WORD 2013

Creating and 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.**

To create a new, blank document:

When beginning a new project in Word, you'll often want to start with a new, blank document.

1. Select the **File** tab. **Backstage view** will appear.
2. Select **New**, then click **Blank document**.
3. A new, blank document will appear.

To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved.

1. Navigate to **Backstage view**, then click **Open**.
2. Select a location option:

* **Recent Documents** displays all of your recently edited documents, including those saved to OneDrive.
* **OneDrive** (previously called SkyDrive) gives you access to your OneDrive folders. Select Onedrive, then click **Browse** if you've saved your document to the cloud.
* **Computer** gives you access to the files you've saved locally on your computer. In our example, we will select this option and then click **Browse**.

1. The **Open** dialog box appears. Locate and select your **document**, then click **Open**.

* Word 2013 also allows you to open existing PDF files as editable documents. This is useful when you want to modify a PDF file.

**WORD 2013 – CREATING AND OPENING DOCUMENTS**

*Objectives:*

* Changing margin setting
* Changing font and size
* Using bold and underline
* Changing line spacing
* Changing number of columns
* Creating lists with numbers and bullets
* Creating indented paragraphs

*Instructions:*

1. Page layout is in Landscape orientation.
2. Page Margins are in Narrow setting.
3. The Line Spacing for the whole document is 1.5.
4. In the Title: “WORD 2013” is in Arial Black and size 18 point font; “Creating and Opening Documents” is in Arial Black, size 14 point font, and underlined. These are Center aligned. The rest of the texts are Left aligned.
5. Leave one space and then begin the 2 column layout.
6. All the text that follows is in Times New Roman font.
7. All the Headings are size 14 point. The rest of the text is size 12 point.
8. Leave 2 spaces before beginning a new Heading.
9. Leave 1 space before beginning a new List.
10. Remember to underline and **bold** the relevant words.