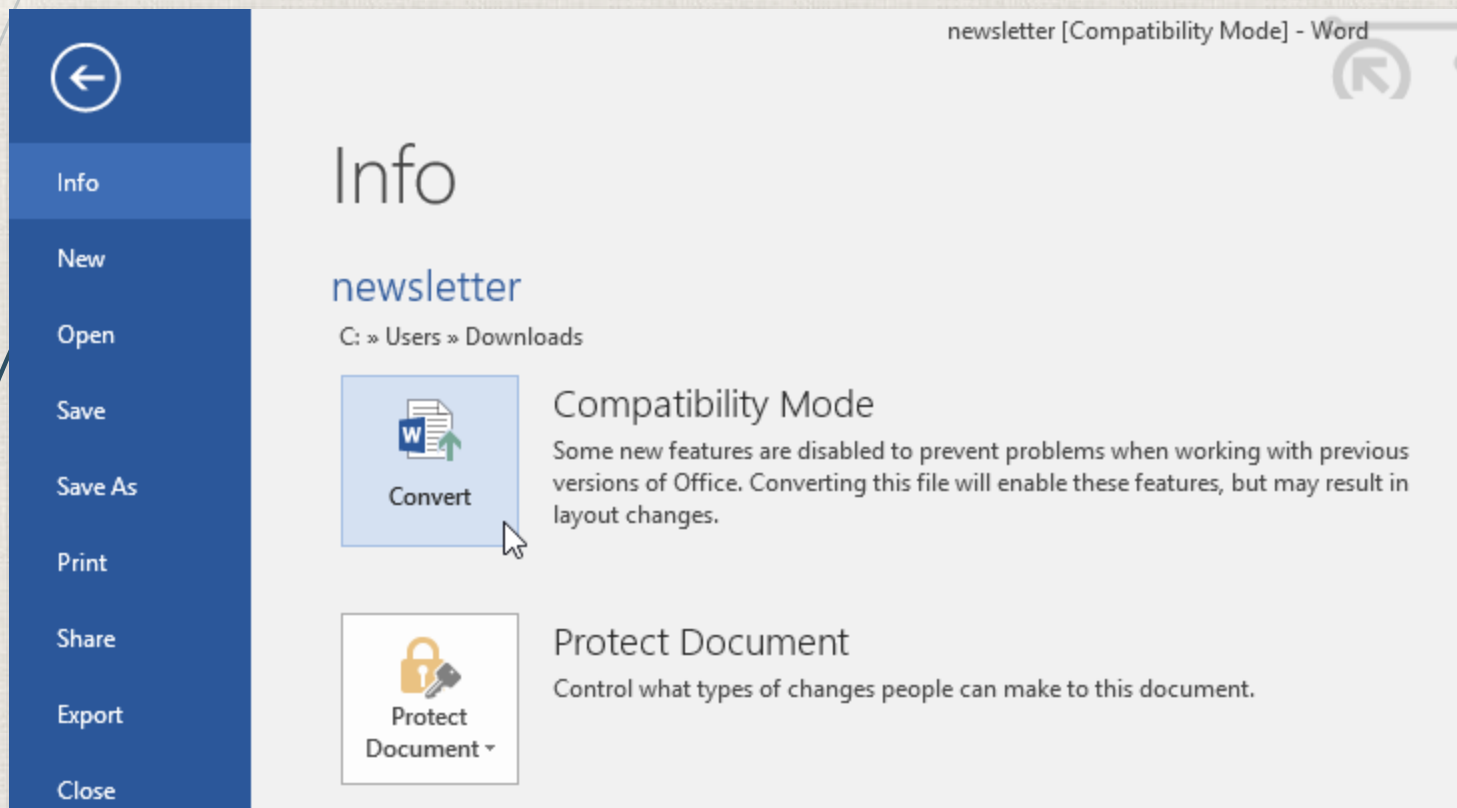


- To exit Compatibility Mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

Converting a document

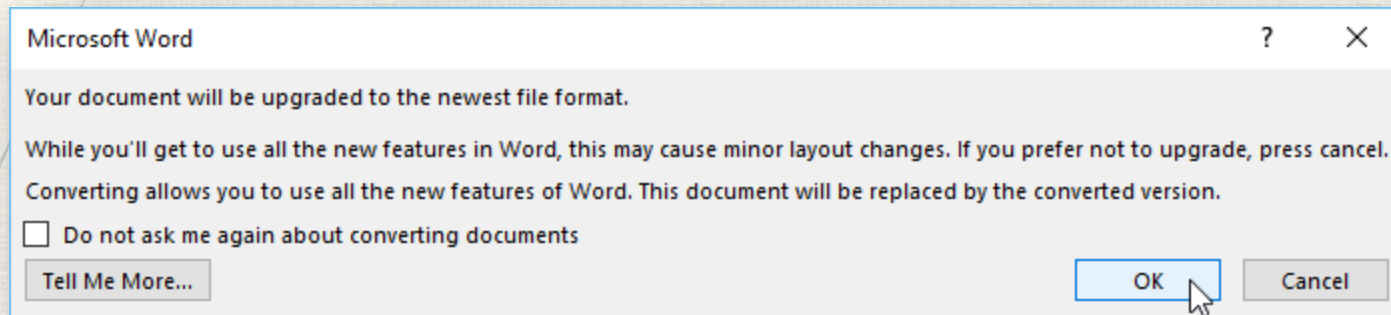
If you want access to all Word 2016 features, you can **convert** the document to the 2016 file format.

1. Click the **File** tab to access Backstage view, then locate and select the **Convert** command.



Converting a document

2. A dialog box will appear. Click **OK** to confirm the file upgrade.



3. The document will be converted to the newest file type.

Converting a file may cause some changes to the **original layout** of the document.

Practice

- Open our **practice document**.
- Notice that the document opens in **Compatibility Mode. Convert** it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.
- In Backstage view, **pin** a file or folder.

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END